



**ORIGINAL**

# COMMONWEALTH of VIRGINIA



DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219 2000

**Charles A. Kilpatrick, P.E.**  
Commissioner

June 12, 2015

Dr. Camelia Ravanbakht  
Hampton Roads Transportation Planning Organization (HRTPO)  
723 Woodlake Drive  
Chesapeake, VA 23320

RE: Hampton Roads TPO FY-16 Letter of Authorization  
MPO PL, Federal and/or State Funding for Fiscal Year 2016  
CFDA 20.205, Highway Planning and Construction



Dear Dr. Ravanbakht:

As per Article I of the Hampton Roads Area PL Agreement effective July 1, 2012, this is your annual Letter of Authorization for the expenditure of PL, federal and/or state funds for transportation planning activities in Fiscal Year 2016 (July 1, 2015, to June 30, 2016).

These funds are to be used to finance the activities contained in the approved FY 2016 Hampton Roads Area Unified Transportation Planning Work Program in accordance with the above Agreement. Funding for the Hampton Roads Transportation Operations Strategic Plan – RSTP (UPC 105492) will be made available, and it is expected to be completed during FY2016. All funds obligated and expended on this study shall be consistent with the requirements set forth in the Secretary of Transportation’s Budget Items in the Appropriations Act guiding the use of RSTP funding.

The total amount of Federal and State funds allocated to the Hampton Roads Area for FY 2016 to support approved planning activities that are reimbursable under this Letter of Authorization are as follows:

Fund Type	Federal	State	Total Reimbursable Amount for FY-16	Local Match	Grand Total of Support for FY-16 UPWP Activities
PL	\$1,962,405	\$245,301	\$2,207,706	\$245,301	\$2,453,006
RSTP	\$8,000	\$2,000	\$10,000		\$10,000

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Also, as required by the agreement, a listing of HRTPO personnel anticipated charging time against the UPWP activities must be attached to this Letter of Authorization. This list should identify personnel by payroll classification only and their present actual payroll rate per hour or annual salary.

Please complete the attached indirect cost certification statement and comply with instructions contained therein as appropriate.

Please have this Letter of Authorization signed and returned to the Department for execution. The Letter of Authorization must be executed prior to June 30, 2015, if work activities are to continue uninterrupted. In the event that it is not executed by this date, any expenditures made or work performed by the HRTPO after that date and prior to execution will not be eligible for reimbursement. Execution of this Letter of Authorization is being initiated with the understanding that comments on the FY 2016 UPWP will be satisfactorily addressed.

The provisions of the PL Agreement effective, July 1, 2012, and any amendments thereto shall govern the expenditure of the funds made available through this Letter of Authorization.

Now, therefore, the Department and the HRTPO have executed this Letter of Authorization on the dates indicated below.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

By:  Date: 6/24/15  
Marsha Fiol  
Transportation Mobility Planning  
Division Administrator

Hampton Roads Transportation Planning  
Organization

By:  Date: 6/15/15  
Signature

Camelia Ravanbakht  
Printed Name

Attachment 1 - Certifications

Attachment 2 - Personnel and Salaries

Attachment 3 - Indirect Cost Certification Statement

Attachment 4- DUNS Number and Place of Performance (POP) Information

ATTACHMENT 1

CERTIFICATION OF THE HAMPTON ROADS TPO

I hereby certify that I am the Executive Director of the Hampton Roads TPO, whose address is 723 Woodlake Dr. Chesapeake, VA 23320, and that neither I nor the above agency I here represent has been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

- a) employ or retain, or agree to employ or retain, any firm or person, or
- b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Virginia Department of Transportation, and the Federal Highway Administration, U. S. Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

6/15/15  
DATE

C. Ravanbakhsh  
SIGNATURE

CERTIFICATION OF STATE HIGHWAY AGENCY

I hereby certify that I am the Transportation and Mobility Planning Division Administrator of the Virginia Department of Transportation of the Commonwealth of Virginia, and that the above agency or his representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

- a) employ or retain, or agree to employ or retain, any firm or person, or
- b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

6/24/15  
DATE

Marsha J. J. J.  
Transportation Mobility Planning  
Division Administrator

## ATTACHMENT 2

### PERSONNEL AND SALARIES

(This listing is to be prepared by HAMPTON ROADS TPO)

<b>Category</b>	<b>Range</b>		<b># Employees</b>
	<b>Minimum</b>	<b>Maximum</b>	
Executive Director (no range)	\$ 165,000		1
Deputy Executive Director	\$ 95,000	\$ 161,700	2
Principal Engineer	\$ 76,094	\$ 129,360	4
Chief Financial Officer/Procurement Officer	\$ 74,000	\$ 125,800	1
Administrator/Chief Economist/Principal Planner	\$ 71,789	\$ 122,041	8
Senior Engineer	\$ 66,169	\$ 112,487	1
Senior Planner	\$ 62,425	\$ 106,123	6
Senior Accounting Manager/Senior Grants Manager	\$ 57,793	\$ 98,250	2
Communications Manager	\$ 55,033	\$ 93,556	1
IT Manager	\$ 54,223	\$ 92,179	1
Accounting Manager	\$ 50,255	\$ 85,434	1
Engineer II	\$ 50,033	\$ 85,056	1
Planner II	\$ 47,202	\$ 80,243	1
General Services Manager	\$ 47,202	\$ 80,243	1
Senior Web & Graphics Designer	\$ 46,250	\$ 78,625	1
Engineer I	\$ 43,507	\$ 73,962	1
Planner I	\$ 41,045	\$ 69,776	6
Asst. General Services Manager	\$ 41,045	\$ 69,776	1
Senior Administrative Assistant	\$ 39,025	\$ 67,448	1
Administrative Assistant II	\$ 33,925	\$ 58,560	1
Administrative Asst. I/Receptionist	\$ 29,500	\$ 50,150	2

As of 7/1/15