

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, APRIL 4, 2023, 7:30 PM
ELECTRONIC MEETING VIA ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

Present: Mayor Bill Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Darrell Poe; Councilmember Lynn Screen.

Staff: Amanda Christman, Town Clerk; Nick Orrison, Town Treasurer.

Absent: Councilmember Poe from call to order at 7:33 PM until 7:36 PM; Councilmember Effros from 9:46 to 10:19, when the meeting adjourned.

The Regular Meeting was called to order by Mayor Hollaway at 7:33 PM.

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes.

- **Mayor Hollaway moved to approve the March 7, 2023 Minutes with minor edits for clarity, seconded by Councilmember Effros. The motion was approved by poll, 5-0, (Councilmember Poe having not yet joined the meeting).**

2. Report of the Treasurer.

See attached report.

a. Draft Budget for Work Sessions.

The Treasurer indicated that the draft Budget will be sent out for review by Friday, April 7, 2023.

b. Issuance of BPOL (Business, Professional, and Occupational License) Certificates.

The Treasurer confirmed that BPOL certificates are issued upon request.

c. Town Audit – Update.

The Treasurer will call the auditors to coordinate bundling multiple years into the ongoing audit process.

3. Citizen’s Remarks.

None.

4. Reports of Committees:

a. Committee on the Environment:

i. Bluebird Trail – Update.

The Committee members reported on the significant success of the Bluebird Trail nesting boxes. Additional funding may be requested for FY2024 in order to help maintain and improve the program. Mayor Hollaway noted that any donations made to the Town of Clifton are tax deductible.

ii. Annual Town Clean-Up Event – Report.

Vice Mayor McDonald reported on the success of the event.

b. History Committee.

See attached proposal.

- **Mayor Hollaway moved to approve up to \$2,500 for the cost of the signage design, production, and installation in Harris Park on the Chapel Street side, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

Mayor Hollaway noted that the next step will be to seek the approval of the sign from the Architectural Review Board.

c. Planning Commission.

See attached report.

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve the new Use Permit for Sun Design Specialists at 12644 Chapel Road including the conditional provision allowing for a limited number of employee training sessions as special events for a period of one year, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

d. Zoning Administrator.

No report.

e. Architectural Review Board.

It was reported that a Certificate of Appropriateness (COA) was approved for an application for window replacements in an outbuilding located at 12801 Chestnut Street.

Adopted by the Town Council on May 2, 2023 as presented

f. Streetscape Committee.

- **Councilmember Effros moved to approve the reallocation of up to \$45,000 of what was approved in the contract with J2 Engineers to be used for different line items, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

Councilmember Pline reiterated the need to receive a comprehensive budget and a conceptual plan of the utility relocation to be reviewed by the Town Council. Mayor Hollaway added that a Public Information Meeting should perhaps be conducted, given the length of time that has elapsed since the project kick-off.

g. Review of Town Committee Lists.

- **Councilmember Poe moved to table, seconded by Mayor Hollaway. The motion was approved by poll, 5-0, (Councilmember Effros having departed the meeting).**

5. Unfinished Business:

a. Town of Clifton VDOT Title VI Plan – Review.
See attached draft.

- **Mayor Hollaway moved to send a clean version of the revised draft of the Town of Clifton VDOT Title VI Plan to VDOT, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

6. New Business:

a. Town of Clifton Hazard Mitigation Plan – Review.
See attached draft.

Lynn provided context on the draft Clifton Hazard Mitigation Plan, which the Town Council Members were asked to review prior to the May 2, 2023 meeting.

b. Condition of Trees at Entrance to 8-Acre Park.

Laura McDonald, Chair of the Committee on the Environment, indicated that she would inspect the trees and report her findings. See attached report, submitted thereafter.

c. Clifton Caboose Paint - Restoration or Repainting.

Tabled by general acclamation.

d. Clifton Caboose Luggage Cart Restoration.

Tabled by general acclamation.

7. Adjournment.

The meeting was adjourned by general acclamation at 10:19 PM.



Amanda Christman <clerk@cliftonva.gov>

TOC March 2023 Financials and Notes

Clifton Treasurer <treasurer@cliftonva.gov>

Tue, Apr 4, 2023 at 9:38 AM

To: Pat Pline <ppline@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, William Hollaway <whollaway@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Amanda Christman <clerk@cliftonva.gov>

Good Morning All!

Please see the attached with the below notes:

BPOL Results:

- 44 companies have filed BPOL, 2 claiming ZERO receipts. This is up from 33 filed in 2022
- \$38,620.23 collected, representing a increase of 28% over 2022. Compared to 2020, there is a 1% difference (flat).
- Companies are showing a slight increase in business of about 2% compared to 2022 filings. The majority of increased collections comes from increased businesses present

Please let me know if you have any questions.

- \$900k of Town Funds have been moved to a 13 month CD earning 4%.
- The CD was not able to be split into multiple CDs, but we have an additional \$320k accessible with John Marshall Bank should the town need additional funds in the coming months.
- I have emailed the CPAs regarding Town Audit in hopes to bundle multiple years into one review. Will report updates as progress is made.
- Stimulus report regarding use of funds is due 04/30/2023; we will continue to report use for green spaces from 2022 purchases of Ayre Square and Park space

See you all this evening!

Best,
Nick Orrison

Treasurer
Town of Clifton

 **03.31.23 Financial Statements.pdf**
131K

ASSETS	3/31/2023	CD Term	Maturity Date	APR %	<u>Negotiated Increases</u>
Current Assets					
Checking/Savings					
John Marshall Bank CDs	320,613.93				Funds are remaining as is for Short Term
United Bank - Haunted Trail Account	4,995.53				
United Bank - Events Acct	5,425.28				
United Bank - Checking	42,147.54	Min Bal \$2,500	"Chairman's Club"	0.10%	
United Bank - Security Deposit	4,413.30				
United Bank - Money Market Savings	180,501.84	Min Bal \$15,000	10/31/2020	0.25%	Funds are remaining as is for Short Term
United Bank - CD	900,000.00				
Investments-LGIP	1,004.26			0.15%	
Total Checking/Savings	1,459,101.68				



Town of Clifton Profit & Loss Budget Performance March 2023

	March 2023	Budget	Jul '22 - Mar '23	YTD Budget	Annual Budget
Income					
	Committees Fundraising (Homes Tour)	0	0	3,185	0
	Community Hall Revenues	1,064	417	9,423	3,750
1	Federal CARES Act - COVID-19	0	6,902	151,996	62,114
	General Donations	0	0	0	0
	American Rescue Plan	0	0	0	0
	Haunted Trail Event	0	0	49,514	0
	Interest Income	508	542	5,442	4,875
	Other Income	0	13	0	113
	Pink House Rental	1,600	2,900	23,650	26,100
	S.R. - Litter Control Grant	0	111	3,025	997
2	State Funding	0	1,250	15,000	11,250
	Tax and Permits Revenue	21,667	8,567	80,092	77,100
3	Total Income	24,839	20,700	341,328	186,298
	Gross Profit	24,839	20,700	341,328	186,298
Expense					
	Bank Service Charges	9	0	131	0
	Citizens' Recognition Expense	0	63	0	563
	Commodities	29	394	1,538	3,548
	Contractual	4,924	12,879	47,033	115,913
	Haunted Trail Expenses	371	175	12,743	1,575
	OTHER - TC approval req'd +\$500	0	1,250	0	11,250
	Other Expenses	0	525	0	4,725
	Payroll Expenses	6,024	6,192	54,716	55,725
	Town Assoc of NoVA Event	0	0	0	0
	Total Expense	11,358	21,478	116,162	193,298
	Net Income	13,481	(778)	225,166	(7,000)
CIF FUNDS:					
CIF Income					
4	CIF - Capital Improvements Fund	0	6,667		60,000
CIF Expenses					
	CIF -Streetscape Phase 2 Constr	0	0	3,045	0
	Processing Easements	0	3,500	0	31,500
	Streetscape 2A - Construction	0	4,833	0	43,500
	CIF -Streetscape Phase 2 Design	0	0	0	0
	CIF Expenses	0	32,500	20,842	292,500
	Total CIF Expenses	0	40,833	23,887	367,500
	Net Income - CIF Funds	0	(34,167)	(23,887)	(307,500)
	Consolidated Net Income	13,481	(34,944)	201,279	(314,500)

Town of Clifton
Profit & Loss Budget Performance
March 2023

NOTES & Highlights: Only major items are highlighted at the Town Council's request.

Our total NEU deposit for COVID relief is officially \$221,173.25. (FY21 deposit \$69,177.25 and FY22 deposit \$151,996.00)

As a reminder, these funds are allowed to be used broadly. The purchase of recent green spaces will cover \$196,805.00 (89%) of these funds reported usage. The remaining \$24,368.25 will likely be reported used for lost revenues on canceled events due to COVID (Homes tour, Haunted Trail, etc.). The look back period is currently 2 years – so the town will not be returning any of these funds.

1

Our first expenditure report was filed 04/30/2022 listing \$196,805.00. The next will be filed 04/30/2023 for the remaining \$24,368.25.

2

State Funding \$15,000 received in December 2022, and check cut to Fire Department January 2023

Actual v. Budget

- Haunted Trail and Homes tour events were uncertain at the time of budget. Revenue accumulively increased by \$47,474.

3

-NEU Deposit was budgeted at minimum expected amount \$82,819. As per note 1, additional revenue \$69,177.

Total increase in Revenue: \$199,470.

4

All Traffic Solutions \$16,092.00 for town speed control expensed to Capital Improvement Funds (CIF).



Amanda Christman <clerk@cliftonva.gov>

Harris Park Sign Proposal

1 message

William Hollaway <whollaway@cliftonva.gov>

Tue, Apr 4, 2023 at 5:08 PM

To: Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Pline Patrick <ppline@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>
Cc: Christman Amanda <clerk@cliftonva.gov>, "com> Kathy" <khk@baberkal.com>, Kalinowski Kathy <planning@cliftonva.gov>, Jarrendt Royce <royce.jarr@yahoo.com>

Council Members,

Attached is the information for the Harris Park Sign proposal from the History Commission. The proposal is to acquire the sign and place it in Harris Park. We have identified a reputable company that makes these signs, and is the same one used by Northern Virginia Regional Parks to make their informational signs.

I would like to review this and seek approval to acquire the sign at this evening's Council meeting. The all-in request, including placement of the sign, is for \$2,500.

Best regards,
Bill

see attached

 **Harris_sign_proposal.pdf**
3986K



345 Oak Road . Gibsonia, PA 15044
 724-265-4900 . 724-265-4300 (fax)
 www.PannierGraphics.com

DATE: 3/7/2023

QUOTE: E000045734

Town Of Clifton Virginia
 7155 Main St
 Clifton VA 20124

Contact: Margo Khosravi
 Phone: (571) 326-7882
 Email: margokhosravi@gmail.com
 Project: Harris Park Sign

Quantity	Description	Unit Price	Extended Price
1	36" w x 24" h x .090 Fiberglass Embedded (FE) Panel. Single-faced. Matte finish. Square cut. No holes.	\$375.00	\$375.00
1	Pannier to provide final layout for (1) 36" w x 24" h panel. Customer to supply final text in a Word document and digital high resolution images, at 150ppi at full size. Files and text should be organized in separate folders, per panel.	\$500.00	\$500.00
1	Aluminum Cantilevered Exhibit Base for 36" w x 24" h Panel. Visual area will be 35" w x 23" h. Includes (2) 2" x 3" x 62" posts for direct embedment. Powder coated a standard NPS Brown, NPS Charcoal, NPS Guam Gray or Black with a textured finish.	\$650.00	\$650.00

Sale Amount: \$1,525.00
Estimated Freight to 20124: \$290.00
Total Amount: \$1,815.00

TERMS AND CONDITIONS

- Panel Design: Preliminary design will be developed via PDF submittals and delivered over email. Pricing includes two rounds of revisions prior to delivery of a hardcopy proof for each original design.
- Proofs: One scaled proof of each original will be submitted for the customer's approval. This printout will represent the actual color and resolution of the final embedded panel. Final changes may be made to this printout before proceeding to production.
- Packaging: Order will be bulk packed and one shipment.
- Pricing: Sale Amount is effective for 60 days after the quote date.
- Freight: Estimated freight does not include any special services such as a liftgate, inside delivery or delivery to a residential address. Freight will be delivered via an 18-wheeler truck. Depending on the size of the order, the shipment may need to be offloaded with a forklift.
- Freight Estimate: Freight cost shown above is an estimate generated on the day the quote is written. Estimate includes packaging and handling. Final freight charges can vary based on the volatility of the transit industry. Additional freight charges may be invoiced at time of shipment.
- Delivery: 30-40 business days after Pannier receives all approvals.
- FOB Destination: Freight Prepaid & Add
- Payment: Net 30 Days

Summer Timmer

Summer Timmer
 Sales Representative
 724-265-4900 x207
 slt@pannier.com

Judy McNamara

03-15-...

Customer Acceptance/Date

Judy McNamara, committee member
 Print Name and Title



AFRICAN AMERICAN ROOTS IN CLIFTON

Harriet and William Harris

Harriet and William Harris and their children were the first family to build a home and reside in what would become the town of Clifton. Their contributions were integral to the establishment of the village and exemplify the perseverance and strength of the African American spirit.

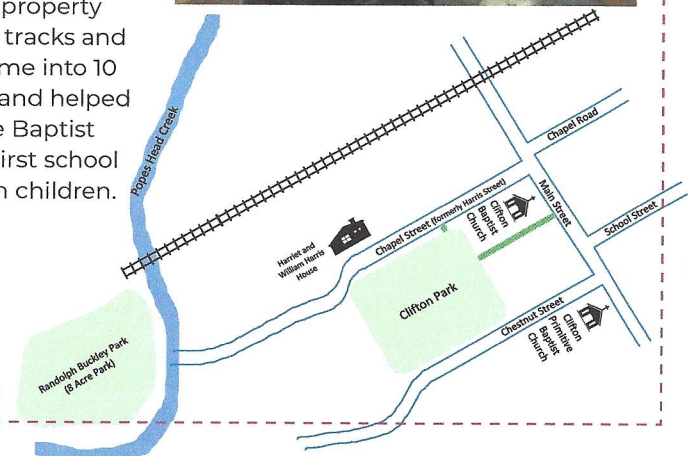
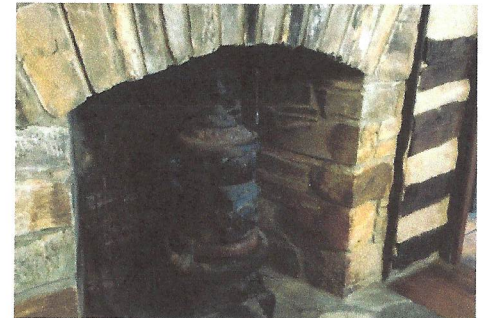


The land you are standing on was once part of a 77 acre tract left to Harriet Harris and her seven children, Joshua, Coleman, Sarah, Sophy, William, Charlotte, and Luellen, as part of the division of William E. Beckwith's 1200 acre plantation. Born into slavery in the 1820s, Harriet was among the sixteen formerly enslaved people granted their freedom under the terms of Beckwith's will. When he died in 1863, in his will William left 200 acres of land south of the railroad tracks to these sixteen individuals. In 1868, each person received a 1/16th share of the property.

