



Agenda

April 25, 2019

6:00 p.m. — New River Valley Business Center, Fairlawn

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
 - A. Approval of Minutes for March
 - B. [Approval of Treasurer's Report for March](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - None
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - 1. [Reissuance of VPDES Permit No. VA0080837 Glen Creek WWTP](#)
 - 2. [VADEQ- Shared CROMERR Services Implementation Grant Application](#)
 - 3. [VA Tech Venture Out Building](#)
 - 4. [2019 Claytor Project No. 739 2019 Drawdown Plan](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
 - A. [Smart Beginnings NRV Update – Early Childhood Needs Assessment](#)
 - Presentation: Meghan Pfleiderer, Program Director
 - Commission Discussion
 - B. [VDOT Rural Transportation Work Program](#)
 - Presentation: Elijah Sharp, Deputy Executive Director
 - Commission Action
 - C. [Federal Funds Management Policy](#)
 - Commission Action
 - D. Appointment of FY20 Nominating Committee
 - Board Chair Appointment
 - E. May Commission meeting, consider moving to May 30th at 6:00pm
 - Commission Action

All meeting materials posted on the Commission website www.nrvrc.org

The New River Valley Regional Commission provides area wide planning for the physical, social, and economic elements of the district; encourages and assists local governments in planning for their future; provides a means of coordinating federal, state, and local efforts to resolve area problems; provides a forum for review of mutual concerns; and implements services upon request of member local governments.



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

MEMORANDUM

N R V R C . O R G

To: NRVRC Board Members
From: Janet McNew, Finance Director
Date: April 15, 2019
Re: March 2019 Financial Statements

The March 2019 Revenue and Expenditure Reports and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

The Revenue and Expense report compares actual year to date receipts and expenses to the FY18-19 budget adopted by the Commission at the June 28, 2018 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, along with the high volume of Workforce program activities, impact the adopted budget. To provide clarity, separate revenue and expense reports are now provided for Commission and Workforce Development Board activities.

As of month-end March 2019 (75% of the fiscal year), Commission overall year to date revenues are 59% and expenses are 64% of adopted budget. The two largest budget expense lines, Salary and Fringe, are in line with fiscal year at 74% and 77%, respectively. While monthly revenue is positive at \$10,509, year to date revenue lags expense (\$61K) due primarily to expenses incurred on projects that are not yet invoiced. This amount is reflected in Net Projects on the balance sheet. Commission revenue fluctuates as most projects are not invoiced on a monthly fixed amount basis.

We have previously reported on heavy expenses year to date in several line items. Printing expense is related to annual report production. Overages in Advertising and Professional Services are due to unbudgeted, but reimbursable, project expenses. Expenses for Communications, Office Supplies, Postage, Dues/Pubs and Miscellaneous Fees are anticipated and budgeted.

Looking at the balance sheet, Accounts Receivable total is \$601,492. Of this total, Workforce receivables are \$435,119 (72%) and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible. Net Projects (\$142,328) represents current year project expenses, primarily quarterly and benchmark projects, that cannot be invoiced yet and posted to receivables.

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**New River Valley Regional Commission
Revenue and Expenditures - March 2019**

FY18-19 Budget Adopted 6/28/2018		March 2019	YTD	Under/Over	(75% of FY) % Budget
NRVRC Anticipated Revenues					
ARC	68,666.00	17,166.50	51,500.50	17,165.50	75.00%
ARC - Prices Fork	369,552.13	0.00	135,104.76	234,447.37	36.56%
LOCAL ASSESSMENT	233,866.68	0.00	228,960.99	4,905.69	97.90%
DHCD - Administrative Grant	75,971.00	0.00	56,978.00	18,993.00	75.00%
EDA	70,000.00	0.00	52,500.00	17,500.00	75.00%
Workforce Fiscal Agent	65,000.00	0.00	55,000.00	10,000.00	84.62%
Workforce Pathways Fiscal Agent	50,000.00	0.00	37,500.00	12,500.00	75.00%
VDOT	58,000.00	10,553.78	44,924.87	13,075.13	77.46%
VDOT - Rocky Knob Project	73,000.00	1,944.62	4,434.83	68,565.17	6.08%
Floyd County	10,000.00	5,116.65	5,691.02	4,308.98	56.91%
Floyd Town	6,750.00	430.09	3,960.94	2,789.06	58.68%
Giles County	0.00	0.00	1,000.00	-1,000.00	0.00%
Narrows Town	28,000.00	0.00	0.00	28,000.00	0.00%
Pearisburg Town	0.00	2,500.00	2,500.00	-2,500.00	0.00%
Rich Creek Town	3,000.00	2,500.00	5,487.91	-2,487.91	182.93%
Montgomery County	40,745.12	431.28	21,471.81	19,273.31	52.70%
Blacksburg Town	13,000.00	1,166.67	10,500.03	2,499.97	80.77%
Christiansburg Town	35,000.00	8,121.24	9,962.33	25,037.67	28.46%
Pulaski County	35,000.00	13,994.32	31,671.32	3,328.68	90.49%
Pulaski Town	41,500.00	5,938.24	7,437.76	34,062.24	17.92%
Radford City	0.00	0.00	7,000.00	-7,000.00	0.00%
Radford University	55,500.00	7,093.60	7,093.60	48,406.40	12.78%
Miscellaneous (Meetings/Interest/Recovered Costs)	0.00	20.58	472.11	-472.11	0.00%
Virginia's First RIFA	27,500.00	2,291.66	20,624.94	6,875.06	75.00%
New River Community College	1,500.00	0.00	2,574.20	-1,074.20	171.61%
NRV MPO	35,000.00	9,809.38	27,845.42	7,154.58	79.56%
Pembroke Town	10,000.00	0.00	0.00	10,000.00	0.00%
RV-ARC RideSolutions	33,680.00	6,598.13	26,379.05	7,300.95	78.32%
VHDA Regional Housing Local Support	30,000.00	0.00	15,837.41	14,162.59	52.79%
Dept of Environmental Quality	10,000.00	473.33	7,500.00	2,500.00	75.00%
VECF - Smart Beginnings	102,343.00	-0.02	50,658.17	51,684.83	49.50%
VECF - Innovative Partnership	0.00	0.00	8,386.71	-8,386.71	0.00%
VA Housing Development Authority	55,312.50	0.00	32,446.90	22,865.60	58.66%
Southwest Virginia SWMA	2,000.00	0.00	2,000.00	0.00	100.00%
New River Health District	25,000.00	11,184.82	14,745.82	10,254.18	58.98%
New River Valley Development Corporation	25,000.00	1,808.33	16,274.97	8,725.03	65.10%
Friends of Southwest Virginia	6,000.00	0.00	0.00	6,000.00	0.00%
One Care Southwest Virginia	15,000.00	0.00	0.00	15,000.00	0.00%
United Way Southwest Virginia	7,500.00	0.00	0.00	7,500.00	0.00%
Backsburg Partnership (for Rail Study)	0.00	0.00	15,000.00	-15,000.00	0.00%
Habitat for Humanity Newtown Road Grant App	0.00	3,000.00	3,000.00	-3,000.00	0.00%
ReNew the New	3,444.57	0.00	727.95	2,716.62	21.13%
Region I Planning & Development (WV)	10,500.00	0.00	9,882.67	617.33	94.12%
Smart Beginnings Fund Raising	790.00	0.00	0.00	790.00	0.00%
Local Match ARC Jan-Jun 2019	9,750.00	0.00	0.00	9,750.00	0.00%
Sub Total Revenues	1,742,871.00	112,143.20	1,035,036.99	707,834.01	59.39%
Expenses					
Salaries	760,103.00	60,847.83	559,761.54	200,341.46	73.64%
Fringe Benefits	198,032.00	16,633.38	153,214.18	44,817.82	77.37%
Travel	17,650.00	1,066.47	11,616.92	6,033.08	65.82%
Office Space	49,968.00	4,164.00	37,476.00	12,492.00	75.00%
Communications	9,789.00	713.39	8,476.68	1,312.32	86.59%
Office Supplies	29,355.00	4,631.57	31,296.13	-1,941.13	106.61%
Postage	1,775.00	18.99	1,512.86	262.14	85.23%
Printing	4,400.00	0.00	4,341.66	58.34	98.67%
Copier Usage/Maintenance	1,800.00	144.15	1,416.47	383.53	78.69%
Outreach/Media Adv	900.00	0.00	1,266.86	-366.86	140.76%
Equipment Rent/Copier	4,219.00	351.52	3,163.68	1,055.32	74.99%
Fleet Vehicles	8,471.00	124.55	1,163.40	7,307.60	13.73%
Dues/Publications	15,807.00	912.00	14,848.80	958.20	93.94%
Training/Staff Development	15,250.00	248.00	6,123.86	9,126.14	40.16%
Insurance	3,200.00	246.33	2,216.97	983.03	69.28%
Meeting Costs	10,850.00	358.45	4,950.86	5,899.14	45.63%
Capital Outlay	20,000.00	0.00	0.00	20,000.00	0.00%
Contractual Services	559,274.00	6,692.35	236,209.60	323,064.40	42.24%
Professional Services Audit/Legal	4,700.00	0.00	5,365.50	-665.50	114.16%
Miscellaneous/Fees	4,150.00	393.87	3,620.44	529.56	87.24%
Reimbursed Expenses	0.00	4,087.84	7,736.06	-7,736.06	0.00%
Sub Total Expenses	1,719,693.00	101,634.69	1,095,778.47	623,914.53	63.72%
NRVRC Balance	23,178.00	10,508.51	-60,741.48		

