

WASTEWATER PLANNING PROJECT
PLANNING GRANT MANAGEMENT PLAN

This Management Plan for the Northampton County Regional Wastewater Community Planning Grant Project identifies all major activities and assignments, the individuals responsible, the budgeted cost of each, and the performance schedule for completing the project. The Plan provides DHCD and the management team with a tool for monitoring the project's progress.

The steps and products to come out of this Planning Project are:

1. The management team roster with the roles and representation identified below;
2. Data collection and processing including:
 - a. Maps showing existing conditions for project area identification.
 - b. Surveys of residents and owners, and summaries of survey data, quantifying need for sewer improvements in the project area for use in PER and CIG application.
 - c. Draft PER with an identification, assessment and evaluation of the existing deficiencies and solutions to address those deficiencies, to include central as well as smaller onsite systems and costs related to acquisition and construction.
 - d. LMI beneficiary numbers and proportions from surveys, applications and interview.
 - e. Project cost, construction cost estimates.
3. Engineer's Analysis and Recommendations including;
 - a. Final PER, including description, layout and costs signed and certified/stamped for inclusion in CIG application.
4. Beneficiaries data and analysis including total numbers of beneficiaries and total numbers of households in project area and agreeing/committed to accepting connection; total numbers of lower income persons and households; numbers of LMI houses sewer connection.
5. Identification and recruitment of area sparkplugs.
6. Activities for informing, involving and obtaining feedback from project area residents and property owners:
 - a. Public meetings: by whom, for whom, where and when, and advertising.
 - b. Management Team Meetings: when, where and projected purpose of each.
 - c. Educational activities and materials: production, use and distribution by whom and when.
 - d. Public Hearings with a minimum of 2 legal notices for CIG application: where, when and by whom.
7. The method by which the locality, the Management Team and/or consultants will oversee and monitor all aspects of the project to assure timely and effective implementation.
8. Compilation of local and regional adopted plans ordinances that support or contradict construction of sewer improvements as needed for CIG application.

9. The process for review, approval and payment of invoices related to all planning grant project expenditures by localities and Management Team.
10. A timetable for drawdown of planning grant funds based on products completed.
11. Preparation and submission of competitive CIG application in the March, 2011 funding round.
12. Completion of required Pre-CIG Contract activities and documents by June 30, 2011.
13. Signatures of locality CAO, project manager, and DHCD Community Representative on this Project Management Plan.

TEAM MEMBERS AND PLAN PERSONNEL:

First Name	Last Name	Representing	Grant Role
Katie	Nunez	Northampton	County Admin.
Larry	LeMond	Cheriton	Town Council
Artie	Miles	Exmore	Manager
John	Ordeman	Nassawadox	Community Rep.
Bob	Panek	Cape Charles	Town Projects Manager
Tom	Potts, Sr.	Exmore	Community Rep.
Norma	Spencer	Cheriton	Town Council
Scott	Walker, Jr.	Cape Charles	Community Rep.
Ruth	Wise	Exmore	Community Rep.
Brian	Cossman	Hurt & Proffitt	Engineer
Joe	Turner	Hurt & Proffitt	Engineer
Eldon	James	EJ&A Inc	Consultant
Sue	Rowland	SRC Inc	Consultant
Matt	Fitzgerald	DHCD	Community Rep.
Sandra	Benson	Northampton Co. Planning & Zoning	Planning Official
Bif	Johnson	Hurt & Proffitt	Engineer
Heather	Arcos	Town of Cape Charles	Town Manager
Dora	Sullivan	Town of Cape Charles	Mayor
L.G. "Chris"	Bannon	Town of Cape Charles	Town Council
Henry	Heneghan	Cheriton	Community Rep.
James	Davis	Env. Health Super./VDH	VDH
Sam	Long, Jr.	Northampton Co. D-2	Supervisor
RH	Meyers	Citizen	PSA Member
Granville	Hogg	Citizen	PSA Member
Mike	Thornes	Northampton County	Director of Public Works
Matt	Fitzgerald	DHCD	Team Member

**Wastewater Planning Project
Comprehensive Planning Grant Timeline**

Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
Planning Grant Activities				
Conduct Facilitated Planning Strategy Meeting	M. Fitzgerald			May 26, 2010
Submission of Planning Grant Proposal w/activities & budget	K. Nunez	E. James S. Rowland	June 4	June 10, 2010
Document eligibility of Southern Rivers areas with mapping, etc.	K. Nunez	E. James J. Warwick	June 4	June 10, 2010
Target additional funding sources	E. James	S. Rowland	Ongoing	
Attendance at all required Workshops	E. James	S. Rowland	As needed	
<u>Citizen Participation</u>				
Listening Interviews with key community members	E. James	S. Rowland	June 1	Completed
Identification of "issues of concern" that the project must address or be sensitive to if it is to successfully gain sufficient support	E. James	S. Rowland	June 3	Completed
Conduct 1 st neighborhood meeting	K. Nunez	S. Rowland E. James	June 2	June 2, 2010
Conduct 2 nd neighborhood meeting	K. Nunez	S. Rowland E. James	June 3	June 3, 2010
Conduct briefing and input meetings with County Board and each Town Council	E. James	B. Cossman	July 13	Done – end of summer 2010.
Project update and input sessions with County Board and each Town Council	E. James	B. Cossman	August 15	On-going
Project Progress reports with County Board and Town Councils	E. James	B. Cossman	September 15	On-going
Conduct 1 st public hearing	K. Nunez	E. James	TBD	
Conduct 2 nd public hearing	K. Nunez	E. James	TBD	
Publicize neighborhood meetings and public hearings	K. Nunez	J. Williams	Begun May 26	June 2, June 3, July 8, November 9 & December 6 (Neighborhood meetings)
Ensure proof of publication, minutes,	K. Nunez	J. Williams	March 1, 2011	

