

OVERALL PROGRAM DESIGN FY '20

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '20 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNERS (3 FTE)
 - a. Senior Planning Project Manager
 - b. Emergency Planner (Contract Planning Services)
 - c. Transportation Planner (Contract Planning Services)
4. FINANCE DIRECTOR
5. SECRETARY
6. CONTRACTED SERVICES AGREEMENT FOR PLANNING STAFF

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1 Administrative Support
- Service Center #2 Environmental Coastal Community Development
- Service Center #3 Transportation
- Service Center #4 Local Projects/Staff Support
- Service Center #5 Local/Regional Planning
- Service Center #6 Direct Constituent Service
- Service Center #7 Mandates
- Service Center #8 Emergency & Hazard Management
- Service Center #9 **Housing

(1) Service Center: Administrative Support

Description: This Service Center allows the Overall Program to function by supporting the agency as a whole and the individual projects.

Activities: Personnel administration; financial management; maintenance and equipping of office, files, and library; audit; grants administration and reporting, and other general office functions; Administration of the MPPDC Intergovernmental Review Process to determine proposed projects' conformity with local and regional planning efforts and the physical environment and to eliminate duplication of services.

Responsibility: Executive Director, Finance Director, and Secretary.

Support: Indirect cost reimbursements by funders/base funding if disallowed by funders.

(2) Service Center: Environmental/Coastal Community Development

Description: This service center responds to local planning needs for major projects, such as comprehensive plan updates, other land use plans, zoning and subdivision ordinances, management studies, and minor technical assistance for grant applications. The center also provides for the collection, organization, and dissemination of technical, socio-economic, and geographic data to local governments, market analysts, financial institutions, the general public, and others. The Middle Peninsula Planning District Commission is designated as a Regional Data Center with the responsibility of being the official repository for all U. S. Census data for the District. Lastly, the center responds to daily requests for assistance from local government staff. In order to properly manage the workload, requests should be channeled through the County Administrators and Town Manager offices to the Executive Director.

Activities: Consultation on review of development proposals; consultation on individual rezoning and special exception applications; minor review of zoning, subdivision, and other land use ordinances; development of local planning work programs; preparation of brief written reports in relation to these activities; preparation of grant proposals; training and support for local GIS implementation; continued system administration and database maintenance of the MPGIS; continued technical assistance regarding emerging coastal zone management issues impacting member localities.

Responsibility: Executive Director, Director of Regional Planning, Regional Projects Planners, Finance Director, Contracted Services.

Support: Virginia Coastal Program Technical Assistance Program, Rural Transportation Program, Virginia Coastal Program, other CZM grants, National Fish and Wildlife Foundation, VDCR, Local dues.

(3) Service Center: Transportation Planning

Description: This program includes transportation activities of general interest to the District. It involves special studies, collection and analysis of data, and coordination and advocacy activities and commuter services to constituents.

Activities: Middle Peninsula Rural Transportation Planning Program, Transportation Demand Management Services.

Responsibility: Executive Director, Finance Director, Contracted Services.

Support: VDOT Rural Transportation Planning Assistance Program, VDRPT Transportation Demand Management Program, Local dues.

(4) Service Center: Local Projects/ Staff Support to External Entities

Description: This program provides planning assistance to localities and staff support to external entities.

Activities: Middle Peninsula Chesapeake Bay Public Access Authority staff support; Middle Peninsula Alliance staff support, new project development and evaluation of the PDC services and structure, local planning assistance.

Responsibility: Executive Director, Finance Director.

Support: Virginia Coastal Program, Special Local Assessment (MPCBPAA), Middle Peninsula Alliance, Local funds.

(5) Service Center: Local/Regional Planning

Description: This service center responds to and encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management. This program also includes initial development activities of programs that would utilize the economies of scale and the inherent efficiency of a larger service delivery area in order to produce cost savings to local government and/or deliver better service to users.

Activities: Planning Commissioners Training Program, Boards of Zoning Appeals Members' Training Program, PDC dinner meetings, monthly Local Government Administrators Meetings, monthly Local Planners Meetings, as well as special infrastructure planning and development; community development studies; project coordination.