**New River/Mount Rogers Workforce Development Board
Revenue and Expenditures - March 2019**

(75% of fiscal year)

NR/MR WDB Anticipated Revenues		March 2019	YTD	Under/Over	% Budget
Workforce Development Area	2,241,650.00	120,434.75	1,592,476.83	649,173.17	71.04%
Sub Total Revenues	2,241,650.00	120,434.75	1,592,476.83	649,173.17	
Expenses					
Salaries	464,696.00	39,641.96	356,008.65	108,687.35	76.61%
Fringe Benefits	135,070.00	10,578.13	98,247.43	36,822.57	72.74%
Travel	28,000.00	3,307.68	17,185.68	10,814.32	61.38%
Office Space	52,000.00	2,274.39	37,763.36	14,236.64	72.62%
Communications	11,000.00	815.54	7,271.58	3,728.42	66.11%
Office Supplies	15,000.00	97.59	4,522.93	10,477.07	30.15%
Postage	250.00	12.75	134.03	115.97	53.61%
Printing	1,500.00	0.00	487.61	1,012.39	32.51%
Copier Usage/Maintenance	1,500.00	31.30	251.58	1,248.42	16.77%
Outreach/Media Adv	46,000.00	3,492.60	35,654.55	10,345.45	77.51%
Equipment Rent/Copier	1,600.00	93.89	969.26	630.74	60.58%
Dues/Publications	3,500.00	0.00	3,217.00	283.00	91.91%
Training/Staff Development	14,500.00	0.00	1,317.82	13,182.18	9.09%
Insurance	2,500.00	0.00	2,237.00	263.00	89.48%
Meeting Costs	8,000.00	109.70	5,174.84	2,825.16	64.69%
Contractual Services	1,444,984.00	59,979.22	1,014,793.81	430,190.19	70.23%
Professional Services Audit/Legal	10,200.00	0.00	6,180.00	4,020.00	60.59%
Miscellaneous/Fees	1,350.00	0.00	1,059.70	290.30	78.50%
Sub Total Expenses	2,241,650.00	120,434.75	1,592,476.83	649,173.17	71.04%
NR/MR WDB Balance	0.00	0.00	0.00		
Total Agency R&E		March 2019	YTD		
Anticipated Revenue	3,984,521.00	232,577.95	2,627,513.82	65.94%	
Anticipated Expense	3,961,343.00	222,069.44	2,688,255.30	67.86%	
Balance	23,178.00	10,508.51	-60,741.48		

New River Valley Regional Commission
Balance Sheet
Period From : 07/01/2018 to 03/31/2019

Assets:

Operating Account	76,386.78
Certificate of Deposit	103,070.16
Money Market Account	84,713.18
Accounts Receivable	601,491.75
Prepaid Item	1,739.39
Total Assets:	\$867,401.26

Liabilities:

Accounts Payable	55,026.63
Accrued Annual Leave	73,071.22
Accrued Unemployment	25,776.46
Unearned Revenue	18,687.50
Expense Reimbursement	859.00
Total Liabilities:	\$173,420.81

Projects:

(Equity Accounts)	Net Projects	(142,327.98)
	Current Year Unrestricted	89,231.94
	Unrestricted Net Assets	740,485.78
	Total Projects (Equity)	\$687,389.74
	Total Liabilities and Projects	\$860,810.55
	Net Difference to be Reconciled*	\$6,590.71
	Total Adjustments to Post*	\$6,590.71
	Unreconciled Balance (after adjustment)	\$0.00

*YTD adjustment to Accrued Leave. Final adjustment will be posted to general ledger at fiscal year end closeout.



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COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #1

CIRP Review

April 18, 2019

PROJECT: Reissuance of VPDES Permit No. VA0080837 Glen Creek WWTP
VA190402-03200400071

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting comments on the public notice.

