

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #8-H: COASTAL ZONE MANAGEMENT PROGRAM – FY 2014 GRANT

SUBJECT:

The Virginia Department of Environmental Quality manages the Virginia Coastal Zone Management (CZM) Program. PDCs are eligible for formula grants to support technical assistance programs and competitive grants for projects addressing a high priority issue, as determined by the CZM Program.

BACKGROUND:

In October 1986, Virginia received its first grant from the National Oceanic and Atmospheric Administration for the State's Coastal Zone Management Program. Since that time, the HRPDC and its predecessors have received over \$2,500,000 through this program to provide technical assistance on environmental issues to the local governments and to complete a variety of technical studies.

The process for distributing funds for FY 2014 is now underway. Under the formula grants for PDCs, the HRPDC is eligible to receive \$60,000 in funding to support the ongoing Technical Assistance Program. The required match is \$60,000 and the grant proposal will be submitted to DEQ. Additionally, it will be included in the UPWP and FY 2014 budget.

Attachment

RECOMMENDED ACTIONS:

Authorize the Executive Director to submit grant proposals to the DEQ to support the CZM Technical Assistance Program as well as to accept grant offers when they are made.

2013 VIRGINIA COASTAL ZONE MANAGEMENT PROGRAM GRANT

Project Title: Hampton Roads Technical Assistance Program

I. LEGAL APPLICANT

Name: Dwight L. Farmer, Executive Director/Secretary
Organization: Hampton Roads Planning District Commission
Street Address: 723 Woodlake Drive
City, State, Zip: Chesapeake, Virginia 23320

Project Manager: Jimontanae McBride Title: Principal Regional Planner
Phone: 757-420-8300
E-mail: jmcbride@hrpdcva.gov

II. PROJECT DETAILS

Geographic Area of Impact: Hampton Roads Planning District
Congressional District(s): 1,2,3,4
Start Date: 10/01/2012 End Date: 09/30/2013

Project continuing from previous year? yes

III. PROJECT SUMMARY *(4000 Character and Spaces Limit)*

Assist 16 member local governments, other public entities and private organizations on coastal and other environmental issues. The HRPDC will perform the following:

1. Regional Coordination Process. The coordination process involves all 16 member cities and counties and associated towns, 5 Soil and Water Conservation Districts, the Hampton Roads Sanitation District and several state and federal agencies. It addresses Core Elements of the VCZMP, Chesapeake Bay Program, and Albemarle-Pamlico National Estuarine Program. Specifically addresses CBPA implementation, wetlands, public access, environmental regulations, conservation planning and coastal energy issues. Includes participation in the Coastal PDC Committee and the Coastal Policy Team.
2. Environmental Impact Review. Review/comment on EIA/EIS and Coastal Consistency Determinations/Certifications affecting Hampton Roads, including coordination of local response.
3. Public Information & Education. Maintain VCZMP-related information on the HRPDC website. Presentations will be made on request. Monthly status reports and briefings to HRPDC Commission.
4. Training. Conduct four training programs/activities for local governments. Possible topics include environmental codes, LID, wetlands training, CBPA implementation, the Chesapeake Bay-wide TMDL, stormwater regulations, land conservation and funding opportunities, conservation planning, planning for sea level rise, GIS, and integrating sustainability into local plans.
5. Regional Technical Studies. Policy and technical analysis of environmental and coastal issues. Specific study to be determined in cooperation with local

- governments. Potential topics include sea level rise planning, energy policy and planning, green infrastructure, and the Chesapeake Bay TMDL. Continue coordination with state and other PDCs on coastal initiatives.
6. Technical Assistance. Provide updated information and help to localities in comprehensive plan and ordinance updates and on environmental issues.