In 1847 Harriet had married William Harris. It is not known if Harris was a freed man and he is not listed as an enslaved person in Beckwith's will. After the Civil War ended, William and Harriet built a home on their land where they raised their family.

The remaining 1001 acres of the Beckwith estate was purchased by New Yorker Harrison G. Otis in 1868. By 1869, Otis had opened a hotel and established a post office here. The Harris family sold Otis a 2 acre parcel where he constructed the Clifton railroad station and a sawmill.

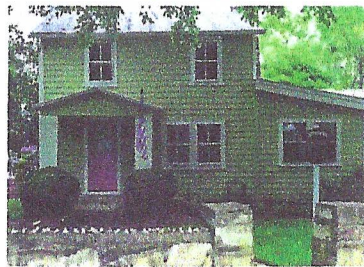
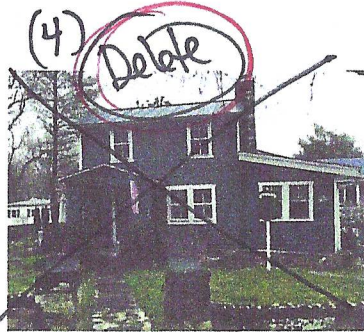
Harriet and William Harris played a vital role in the formation of Clifton by subdividing some of their property located between the railroad tracks and the street leading to their home into 10 lots. They also gave land for, and helped establish the Clifton Primitive Baptist Church which served as the first school for the local African American children.



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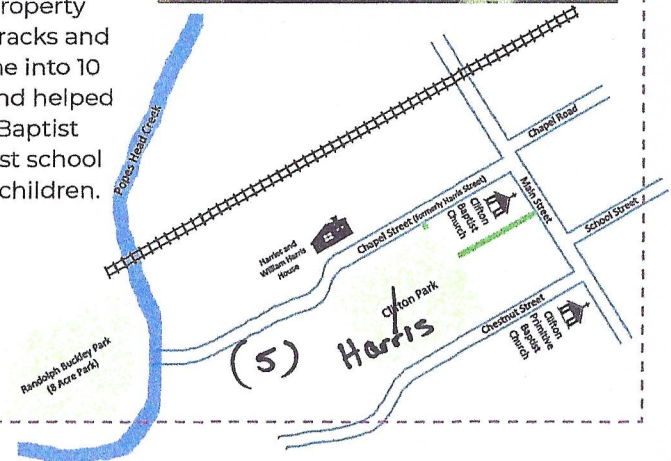


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- (6) (a) Add Captions to photos with photo credits
- (b) Add new image: historic drawing showing the division of the 77 acres
- (c) Add new image: Primitive Baptist Church

(1) change background color to green

(2) Add Town of Clifton Emblem here (same as sign on caboose)

(3) Delete

(4) Delete

PLANNING COMMISSION REPORT for March 28, 2023 in person

Present: Terry Winkowski, Paula Sampson, Susan Yantis, Patrick Pline, Kathy Kalinowski, Michelle Stein; Absent: Adam Trost

1. The Planning Commission reviewed an application for a use permit from applicant Robert Gallagher for Sun Design Remodeling Specialists, Inc. located at 12644 Chapel Road, Suite 212 and partially Suite C. The application is for an office use in a commercial multi-use building for residential designing and remodeling. The application includes the applicant's fictitious names of Sun Design and Sun Design Remodeling Specialists, and is for use of 1357 of net square feet of space of Suite 212 and Suite C combined, and includes 8 on site employees. The hours are from 8AM-5pm from Monday through Friday. The applicant also requests to be allowed to hold regular three hour training sessions for up to 15 employees two times per quarter. There are presently 68 parking spaces on premises, 67 of which are allocated to the various businesses at the location, including 5 spaces which were allocated to Sun Design under its previous use permit dated April 5m, 2022.

The Planning Commission recommends that the application be approved as follows:

- Use of up to 1357 net square feet of space
- Up to 8 on site employees
- The 3 Sun Design vehicles (pick up, panel van and dump style truck) to not be parked on site during business hours
- The Sun Design trailer which has been permanently parked on site, be moved off site.
- That a total of 6 parking spaces be allocated to the proposed use.
- That there be only one operating business on site pursuant to this use permit, though the above mentioned fictitious names are included in Sun Design Remodeling Specialists, Inc.
- That the applicant be allowed to have up to two training sessions on site twice every three months for up to 15 employees and up to three hours during the authorized days and hours of operation. That the applicant will notify the Town Clerk in advance of each training session by email. That the authorization for these above mentioned training sessions be conditionally approved for one year only from the issuance of the use permit in order that the Town can evaluation the impact if any, upon parking at that location. If the applicant wishes to continue the training sessions after one year, the applicant must request approval of the Town after review of the Planning Commission.

Clifton Hazard Mitigation Plan Documents

1 message

Lynn Screen <lscreen@cliftonva.gov>

Sun, Apr 2, 2023 at 2:43 PM

To: Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Pline Patrick <ppline@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>, Amanda Christman <clerk@cliftonva.gov>, Treasurer Clifton <treasurer@cliftonva.gov>, Kalinowski Kathy <planning@cliftonva.gov>, Royce Jarrendt <royce.jarr@yahoo.com>, Susan Yantis <syantis@hunton.com>

Dear Council Members,

Over the last year, I have been working with a team to support the Northern Virginia Hazard Mitigation Plan (NOVA HMP) and create a Town of Clifton Annex (not to be confused with the Title VI plan). The NOVA HMP requires updating every five years and aims to minimize or eliminate the long-term risk to human life and property from known hazards, such as droughts, floods, winter weather, high winds, and other major disasters.

The Hazard Mitigation plan has been approved by Fairfax County and Prince William County as well as FEMA. It is now our turn to adopt the Annex for the Town of Clifton. Our plan is to discuss the plan during the April Town Council Meeting and then adopt the plan via resolution in our May meeting.

In advance of this week's meeting, please review the Town of Clifton Annex (39 pages). I am hopeful that Greg Zebrowski (from Fairfax Co who has been leading this effort with the consulting team) can join the meeting to answer any questions.

I am attaching

1. The Town of Clifton Annex (attachment)
2. All of the Plan documents in a Zip file (link below)

 [Clifton Natural PDF.zip](#)

Thank you,
Lynn

--

Lynn Screen

Council Member- Town of Clifton, Virginia

[Lscreen@cliftonva.gov](mailto:lscreen@cliftonva.gov)

703-623-7424

Pronouns -She/her

 **Town of Clifton Annex.PDF**
1486K



Town of
Clifton

Northern Virginia Hazard Mitigation Plan

Annex 7-A: Town of Clifton

November 2022



Town of Clifton Overview

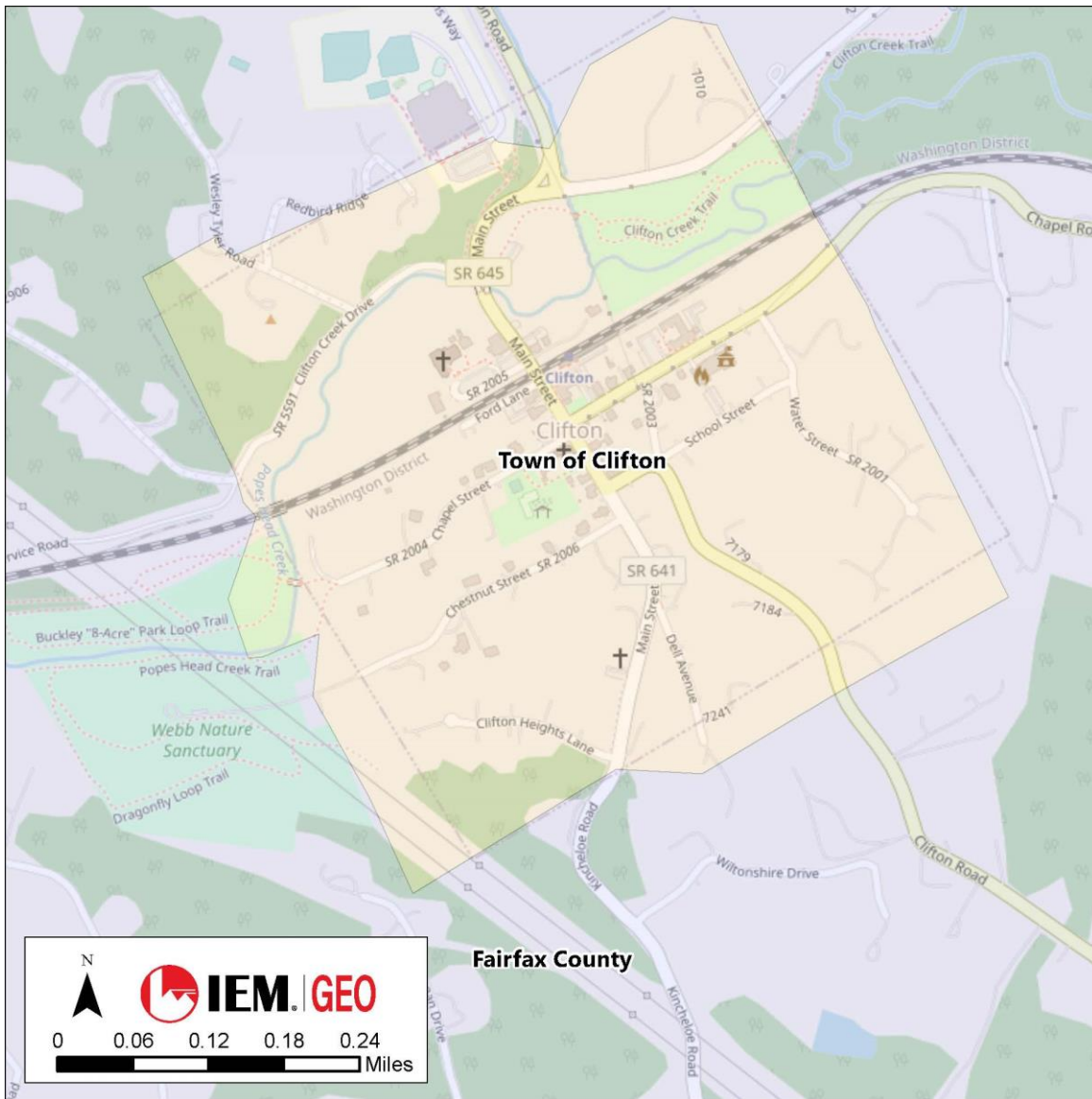








Table 1: Specific Jurisdictional Data

 ESTABLISHED	 LAND AREA	 2020 POPULATION	 GOVERNMENT ADDRESS	 HOUSEHOLDS	 MITIGATION FOCUS
1902	0.25 sq. mi.	243	P.O. Box 309, Clifton, VA 201124	+/- 90	High Wind/Severe Storms and Winter Weather

Town of Clifton Risk Environment

The following is a snapshot of the details in this annex. The well-researched details form the basis of effective mitigation strategies to improve community resilience.

Hazard Event History

National Centers for Environmental Information (NCEI), 1950–June 2021

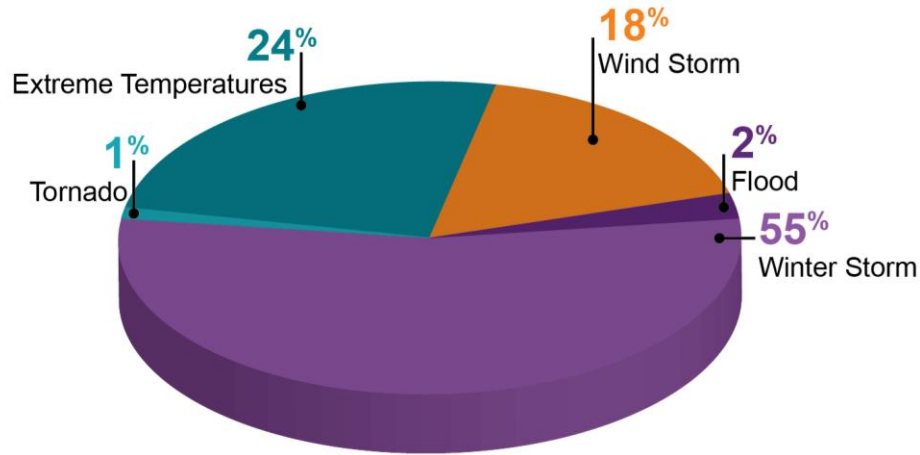


Figure 1: Percentage of Hazards

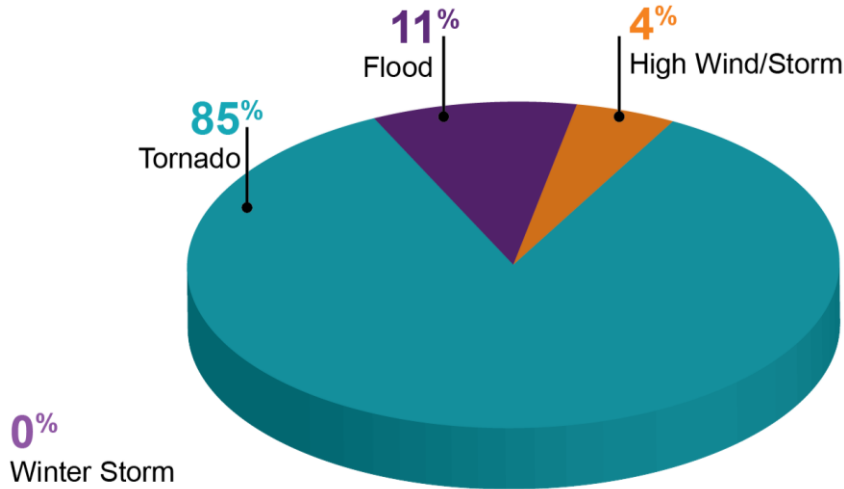


Figure 2: Property Damage Percentages from Natural Hazard Events

Natural Hazard Risk Ranking

Table 2: Ranking of Natural Hazards by Risk

Hazard	Hazard Ranking
Winter Weather	High
Flood	High
High Wind/Severe Storm	High
Dam Failure	High
Tornado	Medium
Drought	Medium
Extreme Temperatures	Medium
Earthquake	Medium
Wildfire	Low
Sinkhole/Karst	Low
Landslide	Low

Community Lifelines/Critical Assets and Mitigation Capabilities

Table 3: Number of Critical Assets for Community Lifelines/Sectors

Lifeline/Sector	Number of Assets
Safety and Security	1
Food, Water, Shelter	-
Health and Medical	-
Energy	2
Communications	-
Transportation	-
Hazardous Materials	-
Education	2
Cultural/ Historical	District
High Hazard Dams	-

A lifeline enables the continuous operation of government and business functions which are critical for human health, safety, or economic security. Lifelines are the most fundamental services for a community that, when stabilized, enable all other aspects of society to function. These lifelines are assets that may be a facility, infrastructure, operation, or entity.