PROJECT SENT FOR REVIEW TO: Commission Board Members

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Blue Ridge Regional Office

901 Russell Drive, Salem, VA 24153

(540) 562-6700; Fax (540) 562-6725

www.deq.virginia.gov

Matthew J. Strickler
Secretary of Natural Resources

David K. Paylor
Director

Robert J. Weld
Regional Director

April 2, 2019

Mr. Kevin Byrd
Executive Director
New River Valley Regional Commission
6580 Valley Center Drive, Suite 124
Radford, VA 24141

RE: Reissuance of VPDES Permit No. VA0080837
Glen Creek WWTP, Glen Lyn, VA

Dear Sir:

Section 62.1-44.15:01 of the Code of Virginia requires DEQ to notify localities particularly affected when a permit action is pending. This letter transmits a copy of the public notice for a proposed permit action for your review. Public notice of this proposed action is also being published in a local newspaper. That publication will establish a 30 day public comment period for this proposal. If you wish to comment on this proposed action, please respond to:

Virginia DEQ
Blue Ridge Regional Office
901 Russell Drive
Salem, Virginia 24153

If no response is received within the 30-day public notice period, it will be assumed that you have no objections to the proposed action. If you have any questions, please contact me at (540) 562-6787.

Sincerely,

A handwritten signature in blue ink that reads 'Lynn V. Wise'.

Lynn V. Wise
Environmental Engineer, Sr.

Enclosure: Permit Public Notice

Public Notice – Environmental Permit

PURPOSE OF NOTICE: To seek public comment on a draft permit from the Department of Environmental Quality that will allow the release of treated wastewater into a water body in Giles County, Virginia.

PUBLIC COMMENT PERIOD: April 3, 2019 to May 3, 2019

PERMIT NAME: Virginia Pollutant Discharge Elimination System Permit – Wastewater issued by DEQ, under the authority of the State Water Control Board

APPLICANT NAME AND ADDRESS: Town of Rich Creek, P.O. Box 65, Rich Creek, VA 24147

FACILITY NAME, LOCATION, AND PERMIT NUMBER: Glen Creek WWTP; 356 Campground Dr, Glen Lyn, VA 24093; VPDES Permit No. VA0080837

PROJECT DESCRIPTION: The Town of Rich Creek has applied for reissuance of a permit for the public Glen Creek WWTP. The applicant proposes to release treated sewage wastewaters from residential areas at a rate of 0.2 million gallons per day into a water body. Sludge from the treatment process will be disposed of in a landfill. The facility proposes to release the treated sewage into the New River in the New River/East River watershed. A watershed is the land area drained by a river and its incoming streams. The permit will limit the following pollutants to amounts that protect water quality: organic matter, solids, and bacteria.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing hand-delivery, by e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION: Lynn V. Wise, Blue Ridge Regional Office, 901 Russell Drive, Salem, VA 24153; Phone: (540) 562-6787; E-mail: lynn.wise@deq.virginia.gov; Fax: (540) 562-6725. The public may review the draft permit and application at the DEQ office named above by appointment or may request copies of the documents from the contact person listed above.



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N R V R C . O R G

COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #2

CIRP Review

April 18, 2019

PROJECT: VADEQ - Shared CROMERR Services Implementation Grant Application
VA190411-03300400400

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting comments on the application for federal funds.

PROJECT SENT FOR REVIEW TO: Commission Board Members

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FY 2019 National Environmental Information Exchange Network Grant Proposal

VADEQ Shared CROMERR Services Implementation

1 Project Narrative

This document provides the required project details for submission of a 2019 Exchange Network Grant Application for the Virginia Department of Environmental Quality (VADEQ).

1.1 Project Description

VADEQ plans to expand its electronic data collection capabilities to meet requirements of the eReporting Rule. VADEQ will integrate Shared CROMERR Services (SCS), of **ID Proofing** and **eSignature** into the agency's external portal framework and create electronic forms for NOIs and Annual Reporting. The complete solution will enable VADEQ to meet EPA goals and support Virginia Governor's Executive Order [EO6](#), which calls for increased data transparency of environmental data among the Commonwealth of Virginia's citizens and stakeholders. VADEQ's plan defined in this document is in alignment with the following EPA Strategic goals and objectives.

Goal 2: Cooperative Federalism

- Objective 2.2 Increase Transparency and Public Participation

Goal 3: Rule of Law and Process

- Objective 3.2 Create Consistency and Certainty
- Objective 3.4: Streamline and Modernize
- Objective 3.5 Improve Efficiency and Effectiveness

This proposed effort falls within the following EN Program Funding Priorities:

- **Priority 1: Integrate Foundational Services into Business Processes**, enabling VADEQ to implement the foundation and standards for electronic processes and obtain CROMERR certification for the Agency. By doing so, it will provide for secure expansion of electronic data collection, will facilitate the reduction of paperwork, reduction in submittal and approval time, increase in data accuracy and integrity, transparency and compliance with Phase 2 of the eReporting Rule.
- **Priority 2: Eliminate Industry Paper Reporting and Expand eReporting Among Co-Regulators** by enabling a reduction in paper processing, an increases in data flow capabilities to include the electronic **Notice of Intent (NOI)** and the **Annual Report** for use with Non-Metallic Mineral Mining Permit. Once implemented for Non-Metallic Mineral Mining, VADEQ plans to reuse code for all remaining program permit types (GPs & IPs).

Adding **ID Proofing** and **eSignature** Shared CROMERR Services, allows the regulated entities to have automated verified user access and the ability to submit 'electronically signed' reports and documents to the agency. The agency has a detailed plan to achieve the project in thirty seven (37) weeks to production once the grant is awarded. The agency also commits to registering tools that are developed with this project.



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COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #3

CIRP Review

April 18, 2019

PROJECT: Virginia Tech Venture Out Building
DEQ#19-029S

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting comments on the environmental impact review.

PROJECT SENT FOR REVIEW TO: Commission Board Members

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EXECUTIVE SUMMARY

This Environmental Report (ER) provides an overview of the environmental impacts associated with the proposed construction of the Venture Out Building located on the campus of Virginia Tech in Blacksburg, Virginia. The University has requested that Dewberry prepare the ER to determine the environmental impacts of the project.

The ER provides a description of the proposed project, alternatives considered for the project, an analysis of environmental issues and mitigation measures for each alternative, and a summary of correspondence related to coordination with environmental regulatory agencies.

This ER considers the construction of the Venture Out Building. Two alternatives are considered:

Alternative 1: A no action alternative where no construction takes place and the Virginia Tech community continues to operate without the Venture Out Building.

Alternative 2: Alternative 2 is the recommended option for the construction of the Venture Out Building. This option includes the renovation of an existing storage building, the construction of a new addition to the existing storage building, construction of ADA accessible bathrooms, construction of an outdoor pavilion, a new parking lot with one ADA accessible parking stall, construction of new concrete sidewalk, improvements to the existing storm water system, the construction of a new underground storm water management system, and other associated site improvements.

Findings of the ER indicate that Alternative 2 is a viable option for the proposed construction of the Venture Out Building on the campus of Virginia Tech.