This project is a continuation of activities undertaken by the HRPDC through the VCZMP over the last twenty years. The Regional Coordination Process is integral to all of the program components, linking them into a comprehensive environmental planning program. Through this process, the HRPDC staff manages local government advisory committees addressing the VCZMP, Chesapeake Bay Program, sea level rise, land use and wetlands issues and coordinates them with local and regional initiatives in water supply, stormwater and wastewater management that are supported directly by the localities. Each of these programs was initially supported by VCZMP seed money. In addition to the programs noted above, it is not known what requests may evolve through the process during the course of the project. They reflect developing local needs and new state and federal initiatives. Through this project, the HRPDC also participates in the Coastal PDC networking process and its involvement in VCZMP and other state and federal environmental initiatives.

To the degree feasible, the HRPDC will document program measures consistent with the NOAA Performance Measurement System. This will include numbers of individuals participating in the various educational components and discussion of local ordinances, plans, policies and acquisitions being considered.

There is often considerable lag time between regional consideration of an issue and local plan adoption. For example, the SWAMP Program provided technical and policy information for local governments, but the local plans and ordinances were adopted some 5-7 years after the initial studies. Also, funding constraints mean many acquisitions are funded by non-CZM programs. Recent local actions have used local or DOD funding to acquire lands identified through the CZM-funded Conservation Corridor Study. However, these items will be reported and linked to the regional studies or committee deliberations.

IV. BUDGET

(This table automatically calculates totals. However, be sure to double check all figures before submitting to the Coastal Program. Double click inside the table to enter figures or other information. In the event that all budget lines are not visible, double click in the table. Please save entire file as a Word document, .doc, or .docx, not an .xls, or .xlsx.)

	Federal	Match	Total	Budget Narrative
Personnel	\$34,719	\$34,719	\$69,438	Total from Personnel Worksheet
Fringe	\$8,680	\$8,680	\$17,360	HRPDC fringe rate of 25%
Equipment			\$0	
Travel	\$375	\$375	\$750	Trips to Richmond, within region, and within state.
Supplies			\$0	See Other, none to exceed \$500.
Contractual			\$0	None anticipated
Construction			\$0	None
Other	1,036	1,036	\$2,072	Includes printing, postage, phone, and supplies.
TOTAL DIRECT	\$44,810	\$44,810	\$89,620	
INDIRECT	\$15,190	\$15,190	\$30,380	Indirect costs are estimated at 35% of direct personnel cost, in accordance with HRPDC Indirect Cost Allocation Plan, which is on file with DEQ.
TOTAL	\$60,000	\$60,000	\$120,000	

Personnel Worksheet

Name & Title	Annual Salary	Months	Federal	Match	Total Personnel Cost
Manager/Director	\$98,000	0.65			\$5,308
Planner	\$71,500	10.2			\$60,775
Admin. Support	\$57,500	0.7			\$3,354
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
TOTAL		11.55	\$0	\$0	\$69,438

The following staff members have been selected to work on this project. This list may change during the duration of the project if warranted.

- Jimontanae McBride, Principal Regional Planner
- Julia Hillegass, Public Information & Community Affairs Administrator
- Sara Kidd, Senior Regional Planner
- Katie Cullipher, Senior Environmental Education Planner
- Benjamin McFarlane, Regional Planner
- Frances Hughey, Administrative Assistant

V. DELIVERABLES/PRODUCTS

Product #1

Title: Final Report: Hampton Roads TA Program

Percent of total project budget: 15 %

Description: A final report documenting all work conducted through this project will be completed. The report will describe the various projects and activities undertaken and will include representative examples of completed documents such as meeting agendas and summaries, newsletters, comment letters, presentations, position statements, GIS and database products.

Product Format: One hard copy and one digital copy in Adobe Acrobat format

Timeframe: Start: October 1, 2013

End: September 30, 2014

Product #2

Title: EIA/EIS and Coastal Consistency Review

Percent of total project budget: 20 %

Description: The HRPDC will review all state and federal environmental and program documents, including permit packages, coastal consistency determinations/certifications, master plans and program initiatives affecting Hampton Roads. This will be coordinated with review by affected localities. Project summaries will be provided to the Commission for consideration. Comment letters will be provided within the review period to DEQ, the affected locality, and, when appropriate, the sponsoring agency. The project review database and sample comment letters will be included in the Final Report. When appropriate, the HRPDC will participate in scoping and other meetings conducted by DEQ or the sponsor. When appropriate, the HRPDC will facilitate project meetings involving the sponsoring entities and reviewing agencies.

