

WASTEWATER PLANNING PROJECT
PLANNING GRANT MANAGEMENT PLAN

This Management Plan for the _____ 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:

Name	Affiliation	Role
Katherine H. Nunez		
		Project Manager
		Engineer
		Financial
		Resident
		Resident
		Management Team Member
Matt Fitzgerald	DHCD	Management 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			
Submission of Planning Grant Proposal w/activities & budget				
Document eligibility of Southern Rivers areas with mapping, etc.				
Target additional funding sources				
Attendance at all required Workshops				
<u>Citizen Participation</u>				
Conduct 1 st neighborhood meeting				
Conduct 2 nd neighborhood meeting				
Conduct 1 st public hearing				
Conduct 2 nd public hearing				
Publicize neighborhood meetings and public hearings				
Ensure proof of publication, minutes, sign-in sheets and accommodations made are available for CIG submission				
Obtain letters of support to demonstrate that stakeholders are demanding the CIG project				
<u>Project Area Needs Assessment</u>				
Develop an income survey/needs assessment to be reviewed by DHCD				
Distribute surveys				
Analyze responses, determine eligibility				
Submission of Sample User Agreement or Mandatory Hookup to DHCD for comments				
Obtain user agreements				
Preparation of signed, stamped, certified PER				
Submission of PER to VDH				
Analysis of funding sources e.g. RD				
<u>Proposed Improvement Plan/w</u>				

Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
<u>Budget</u>				
Identify real property/ easement acquisition				
Infrastructure improvements				
Mapping of distinct project area				
Document eligibility for each funder				
<u>PSA</u>				
Detail organizational structure				
Operational Plan with Proforma				
Wastewater Rate Study				
Mandatory connections?				
<u>CIG Application</u>				
Attend How-To-Apply Workshop				
Meet with Chris, Denise and Matt to discuss proposed project at T/A meeting				
Prepare application				
Submit application				
90-Day Pre-contract Activities				
By June 30, 2011				
<u>Environmental Review:</u>				
Initiate conversation with DHR				
Determine the Category of your Project				
Preparation of all requested research, documentation and notification to satisfy ERR and Section 106				
Date of Publication for Early Public Notice (only necessary if Engineer determines the project will impact wetlands or floodplains)				
Date of Public Hearing (only necessary				

Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
if Engineer determines the project will impact wetlands or floodplains)				
Mail Coastal Zone documentation (if applicable)				
Date of Publication of Notice of Explanation and Combined FONSI/NOI-RROF				
Mail Combined Notice to EPA (DC & PA)				
Mail Combined Notice & ERR to DEQ & DHCD				
Mail statutory checklist letters				
Council designation of Certifying Officer (resolution)				
Date Comment Period Ends				
Submission of Request for Release of Funds and Certification				
Date State Objection Period Ends				
Date Local Governing Body adopts Environmental Review if non-DHCD format is used e.g., RD				
Other Pre-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				

Task	Person ("R") Solely Responsible	Person("S") Providing Support	Scheduled Completion Date	Actual Completion Date
Adoption of Handicapped Accessibility & Nondiscrimination 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			
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				