1.0 PURPOSE AND NEED OF PROJECT

1.1 Project Description

This site includes the renovation of an approximately 1,890 square foot (SF) existing storage building and the addition of an approximate 3,240 SF Venture Out Building. In addition to the proposed building expansion, ADA accessible bathrooms will be installed and an approximate 62.5'x32' outdoor pavilion will be constructed. A new 6 space parking lot, with one ADA accessible space, is also to be constructed. New concrete sidewalk is to be constructed to connect the existing building, the proposed building expansion, the proposed outdoor pavilion, and the proposed parking lot. The total disturbed area for this project will be approximately 21,535 SF. 11,680 SF of impervious area will be added. Site runoff will be split into two different drainage areas. Site runoff to the south of the proposed building expansion will be conveyed to a proposed storm sewer system which outlets into an existing storm sewer system to the southeast of the site. Site runoff to the north of the proposed building expansion will convey to a proposed storm sewer system and will outlet into a proposed underground detention system. The proposed detention system will be located underneath the proposed parking lot. The underground detention system outlets into an existing storm sewer system that runs along Research Center Drive. The proposed underground detention facility is intended to improve the existing storm water infrastructure and to mitigate the added site runoff that is caused by the proposed improvements. The project site is located on the southern portion of the Virginia Tech campus near the Lower South Recreation Fields in Blacksburg, Virginia. **Figure 1.1** provides a vicinity map of the Venture Out Building.

The Venture Out Building project consists of the construction of a renovation to an existing storage building, an existing building addition, new ADA accessible bathrooms, an outdoor pavilion, concrete sidewalk, ADA accessible parking, and storm water management improvements.

1.2 Purpose and Need of Project

The Venture Out Building will serve as a recreation area for faculty and students at Virginia Tech, and to support visitors to Virginia Tech.

Figure 1.2 illustrates the location of the proposed site improvements for the Venture Out Building.

National Flood Hazard Layer FIRMette



37° 13' 8.23" N



USGS The National Map: Orthoimagery. Data refreshed October, 2017.

37° 12' 39.57" N

Feet 1:6,000

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

Without Base Flood Elevation (BFE)
Zone A, V, A99
With BFE or Depth Zone AE, AO, AH, VE, AR
Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
Future Conditions 1% Annual Chance Flood Hazard Zone X
Area with Reduced Flood Risk due to Levee. See Notes. Zone X
Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

NO SCREEN
Area of Minimal Flood Hazard Zone X
Effective LOMR
Area of Undetermined Flood Hazard Zone D

OTHER AREAS

GENERAL STRUCTURES

Channel, Culvert, or Storm Sewer
Levee, Dike, or Floodwall

Cross Sections with 1% Annual Chance Water Surface Elevation
Coastal Transect
Base Flood Elevation Line (BFE)
Limit of Study
Jurisdiction Boundary
Coastal Transect Baseline
Profile Baseline
Hydrographic Feature

OTHER FEATURES

Digital Data Available
No Digital Data Available
Unmapped

MAP PANELS



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 3/18/2019 at 3:56:36 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

80° 24' 49.59" W

80° 25' 27.04" W



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COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #4

CIRP Review

April 18, 2019

PROJECT: 2019 Claytor Project No. 739 2019 Drawdown Plan
VA190417-03400400155

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: Appalachian Power is requesting comments on the 2019 reservoir drawdown plan.

PROJECT SENT FOR REVIEW TO: Commission Board Members

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
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CLAYTOR PROJECT No. 739
2019 RESERVOIR DRAWDOWN PLAN

Background

On December 27, 2011, the Federal Energy Regulatory Commission (Commission) issued *Order Issuing New License* (License) authorizing Appalachian Power Company (Appalachian) to continue to maintain and operate the Claytor Hydroelectric Project (Project), on the New River in Pulaski County, Virginia. License Article 405, Water Management Plan (Final - June 2009) allows for non-emergency drawdowns. Specifically, Article 405 of the license requires the licensee to file, for Commission approval, a reservoir drawdown plan at least three months prior to implementing a non-emergency reservoir drawdown. The purpose of the plan is to minimize the impact of any project maintenance activity requiring a reservoir drawdown on aquatic resources in the project reservoir and downstream of the project, and to allow shoreline property owners sufficient time to plan shoreline maintenance activities.

Further, Article 405 requires the licensee to prepare the plan after consulting with the U.S. Fish and Wildlife Service (FWS), the Virginia Department of Game and Inland Fisheries (VDGIF), the Virginia Department of Conservation and Recreation (VDCR), the Virginia Department of Environmental Quality (VDEQ), Pulaski County, the New River Valley Planning District Committee (New River Valley), and the Friends of Claytor Lake (FOCL). The licensee must include with the plan documentation of consultation, copies of comments, and recommendations on the completed plan after it has been prepared and provided to the agencies, and specific descriptions of how the plan accommodated the agencies' comments. The licensee must allow a minimum of 30 days for the agencies to comment, and make recommendations before filing the plan with the Commission. If the licensee does not adopt a recommendation, the filing must include the licensee's reasons based on project-specific information.

Prior to the drawdown, the licensee must notify the public and property owners along the shoreline by mail 45 days prior to implementing the drawdown to allow property owners sufficient time to plan shoreline maintenance activities. The notification must include rate (feet per day), limit in feet, term of the drawdown, and any provisions. The Commission reserves the right to require changes to the plan. Upon Commission approval of the plan, the licensee must implement it, including any changes required by the Commission.

Efforts began in 2011, through Pulaski County's Claytor Lake Technical Advisory Committee (CLTAC), to modify previous non-emergency drawdown plans in order to decrease impacts to mussels. (The CLTAC includes representatives from a majority of the above referenced agencies.) Modified drawdowns for shoreline maintenance were held in 2011 and 2012 according to plans developed in consultation with the CLTAC. A 2014 drawdown plan was developed with the CLTAC and approved by the Commission. However, prior to implementation, the drawdown was cancelled at the request of Pulaski County due to siltation problems with the County's water intake in the lake. A 2015 drawdown plan was also developed and approved by the Commission. However, full implementation was impacted by rain and higher flows. A drawdown plan for 2017, approved by the Commission, was implemented with a five foot drawdown.

2019 Drawdown Proposal

1. Conduct drawdown from November 9 through November 17, 2019. (Drawdown scheduled during mid-November to avoid freezing temperatures, and to minimize the impact to recreation.)
2. Depth of drawdown to be three feet from full pond elevation of 1846 NGVD.