Figure 3: Community Lifeline Components

Community Lifelines Outlined

- **Safety and Security:** Law Enforcement/Security, Fire Service, Search and Rescue, Government Service, Community Safety
- **Food, Water, Shelter:** Food, Water, Shelter, Agriculture
- **Health and Medical:** Medical Care, Public Health, Patient Movement, Medical Supply Chain, Fatality Management
- **Energy:** Power Grid, Fuel
- **Communications:** Infrastructure, Responder Communications, Alerts Warnings and Messages, Finance, 911 and Dispatch
- **Transportation:** Highway/Roadway/Motor Vehicle, Mass Transit, Railway, Aviation, Maritime
- **Hazardous Materials:** Facilities, HAZMAT, Pollutants, Contaminants

Mitigation Capabilities Summary

Table 4: Capability Assessment Summary Ranking for Town of Clifton

Capability	Ranking
Planning and Regulatory	Moderate
Administrative and Technical	Low
Safe Growth	Low
Financial	Low
Education and Outreach	Moderate

Hazard Mitigation Plan Point of Contact

Table 5: Point of Contact Information

Contact Type	Contact Information
Point of Contact	Lynn Screen Councilmember lscreen@cliftonva.gov

Town of Clifton

This annex presents the following jurisdiction-specific information provided by the Town of Clifton for the 2022 update to the *Northern Virginia Hazard Mitigation Plan (NOVA HMP)*.

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1. Jurisdiction Profile

Established	1902
Total Land Area	0.25 sq. mi
Geographic Region	Piedmont/Coastal Plain
Persons Per Household	2.55
Persons Per Square Mile	
Median Age	54.2
Elevations	197 feet

1.1. Location

Located in the southwest of Fairfax County, the Town of Clifton is surrounded by unincorporated county land.

1.2. History

The area now occupied by the Town of Clifton was first settled by Europeans in the early 1700s. The Town, originally known as Devereux Station, arose with the advent of the railroad and developed as a direct result of the Civil War, when it was site where Union Army troops were stationed. The military railroad that served the troops was modernized after the war and incorporated as the Orange and Alexandria Railroad Company, aiding in the area's development. In 1868 the Town was named Clifton Station and in 1869, a post office was established. Incorporated in 1902, the Town became a retreat for wealthy residents from Washington, D.C., and was the site of hotels, hot springs, and commercial development. The small town of about 200 is also referred to as the "Brigadoon" of Virginia, and has been favored by U.S. presidents, first ladies, Supreme Court justices, congressmen, senators, and other Washington notables. The Town's population grew moderately in the decades between 1970 and 2010 and has since declined slightly.

1.3. Demographics, Economy, and Governance

The Northern Virginia regional profile is presented in [Section 1, Base Plan](#) as context to the entire plan.

Table 6: Population and Growth Rate

Year	Population	Population Change
1980	170	
1990	176	3.5%
2000	185	5.1%
2010	282	52.4%
2020	243	-13.8%

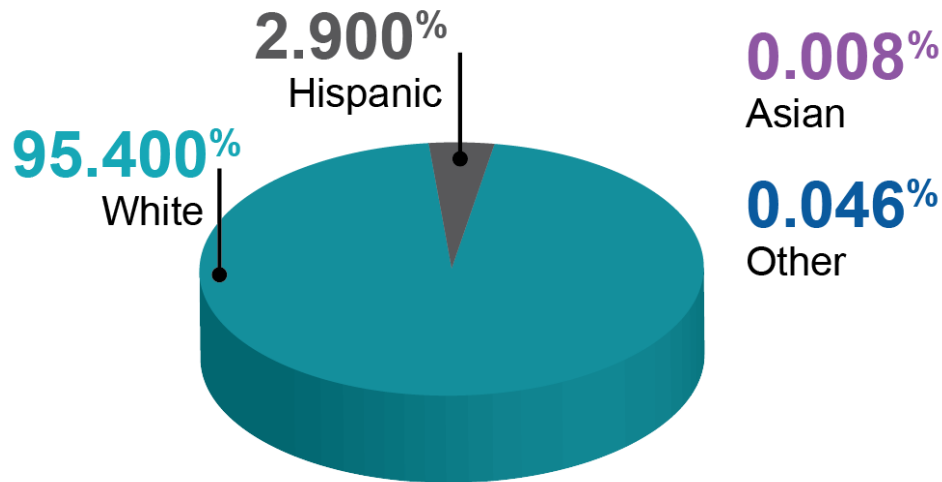


Figure 4: Race and Ethnicity Demographics*

*Due to how people view Race and Ethnicity and answer the questions in the Census, there is overlapping of responses and results equal greater than 100% of the population.

Table 7: Economic Data

Economy	Data
Median Household Income (2020)	\$182,500
Unemployment Rate (September 2021)	2.9%
Per Capital Income (2019)	\$84,373
Percentage Below Poverty (2019)	0.5%

The Town’s governing body consists of a mayor and five council members, one of whom serves as vice mayor. Approximately 99% of the Town residents speak English as their main language; 1.15% speak other languages, predominantly Spanish.

1.4. Built Environment and Community Lifelines

The information presented in this section related to Community Lifelines and Critical Assets in the Town of Clifton has been collected from multiple sources, including Hazus (Version 4.2) and government websites. Critical facility data extracted from the Hazus Level 1 assessment indicates that the Town has approximately five critical and historic assets. Due to the time lag in collecting and verifying data, as well as the method of documenting location and jurisdiction used in Hazus, this may not reflect the current inventory maintained by the Town.

Table 8: Number of Assets per Community Lifeline/Sector¹

Lifeline/Sector	Number of Assets
Safety and Security	1
Food, Water, Shelter	-
Health and Medical	-
Energy	2
Communications	-
Transportation	-
Hazardous Materials	-
Education	2
Cultural/Historical	District
High Hazard Dams	-

1.4.1. Safety and Security

Fairfax County owns and operates the one fire station that serves the Town of Clifton.

1.4.2. Food, Water, Shelter

Food commodities are available throughout the Town from public retail providers, wholesalers, and contracted services for specific institutions and facilities. Additional contracts may be entered into for post-disaster needs.

All Town residences maintain individual wells and a majority of them connect to the Town sewage line; some maintain their own septic systems.

The Hazus database does not identify schools that might be used as public shelters.

1.4.3. Health and Medical

The Town of Clifton is served by healthcare and medical facilities offering patient care, urgent care, emergency rooms, and other healthcare services located in Fairfax County.

1.4.4. Energy

Town residences maintain their own propane/natural gas tanks for fuel.

1.4.5. Communications

The Hazus database does not identify Town-level communication/broadcast facilities.

Most communications and information systems and infrastructure in the United States are privately owned; however, Fairfax County maintains authority and control over public safety communications for fire, police, and other responding agencies for the Town of Clifton. In recent years, the federal

¹ Source: Fairfax County, Hazus-MH

government has taken a stronger role in protecting information and communications infrastructure, which may also present a challenge in relation to disaster impacts. Increasing reliance on this infrastructure by individuals, businesses, and government may result in vulnerabilities; emergency managers should take such possibilities into consideration during pre- and post-incident planning and operations.

1.4.6. Transportation

The Town of Clifton is served by the following major highways:

- State Routes 641 and 645

One a railroad runs through the Town.

The maintenance of transportation facilities and systems is the responsibility of the owner or entity with authority, such as municipal, county, state, and federal highway departments or agencies; toll and rail authorities; and the military. The Virginia Department of Transportation (VDOT) maintains most primary and secondary roads in Fairfax County.

The Hazus database identifies no transportation assets for the Town of Clifton.

1.4.7. Hazardous Materials

The Hazus database identifies one oil refinery, one natural gas facility, and thirteen natural gas pipeline locations within Fairfax County; however, these are not identified at the Town level.

1.4.8. Education

The Town has a private preschool at the Presbyterian church. There is one vacant educational facility in Clifton but outside the Town's jurisdiction.

1.4.9. Recreational, Cultural and Historic Sites, and Assets

The Town of Clifton maintains the community's park system to provide recreational facilities and services and support the preservation of environmentally sensitive land and resources and areas of historic and cultural significance.

The Town of Clifton was declared a national historic district by the U.S. Department of the Interior in 1985 and it maintains a historic preservation program that identifies and designates historic sites and structures. The Architectural Review Board administers the provisions of the Clifton Historic Overlay District and provides guidance to property owners on appropriate measures for preserving and protecting historic properties and buildings. In addition, the Board has approval authority for any repairs or construction to historic buildings through the Certificate of Appropriateness application and review process. These sites are assets that provide significant context to the Town's development over time and contribute to the community's tourism economy.

1.5. Growth and Development Trends

The Town's population grew moderately between the 1970s and 2010, and it has declined slightly since then. Future growth and development are limited in the Town due to its small size and historic designation.

The 2009 Comprehensive/Master Plan was in the process of being updated during this planning cycle, but it will be reviewed for the next update to determine whether any impacts have occurred in relation to development.

The Town controls the land use policies and practices within its jurisdiction and will continue to be a planning partner with the County as well as regional entities to identify hazard mitigation opportunities related to growth and development.

2. Jurisdiction Planning Process

For the 2022 NOVA HMP update, the Town of Clifton followed the planning process described in [Section 2, Base Plan](#). In addition to providing representation to the Northern Virginia Hazard Mitigation Planning Team, the Town supported the local planning process requirements by coordinating with Fairfax County and representatives from other Town departments and agencies.

Table 9: Local Planning Group Participants

Name	Position/Title	Department/Agency
Greg Zebrowski	Assistant Coordinator of Planning and Policy Analysis	Fairfax County Department of Emergency Management and Security

The jurisdiction identified its chief hazard mitigation planning responsibility as representing the Town, in coordination with the Fairfax County representative, to the Emergency Managers Group. The Town also identified the following tasks as elements of its mitigation planning responsibilities:

- Hazard risk and vulnerability assessment
- Provide technical data and hazard information
- Capabilities assessment
- Mitigation strategy development
- Sponsor mitigation actions
- Review Plan drafts and provide input
- Public outreach activities
- Implement the Plan
- Maintain the Plan

The Town of Clifton planning participants coordinated primarily by means of virtual meetings with Fairfax County during the planning process, and, as needed, independently to carry out planning activities completed through a series of worksheets that provided background information on the history of hazard events, hazard risks and vulnerabilities, capabilities, and past mitigation efforts. Additional planning process documentation of the Planning Group meetings is included in the [Base Plan, Appendix A](#).

2.1. Public Participation

Several opportunities for public involvement were provided during the planning process, including a Public Hazard Survey, which was posted and advertised on the Fairfax County website. The survey was

opened on August 8th, 2021, and closed on November 3rd, 2021, with over 1,000 responses coming in over that period of time. The Town of Clifton had a few responses from those that work in the town but do not live there.

There were two questions that got almost the same answer from everyone that took the survey, and those responses identified the natural hazard of climate change and the non-natural hazard of the pandemic to be the most concerning hazards for those who resided in the Northern Virginia Area.

In addition to the survey, the public was offered the opportunity to review and provide input to the Draft 2022 Plan update. Notification of the Draft Plan release was made through the same County web link. Documentation of the public survey and draft plan review is included in [Attachment 2 of Annex 7, Fairfax County](#).

3. Jurisdiction-Specific Hazard Event History

The Town of Clifton’s comprehensive hazard history is combined with Fairfax County’s, and described in [Sections 4 and 5, Base Plan](#).

The National Oceanic and Atmospheric Administration (NOAA) National Center for Environmental Information (NCEI) Storm Events Database includes 1,478 recorded natural meteorological events that took place in Fairfax County between January 1, 1950, and May 2021. The County and its municipalities have been included in three Federal Disaster Declarations and emergencies between 2017 and May 2021.

Table 10: Federal Disaster and Emergency Declarations (2017–2021), Fairfax County²

Declaration	Date	Hazard	Assistance Type
DR-4512-VA	4/2/2020 (continuing)	COVID-19 Pandemic	Individual Assistance, Public Assistance
EM-3448-VA	3/13/2020 (continuing)	COVID-19 Pandemic	Public Assistance (Category B)
EM-3403-VA	9/11/2018	Hurricane Florence	Public Assistance (Category B)

The Town of Clifton Planning Team highlighted winter weather, high wind/severe thunderstorms, and floods as significant hazards that have occurred since the 2017 plan. Data related to these hazard events is included in [Annex 7, Fairfax County](#).

² Source: FEMA

4. Hazard Risk Ranking

After developing hazard profiles, the Town of Clifton conducted a two-step quantitative risk assessment for each hazard that considered population vulnerability, geographic extent/location, probability of future occurrences, and potential impacts and consequences. The numerical scores for each category were totaled to obtain an Overall Risk Score, which is summarized as one of these risk and vulnerability classifications:

- **Low:** Two or more criteria fall in lower classifications or the event has a minimal impact on the planning area. This rating is sometimes used for hazards with a minimal or unknown record of occurrences or for hazards with minimal mitigation potential.
- **Medium:** The criteria fall mostly in the middle ranges of classifications and the event's impacts on the planning area are noticeable but not devastating. This rating is sometimes used for hazards with a high extent rating but very low probability rating. The potential damage is more isolated and less costly than a widespread disaster.
- **High:** The criteria consistently fall in the high classifications and the event is likely/highly likely to occur with severe strength over a significant to extensive portion of the planning area.

The two-step Hazard Risk Ranking methodology is detailed in [Section 4, Base Plan](#).

The Overall Risk Score for each hazard served as the basis for determining whether a vulnerability assessment should be conducted. Natural hazard profiles are presented within the hazard sub-sections in [Section 5, Base Plan](#), and local detail is provided in the Jurisdiction Annexes. Non-natural hazard profiles are presented in [Volume II](#) of this Plan.

Table 11: Town of Clifton - Hazard Risk Ranking Summary: Natural Hazards

Hazard	Total Probability Score	Total Consequence Score	Overall Risk Score	Hazard Ranking
Winter Weather	3.7	3.5	7.2	High
Flood	1.7	4.2	5.9	High
High Wind/Severe Storm	2.7	3.2	5.9	High
Dam Failure	1.0	4.5	5.5	High
Tornado	1.3	4.2	5.5	Medium
Drought	2.0	3.2	5.2	Medium
Extreme Temperatures	2.7	2.5	5.2	Medium
Earthquake	1.7	3.2	4.9	Medium
Wildfire	1.0	3.0	4.0	Low
Sinkhole/Karst	1.0	2.5	3.5	Low
Landslide	1.0	2.5	3.5	Low

Table 12: Town of Clifton - Hazard Risk Ranking Summary: Non-Natural Hazards

Hazard	Total Probability Score	Total Consequence Score	Overall Risk Score	Hazard Ranking
Infectious Disease/Public Health	3.0	5.8	8.8	High
Terrorism	1.0	6.4	7.4	High
Cyber Attack	2.0	4.7	6.7	High
Civil Unrest	1.3	5.0	6.3	Medium
Communication Disruption	1.3	3.7	5.0	Medium
Hazardous Materials	1.0	3.9	4.9	Low
Active Violence	1.0	3.6	4.6	Low

Based on the hazard risk scores, the Town of Clifton evaluated the level of risk for 18 hazards: 11 natural and 7 non-natural.

