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**B. Work Elements (WE)**

Work activities include the following:

1. Providing staff support to the Hampton Roads Transportation Accountability Commission (HRTAC), per the stipulation included in HB 1253 or SB 513. Staff support may include:
  - a) Technical support on transportation planning, prioritization, and programming.
  - b) Tracking of revenues and expenditures of funds for which the HRTAC is the responsible entity.
  - c) Administrative support – coordinating meetings, agendas, minutes, correspondence, etc.

**C. End Products**

1. WE 1 – Reports of revenues and expenditures of funds for which HRTAC is responsible.

**D. Schedule**

1. WE 1 – Ongoing.

**E. Participants**

HRTAC, HRTPO, local governments, VDOT, DRPT, VPA, FHWA, other stakeholders

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	HRTF	TOTAL
HRTPO			\$47,500	\$47,500