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COMMONWEALTH of VIRGINIA



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

Charles A. Kilpatrick, P.E.
Commissioner

June 1, 2015

Dr. Camelia Ravaubakht, Interim

~~Mr. Randy Keaton~~, Executive Director
Hampton Roads Transportation Planning Organization (HRTPO)
723 Woodlake Drive
Chesapeake, VA 23320

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

Dear Mr. Keaton:

As per Article II of the Hampton Roads Transportation Planning Organization (HRTPO) Agreement effective July 1, 2012, this is your Letter of Authorization for expenditure of funds for Fiscal Year 2016 (July 1, 2015, to June 30, 2016).

These funds are to be used to finance the activities contained in the Hampton Roads FY 2016 Scope of Work in accordance with the Agreement.

The total amount of Federal and State funds allocated to the Hampton Roads TPO 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 Assistance Program
SPR	\$58,000	\$0	\$58,000	\$14,500	\$72,500

As required by the agreement, a listing of personnel anticipated charging time against the planning activities of the Assistance Program 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.



Mr. Randy Keaton
Page Two
June 1, 2015

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 July 1, 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 your organization 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 Scope of Work will be satisfactorily addressed. Additionally, please sign the attached certification statement.

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

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

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

By: Marsha Fiol Date: 6/16/15
Marsha Fiol
Transportation Mobility Planning
Division Administrator

HAMPTON ROADS TPO

By: C. Ravanbakhsh Date: 4/8/15
Signature
Camelia Ravanbakhsh
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 Drive, Chesapeake, Virginia 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.

6/8/15
DATE

C. R. [Signature]
SIGNATURE

CERTIFICATION OF STATE HIGHWAY AGENCY

I hereby certify that I am the Transportation 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.

6/16/15
DATE

Marsha [Signature]
Transportation Mobility Planning
Division Administrator