Eight natural hazards were identified as high- or medium-risk hazards to which the jurisdiction is vulnerable:

- **High:** Winter Weather, Flood/Flash Flood, High Wind/Severe Storm, and Dam Failure
- **Medium:** Tornado, Drought, Extreme Temperatures, and Earthquake

Five non-natural hazards were ranked as high or medium risk:

- **High:** Infectious Disease/Public Health, Terrorism, and Cyber Attack
- **Medium:** Civil Unrest, and Communication Disruption

All other hazards are ranked as “low,” signifying a minimal risk to the Town of Clifton. Other hazard information for the Town of Clifton is presented in the [Base Plan](#).

4.1. Additional Hazard Risk Considerations

Volume II of the *2022 Northern Virginia Hazard Mitigation Plan* addresses non-natural hazards identified by the jurisdiction.

5. Vulnerability Assessment

The methodology for calculating loss estimates presented in this annex is the same as that described in [Section 4, Base Plan](#). Quantitative loss estimates are provided when available. Qualitative measurement considers hazard data and characteristics, including the potential impact and consequences based on past occurrences. Accompanying the data is a discussion of community assets potentially at risk during a hazard event.

[Annex 7, Fairfax County](#) includes a statistical compilation of the number of events and related impacts for the two highest-ranked hazards for the Town of Clifton: winter weather and high wind/severe storm events.

5.1. National Flood Insurance Program

The Town of Clifton is a participant in the National Flood Insurance Program (NFIP).

Table 13: Town of Clifton National Flood Insurance Program Status³

Community Number	510186
Initial FHBM Identified	3/28/1975
Initial FIRM Identified	5/2/1977
Current Eff Map Date	9/17/2010
Reg-Emer Date	5/2/1977

Table 14: Town of Clifton NFIP Policy and Claims Statistics⁴

Policies In Force	8
Premiums Paid	\$8,176
Total Claims	3
Total Payment	\$48,969

³ FEMA NFIP Community Status Report, September 9, 2021

⁴ FEMA NFIP Community Status Report, September 9, 2021

Table 15: NFIP Status, as of NFIP

Category	NFIP Topic	Source of Information	Comments
Insurance	How many NFIP policies are in the community? What is the total premium and coverage?	State NFIP Coordinator, FEMA NFIP Specialist, community records	Policies: 5 Premium: \$5,837 Coverage: \$2,550,000
Insurance	How many claims have been paid in the community? What is the total amount of paid claims? How many of the claims were for substantial damage?	EMA NFIP or Insurance Specialist	Claims paid: 3 Total amount: \$48,969 Substantial damage claims: 0
Insurance	How many structures are exposed to flood risk within the community?	Community Floodplain Administrator (FPA)	Unknown
Insurance	Describe any areas of flood risk with limited NFIP policy coverage	Community FPA and FEMA Insurance Specialist	This information is not available. Information from the State NFIP Coordinator or the FEMA Insurance Specialist must be compared against those properties within a floodplain that lack any NFIP policy coverage.
Staff Resources	Is the Community FPA or NFIP Coordinator certified?	Community FPA	The Community FPA is a Professional Engineer licensed in the Commonwealth of Virginia. The FPA is not a Certified Floodplain Manager.
Staff Resources	Is floodplain management an auxiliary function?	Community FPA	Yes, floodplain management in the Town is managed with overlay districts within the Town's zoning ordinance.

Category	NFIP Topic	Source of Information	Comments
Staff Resources	Provide an explanation of NFIP administration services (e.g., permit review, GIS, education or outreach, inspections, engineering capability)	Community FPA	The Town provides the following NFIP administration services: * Administers permit requirements for all improvements within the floodplain; * Performs engineering technical review of all required aspects of floodplain applications; * Interprets mapping using GIS provided by state agencies.
Staff Resources	What are the barriers to running an effective NFIP program in the community, if any?	Community FPA	Funding for a dedicated CFM position and a GIS staff position.
Compliance History	Is the community in good standing with NFIP?	State NFIP Coordinator, FEMA NFIP Specialist, community records	Yes
Compliance History	Are there any outstanding compliance issues (i.e., current violations)?		No
Compliance History	When was the most recent Community Assistance Visit (CAV) or Community Assistance Contact (CAC)?		Unknown

5.2. Population

Estimates of the number of residents in the Town of Clifton vulnerable to each hazard are presented in the various hazard sections in the [Base Plan](#).

The Centers for Disease Control and Prevention's (CDC) Social Vulnerability Index (SVI) is a tool that can be used to identify specific vulnerable populations.

The Overall CDC SVI for Fairfax County, including the Town of Clifton is presented in [Annex 7, Fairfax County](#).

5.3. Built Environment and Community Lifelines and Assets

Using the best Hazus data available, scenarios were run at the county level for earthquake, flood, and hurricane wind to determine potential exposure of buildings, infrastructure, and the economy. Due to the size of Clifton, information from Hazus is not specific to the Town, information presented in [Annex 7, Fairfax County](#) includes the Town of Clifton.

Vulnerabilities include structures, systems, resources, and other assets defined by the community as susceptible to damage and loss from hazard events.⁵ The vulnerability of critical infrastructure is presented within the lifeline sector categories identified by FEMA.

Based on 100- and 500-year flood scenarios using Hazus, there are no critical facilities in the floodplain within the Town of Clifton.

5.4. Environment

Information related to environmental vulnerability is presented in the hazard-specific sections of the **Base Plan**.

5.5. Economy

Information related to economic vulnerability are presented in the hazard-specific sections of the **Base Plan**. Specific direct economic losses (in thousands of dollars) related to a 2500-year 6.5 magnitude earthquake event are identified by Hazus for specific assets and presented in **Annex 7, Fairfax County**.

5.6. Cultural/Historical

Information related to the vulnerability of cultural and historical assets are presented in the hazard-specific sections of the **Base Plan**.

Historic structures and sites are frequently more vulnerable to flood hazards because, historically, cities and towns have tended to develop along waterways. Because removing historic structures from their original site affects their historical value, there are challenges to protecting these fragile assets.

The Town of Clifton Overlay District serves to identify and protect its significant historical and cultural landmarks. The Architectural Review Board oversees the provisions of the Overlay District through the Certificate of Appropriateness process and grants approval of applications for any plans for construction, repair, alteration, or modification of buildings and structures in the Town. The historic designation assists in ensuring that appropriate measures are applied in post-disaster impact conditions to protect cultural and historical assets from inappropriate repair, demolition, or redevelopment.

⁵ Although Fairfax County maintains a separate critical facilities inventory, information used in this analysis is extracted from the Hazus critical facilities database to maintain consistency with other jurisdictions.

6. Capability Assessment

The Town of Clifton reviewed its legislative and departmental capabilities to identify resources, strengths, and gaps for implementing hazard mitigation efforts. Using a Capabilities Assessment Worksheet, the community documented existing institutions, plans, policies, ordinances, programs, and resources that could be brought to bear on implementing the mitigation strategy. The capabilities in relation to hazard mitigation were assessed in the following categories:

- Planning and regulatory
 - Implementation of ordinances, policies, site plan reviews, local laws, state statutes, plans, and programs that relate to guiding and managing growth and development
- Administrative and technical
 - County, city, and town staff and their skills and tools that can be used for mitigation planning and to implement specific mitigation actions
- Safe growth
 - Use of community planning through comprehensive plans as hazard mitigation to increase community resilience
- Financial
 - Resources that a jurisdiction has access to or is eligible to use to fund mitigation actions
- Education and outreach
 - Programs and methods that could be used to implement mitigation activities and communicate hazard-related information

6.1. Capabilities Assessment Summary, Ranking, and Gap Analysis

The Town ranked the level of capability in relation to each assessment category as a means of identifying where elements could be strengthened or enhanced. Capabilities were ranked on a qualitative basis as demonstrated by the jurisdiction's authorities, programs, plans, and/or resources:

- **Limited:** The jurisdiction has limited capabilities within this category and is generally unable to implement most mitigation actions.
- **Low:** The jurisdiction has some capabilities within this category and can implement a few mitigation actions.
- **Moderate:** The jurisdiction has some capabilities within this category, but improvement is needed in order to implement some mitigation actions.
- **High:** The jurisdiction has significant capabilities within this category as demonstrated by its authorities, programs, plans and/or resources, and can implement most mitigation actions.

Table 16: Capability Assessment Ranking Summary

Capability	Ranking
Planning and Regulatory	Moderate
Administrative and Technical	Low
Safe Growth	Low
Financial	Low
Education and Outreach	Moderate

6.1.1. Planning and Regulatory Capabilities Summary

The Town utilizes the all-hazards approach when developing any jurisdictional plans, including emergency operations, continuity of operations, and hazard-specific plans, as well as the Hazard Mitigation Plan.

The following plans have been newly developed or updated since the 2017 HMP:

- Town of Clifton Comprehensive Plan, update in progress as of October 2021
- Fairfax County Community-Wide Energy and Climate Action Plan (CECAP)
- Fairfax County Pre-Disaster Recovery Plan, dated April 2020
- Chesapeake Bay Ordinance (includes erosion control)
- The Town is carrying out a comprehensive streetscape project.
- The Communications Committee and Arts Council and Historical Preservation Society are the Committees responsible for promoting Clifton.⁶
- The Town is currently working with FEMA to update flood maps.

Capability Analysis: Moderate

The Town of Clifton depends on Fairfax County for most plans and regulations that link to emergency response, recovery, and hazard mitigation. At the time of this update, the Town's Comprehensive/Master Plan, dated 2009, was being updated and it was noted that, although climate change was addressed in the former plan, this would allow the opportunity to include all hazards and projects. In addition, the capability assessment confirmed that projects or actions can be incorporated into the Capital Improvement Plan, as needed. The Town maintains a Floodplain Ordinance that addresses stormwater management. Most zoning ordinances are enforced through the County and Town partnership. The Town notes the following areas for improvement:

- Improved relationship with the County for operations support; volunteer government can make things challenging.
- Support of VDOT is crucial to complete work and accomplish tasks and goals.
- Need to increase comprehensive planning and develop solid relationships with the VDOT.
- Need to develop comprehensive plans that can work toward a shared vision, address the issues and challenges, and resolve them.

⁶ <http://www.clifton-va.com/committees/>

- Obtain assistance in procuring grants for mitigation through the County, to provide funding and support to help them complete projects; find grant opportunities they may not know they qualify for.

6.1.2. Administrative and Technical Capabilities Summary

- The Town currently has an engineer or professional trained in construction practices related to buildings and infrastructure; however, Planning Commission and committee members are volunteers.
- The Town depends on Fairfax County for planners and engineers with an understanding of natural and/or manmade hazards.
- The Town Clerk may assist with grant writing, but this is not defined as a specific job duty.
- There are no personnel for emergency management, GIS, or education related to the community's vulnerability to hazards.
- The Town coordinates with the County for use of Everbridge as an emergency warning system for internal and external notification and warning.

The Town identified the following departments and agencies as key stakeholders in its hazard mitigation planning process and implementation of the plan:

- Fairfax County Department of Emergency Management and Security
- Fairfax County Floodplain Administrator

Capability Analysis: Low

The Town of Clifton has a limited staffing capability to identify, develop, and implement mitigation actions; the Town is dependent on Fairfax County for many Town services. The Town notes the following areas for improvement:

- Need an enhanced outdoor warning system
- Need better emergency communication among police and fire departments
- Need a tracking system for low-lying and flood-prone roads and properties in order to better prepare responders and public works personnel for flash flood events.
- Need improved relationship with the County for warning and operations support

6.1.3. Safe Growth Capabilities Summary

- Growth guidance instruments include environmental policies that maintain and restore protective ecosystems; however, they do not currently provide incentives to development that is located outside of protective ecosystems.
- The Capital Improvement Program currently does not provide funding for hazard mitigation projects identified in the NOVA HMP.

Capability Analysis: Low

The Town of Clifton has limited safe growth regulatory and enforcement capabilities to prevent or limit inappropriate development in identified hazard areas and protect the natural environment; it is largely dependent on Fairfax County to carry these out.

6.1.4. Financial Capabilities Summary

- Current capital improvement projects address maintenance of buildings, infrastructure, historic railroad car, gazebo, green space, lights, and sewer transfer to the County.
- The Town has the authority to levy taxes for specific purposes, such as a meal tax, but this not yet being used.
- The Town does not impose impact fees for new development.
- The Town does not participate in the Community Development Block Grant program, but it does participate in other federal and state funding programs, such as the current COVID relief.

Capability Analysis: Low

The Town of Clifton has identified the following methods of for improving financial capabilities:

- Look into different grants to support funding for the Town.
- Utilize COVID funding.
- Leverage relationship with VDOT to help with traffic issues and establish the Town as a small village that discourages speeding.
- Increase walkability and traffic safety through funding. Look at various funding sources that can increase walkability and safer traffic flow.
- Determine whether VDOT can support the Town being removed from Google Maps and other GPS maps so it can be more secluded and not just a “pass-through.”

6.1.5. Education and Outreach Capabilities Summary

- Town of Clifton’s historical preservation groups and historical society are proactive in educating about the importance and protection of cultural and historical assets.
- Fairfax County is designated as a Storm Ready community, which includes the Town in components of public education and training.
- The Town is partnered with Fairfax County and local schools to participate in the Student Tools for Emergency Planning (STEP) program curriculum, which includes fifth-grade students packing emergency preparedness bags.

Community Rating System initiatives within the NFIP program can increase public awareness of and involvement in hazard mitigation.

Capability Analysis: Moderate

Jurisdictions have multiple opportunities to promote hazard mitigation and increase the involvement of stakeholders and the public. There is a critical need to inform additional stakeholders and the public about the benefits of hazard mitigation planning and implementation. The Town relies significantly on Fairfax County to implement education and outreach related to hazard mitigation. Virginia Department of

Emergency Management mitigation staff can also provide technical assistance to support increased jurisdictional involvement. Many hazard mitigation education tools and materials are available from state agencies, as well as from disaster preparedness and response organizations such as the American Red Cross, FEMA, and faith-based organizations with disaster response missions. The Town noted the following areas for improvement in relation to education and outreach:

- Partner with Fairfax County for more education opportunities; work with residents to increase educational opportunities.

6.2. Capability Summary – Activities that Reduce Natural Hazard Risk or Impacts

As a component of the capability assessment, the Town of Clifton identified activities related to each natural hazard that support risk reduction.

