

ADMINISTRATIVE AGREEMENT FOR ENVIRONMENTAL RECORDS PURSUANT TO THE
BROADBAND EQUITY, ACCESS, AND DEPLOYMENT (BEAD) PROGRAM

Purpose of Agreement:

The purpose of this Agreement is to establish the duties and responsibilities of the Thomas Jefferson Planning District Commission (TJPDC) and the Virginia Department of Housing and Community Development (DHCD) related to performance and completion of records ~~documents~~ required for compliance with National Environmental Protection Act (NEPA) for high-speed internet broadband expansion projects awarded under the Broadband Equity, Access, and Deployment (BEAD) Program as part of Public Law 117-58.

Parties to Agreement:

Thomas Jefferson Planning
District Commission (TJPDC)
Christine Jacobs, Executive Director
401 E Water St.
Charlottesville, VA 22911
Phone: 434-979-1597
Email: cjacobs@tjpdcc.org

Virginia Department of Housing and
Community Development (DHCD)
Tamarah Holmes, Broadband Director
600 E. Main St, Suite 300
Richmond, VA 23218
Phone: 804-371-7056
Email: tamarah.holmes@dhcd.virignia.gov

Period of Agreement:

This agreement is authorized upon execution by both parties and continues through the completion of activities described below for projects for which the provisions of this agreement would be applicable.

Duties and Responsibilities:

The Thomas Jefferson Planning District Commission (TJPDC) is responsible for the following:

- 1) Review and approve payment requests, including any required documentation, from Virginia Planning District Commissions (PDC) preparing NEPA records as described herein;
- 2) Prepare and submit invoice for payment by DHCD of PDC ~~NEPA~~ fees for preparing NEPA records and TJPDC administrative fees; such requests shall be submitted on no more than a monthly basis;
- 3) Within 30 days of receipt of payment from DHCD, provide payment to the relevant PDC;
- 4) Document each PDC request to maintain an accounting of all transactions;
- 5) Work with DHCD to resolve any disputes concerning EA documentation or payment request amounts; and
- 6) In the event that a PDC is unable or lacks capacity to perform the assessment, assist DHCD in seeking another PDC to potentially perform the assessment.

The Virginia Department of Housing and Community Development (DHCD) is responsible for the following:

- 1) Designate PDCs to prepare NEPA records and communicate designation to TJPDC;

By: _____
Tamarah Holmes, Ph.D, Office of Broadband Director Date _____