Product Format: One hard copy and one digital copy in Adobe Acrobat format
Timeframe: Start: October 1, 2013
End: September 30, 2014

Product #3

Title: Public Information, Education and Training

Percent of total project budget: 20%

Description: The HRPDC will continue to cover environmental issues on the HRPDC website. Monthly status reports will be provided to the HRPDC through the Commission Meeting Agendas. Efforts to enhance the HRPDC web site as an informational medium will continue. The HRPDC staff will brief business, civic, environmental and other professional groups on environmental issues. Four training programs will be developed, sponsored, hosted and/or conducted. Topics will be determined in cooperation with the environmental committees. Potential training topics that have been identified include: environmental codes, LID, wetlands training, CBPA implementation, the Chesapeake Bay-wide TMDL, stormwater regulations, land conservation and funding opportunities, conservation planning, planning for sea level rise, geographic information systems, and integrating sustainability into local plans. Each training activity will be documented by HRPDC staff. Representative samples of education materials and training summaries will be included in the Final Report.

Product Format: Educational materials will be provided in hard copy and one digital copy in Adobe Acrobat format.

Timeframe: Start: October 1, 2013
End: September 30, 2014

Product #4

Title: Regional Coordination Process

Percent of total project budget: 25 %

Description: The HRPDC will continue to maintain the regional coordination process among the 16 member cities and counties and associated towns, 5 Soil and Water Conservation Districts, Hampton Roads Sanitation District and state and federal agencies. This includes the Hampton Roads Environmental Planning Committee and various project committees. Monthly meetings are arranged, staffed, facilitated and summarized. Policy papers and technical analyses are prepared by the HRPDC staff, based on

Committee recommendations and/or Commission requests. Information is exchanged among the local, state and federal participants, program briefings are provided by and local input is provided to the participating state and federal agencies. Committee members and/or the HRPDC staff represent the region on state and federal agency advisory committees. This linkage ensures that Hampton Roads localities have an opportunity to participate in the state and federal processes, while also being prepared for new initiatives that may develop. This process also generates the ideas for major technical studies, which may or may not be funded through the VCZMP. The monthly meetings also contain a training component with regular briefings on new and emerging issues. Other regional committees address specific issues such as water supply, wastewater, stormwater and environmental education. Through shared membership, joint meetings and HRPDC staff facilitation, regional coordination and information exchange are enhanced. Representative agenda materials, meeting summaries, presentations and position statements will be included in the Final Report.

Product Format: One hard copy and one digital copy in Adobe Acrobat format.

Timeframe: Start: October 1, 2013
End: September 30, 2014

Product #5

Title: Regional Technical Studies

Percent of total project budget: 20 %

Description: Through its Technical Assistance Program, the HRPDC staff is regularly requested by the Commission, Advisory Committees and others to analyze identified environmental issues and opportunities as well as new state and federal regulations, initiatives and legislation. These analyses are presented to these groups as the basis for formal policy positions. The specific topics to be addressed are generally not known in advance of the request. To date, potential areas for study that have been identified by the staff and Committees include sea level rise planning, energy policy and planning, green infrastructure network planning and prioritization, and the Chesapeake Bay TMDL. Copies of technical analyses, associated presentations and recommendations will be included in the Final Report.

Product Format: One hard copy and one digital copy in Adobe Acrobat format.

Timeframe: Start: October 1, 2013
End: September 30, 2014

VI. PROJECT TIMELINE.

In the following project timeline, activities with specific dates that are established in the HRPDC process are shown. Certain activities, e.g. review of a new regulation or legislative proposal or response to a technical assistance request, evolve during the course of the project and are not shown on the timeline. Others, e.g. review of EIA/Federal Consistency documents, are undated, because they are ongoing. Those activities are

driven by the regional committees and/or the HRPDC Commission itself or respond to the state and federal process and are outside the control of the HRPDC staff.