Table 17: Summary – Activities that Reduce Natural Hazard Risk or Impacts

Hazard	Activity
Drought	<ul style="list-style-type: none"> • Public education and operational plans address preparedness and response to reduce risk. • Land use and environmental policies acknowledge the importance of protecting the natural environment.
Earthquake	<ul style="list-style-type: none"> • State and international building codes provide for seismic design regulations. • Public education and operational plans address preparedness and response to reduce risk.
Extreme Temperature	<ul style="list-style-type: none"> • Public education and operational plans address preparedness and response to reduce risk.
Flood/Flash Flood	<ul style="list-style-type: none"> • Floodplain administration and regulations prohibit inappropriate activities and future development in the floodplain. • Stormwater management program and projects address flood prevention and risk reduction.
High Wind/Severe Storm	<ul style="list-style-type: none"> • State and international building codes provide wind-load design regulation.
Landslide	<ul style="list-style-type: none"> • Land use and environmental policies acknowledge the importance of protecting the natural environment.
Severe Winter Weather	<ul style="list-style-type: none"> • Public education and operational plans address preparedness and response to reduce risk.
Tornado	<ul style="list-style-type: none"> • Public education and operational plans address preparedness and response to reduce risk.
Wildfire	<ul style="list-style-type: none"> • Public education and operational plans address preparedness and response to reduce risk.
Non-Natural Hazards	<ul style="list-style-type: none"> • Public education and operational plans address preparedness and response to reduce risk. • Beginning with the 2022 NOVA HMP, hazard mitigation planning is being integrated into existing planning and risk reduction activities for technological and human-caused hazards.

Hazard	Activity
Climate Change	<ul style="list-style-type: none"> Ongoing resilience planning and utilizing the Community-wide Energy and Climate Action Plan will allow for identification and mitigation of climate change-related issues in future planning cycles.

7. Resilience to Hazards

7.1. National Risk Index

The National Risk Index (NRI) provides an overview of hazard risk, vulnerability, and resilience. The designation of “low risk” is defined by lower loss due to natural hazards, lower social vulnerability, and higher community resilience. The NRI is a dataset and online tool developed by FEMA and other partners to help illustrate communities in the United States at risk for 18 natural hazards. Hazard risk is calculated based on data for a single hazard type and reflects the relative risk for that hazard type; it should be considered only as a baseline relative risk measurement for the purpose of a general comparison with the local Hazard Risk Ranking in the Hazard Risk Ranking section of this annex. In addition, some hazards are defined differently from the hazards in this plan so a direct hazard-to-hazard comparison of risk cannot be determined. The NRI is a county-level risk ranking, which includes the Town and is presented in [Annex 7, Fairfax County, Section 7.4](#).

7.2. Community Resilience Estimates

The Community Resilience Estimate (CRE) is a data product produced by the U.S. Census Bureau that can be utilized to estimate potential community resilience to disasters by combining data from several sources to analyze individual and household level risk factors.

The index produces aggregate-level (Census tract, county, and state) small area estimates that help determine how at-risk specific neighborhoods might be to disasters due to characteristics that may make specific segments of the population more vulnerable to the impacts and consequences of disasters. The 10 risk factors⁷ include the following:

1. Income-to-poverty ratio
2. Single or zero caregiver household
3. Unit-level crowding
4. Communication barrier
5. Aged 65 years or older
6. Lack of full-time or year-round employment (household)
7. Disability
8. No health insurance coverage
9. No vehicle access (household)

⁷ The Community Resilience Estimates are developed by the U.S. Census Bureau; initial release date, August 10, 2021. Methodology is described at the [U.S. Census Bureau Community Resilience Methodology page](https://www.census.gov/programs-surveys/community-resilience-estimates/technical-documentation/methodology.html) (<https://www.census.gov/programs-surveys/community-resilience-estimates/technical-documentation/methodology.html>).

10. No broadband internet access (household)

Fairfax County, VA

Map of Percentage of Residents in Tract with 3+ Risk Factors

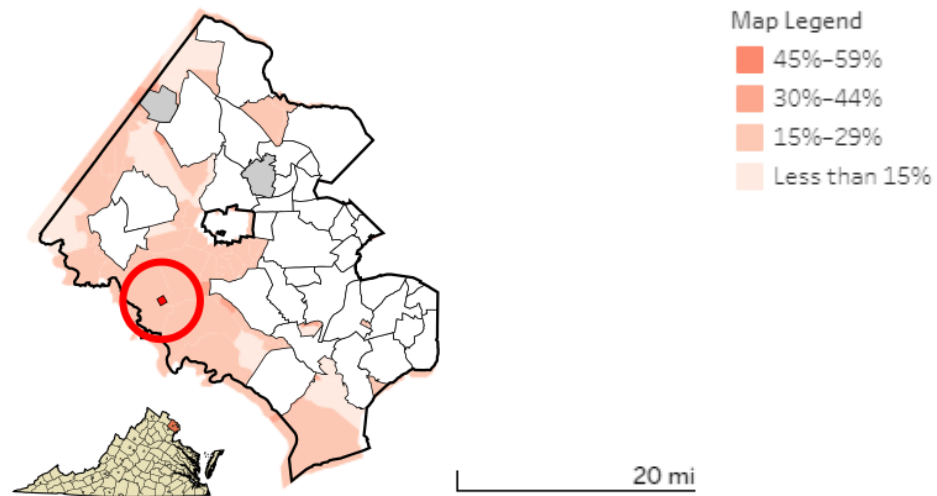


Figure 5: Community Resilience Estimate⁸

The estimate is categorized into three groups: zero risks, one or two risks, and three or more risks. The CRE for Fairfax County is 14.72 percent, meaning that 167,857 of county residents have three or more risk factors.

The combination of data and analysis described in this section provides a comprehensive representation of Fairfax County's risk, vulnerability, and resilience to all hazards.

7.3. New Hazard Risk Challenges or Obstacles to be Monitored in the Next Planning Cycle

The Town of Clifton Planning Team identified specific hazard challenges and obstacles to be monitored in the next planning cycle:

- The risk of cyber-related incidents on critical infrastructure and key resource sites.
- Impacts of climate change.
- Increases in the number of excessive rainfall events that impact new areas with flooding.

⁸ Community Resilience Estimates, U.S. Census Bureau

8. Mitigation Actions

8.1. Goals and Objectives

The Town of Clifton Planning Team adopted the regional goal statement presented in [Section 8, Base Plan](#).

8.2. Status of Previous Actions

The Town of Clifton did not submit mitigation actions in the 2017 NOVA HMP, so it did not perform a review of previous actions. The Town will initiate the action implementation process to monitor and track progress through the periodic review and evaluation of the plan in the next planning cycle and updated NOVA HMP. Some risk-reduction projects that have been completed or are currently in progress may not have been included in this update for one of the following reasons:

- Project funding has been approved, received, or identified, and additional resources are not needed to complete the project.
- The project scope is inconsistent with the hazard mitigation planning goals defined in this plan.
- The responsible department, agency, or organization maintains an internal tracking system that documents progress and resulting risk reduction.

8.3. New Mitigation Actions

The Town of Clifton Planning Team identified four new mitigation actions to include in this plan. Proposed actions address risks consistent with the jurisdiction's highest risk hazards (i.e., flood/flash flood and winter weather) as well as actions that address hazard mitigation education programs for all hazards.

8.4. Action Plan for Implementation and Integration

The Town of Clifton submitted four (4) new actions that will be implemented in the upcoming planning cycle. Town Council in collaboration with the Planning Committee is responsible for coordinating the implementation of the hazard mitigation activities. The designated Mitigation Coordinator will monitor the implementation of the jurisdiction's actions and participate in the implementation of the multi-jurisdictional regional plan as it relates to the Town of Clifton. Tasks to ensure that the Town's actions are implemented are integrated into the *Action Plan for Implementation and Integration* (which includes the prioritized list of Mitigation Actions) as well as plan maintenance procedures described in the next section. The *Action Plan for Implementation and Integration* describes how the Town's hazard mitigation risk assessment and goals will be incorporated into its existing plans and procedures.

Table 18: Action Plan for Implementation and Integration, Town of Clifton

Existing Plan or Procedure	Description of How Mitigation Will Be Incorporated or Integrated
Integrate goals into the local comprehensive plan.	When it is updated, the Town will include local safety and environmental concerns, including mitigation actions as applicable.
Review/update land development regulations for consistency with mitigation goals.	Continue coordination with Fairfax County Department of Planning and Development regarding future land use projects. Potential area of focus is Chesapeake Bay Watershed regulation, which keeps land division minimal and preserves water source.

Existing Plan or Procedure	Description of How Mitigation Will Be Incorporated or Integrated
Review/update building/zoning codes for consistency with mitigation goals.	Work with Zoning Administrator regarding town zoning ordinances and consistency with mitigation goals.
Maintain regulatory requirements of floodplain management program (NFIP).	Support the Fairfax County Public Works and Environmental Services responsible for floodplain management.
Continue public engagement in mitigation planning.	Continue to promote awareness of hazards and incorporate public feedback into planning processes and seek resident feedback supporting mitigation. Achieve a better understanding of population demographics and concerns.
Identify opportunities for mitigation education and outreach.	Identify opportunities for collaboration with Fairfax County to conduct community outreach to promote awareness of the importance of mitigation projects.
Review/update stormwater plans and procedures for consistency with mitigation goals.	County will address this at their level with Town input.
Review/update emergency plans to address evacuation and sheltering.	County will address this at their level with Town input.
Maintain ongoing enforcement of existing policies.	Continue coordination with the County on applicable enforcement policies.
Monitor funding opportunities.	Work with Fairfax County to collaborate on mitigation opportunities by sharing mitigation funding or project availability and by attending countywide mitigation meetings.
Incorporate goals and objectives into day-to-day government functions.	The Town will strive to incorporate the concept of mitigation into day-to-day government functions, including continual monitoring of the action items identified in the 2022 update. The plan will be used to better understand the community and its needs and desires. The plan will be a working plan, not a stagnant plan.
Incorporate goals into day-to-day development policies, reviews, and priorities.	Work with the Planning Commission, Architecture Review Board, and Committee on Environment to incorporate mitigation into day-to-day activities.
Other	Participate in the Great ShakeOut annual drill, tornado drills, and other similar programs as applicable and able.

9. Annex Maintenance Procedures

9.1. Maintenance of the NOVA HMP, Base Plan

The point of contact for the Northern Virginia Mitigation Project Team is the facilitator for the process to monitor, evaluate, and update the **NOVA HMP, Base Plan**. This facilitator is responsible for initiating the annual activities, convening the NOVA Planning Team (made up of the Emergency Managers Group and Planning Group), and providing follow-up reports to designated entities defined in the method and schedule for the plan maintenance process, as outlined in **Section 3, Base Plan**.

Table 19: Town of Clifton Plan Maintenance Responsibilities for the Northern Virginia Hazard Mitigation Plan, Base Plan

Activity	Responsibilities
Monitoring the Plan	<ul style="list-style-type: none"> • Represent the jurisdiction during the monitoring process. • Collect, analyze, and report data to Fairfax NOVA Planning Team. • Maintain records and documentation of all jurisdictional monitoring activities. • Assist in disseminating reports to stakeholders and the public. • Promote the mitigation planning process with the public and solicit public input.
Evaluating the Plan	<ul style="list-style-type: none"> • Represent the jurisdiction during the evaluation process. • Collect and report data to the /NOVA Planning Team. • Maintain records and documentation of all jurisdictional evaluation activities. • Assist in disseminating information and reports to stakeholders and the public.
Updating the Plan	<ul style="list-style-type: none"> • Represent the jurisdiction during the planning cycle, including plan review, revision, and update processes. • Collect and report data to the NOVA Planning Team. • Maintain records and documentation of all jurisdictional plan review and revision activities. • Help disseminate reports to stakeholders and the public.

9.2. Maintenance of the Jurisdiction Annex

In addition to maintenance of the **NOVA HMP, Base Plan**, the Town of Clifton Mitigation Planning Coordinator will facilitate the method and schedule for maintaining the **Jurisdiction Annex**. The Town's maintenance method and schedule may coincide with that of Fairfax County and be conducted simultaneously.

9.2.1. Plan Maintenance Schedule

- **Monitor:** annually and/or following major disaster(s)
- **Evaluate:** annually and/or following major disaster(s)
- **Update:** annual tasks over the five-year planning cycle; planning process in fifth year

Table 20: Town of Clifton Jurisdiction Annex Maintenance Procedure

Activity	Procedure and Schedule	Outcome
Monitoring the Annex	<ol style="list-style-type: none"> 1. Schedule the annual plan review with jurisdiction planning team. 2. Review the status of all mitigation actions, using the <i>Mitigation Action Implementation Worksheet</i> (Section 3, Attachment A, NOVA HMP Base Plan). 	<ul style="list-style-type: none"> • Produce an annual report that includes the following: <ul style="list-style-type: none"> ▪ Status update of all mitigation actions ▪ Summary of any changes in hazard risk or vulnerabilities and capabilities ▪ Summary of activities conducted for the <i>Action Plan for Implementation and Integration</i>
Evaluating the Annex	<ol style="list-style-type: none"> 1. Schedule the annual plan evaluation with the jurisdiction planning team. 2. Evaluate the current hazard risks, vulnerabilities, and mitigation capabilities using the <i>Planning Considerations Worksheet</i>, (Section 3, Attachment C, NOVA HMP Base Plan). 	<ul style="list-style-type: none"> • Submit the annual report to the /NOVA HMP Project Team Point of Contact
Updating the Annex	<ol style="list-style-type: none"> 1. Coordinate with Fairfax County and the Northern Virginia jurisdictions to identify the method and schedule for the five-year update of the NOVA HMP. 2. Participate in the planning process. 3. Provide input related to the plan components. 4. Following FEMA Approvable Pending Adoption (APA) designation, adopt the updated plan. 	<ul style="list-style-type: none"> • Adoption of the FEMA-approved plan every five years will maintain the jurisdiction's eligibility for federal post-disaster funding.

Mitigation actions presented in this Jurisdiction Annex may be reviewed, revised, and updated at any time.

The Town of Clifton will continue to be a planning partner with multiple jurisdictions and regional entities, including Fairfax County, to identify hazard mitigation opportunities that reduce the risk of the hazards identified in this plan.

10. Annex Adoption

The Town of Clifton Jurisdiction Annex will be adopted simultaneously with the adoption of the *Northern Virginia Hazard Mitigation Plan*.