Responsibility: Executive Director, Regional Projects Planners, Finance Director, Contracted Services as required.

Support: PDC Base Funding (DHCD), Local dues.

(6) Service Center: Direct Constituent Services

Description: This service center responds to the needs of Middle Peninsula constituents for onsite septic repair; Small Business Revolving Loan Program; Housing Improvements Revolving loan program and the Living Shoreline Incentive revolving loan program.

Activities: Assistance to homeowners for septic repair, pump out, small business loans, housing loans and living shoreline construction loans. Most of the staff time is dedicated to servicing existing loans under these long-standing programs and qualifying new applicants requesting financial assistance for septic repairs and living shoreline projects.

Responsibility: Finance Director, Executive Director, Secretary.

Support: Virginia Resources Authority/Virginia Department of Environmental Quality.

(7) Service Center: Mandates

Description: This service center provides assistance and responses to local and regional government needs associated with mandates issued from the state legislature or the federal government.

Activities: Update to the Middle Peninsula All Hazard Mitigation Plan.

Responsibility: Executive Director, Regional Projects Planners.

Support: VDEM (FEMA), Local funds.

(8) Service Center: Emergency & Hazard Management

Description: This service center provides assistance and responses to local and regional government needs associated with emergency management.

Activities: Development of new programs and services to assist with public education, safety, evacuation planning, as well as local fire and rescue programs focusing on staff retention and grant program development. New opportunities include evacuation planning and State Homeland Securities Grant Program; FEMA Community Rating System to help offset premium increase under the Federal Flood Insurance program. Special focus will be given in FY18 to substance abuse and prevention.

Responsibility: Regional Projects Planners, Contracted Services.

Support: Federal, State and other Local funds, FEMA and VDEM.

(9) Service Center: Housing

Description: This service center will focus on housing issues such as increased vacancy, dilapidated structures, failing sewage systems, FEMA elevation, resiliency approaches to protect localities tax base. More capacity is needed to help address both structures and land which, if left un managed negatively impact local revenue.

Activities: TBD as well as possible legislative need.

Responsibility: Executive Director, Regional Projects Planners, Finance Director.

Support: TBD

MPPDC FY20 PROJECT LIST

(1) Service Center: Administrative Support

Agency Administration: Indirect Cost Sharing/ PDC Base Funding/General Fund

(2) Service Center: Environmental/Coastal Community Development

FY 18: Limited, Reduced or Eliminated Services

- Coastal Technical Assistance – CZM/DEQ
- Working Waterfronts – CZM/DEQ
- Eco Business Planning – CZM/DEQ
- Dredging Funding – CZM/DEQ
- Rural Enhancement Center – CZM/DEQ
- WIP III (2) – EPA/DEQ

(3) Service Center: Transportation Planning

- Transportation Demand Management – DRPT
- Telework Center Marketing Plan – DRPT
- Rural Transportation Planning – VDOT

(4) Service Center: Local Projects/Staff Support

- Housing – Community Impact Grant – VHDA
- GA Lobbying – Local Funds
- MPCBPAA – PAA
 - General PAA Administration
 - Grants Management
 - Infrastructure Improvements Mgmt – VOF
- MPA
 - Fiscal Agent
 - Clerical Support
 - Grants Management – GoVirginia, VTC

(5) Service Center: Local/Regional Planning

- TBD Local Initiatives
- Regional Meetings

(6) Service Center: Direct Constituent Services

- Loan Processing and homeowner assistance – Program Income
 - Onsite Septic Repair RLF – DEQ
 - Housing RLF
 - Small Business RLF
 - Living Shoreline RLF
- Small Septic Repairs/Maintenance – Retained Onsite Program Income

(7) Service Center: Mandates

- Hazard Mitigation Update – Local and VDEM (FEMA)

(8) Service Center: Emergency & Hazard Management

- TBD local assistance and grants applications
- Homeland Security Regional Emergency Planning

(9) Service Center: Housing

- DCR – Fight the Flood Program
- TBD