3. Lake level to be drawn down one foot per day starting 8 a.m. on November 6, 2019 to reach 1843 NGVD by 8 a.m. Saturday, November 9, 2019.
4. Duration of the drawdown to be nine days, including two weekends.
5. Lake to be allowed to begin refilling at 10 p.m. Sunday, November 17, 2019, with targeted return to normal elevation by 10 p.m. Wednesday, November 20, 2019, depending upon inflow.
6. Should the 9-day drawdown be impacted by high inflows which prohibit Appalachian from performing the three-foot drawdown, then the drawdown may be extended an equivalent number of days.
7. Appalachian will inform the public of the drawdown at least 45 days prior to implementation.
8. FOCL will encourage participation and publicize information about the drawdown and mussel salvage through media, mailings, phone calls and internet. Information will include distinction between Asian Clams, pistolgrip mussels and other mussels, and the importance of mussel salvage.
9. FOCL will gather information about drawdown usage and mussel salvage from landowners and volunteers. (Send drawdown questionnaire card just prior to drawdown.)
10. A volunteer mussel salvage event will be conducted on the first Saturday of the full drawdown to increase the number of dewatered mussels returned to the water. (Event will be similar to that conducted in 2017.) Team leaders, boat transportation, materials, meeting locations, volunteers and volunteer recruitment, refreshments and organization to be provided by FOCL, VDGIF, Appalachian, Claytor Lake State Park, Pulaski County and others. Additional details include:
 - a. FOCL will conduct meetings for organizers and team leaders prior to the event, and on Saturday morning prior to the arrival of volunteers, organize the event, and train and coordinate team leaders in mussel identification, location (GPS) and data collection, site and volunteer selection, and distribution of materials and logistics of the event.
 - b. Volunteer training will be provided by VDGIF prior to deployment of teams of volunteers with team leaders Saturday morning. Volunteers will be trained in returning mussels to the water and be provided information with which to distinguish between Asian Clams (not to be salvaged), and pistolgrips and other mussels. Volunteers to be provided information prior to the event on what to expect and how to come prepared.
 - c. VDGIF to provide up to three teams experienced in mussel identification to identify and tally mussels by species; other volunteer teams to focus on counting and salvaging total numbers of mussels. (Volunteers to identify only pistolgrip mussels.)
 - d. Appropriate data collection sheets will provided.
 - e. Mussel salvage sites will be selected and prioritized based on likely mussel habitat and previous mussel findings.
 - f. Hours of event will be organized to optimize volunteer time.
 - g. Adequate food and drink will be provided.

h. Coordination with mussel salvage by other entities, such as the Claytor Lake State Park, will be continued.

10. Regulatory agencies will have 30 days, beginning no later than April 17, 2019 to comment on the drawdown plan prior to Appalachian's submission to the Commission.

11. Appalachian to file the drawdown plan with the Commission no later than June 1, 2019 to allow for the Commission's required three month review period. Included with the filing will be documentation of consultation with stakeholders as required in Appalachian's license.

12. Changes may be made to drawdown including but not limited to dates and duration if unforeseen circumstances (such as occurred in 2015) warrant it at the time. Agencies, stakeholders and the public will be notified immediately of any changes.

13. A summary report following the drawdown will be prepared through CLTAC with assistance from FOCL, VDGIF and others as needed.

14. Future drawdown plans to be based on the previous years' results, and revised as appropriate.



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April 16, 2019

N R V R C . O R G

Executive Director's Report

Economic Development:

- The Comprehensive Economic Development Strategy (CEDS Think Tank) committee will hold their next meeting on 4/26 at 9:00am. The March meeting focus was updating the regional SWOT analysis. The focus for this meeting will be employment sector trends.
- The Montgomery County/Radford Broadband Assessment RFPs are due back on 4/25. A community survey prepared by the Commission will be available to the public later this week. The first project management team meeting is scheduled for 4/22.

Transportation:

- The annual rural transportation work program in partnership with VDOT is included on the agenda this month for the Commission's consideration. The Technical Advisory Committee provided input at their meeting last week.
- NRV Rail 2020 will hold a meeting on 4/30 2:00-4:00 at the Christiansburg Aquatic Center. The focus of the meeting will be presentations from an architecture studio at Virginia Tech that spent the semester working on station designs under the leadership of professor Jack Davis. I worked with the class on two occasions assisting with the technical guidelines.

Regional:

- The regional training provided for Planning Commissioners in the NRV was held on April 11th at the Montgomery County Government Center. Commission staff helps coordinate the training in collaboration with local government planning staff. This year over 55 attended the training focused on best practices for meetings and conducting business of local Planning Commissions.

Commission:

- The Office Space Committee held their first meeting on 3/22. Since that meeting we met with Pulaski County Administration given their role in supporting the NRV Business Center. We will begin identifying spaces external to the Business Center this month in order to prepare comparisons for the committee and board to evaluate.
- On April 9th I had the opportunity to testify before the US House of Representatives Committee on Transportation and Infrastructure Subcommittee on Economic Development regarding the reauthorization of the US Economic Development Administration (EDA). EDA is a keystone federal program focused on job creation. In my written testimony I shared impact examples of the NRV Commerce Park and the Virginia Tech Corporate Research Center. A link to the hearing is as follows (<https://transportation.house.gov/committee-activity/hearings/building-prosperity-edas-role-in-economic-development-and-recovery>)
- The Annual Dinner event will be on 5/22 at Virginia Tech's Lane Stadium. Save the date information was emailed on 4/12. Invitations went to the printer this week and will go out in the mail soon. Mobile workshops this year will include Prices Fork School Reuse Project, VT Campus Master Plan, and VT Athletic Facilities.



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MEMORANDUM

N R V R C . O R G

To: Regional Commission Board Members
From: Meghan Pfleiderer, Director of Smart Beginnings NRV
Date: April 17, 2019
Re: Smart Beginnings NRV Program Updates

Smart Beginnings NRV recently completed a comprehensive Early Childhood Regional Assessment.

The Regional Assessment explores:

- the outcomes of our current early childhood system
- the risk factors influencing these outcomes
- the early childhood services currently available
- service gaps and challenges,
- and opportunities for improvement and investment.

Some key findings include:

- the NRV has an early childhood workforce crisis – a severe shortage of qualified early educators, primarily due to poverty-level pay,
- the NRV has locality-specific childcare deserts – a severe shortage in quality childcare opportunities in Floyd, Giles, and Pulaski,
- and the NRV has regionwide infant/toddler care gaps – a severe shortage in placements for children ages 0-2 in both private and government-funded programs.

At the April Commission meeting, there will be a brief presentation on the Early Childhood Regional Assessment, which will highlight findings and potential strategies going forward. The Smart Beginnings NRV program will be seeking opportunities to share this presentation with local governments and civic groups in the coming months to spread the message on next steps for early childhood success in the region.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pembroke | Pulaski
Rich Creek

Higher Education

Virginia Tech
Radford University
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MEMORANDUM

N R V R C . O R G

To: Regional Commission Board Members
From: Elijah Sharp, Deputy Executive Director
Date: April 17, 2019
Re: FY20 Transportation Planning Work Program

The Virginia Department of Transportation allocates a part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Transportation Planning Work Program was created to aid the State in fulfilling the requirements of the State planning process. SPR funds are appropriated under 23 US Code 307 (c), requiring an 80% federal and 20% local match.