11. Attachments

- Attachment 1: Adoption Resolution
- Attachment 2: Documentation of Public Participation
- Attachment 3: Mitigation Actions

11.1. Attachment 1: Adoption Resolution

[This page is a placeholder for the Adoption Resolution for this Jurisdiction]

11.2. Attachment 2: Documentation of Public Participation

Public Hazard Survey – Screenshot of the Survey Promotion

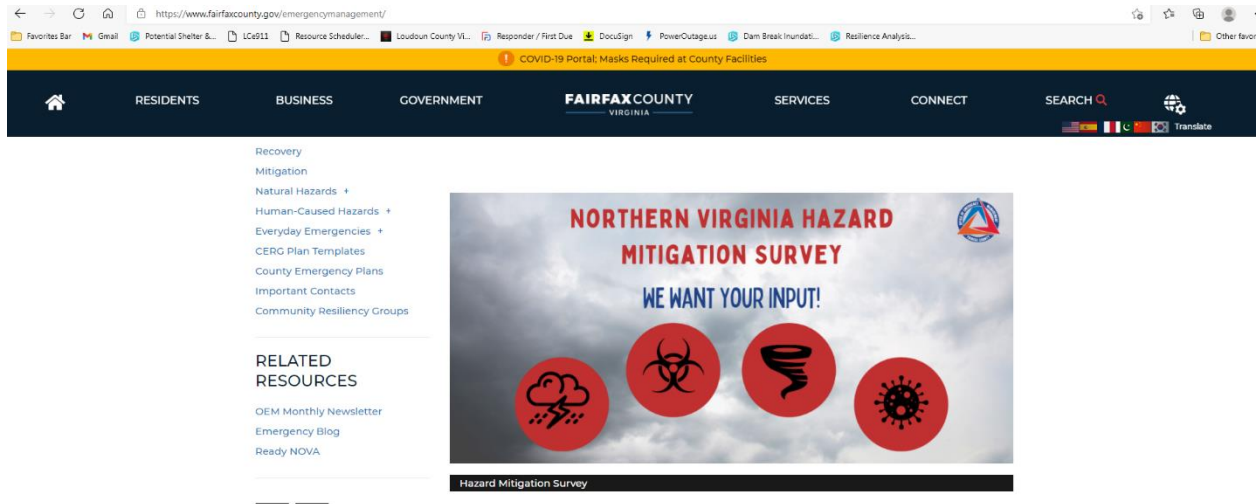


Figure 6: Fairfax County OEM Webpage

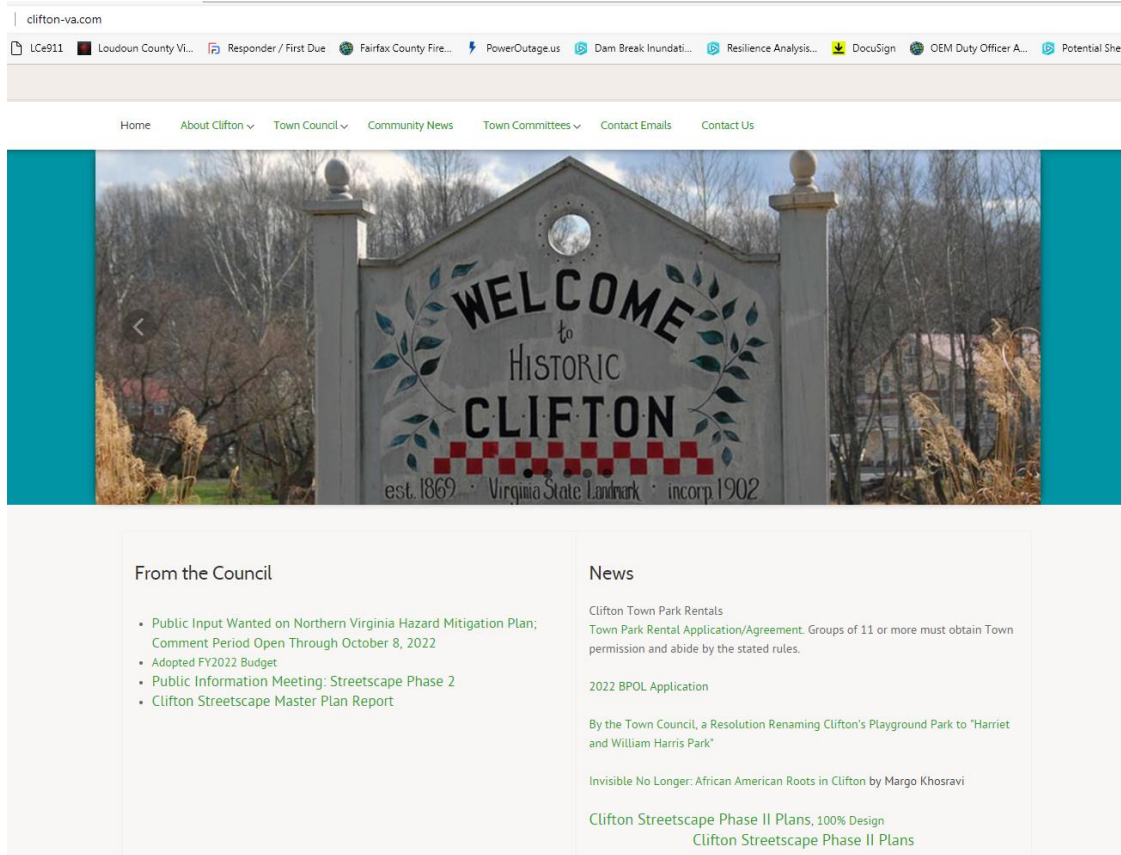


Figure 7: Final Draft Public Comment Announcement

11.3. Attachment 3: Mitigation Actions

Project No.	Agency/Department Mitigation Action	Lead Agency/ Department/ Organization	Hazard(s)	Funding Source	Target Completion Date	Interim Measures of Success	Priority	Comments
2022-1	Work with FEMA to re-examine flood zones and update FIRMS. Use this information to reevaluate NFIP activities.	Town personnel or volunteers and Fairfax County Department of Planning and Development	<ul style="list-style-type: none"> Flood 	FEMA Unified Hazard Mitigation Assistance Funding, Fairfax County or Town funds	Ongoing	Multi-year project; meet FEMA deadlines throughout the project.	Medium	Use this information to reevaluate NFIP activities.
2022-2	Continue to implement building and development standards as required under the NFIP.	Town personnel or volunteers and Fairfax County Department of Planning and Development	<ul style="list-style-type: none"> All Hazards 	Hazard Mitigation Assistance grant funding, US Army Corps of Engineers, Fairfax County or Town funds, VDEM		Implement one new standard every year.	Medium	This task is ongoing as building and development standards are updated; these are reviewed and incorporated as appropriate. All new policies and procedures comply with the NFIP.

Project No.	Agency/Department Mitigation Action	Lead Agency/Department/Organization	Hazard(s)	Funding Source	Target Completion Date	Interim Measures of Success	Priority	Comments
2022-3	Develop an outreach/education program aimed at promoting hazard mitigation for the residents of and visitors to Clifton.	Town personnel or volunteers and Fairfax County Department of Emergency Management and Security	<ul style="list-style-type: none"> All Hazards 	Fairfax County or Town funds			High	This program will be completed when funding becomes available.
2022-4	Work with the Virginia Department of Transportation (VDOT) to expand and fortify the Town's bridge infrastructure to ensure evacuation capability and pedestrian safety.	Town personnel or volunteers	<ul style="list-style-type: none"> Earthquake Flood/Flash Flood High Wind/ Severe Storm Sinkhole/ Karst Landslide Tornado Winter Weather Wildfire 	VDOT			High	



Amanda Christman <clerk@cliftonva.gov>

Trees of concern in 8 Acre Park

Laura McDonald <laura.e.mcdonald@icloud.com>

To: William Hollaway <whollaway@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Amanda Christman <clerk@cliftonva.gov>

Cc: seffros@cliftonva.gov, ppline@cliftonva.gov, Darrell Poe <dpoe@cliftonva.gov>, lscreen@cliftonva.gov, Donna Netschert <villagetimesaver@aol.com>, Felicia Wright <felwright@gmail.com>

Good afternoon all,

I took a look at the trees of concern in 8 Acre Park today - they are Tulip Poplars. The bark at the base of the trees is typical for an older tree. Tulip Poplars can live up to 300 years.

One tree has decay and rot at the base. I would just let nature runs its course - [trees have a second life](#).

I would recommend that the TC, NVCT and CBA take an aggressive stance against the invasive ground cover, [Lesser Celandine](#) (see photos). It will completely take over and choke out the

The area below used to be covered in Skunk Cabbage - now only a few plants remain.





I encourage everyone to get outside and take a walk in the next few days to enjoy the beautiful flowers that are blooming along both trails and Clifton Creek Drive.

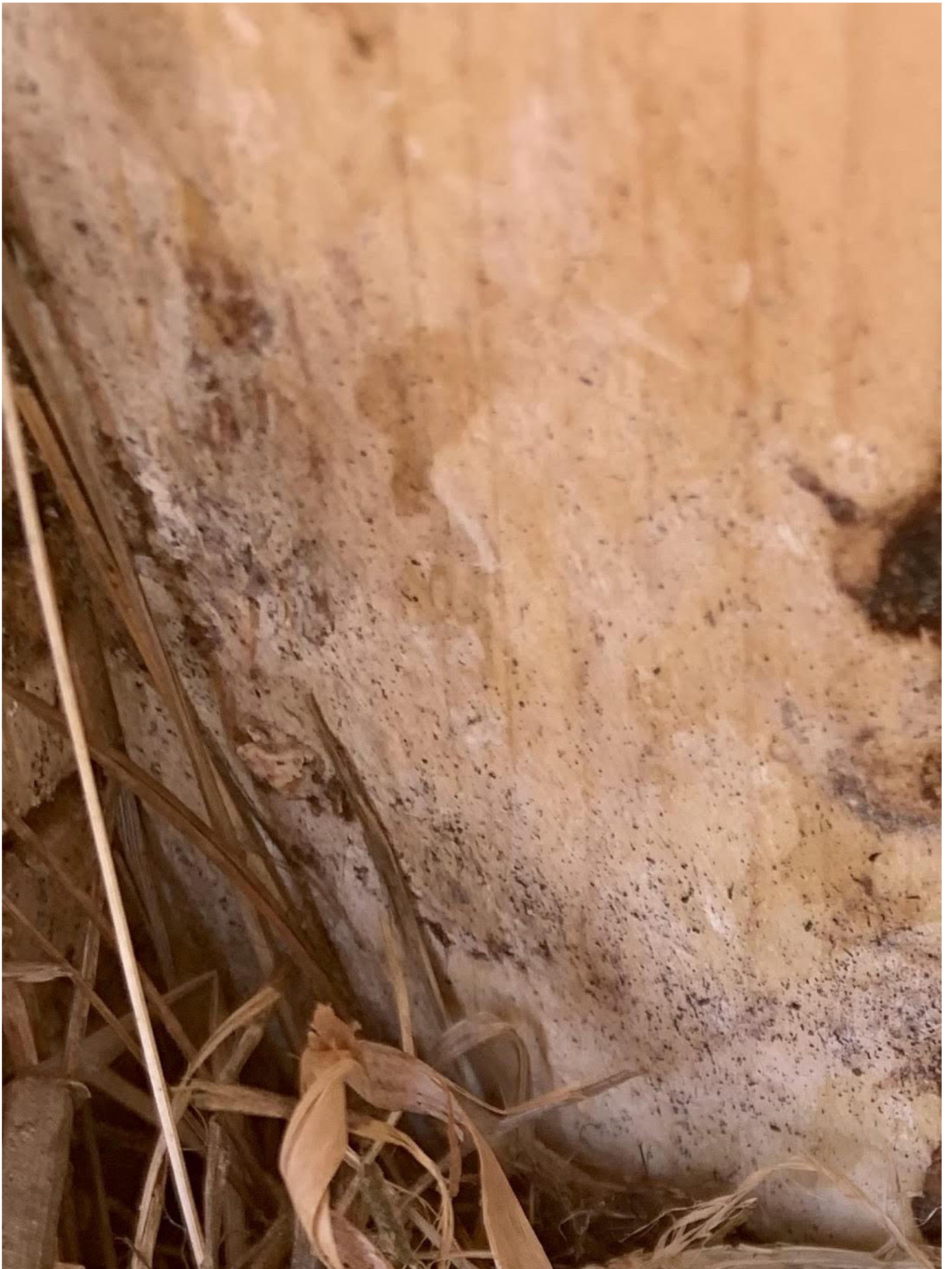
Here is list from today:

Trout Lily
Slender Toothwort
Mock Strawberry
Mayapple (almost ready to bloom)
Virginia springbeauty
Common Blue Violet
Heath woodrush
Bluebells

I also saw at least 6 Eastern Tiger Swallowtails (the official state insect of VA) and will also include a link to my [eBird check list](#) from the walk.

Thanks again for your support of the bluebird trail! We forgot to mention the highlight of the 2022 season was a bluebird nest that had completely white eggs - twice! The chances of that happ

Lastly, an early Happy Easter Egg found during the nest check today.



Kind regards,

Laura



Amanda Christman <clerk@cliftonva.gov>

Town of Clifton Reply to VDOT 011023 Letter, Title VI

Lynn Screen <lscreen@cliftonva.gov>

Mon, Apr 10, 2023 at 4:37 PM

To: "Wilson, Allison" <allison.wilson@vdot.virginia.gov>

Cc: William Hollaway <whollaway@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Poe Darrell <dpoe@cliftonva.gov>, Pline Patrick <ppline@cliftonva.gov>, Christman Amanda <clerk@cliftonva.gov>

Dear Allison,

Thank you for the update and extended timeline to comply with Title VI requirements. We also appreciate your offer to review our working draft of the Title VI plan for the Town of Clifton, VA (attached).

We look forward to your feedback.

Warm regards,

Lynn

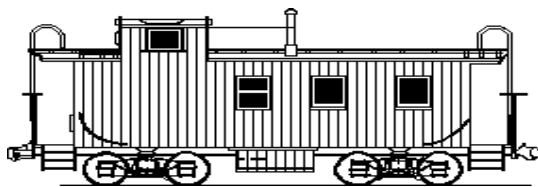
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Clifton VA Title VI Implementation Plan Draft -4.10.23.docx

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**Title VI Plan and Procedures
Title VI of the Civil Rights Act of 1964**

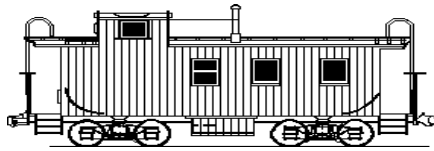


Town of Clifton, Virginia

Adopted

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Town of Clifton, Virginia

TITLE VI STATEMENT OF COMMITMENT

The Town of Clifton, Virginia, hereinafter also referred to as the “LPA”, will effectuate the provisions of Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulation (CFR) Part 21, 23 CFR Part 200 and other applicable directives with respect to Federally Assisted Highway Programs conducted by the Town of Clifton. These authorities provide that no person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which LPA receives federal assistance.

These efforts to prevent discrimination will address a program for which Federal-aid and Federal financial assistance extended to and expended by the Town of Clifton, Virginia after the date hereof as a recipient of funding from the U.S. Department of Transportation under the *Federal-Aid Highway Program* (“Federally Assisted Highway Program”) and its impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects, and the functions of right-of-way, research, planning, design, construction, and project development. The Town of Clifton, Virginia will ensure that every manager, supervisor, employee, and sub-recipient of such Federal financial assistance funds administered by the Town of Clifton is aware of and applies the intent and spirit of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities in performing assigned duties.

Every employee and representative of the Town of Clifton, Virginia shall perform their official duties and actions on such Federally Assisted Highway Program in accord with Title VI of the Civil Rights Act of 1964, applicable statutes, executive orders, regulations, and policies enunciated there under.