Items Highlighted in Yellow are Beyond the Scope of the Planning Grants

Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
sign-in sheets and accommodations made are available for CIG submission				
Obtain letters of support to demonstrate that stakeholders are demanding the CIG project	K. Nunez	E. James S. Rowland	November 1	
Community Communications: project newsletter, media articles and reports, use of community outlets and meetings	S. Rowland	E. James	On-going	On-going
Develop and Maintain Project Website	K. Nunez	M. Heneghan	On-going	
<u>Project Area Needs Assessment</u>				
Develop an income survey/needs assessment to be reviewed by DHCD (First draft complete 5/26)	S. Rowland	E. James	June 1/ On-going	On-going
Distribute surveys (Begin at 6/2 meeting)	S. Rowland	E. James	TBD	Ongoing
Analyze responses, determine eligibility	S. Rowland	E. James	TBD	Ongoing
Submission of Sample User Agreement or Mandatory Hookup to DHCD for comments	S. Rowland	E. James	June 15	
Obtain user agreements	S. Rowland	E. James	Nov. 1	
Preparation of signed, stamped, certified PER	B. Cossman	B. Johnson	August 1	Southern Node PER finished July 2010
Submission of PER to VDH	B. Cossman		Sept. 30	
Analysis of funding sources e.g. RD	E. James	B. Johnson	Ongoing	
Submission of PER to DEQ			August 1, 2010	
<u>Proposed Improvement Plan/w Budget</u>				
Identify real property/ easement acquisition	J. Turner	B. Johnson	June 2011	
Infrastructure improvements	J. Turner	B. Johnson	December 2011	
Mapping of distinct project area	J. Turner	B. Johnson	Aug. 1, 2010	
Document eligibility for each funder	E. James	J. Turner	Aug. 1, 2010	

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Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
PSA				
Detail organizational structure	K. Nunez	E. James	July 1	
Operational Plan with Proforma	K. Nunez		June 2011	
Wastewater Rate Study	B. Cossman	J. Warwick	Aug. 1, 2010	
Mandatory connections?	K. Nunez		March 2011	
CIG Application				
Attend How-To-Apply Workshop	K. Nunez			
Meet with Chris, Denise and Matt to discuss proposed project at T/A meeting	K. Nunez			
Prepare application	K. Nunez			
Submit application	K. Nunez			
90-Day Pre-contract Activities				
By June 30, 2011				
Environmental Review:				
Initiate conversation with DHR	B. Cossman	T. Clifton	June 11, 2010	
Determine the Category of your Project	B. Cossman	T. Clifton	July 1, 2010	
Preparation of all requested research, documentation and notification to satisfy ERR and Section 106	B. Cossman	T. Clifton	July 8, 2010	
Date of Publication for Early Public Notice (only necessary if Engineer determines the project will impact wetlands or floodplains)	B. Cossman	T. Clifton	June 2011	
Date of Public Hearing (only necessary if Engineer determines the project will impact wetlands or floodplains)	B. Cossman	T. Clifton	July 2011	
Mail Coastal Zone documentation (if applicable)	B. Cossman	T. Clifton	June 25, 2010	
Date of Publication of Notice of Explanation and Combined	B. Cossman	T. Clifton	December 31, 2010	

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Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
FONSI/NOI-RROF				
Mail Combined Notice to-EPA (DC & PA)	B. Cossman	T. Clifton	Sept. 30, 2010	
Mail Combined Notice & ERR to DEQ & DHCD	B. Cossman	T. Clifton	Sept. 30, 2010	
Mail statutory checklist letters	B. Cossman	T. Clifton	June 25, 2010	
Council designation of Certifying Officer (resolution)			July 1, 2010	
Date Comment Period Ends			July 26, 2010	
Submission of Request for Release of Funds and Certification			October 1, 2010	
Date State Objection Period Ends			July 26, 2010	
Date Local Governing Body adopts Environmental Review if non-DHCD format is used e.g., RD	K. Nunez		Sept. 30, 2010	
Other Pre-CIG contract Activities:				
Submission of Performance Budget to DHCD				
Adoption of Local Business & Employment Plan				
Draft Local Business & Employment Ad				
Draft Minority & Female Owned Businesses Ad				
Adoption of EEO Hiring Non-discrimination Policy				
Posting of EEO Policy in Location Accessible to Job Applicants				
Posting of 504 Non-Discrimination Notice				
Publication of 504 Non-Discrimination Display Ad				
Submission of 504 Self-Evaluation to DHCD				
Adoption of Plan based upon Self-Evaluation's Findings				
Adoption of 504 Grievance Officer Designation				
Adoption of 504 Grievance Procedures				
Adoption of Handicapped Accessibility & Nondiscrimination				

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Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
Plan/Policy				
Adoption of Anti-Displacement Plan				
Submission of signed original Fair Housing Certification to DHCD				
Comment on procurement process	M. Fitzgerald			
Review Draft Contract for Engineer to DHCD for comments if funded with CDBG monies	M. Fitzgerald			DONE
Submission of Draft Contract for Management Consultant to DHCD for comments if funded with CDBG monies				
Draft Management Plan & Distribute to Team & DHCD for comments				
Review of Program Income Plan	M. Fitzgerald			
Submission of Program Design DHCD for comments				
Obtain remaining signed user agreements				
Ensure list of current Council/Board members and addresses available for Rep's review				
Ensure written procurement policies available for Rep's review				
Ensure bonding complies with DHCD's requirements				
Ensure accounting system complies with DHCD's requirements			On-going	
Submission of Certification of Signatures and Address				
Set up Grantee Project Filing System				
Pre-contract Compliance Review				