Percentage ranges of level of effort have been assigned generally to the five products. However, given the responsive nature of the HRPDC process, these are seen as guidance and not a firm allocation. Assigning a specific percentage level of effort is impossible. The HRPDC staff is committed to activities based on the need to respond to the local governments, regional committees, Commission and state. As indicated in previous correspondence between HRPDC and DEQ, the HRPDC grant is not a line-item budget. The technical products, resulting from this project and all other HRPDC activities, are approved by the Commission, based on Committee recommendations. The Commission's expectation is that the staff will commit the level of effort necessary to accomplish the task. Over the years, the HRPDC has committed considerable HRPDC over-match to this program, when that level of effort is necessary to respond to the issues and requests.

Date	Benchmark	Product #
October 2013	3 Joint Environmental Committee Meeting	4
	17 Commission Agenda and Briefing	3
	Environmental Impact Review	2
November 2013	7 Joint Environmental Committee Meeting	4
	21 Commission Agenda and Briefing	3
	Environmental Impact Review	2
December 2013	5 Joint Environmental Committee Meeting	4
	19 Commission Agenda and Briefing	3
	Environmental Impact Review	2
January 2014	2 Joint Environmental Committee Meeting	4
	16 Commission Agenda and Briefing	3
	Environmental Impact Review	2
February 2014	6 Joint Environmental Committee Meeting	4
	20 Commission Agenda and Briefing	3
	Environmental Impact Review	2
March 2014	6 Joint Environmental Committee Meeting	4
	20 Commission Agenda and Briefing	3
	Environmental Impact Review	2
April 2014	3 Joint Environmental Committee Meeting	4
	17 Commission Agenda and Briefing	3
	Environmental Impact Review	2

Date		Benchmark	Product #
May 2014	1	Joint Environmental Committee Meeting	4
	15	Commission Agenda and Briefing	3
		Environmental Impact Review	2
June 2014	5	Joint Environmental Committee Meeting	4
	19	Commission Agenda and Briefing	3
		Environmental Impact Review	2
July 2014	3	Joint Environmental Committee Meeting	4
	17	Commission Agenda and Briefing	3
		Environmental Impact Review	2
August 2014	7	Joint Environmental Committee Meeting	4
	21	Commission Agenda and Briefing	3
		Environmental Impact Review	2
September 2014	4	Joint Environmental Committee Meeting	4
	18	Commission Agenda and Briefing	3
		Environmental Impact Review	2

VII. EXTENDED PROJECT DESCRIPTION – *Optional*
(2000 character limit)

Sub-Contractual Budget

Description of Work performed under subcontract:

(This table automatically calculates totals. However, be sure to double check all figures before submitting to the Coastal Program. Double click inside the table to enter figures or other information. In the event that all budget lines are not visible, double click in the table. Please save entire file as a Word document, .doc, or .docx, not an .xls, or .xlsx.)

	Federal	Match	Total	Budget Narrative
Personnel			\$0	
Fringe			\$0	
Equipment			\$0	
Travel			\$0	
Supplies			\$0	
Contractual			\$0	
Construction			\$0	
Other			\$0	
TOTAL DIRECT	\$0	\$0	\$0	
INDIRECT				
TOTAL	\$0	\$0	\$0	

1. Types of environmental data and information to be created during the course of the project:

2. The type of collection method (e.g flight lines):

3. Tentative date by which data will be shared:

4. Standards to be used for data/metadata format and content:

5. Policies addressing data stewardship and preservation:

6. Procedures for providing access to data and prior experience in publishing such data: We will use our ____State Clearinghouse or ____the GIS Inventory to document the data. We will work with ____our State GIS Coordination Office or ____NOAA CSC to provide data access via the Digital Coast.

Signature of Project Manager:_____ Date:_____