Council Member Lynn Screen has been designated as the Town of Clifton’s Title VI Coordinator and is responsible for ensuring that all matters relating to nondiscrimination for such Federally Assisted Highway Programs are administered effectively.

Employees of the Town of Clifton, contractors or applicants with questions, problems or complaints regarding this statement, and the implementation of the stated provisions, should contact Council Member Lynn Screen, at Lscreen@cliftonva.gov

William R. Hollaway, Ph.D.
Mayor, Town of Clifton, Virginia

_____ Date

I. ORGANIZATION AND STAFF RESPONSIBILITIES

A. Relationship of Town of Clifton, Virginia personnel:

Mayor of the Town of Clifton, Virginia – The Mayor of the Town of Clifton, Virginia is authorized to ensure compliance with provisions of the Town’s policy of nondiscrimination and with the law with respect to the administration of a program for which Federal-aid and Federal financial assistance is extended to and expended by the Town of Clifton, Virginia after the date hereof as a recipient of funding from the U.S. Department of Transportation under the *Federal-Aid Highway Program* (“Federally Assisted Highway Program”), including the requirements of 23 CFR Part 200 and 49 CFR Part 21. The Town grants the compliance function and Title VI coordination for the administration of such Federally Assisted Highway Program shall be performed under the authority of the Mayor.

Title VI Coordinator – The Title VI Coordinator for the administration of such Federally Assisted Highway Program is a member of the Town Council who will perform the duties of the Title VI Coordinator and ensure implementation of such Town of Clifton Title VI Federally Funded Transportation Program.

Clifton Town Clerk – The Clifton Town Clerk is a staff member who will be designated to assist the Title VI Coordinator with the administration of the Title VI Program or the implementation of the Title VI Plan for the administration of such Federally Assisted Highway Program.

B. Statement of Responsibility and Authority of Title VI Coordinator

As authorized by the Mayor of Clifton, Virginia, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring compliance with Title VI requirements as follows:

Program Administration

- Administer the Title VI Program and coordinate implementation of the plan
- Ensure compliance with the assurances, policy, and program objectives
- Perform Title VI Program reviews to assess administrative procedures, staffing, and resources
- Provide recommendations as required to the Mayor of Clifton, Virginia

Complaints

- Review written Title VI complaints that may be received by the Title VI Coordinator with respect to the administration of such Federally Assisted Highway Program following the adopted procedural guidelines.

Data Collection.

- Review the statistical data gathering process periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration with respect to the administration of such Federally Assisted Highway Program.

Training Programs

- Conduct or facilitate training programs on Title VI issues and regulations with respect to the administration of such Federally Assisted Highway Program for the Town employees; and facilitate such Title VI training for appropriate staff, contractors, and sub-recipients. A log or summary of training conducted shall be kept.

Title VI Plan Update

- Review and update the Town's Title VI Implementation Plan annually.
- Present updated plan to the Mayor and Town Council for approval.
- Publish/post the Title VI Implementation Plan.

Annual Accomplishment Report

- Prepare an annual report of Title VI accomplishments with respect to the administration of such Federally Assisted Highway Program and changes to the program in the preceding Federal fiscal year
- Identify goals and objectives for the upcoming year as required with respect to the administration of such Federally Assisted Highway Program; and submit to VDOT.

Public Dissemination

- Develop and disseminate Title VI program information with respect to the administration of such Federally Assisted Highway Program to employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public.
- Ensure public service announcements or notices with respect to the administration of such Federally Assisted Highway Program are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community.
- Ensure the full utilization of available minority publications or media with respect to the administration of such Federally Assisted Highway Program

- Ensure written or verbal information in languages other than English with respect to the administration of such Federally Assisted Highway Program is being provided, where appropriate.

Elimination of Discrimination

- Work with the Town to establish procedures for promptly resolving deficiencies, as needed with respect to the administration of such Federally Assisted Highway Program
- Recommend procedures to identify and eliminate discrimination that may be discovered in any of the Town's processes with respect to the administration of such Federally Assisted Highway Program

Maintain Legislative and Procedural Information.

- Keep informed about Federal laws, rules, and regulations, FHWA or VDOT guidelines that may affect the current Agency Title VI Plan and administration of the Agency's Title VI Program with respect to the administration of such Federally Assisted Highway Program.
- Ensure information with respect to the administration of such Federally Assisted Highway Program is made available to the public as requested or required.

C. Program Administration

The Title VI Coordinator, to ensure nondiscrimination in all of its programs and activities with respect to the administration of such Federally Assisted Highway Program, will be supported by the following individuals:

The Clifton Town Clerk, whose duties will include:

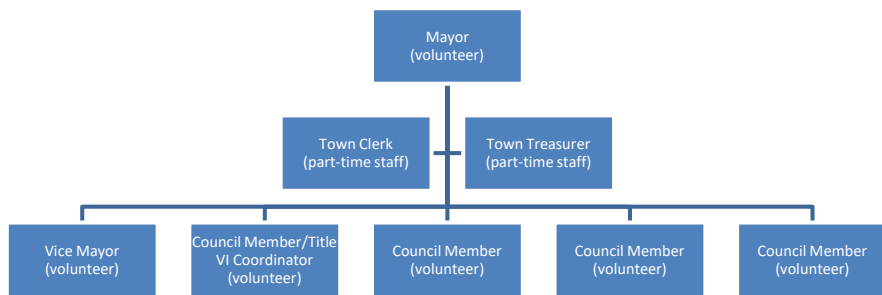
- Develop and disseminate Title VI program information with respect to the administration of such Federally Assisted Highway Program to employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public.
- Ensure public service announcements or notices with respect to the administration of such Federally Assisted Highway Program are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community.
- Ensure the full utilization of available minority publications or media with respect to the administration of such Federally Assisted Highway Program

- Ensure written or verbal information in languages other than English is being provided, where appropriate, with respect to the administration of such Federally Assisted Highway Program.
- Ensure information with respect to the administration of such Federally Assisted Highway Program is made available to the public as requested or required.
- Publish/post the Title VI Implementation Plan.

The Title VI Committee will work with the Title VI Coordinator to:

- Review written Title VI complaints with respect to the administration of such Federally Assisted Highway Program that may be received by the Title VI Coordinator following the adopted procedural guidelines.
- Review the statistical data gathering process with respect to the administration of such Federally Assisted Highway Program periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration.
- Review and update the Town's Title VI Implementation Plan annually.
- Identify goals and objectives with respect to the administration of such Federally Assisted Highway Program for the upcoming year as required; and submit to VDOT.
- Prepare an annual report of Title VI accomplishments with respect to the administration of such Federally Assisted Highway Program and changes to the program in the preceding Federal fiscal year

D. Organizational Chart



Town of Clifton, Virginia Organizational Chart, April 2023

II. TITLE VI PROGRAM IMPLEMENTATION

A. Program Areas – Review and Monitoring Procedures

Planning

- Planning Process

The Town of Clifton, Virginia updates the Town Comprehensive Plan every five years via the Town Planning Commission. This plan includes and is not limited to land use, traffic and pedestrian safety, community facilities and services, Environment-Natural Features and Resources, Environmental protection and Sources of Degradation, Community Appearance, and Implementation.

- Public involvement in planning activities

One of the most important aspects of the Town Comprehensive Plan is to involve Town citizens in implementing its goals, objectives and actions. This builds on the existing climate of citizen involvement in the Town through its government, committees, and community activities. There are specific actions in the Town Comprehensive Plan that call for citizen involvement to assist the Town with implementation strategies and formation of committees to accomplish specific tasks.

Location

- Public involvement
All public hearings are advertised via local publications. Special efforts are made to communicate public hearings with respect to the administration of such Federally Assisted Highway Program to ensure limited English proficient (LEP) populations are reached.
 - Advertising in local non-English newspapers including but not limited to “El Tiempo Latino”.
 - Translation & interpretation services are available by request for all public meetings and hearings.

Design/Project Development

Locally administered projects in the Town of Clifton originate from two sources. The first is the Town Comprehensive Plan in which future projects are designated in line with the strategic vision for the Town. The second source for Town projects is as a response to ongoing issues that emerge in Town. In both cases, the Town Council appoints a volunteer committee that is advertised and open to all residents of Town with at least one representative of the Town Council. The committee seeks solutions for which Federal funds may be identified and requested.

For Federally Assisted Highway Programs, the committee will create a request for proposal (RFP) using the Town RFP template which must be approved by the Town council. Such RFPs with respect to the administration of Federally Assisted Highway Programs are

posted on the Town website, Town Post Office and advertised in local area publications. Contracts with respect to the such Federally Assisted Highway Programs received in response to the RFP are reviewed and selected by committee and then approved by the Town Council. Public hearings or meetings with respect to such Federally Assisted Highway Program are conducted in order to inform Town residents and others in the local area of the such proposed Federally Assisted Highway Program project.

Rights of Way

Locally administered Federally Assisted Highway Program projects administered by the Town of Clifton will follow processes and responsibilities associated with acquisition of rights of way as outlined in “Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,” as amended, found in Title 42 chapter 61 of the United States Code and the implementing regulations found in 49 CFR Part 24. For such Federally Assisted Highway Program projects, federal requirements associated with relocation and property acquisition will be met and VDOT must certify that they have been met. VDOT has developed a Right of Way Manual of Instruction, which is approved by FHWA and provides processes and procedures for federal-aid projects. With respect to the administration of such Federally Assisted Highway Program projects, the Town of Clifton will obtain an up-to-date copy of this manual and be cognizant of its contents. For such federal-aid projects, VDOT is required by FHWA to certify the local government’s compliance with the Uniform Act and retains final approval authority for relocation and property acquisition activities of the local government.

Construction/Maintenance

The construction phase for a Federally Assisted Highway Program project that is locally administered by the Town of Clifton is managed by the Town committee of volunteer residents. Committee members may change throughout the life of the project depending on the need and expertise desired. Volunteer consultants may be identified to support this phase of the locally administered Federally Assisted Highway Program project. Upon completion of such Federally Assisted Highway Program project, the Town Council or a designated maintenance and repair committee may be established to support the management of maintaining the project area.

Title VI considerations include:

- Minority contractors and subcontractors are being informed about contracting opportunities in Town with respect to such Town administered Federally Assisted Highway Program via our communications;
- Construction rules and regulations with respect to such Federally Assisted Highway Program are being applied in an equitable fashion;
- Title VI assurances are included in all contracts, subcontracts, and material supply agreements with respect to such Federally Assisted Highway Program.

Education/Training

Education and Training of Title VI is led by the Title VI Coordinator.

- Title VI related activities include:
 - Training programs on Title VI issues and regulations with respect to the administration of such Federally Assisted Highway Program are conducted for all Town employees working on such Federally Assisted Highway Program;
 - Title VI training with respect to the administration of such Federally Assisted Highway Program is conducted for appropriate staff, volunteer committee members who interact with contractors, and sub-recipients.
 - A log or summary of such training conducted is maintained.

Consultant Contracts Administration

The Town of Clifton, Virginia has established the following procedures when engaging consultants with respect to the administration of such locally administered Federally Assisted Highway Program projects.

All request for proposal (RFP) solicitations with respect to such Town of Clifton administered Federally Assisted Highway Program project must include the required Title VI notification:

"The Town of Clifton, Virginia in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders with respect to the Town of Clifton locally administered Federally Assisted Highway Program project that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

All contracts signed with consultants by the Town of Clifton, Virginia with respect to such Town of Clifton locally administered Federally Assisted Highway Program project must contain the required USDOT 1050.2A Appendix A and USDOT 1050.2A Appendix E.

Sub-recipients - Reviews and Monitoring Procedures

The Town of Clifton, Virginia will conduct Title VI compliance reviews and monitoring of its sub-recipients of Federal-aid highway or other Federal funds with respect to Town of Clifton locally administered Federally Assisted Highway Program projects, to ensure adherence to Title VI requirements. The Town of Clifton staff will periodically review operational guidelines with respect to a Town of Clifton locally administered Federally Assisted Highway Program provided to consultants, contractors, and sub-recipients, including Title VI language, provisions, and related requirements, as applicable.

The Town of Clifton will also conduct periodic post grant reviews of select recipients of Federal highway funds or other Federal funds, for roads, sidewalks, bridges, municipal construction, etc. with respect to a Town of Clifton administered Federally Assisted Highway Program to ensure adherence to Title VI requirements.

When irregularities occur in the administration of Federal-aid highway programs at sub-recipient levels with respect to such Town of Clifton locally administered Federally Assisted Highway Program, corrective action will be taken to resolve identified Title VI issues. The Town of Clifton will seek the cooperation of the consultant, contractor or other sub-recipient in correcting deficiencies found during periodic reviews. The Town of Clifton will provide technical assistance and guidance, upon request, to support voluntary compliance by the sub-recipient with respect to the administration of such Federally Assisted Highway Program.

When a sub-recipient fails or refuses to voluntarily comply with requirements, The Town of Clifton will submit to VDOT's Civil Rights Administrator -Title VI Coordinator copies of the case file and a recommendation that the sub-recipient be found in noncompliance.

A follow-up review will be conducted to ascertain if the sub-recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the sub-recipient refuses to comply, the Town of Clifton and VDOT may, with FHWA's concurrence, initiate sanctions per 49 CFR 21.

B. Data Collection – Reporting – Analysis

The Town of Clifton utilizes data from the Decennial Census and the American Community Survey to obtain the demographics of the population of the Town and the local area who are impacted by Town of Clifton locally administered Federally Assisted Highway Program projects within the Town.

Additionally, a database or log of Title VI complaints with respect to the Town of Clifton's administration of such Federally Assisted Highway Program received by the Town of Clifton will be maintained including the investigation of and response to each complaint.

As future Town of Clifton locally administered Federally Assisted Highway Program projects are proposed by the Town of Clifton, the following additional data may be collected and analyzed for Title VI compliance:

- Where relocation is involved, the requirements and steps used or proposed to guard against unnecessary impact on persons on the basis of race, color or national origin
- Allocated funds/other financial assistance, when & to whom;
- Owners of property to be taken by the Town of Clifton, and persons or businesses to be relocated by the Town of Clifton or adversely affected by race, color, national origin.

C. Title VI Training

The Title VI Coordinator will serve as the Town of Clifton, Virginia Title VI trainer for staff, council members, consultants, contractors, and subcontractors that will be conducting work with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program. The Title VI coordinator will conduct training for council members with respect to the administration of such Federally Assisted Highway Program after each election cycle and for staff upon hire to ensure new members are informed of Title VI policies and procedures with respect to the Town of Clifton's administration of a Federally Assisted Highway Program. The training will include requirements of Title VI, the Town of Clifton's obligations under Title VI with respect to the administration of such Federally Assisted Highway Program (Limited English Proficiency requirements included), and required data that must be gathered and maintained with respect to the administration of such Federally Assisted Highway Program. In addition, training will be provided when any Title VI-related policies or procedures change with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program, or when appropriate in resolving complaints.