In FY20 (July 1, 2019 – June 30, 2020) each Planning District Commission/Regional Commission will receive \$58,000 of the Virginia Department of Transportation’s SPR funds. Each Commission is required to provide a \$14,500 local match, develop a program scope of work, and pass a resolution of support.

The NRV Rural Transportation Technical Advisory Committee reviewed and approved of the draft program on April 9, 2019. The FY20 program will provide technical assistance for multiple projects, SMART Portal project preparation and submission, local Commonwealth Transportation Board meetings, and more.

Staff will present at the April Commission meeting and be available to answer any questions you may have.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

Blacksburg | Christiansburg
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Virginia Tech
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FY20 Transportation Planning Work Program

April 25, 2019

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Introduction

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2020 each planning district commission/regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission/regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Use of these funds by the New River Valley Regional Commission (NRVRC) is identified in and guided by an annual scope of work, also referred to as a work program. The work program details the transportation planning activities to be carried out by the NRVRC under the Rural Transportation Planning Assistance Program in the upcoming fiscal year.

Local government staff and the Commission's Transportation Technical Advisory Committee (TAC) participate in the development of the work program, which must be approved/endorsed by the Commission. For FY-2020 the Commission proposes to utilize the SPR funds to undertake activities in the two general areas: Program Administration and Program Activities.

Program Administration

Objective and Background: The purpose of this work element is to cover the administrative and general costs associated with the project.

Work Elements: This includes the financial management and quarterly reporting, office supplies, meeting materials, and other general program costs. Activities include:

- Provide fiscal accountability of State Planning and Research (SPR) fund expenditures through regular quarterly reporting to VDOT.
- Provide adequate and appropriate public notice of meetings.
- Maintain contact with a regional network of local government officials, region-wide agencies and organizations, neighboring PDCs, VDOT representatives, and other applicable federal, state and local agencies concerning transportation issues.

Products: Quarterly financial reporting, mailings/notices, and preparation of quarterly activity reports.

Regional Transportation Planning Program Administration Budget:

<u>Total</u>	<u>SPR (80%)</u>	<u>RC Match (20%)</u>
\$5,000.00	\$4,000.00	\$1,000.00

Program Activities

Objective and Background: Address regional transportation issues identified by the Transportation Committees and the Regional Commission. Individual projects and work elements are described below:

Work Elements:

- (a) **(\$2,500) Regional Transportation Leadership** - The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

Task 1: Regional Transportation Technical Advisory Committee

Products: The Transportation Technical Advisory Committee (TAC) is the foundation of the Commission's transportation planning program. TAC is composed of administrators and professional staff from local governments and institutions/agencies within the New River Valley Regional Commission service area. TAC serves as an advisory body to the Commission on transportation issues.

Benchmarks/Milestones (throughout year):

- Provide staff assistance for meetings (Spring and Summer)
- Prepare meeting agendas and presentation materials
- Coordinate a multi-regions alternative transportation social (Summer meeting)
- Maintain a website to post relevant transportation related information
- Review and provide input for regional and statewide planning efforts

Task 2: Regional Transit Coordinating Council

Products: The council meets to discuss public transportation in the region and serves as a coordinating entity to support local governments, partnering stakeholders, and service providers. The council is comprised of all the region's public transportation partners and provides a strong multi-jurisdiction/multi-system forum for transit.

Benchmarks/Milestones (throughout year):

- Provide staff assistance for an annual meeting (Fall)
- Co-Chair Roundtable discussion with MPO Staff
- Prepare meeting agendas and presentation materials
- Discuss existing transit services and TDPs
- Identify potential common interests
- Develop strategies and recommendations
- Identify funding sources

- (b) **(\$25,000) Regional Technical Assistance** - Activities typically include assistance in the areas of: highway safety/congestion, bicycle/pedestrian improvements, access management, public transportation, freight movement, hazard mitigation, infrastructure evaluations, stormwater management, recreation, or transportation as it relates to other elements such as: housing, economic development, and energy. FY 2020 Program Tasks include, but are not limited to:

Task 1: Local Transportation Study

Products: Develop a scope of work in conjunction with a local government, transportation service operator, and/or the NRVMPPO (to potentially incorporate areas beyond the urbanized boundary).

Benchmarks/Milestones (throughout year):

- Identify a potential project and execute a formal working agreement
- Collect and analyze data
- Coordinate public engagement and receive input
- Develop a draft document and/or visualizations and present findings as needed

Task 2: NRV Cycling Guide & Trail Counter Program

Products: Maintain supporting program websites. Add additional information and develop reports.

Benchmarks/Milestones (throughout year):

- Notify regional partners of resources and request additional information
- Add new cycling routes, route descriptions, cue sheets, and 3D mapping
- Install trail counters, retrieve data, and prepare trail usage reports

- (c) **(\$15,000) Project Implementation, Grant-Writing Assistance & Professional Development**

Products: Assist local applicants to prepare transportation related grant funding applications. Additional assistance will be offered depending on staff availability.

Benchmarks/Milestones (throughout year):

- Schedule a meeting with CTB representative(s) prior to grant deadlines
- Develop supporting docs for up to three transportation grant applications
- Submit Commission projects through the SMART Portal
- Attend Conferences/Professional Development

(d) (\$25,000) Statewide Projects and Core Program Requirements

Products: The purpose of this work element is to provide assistance to the Virginia Department of Transportation for statewide planning on behalf of the New River Valley. Furthermore, provide local technical assistance required to fulfill statewide planning and policy efforts.

Benchmarks/Milestones (throughout year):

- Participate in VTrans webinars and SMART Scale regional meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in the Fall Transportation meeting and provide display to serve as outreach to the region’s citizens
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year
- Participate with the MPOs and VDOT on meeting performance measure goals
- Provide VDOT’s Transportation Mobility and Planning Division – Central Office and DRPT with an annual Ride Solutions reports and updated TDM Plans when submitted to DRPT
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile. Transportation Mobility and Planning Division (TMPD) will provide standardized format
- Assist VDOT’s TMPD with updating a database with information from localities comprehensive plans
- Coordinate tasks with VDOT District Planner as needed

New River Valley Regional Projects Budget:

<u>Total</u>	<u>SPR (80%)</u>	<u>RC Match (20%)</u>
\$67,500.00	\$54,000.00	\$13,500.00

**Budget Summary
FY 2020 Work Program**

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
a) Financial management, reporting, & general program costs	\$4,000	\$1,000	\$5,000
Total Budgeted Expenditure for Program Administration	<i>\$4,000</i>	<i>\$1,000</i>	<i>\$5,000</i>
<u>Program Activities</u>			
a) Regional Transportation Leadership	\$2,000	\$500	\$2,500
b) Regional Technical Assistance	\$20,000	\$5,000	\$25,000
c) Project Implementation, Grant-Writing, Professional Dev.	\$12,000	\$3,000	\$15,000
d) Statewide Projects and Core Program Requirements	\$20,000	\$5,000	\$25,000
Total Budgeted Expenditure for Program Activities	<i>\$54,000</i>	<i>\$13,500</i>	<i>\$67,500</i>
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000	\$14,500	\$72,500

[insert resolution here]

***New River Valley
Regional Commission***

April 25, 2019

Resolution of support for FY 2020 Transportation Planning Work Program.

WHEREAS, the New River Valley Regional Commission is eligible to receive State Planning and Research (SPR) funds through the Virginia Department of Transportation's Rural Transportation Planning Assistance Program; and

WHEREAS, the proposed FY 2020 Transportation Planning Work Program represents the interests of the New River Valley region; and

WHEREAS, the New River Valley Regional Commission has reviewed the Transportation Planning Work Program and agrees with the projected work elements for the 2019-2020 fiscal year.

THEREFORE, BE IT RESOLVED by the New River Valley Regional Commission that this Commission adopts and supports the FY 2020 Transportation Planning Work Program - Rural Planning Organization Staff Budget.

Adopted this 25th day of April 2019

Michael Harvey, Chair



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NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members

From: Kevin R. Byrd, Executive Director

Date: April 17, 2019

Re: Federal Grants Management Policy

Enclosed is a draft policy for the Commission to consider adopting that provides guidance to the agency when handling federal grants. This policy is a best practices recommendation from staff and is based on a template from the National Association of Development Organizations (NADO). The policy was shared with our auditing firm and they recommend a policy such as the one enclosed be adopted. The majority of the content in the policy is included in all federal award contracts; however, by adopting this policy it will serve as a guiding document that is consistent between all federal awards and it serves the agency well during the annual auditing process.

FEDERAL GRANTS MANAGEMENT

PURPOSE

New River Valley Regional Commission (NRVRC) is committed to responsible federal grant financial management. The policy and procedural guidelines contained in this statement are designed to:

1. Ensure the maintenance of accurate grant records; and,
2. Ensure compliance with federal reporting requirements; and,
3. Ensure compliance with subrecipient monitoring and management.

FEDERAL FINANCIAL REPORTING

Allowable Costs

All expenses are reviewed by the appropriate party prior to payment to ensure that costs to be allocated to the grant are allowable and that there is appropriate documentation to support the expense. Key areas that are considered are as follows:

- Necessary and reasonable for the performance of the federal award (and be allocated to that use)
- Conform to limitations or exclusions regarding type or cost
- Consistent with the policies and procedures the organization would apply to non-federally financed work
- Treated consistently with other comparable costs—for example, a cost may not be treated as a direct cost if a cost incurred for the same purpose in similar circumstances was allocated as an indirect cost
- Costs are adequately documented

Monthly Review of Actual vs. Budget Expenses

Expenses related to NRVRC's grant agreements are monitored on a monthly basis. At the end of each month after all transactions have been entered into the accounting system, a budget vs. actual report is run for each grant agreement. These reports are reviewed for reasonableness and for indications that actual expenses may not be in line with approved budgeted amounts. Monitoring these variances on a monthly basis helps ensure that substantial expenses which have not been approved are not incurred. This monitoring also ensures that if necessary, budget modification requests can be made in a timely manner.

Requesting Grant Reimbursement

NRVRC's practice is to only draw funds after allowable expenses have been incurred. As such, NRVRC requests funds from awarding agencies on a cost reimbursement basis. This practice ensures compliance with the federal administrative requirements.

The (Executive Director/Finance Office/Grants Manager) reviews the balance of each of the grants, contracts, and cooperative agreements, at a minimum, on a monthly basis to determine the

total amount expended by the organization on the grant, contract or cooperative agreement related items. The NRVRC subsequently requests reimbursement for the amount through invoices or other means as required by the grantor. All amounts requested are documented in a spreadsheet. The spreadsheet is maintained so that, at any given time, the organization knows the amount of funds requested and received for each of its grants and has the necessary accounting support for the draw.

Quarterly, Semi-Annual and Year End Grant Reporting

As outlined in the specific grant, contract or cooperative agreement, the organization reports grant, contract or cooperative agreement related activities as required by the funder. The FFR-Federal Cash Transaction Report for the quarter is due 30 days after the end of the period. The FFR is filed together with the accounting data that supports the transactions.

CONSULTANTS/CONTRACTS AND SUBRECIPIENTS

The Uniform Guidance 2 CFR 200.330 - 200.332 are the federal regulations that define the requirements for recipients of federal funds with respect to Subrecipient Monitoring and Management. As a recipient of federal funds, the organization is responsible for the programmatic and financial monitoring of its subrecipients. Such monitoring responsibilities are shared among various staff and should be followed in accordance with the guidelines provided below.

The organization will select consultants and/or subrecipients in accordance with Uniform Guidance Subpart D and in compliance with the regulations in 2 CFR 200.330-332.

A **Consultant/contractor** is an individual or organization from whom you procure professional goods or services. (Justice, 2015)

A **Subrecipient** is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program but does not include an individual that is a beneficiary of such program. (Justice, 2015)

Responsibility

The grantee (recipient) is responsible for the settlement and satisfaction of all legal, financial, contractual and administrative issues related to agreements entered into in support of an award. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature.

The subrecipient is responsible for the settlement and satisfaction of all legal, financial, contractual and administrative issues related to agreements entered into in support of an award. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature.

Avoiding Conflicts of Interest

The organization's Conflict of Interest policy has been developed to avoid real or apparent organizational conflicts of interests among contractors and subrecipients and among employees and officers with procurement supported by Federal funds. All parties involved in any aspect of a grant, contract or cooperative agreement are to abide by this policy including any disciplinary actions should the policy be violated.

No employee, officer, or agent of the NRVRC may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

A real or apparent conflict exists when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract.

Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Unsolicited gifts of a nominal value may be accepted in accordance with NRVRC policy.

Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Executive Director. If the Executive Director is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board Chairperson.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the NRVRC shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Violations of this policy may result in disciplinary action up to and including termination. Contractors violating this policy will result in termination of the contract and possible loss of eligibility for future contracts.

Procurement

Procurement shall be conducted in a manner to provide, to the maximum extent practical, open and free competition and as required by the uniform guidance *for all five types of procurement: micro-purchases, small purchases, sealed bids, competitive proposals, and sole source.*

Factors that should be considered when selecting a contractor or subrecipient are:

- Contractor integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources;
- Responsive bid; and
- Excluded Parties Listing (Debarred Consultants)
-

Contracts will be normally competitively bid unless:

- The item is available only from a single source;
- A true public exigency or emergency exists;
- The awarding agency or pass-through entity expressly authorizes noncompetitive proposals
- After solicitation of a number of sources, competition is determined inadequate; or
- Meets the requirements of simplified acquisition.

Notice and distribution of the RFP

RFPs shall be distributed to an adequate number of qualified sources, at least 10 days prior to the date set for receipt of proposals.

Evaluation of Proposals

Evaluation of the proposals received by the organization in response to an RFP shall be conducted based on price and other factors identified within the RFP. These factors typically include factors relevant to a determination of responsibility (such as financial, human, and organizational capability), as well as other technical factors (such as the degree to which the proposer is expected, based on information submitted and available, to achieve the performance objectives, to provide the quality expected, and on the relative qualifications of the proposer's personnel).

Award and Compensation

Upon conclusion of a competitive proposal process, the organization may award a contract to a responsible consultant whose proposal is deemed most advantageous and whose rate is reasonable and consistent with that paid for similar services in the market place. Consultant rates should not exceed the maximum limit established by the granting agency. An analysis is to be done and documented showing justification for the agreed upon rate. Any agreement with a consultant will be in writing.

Monitoring

The organization will monitor all consultant activities to include documenting performance, adherence to timeline or deadlines, time and effort reports, and review/verification of invoices. Any deficiencies in performance will be addressed directly with the consultant. The organization will monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. The organization will submit performance reports at the interval required by the Federal awarding agency.

SUBRECIPIENT MANAGEMENT AND MONITORING

Subrecipient Eligibility

The organization will notify each potential subrecipient (“subrecipient”) by email or other means that a grant application has been sent to the subrecipient. The subrecipient must confirm with the staff that the subrecipient received the application.

To be eligible to apply for funding, a subrecipient must:

- meet deadlines for applications, including those established by the organization; and
- submit grant acceptance letters and /or signed funding contracts within 30 days of receipt from the organization.

Awards

The Executive Director makes funding awards to its subrecipients per government requirements on an as needed basis. The funding awards are communicated to subrecipients electronically.

Federal Obligations

The organization will provide subrecipients with the following information at the time of the award. If any of these data elements change during the award period, the changes will be included in subsequent award modifications.

- Federal Award Identification
- Subrecipient Name (which must match the registered name in DUNS)
- Subrecipient DUNS number
- Federal Award Identification Number (FAIN)
- Federal Award Date
- Subaward period of performance start and end date
- Total amount of federal funds obligated to the subrecipient
- Federal award project description
- Name of the federal awarding agency, pass-through entity, and contact information for the awarding official
- Catalog of Federal Domestic Assistance (CFDA) number and name
- All requirements imposed by the organization on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award

- Any additional requirements that the organization imposes on the subrecipients to meet its own responsibility to the funding entity including identification of required financial or performance reports
- The federally approved Indirect Cost Rate to be used by the subrecipient
- A requirement that the subrecipient permit the organization and auditors to have access to the subrecipients' records and financial statements as necessary for the organization to meet the requirements of 2 C.F.R. §299, and
- Appropriate terms and conditions concerning closeout of the subaward.
- The organization will provide subrecipients with any other obligations that the it is aware of related to federal funds.

Unexpended Funds

If a subrecipient informs the organization that it will be unable to expend all allocated funds from a grant program before the end of the award period, the organization will inform all other eligible subrecipients of that grant program of the amount of funding that is available. All other eligible subrecipients of that grant program will be invited to submit requests for the specified remaining funds. Staff will review all requests submitted to ensure that the proposed use of the funds is allowable within the grant program requirements. The organization will divide available funds evenly among the subrecipients that request the funds for allowable expenses. If a subrecipient requests less than an equal share of the funds available, that amount will be granted, and the balance divided evenly among the other requests.

SUBRECIPIENT FINANCIAL OVERSIGHT

When the organization delegates performance of activities under a grant to a subrecipient, it is responsible for all aspects of the program including proper accounting and financial recordkeeping by the subrecipient. Required financial recordkeeping includes the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

The organization will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes and is in compliance with Federal regulations. This includes but it not limited to the following:

- Reviewing financial and performance reports required by the award
- Ensuring the subrecipient takes appropriate action on any deficiencies detected
- Monitor and consider any effect the subrecipient activity may have on the organization's book

Budgeting and Budget Review

Each subrecipient shall prepare and submit to the organization a budget that adequately reflects its subaward. The organization shall approve and maintain each subaward project budget.

Audit Requirements

The organization must ensure that subrecipients meet applicable audit requirements.

Reporting Irregularities

The organization and its subrecipients are responsible for promptly notifying the granting federal and/or state agency of any illegal acts, irregularities and/or proposed and actual improper actions related to fund administration.

SUBRECIPIENT MONITORING

The organization is required during a contract program period to monitor the subrecipients' use of funds. The organization will evaluate the subrecipients' risk of non-compliance with Federal statutes, regulations and terms and conditions of the subaward for purposes of determining the appropriate monitoring.

Subrecipients may be evaluated as higher risk or lower risk to determine the need for closer monitoring. When evaluating whether a subrecipient is higher or lower risk, the organization will consider:

- Grants/subcontracts with complex compliance requirements have a higher risk of non-compliance;
- The larger the percentage of program awards passed through, the greater the need for subrecipient monitoring;
- Larger dollar awards are of greater risk.

Methods of monitoring may vary. Factors considered in determining the nature, timing, and extent of monitoring are as follows:

- A subrecipient's prior experience with the same or similar subawards;
- Results of previous audits, monitoring's, status of quarterly financial reports, communications regarding financial matters;
- Whether the subrecipient has new personnel or a new or a substantially changed financial system;
- The extent and results of federal awarding agency monitoring.

Generally, new subrecipients require closer monitoring. For existing subrecipients, closer monitoring may be warranted based on results noted during monitoring and subrecipient audits, a history of non-compliance as either a recipient or subrecipient, the factors listed above, or other factors related to the implementation of grant funding and fiscal practices.

Non-Compliance

Subrecipients are required to comply with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by federal funding agencies and the organization in effect during the contracting period. Failure to comply with such obligations may result in remedial consequences and corrective actions up to and including the reduction or termination of funding to the subrecipient. If remedial actions include reduction or termination of funding, those actions may only be made by the Executive Director, in consultation with Board of Directors.

Record Retention and Access

Financial records, supporting documents, statistical records, and all other records pertinent to a Federal award will be retained for a period of three years from date of submission of the final expenditure report. There are exceptions listed under Subpart D, 200.333, of the uniform guidance.

The Federal awarding agency, Inspector General, the Comptroller General of the United States, or any other authorized representatives will have the right of access to any documents or other records to make audits, or examinations.

Closeout

The Federal awarding agency will close-out the award when it determines that all administrative actions and work have been completed.