The current Title VI Coordinator attended the *Title VI and Environmental Justice* hosted by the Virginia Department of Transportation's NOVA District, Office of Civil Rights on February 21, 2023. When the Title VI Coordinator transitions off the Town Council, a replacement Title VI Coordinator will be appointed. They will attend necessary training to assume the role as Title VI Coordinator and trainer.

D. Dissemination of Title VI Information

Community Outreach and Public Education

Information on the Town of Clifton, Virginia Title VI program with respect to the administration of such Federally Assisted Highway Program will be publicly displayed on the Town website (<http://clifton-va.com/>). Town employees will learn about our Title VI program with respect to the administration of such Federally Assisted Highway Program through formal training by the Title VI Coordinator. Contractors will be notified of the Title VI program with respect to the administration of such Federally Assisted Highway Program via our solicitation requests and required addendums contracts. The Town of Clifton community will be notified of the Title VI plan with respect to the administration of such Federally Assisted Highway Program via an email announcement.

Public Involvement

Per the Code of the Town of Clifton, Virginia 2000, the Town Council holds its regular meetings on the first Tuesday of each month. Every meeting of the Council is open to all Town residents, property owners, and members of the general public to express their views on any matter before the Council. An agenda of each meeting is published on the Town website, posted on the bulletin board in the Clifton United States Post Office, and distributed to members of the community via email prior to the meeting. Each agenda

includes an opportunity for Citizen's Remarks as the third item of business. Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Meeting minutes, once approved by the Council, are published and maintained publicly on the Town website. Attendees may also request translation or interpretive services for Town meetings via contacting the Town Clerk in advance of the meetings.

Public hearings for Town business, where required by applicable law, are advertised publicly in a newspaper of record, posted on the bulletin board in the Clifton United States Post Office, published on the Town website (<http://clifton-va.com/>), and emailed out to the public who have registered with the Town. As part of the Title VI program with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program, the Town will increase advertisement of public hearings with respect to the administration of such Federally Assisted Highway Program in publications in languages other than English when such Federally Assisted Highway Program project would impact the transit of those traveling through Town. (See Limited English Proficiency section below)

E. Limited English Proficiency

The Town of Clifton, Virginia is committed to meeting the needs of persons with Limited English Proficiency (LEP) with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program. The Town approach to providing LEP language assistance with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program is determined by the scope of individual project(s) and demographics of the affected area.

The Town reviews census data of persons with Limited English Proficiency in three distinct areas; 1) Town Residents, 2) Persons living within the local zip code 20124, 3) Persons living within Fairfax County (the county in which the Town is located) and Prince William County (the adjacent county).

Language Spoken at Home and English-Speaking Ability									
	Total Population	Speak English at Home	Speak non-English at Home						Total Population
			Speak Non-English at Home Population	Percent	Speak English "very well or well"	Percent Speak English "very well or well"	Speak English less than "very well or well"	Percent Speak English less than "very well or well"	
1) Clifton Residents	243	233	10	4.1%	10	100%	0	0%	0%
2) 20124 Residents	14857	10904	3953	26.6%	3538	89.5%	6	10.5%	2.8%
3) Residents of Fairfax County	1,138,331	697,797	440,534	38.7%	264,716	60.09%	142,975	32.8%	12.6%
3) Residents of Prince William County	Add Statistics 82204	311986	170218	35.3%	102987	60.5%	60494	35.5%	12.5%

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The above data is consulted when determining the approach to community outreach with regard to the affected populations with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program.

Clifton Town Residents

For meetings with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program projects determined to impact Clifton Town Residents, the language assistance plan includes:

1. Translation and interpretation services are available by request for documents and meetings. The availability of these services is posted on meeting announcements, agendas, minutes, and the Town Website.

Residents of the 20124 Zip Code

For meetings with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program determined to impact Residents of the 20124 Zip code, the language assistance plan includes:

1. Translation and interpretation services are available by request for documents and meetings. The availability of these services is posted on meeting announcements, agendas, minutes, and the Town Website.

Residents of Local Counties

For meetings regarding Town of Clifton locally administered Federally Assisted Highway Program projects determined to impact residents beyond the 20124 Zip code (represented by residents of both Fairfax County and Prince William County), the language assistance plan includes:

1. Translation and interpretation services are available by request for documents and meetings. The availability of these services is posted on meeting announcements, agendas, minutes, and the Town Website.
2. Additional community outreach in local publications for public hearings with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program including and not limited to El Tiempo Latino.

III. DISCRIMINATION COMPLAINT PROCEDURES

Any person who believes they—or a specific class of persons—were subjected to discrimination on the basis of race, color, or national origin with respect to the Town of Clifton’s administration of a locally administered Federally Assisted Highway Program, in which the Town of Clifton is a recipient of Federal financial assistance through the Virginia Department of Transportation -- may file a Title VI complaint.

Where can one file?

Complaints related to a Town of Clifton locally administered Federally Assisted Highway Program Federal-aid highway program may be filed with VDOT, FHWA Division Office, the FHWA Headquarters Office of Civil Rights (HCR), the USDOT Departmental Office of Civil Rights, the USDOJ, or the Town of Clifton, Virginia.

When must one file?

According to USDOT regulations, 49 CFR §21.11(b), a complaint with respect a Town of Clifton locally administered Federally Assisted Highway Program must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the processing agency.

What should a complaint look like?

Complaints with respect to a Town of Clifton locally administered Federally Assisted Highway Program should be in writing and signed and may be filed by mail, fax, in person, or e-mail. However, the complainant may call the receiving agency and provide the allegations by telephone, and the agency should transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions with respect to a Town of Clifton locally administered Federally Assisted Highway Program;
- The complainant’s contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin);
- The names of specific persons and respondents (e.g., persons/agencies/organizations) alleged to have discriminated with respect to a Town of Clifton locally administered Federally Assisted Highway Program;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity with respect to a Town of Clifton locally administered Federally Assisted Highway Program that receives Federal financial assistance; and

- The date(s) of the alleged discriminatory act(s) with respect to a Town of Clifton locally administered Federally Assisted Highway Program and whether the alleged discrimination is on-going.

How are complaints routed?

FHWA Division Offices do not investigate such Title VI complaints. Likewise, State DOTs and its Subrecipients do not investigate complaints filed against themselves. Finally, FHWA is responsible for all decisions regarding whether such a complaint should be accepted, dismissed, or referred to another agency.

With this understanding, complaints should be routed in the following ways:

- All complaints with respect to a Town of Clifton locally administered Federally Assisted Highway Program will be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program filed against the Town of Clifton, Virginia (as a Subrecipient of Federal financial assistance for a Town of Clifton locally administered Federally Assisted Highway Program).
- Complaints with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program should be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program is filed with the Town of Clifton, Virginia, Town representatives will forward such complaint to VDOT, which will forward such complaint to the VDOT’s FHWA Division Office, which will forward such complaint to HCR. If a complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program is filed with VDOT, VDOT will forward such complaint to the VDOT’s FHWA Division Office, which should forward such complaint to HCR.
- VDOT and the Town of Clifton, Virginia will log all complaints received with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program.
- When HCR decides on whether to accept, dismiss, or transfer the complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program, HCR will notify the Complainant, the FHWA Division Office, VDOT, and the Town of Clifton, Virginia .

Complaints may also be sent to HCR directly at:

Postal Mail	Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE
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	8th Floor E81-105 Washington, DC 20590
Email	CivilRights.FHWA@dot.gov
Fax	202-366-1599
Questions?	202-366-0693

What are the potential outcomes for processing a complaint?

There are four potential outcomes for processing complaints with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program:

- Accept: if a complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under FHWA’s jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
- Preliminary review: if it is unclear whether the complaint allegations with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- Procedural Dismissal: if a complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Division Office a written notice that it is dismissing the complaint.
- Referral\Dismissal: if the complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

The HCR is responsible for conducting all investigations of State DOTs and other primary Recipients. In the case of a complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program filed against a Subrecipient, HCR may either conduct the investigation itself, or it may delegate the investigation to VDOT. If

HCR chooses to delegate the investigation of a Subrecipient, HCR will communicate its acceptance of the complaint to the complainant and respondent, but VDOT will conduct all data requests, interviews, and analysis.

VDOT will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI

What are the timeframes for investigation?

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance.

If VDOT is delegated an investigation from FHWA. VDOT must complete the investigation within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA) as stipulated in 23 CFR §200.9(b)(3)

How does the Investigating Agency gather information?

There are no regulatory requirements for how information is gathered, but VDOT and the Town of Clifton, Virginia are required to keep detailed records on how they comply with Title VI with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program and to provide USDOT with access to documents and persons with relevant information. 49 CFR §21.9. Typically, the respondent will receive at least one Request for Information and Position Statement (RFI) to gather documents, and additional requests if necessary. Concurrently, the HCR or VDOT investigator will schedule interviews with relevant parties and conduct site visits as necessary.

Once FHWA starts an investigation, what are the potential outcomes?

First, at any time during the investigation, either FHWA or the respondent may initiate informal negotiations to resolve the issues. The FHWA always strives to resolve Title VI complaints informally, if possible.

In the absence of such negotiations, HCR (or an investigator for VDOT) will draft a Report of Investigation, which should contain all relevant data and findings, with legal conclusions and potentially include recommendations for action. FHWA is responsible for the final disposition of all complaints, including initiation and conduct of informal negotiations and the issuance of Letters of Finding (LOFs).

There are five potential outcomes for concluding an investigation with respect to a complaint regarding the administration of a Town of Clifton locally administered Federally Assisted Highway Program:

1. The FHWA makes a finding of no violation and the case will be closed with no further action. The FHWA will issue an LOF stating in sufficient detail the reasons for the determination of no violation.

2. If, by a preponderance of the evidence, FHWA determines the respondent has failed to comply with its Title VI requirements or threatens to fail to comply by action or inaction, then FHWA will inform the respondent and the matter will be resolved by informal means whenever possible.
 - If FHWA informally resolves the matter with the respondent by agreement, then FHWA will hold the complaint in abeyance until the respondent completes its corrective actions. If the corrective actions are completed to the FHWA's satisfaction, then the complaint will be dismissed with no further action.
 - If FHWA cannot informally resolve the matter or the respondent does not complete agreed upon corrective actions, then FHWA may issue a LOF stating that the Recipient is in noncompliance with its Title VI obligations.
3. If FHWA issues a LOF of noncompliance to the respondent, the LOF will request that the respondent provide to FHWA, within 90 days, an action plan that implements the recommendations in the LOF.
4. If FHWA approves the action plan, then the respondent will be given a reasonable amount of time to implement the plan. At the end of the implementation period, FHWA will assess whether the respondent has sufficiently corrected the deficiencies.
5. If FHWA does not approve the action plan, or the respondent is nonresponsive/uncooperative, then FHWA may seek administrative sanctions, including, but not limited to, suspension or termination of Federal funds or any other means authorized by law such as referral to USDOJ for enforcement.
 - If USDOT seeks to suspend or terminate funds, it must provide the respondent with an opportunity for a hearing on the record. If the Secretary of Transportation determines that the respondent has not complied with Title VI and voluntary compliance cannot be secured, USDOT must notify Congress before that finding goes into effect. 49 CFR

IV. REVIEW OF AGENCY DIRECTIVES

The Town of Clifton employs the following process to review directives, policies and practices with regard to Title VI with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program:

- The Title VI Coordinator works collaboratively with a Title VI Advisory Committee – a volunteer committee open to Town residents. The committee works to ensure the Agency directives with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program are in keeping with Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination mandates;
- The Title VI Coordinator informs the Town Council on recommendations from the Title VI Advisory Committee with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program to be approved by the Council.
- The Title VI Coordinator works cooperatively with FHWA Division Civil Rights staff to implement federal nondiscrimination directives with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program.

V. COMPLIANCE AND ENFORCEMENT PROCEDURES

Remedial Action

The goal for Title VI and regulatory enforcement is to achieve voluntary compliance. If deficiencies are found during a Title VI review with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program, the Compliance Review Report will include a draft corrective action plan (CAP) with projected due dates. The program area staff/Title VI Liaison or the Subrecipient will be able to propose remedial actions to correct the deficiencies with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program. Program areas and Subrecipients are expected to correct all deficiencies according to their CAP and provide periodic updates to the Title VI Officer/ Coordinator/ Specialist assigned to the review. The Title VI Officer/Coordinator/Specialist will provide technical assistance, as needed, and work with the (program area's) Title VI Liaison or Subrecipient's Title VI Coordinator to ensure implementation of the CAP. When the Title VI Officer/Coordinator/Specialist has determined that a sub- recipient's deficiencies with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program are sufficiently corrected, the program area Title VI Liaison or the Subrecipient will be notified that the review process is complete and no further progress reporting is needed. The Subrecipient will receive an official Closeout Letter signed by the Agency's Title VI Coordinator.

Affecting Compliance

When an internal program area with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program refuses to cooperate or comply with Title VI, the Title VI Specialist will elevate the matter to the Director, after which, the matter may be referred to the State DOT Civil Rights Manager or responsible USDOT Operating Administration (OA).

When a Subrecipient with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program fails to take appropriate corrective action in response to the findings of deficiencies in the compliance report, the Subrecipient moves from a "deficiency status" to noncompliance; The Town of Clifton, Virginia will submit two copies of the case file to the State DOT or FHWA with a recommendation that the sub-recipient with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program be found in noncompliance; and/or, may, with the concurrence of the State DOT or FHWA (or other USDOT OA), initiate proceedings to impose sanctions for noncompliance.

Sanctions

In the event that a Subrecipient or contractor ("recipient") with respect to a Town of Clifton locally administered Federally Assisted Highway Program fails or refuses to comply with Title VI, the first step taken by the internal program area with oversight of the recipient will be the Town of Clifton, Virginia, which attempts the resolve the issue using the program area's

normal administrative solutions. However, the Town of Clifton, Virginia may take any or all of the following steps, with the concurrence of VDOT or USDOT (i.e., FHWA), if the recipient with respect to a Town of Clifton locally administered Federally Assisted Highway Program is uncooperative or nonresponsive during attempts by the Town of Clifton, Virginia to voluntarily resolve the compliance issue:

- a. Cancel, terminate, or suspend the contract or agreement with respect to a Town of Clifton locally administered Federally Assisted Highway Program in whole or in part;
- b. Refrain from extending any further assistance to the recipient with respect a Town of Clifton locally administered Federally Assisted Highway Program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient;
- c. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient with respect to a Town of Clifton locally administered Federally Assisted Highway Program; and/or,
- d. Refer the case to the appropriate federal agency for appropriate administrative or legal proceedings. Other means authorized by law.

VI. AUTHORITIES

This section is a reference source of the applicable authorities related to Title VI of the Civil Rights Act of 1964 as amended.

Title VI of the 1964 Civil Rights Act (42 USC 2000d et seq) requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The Civil Rights Restoration Act of 1987, P.L. 100-209 further clarified the intent of Title VI.

49 CFR Part 21, the U.S. Department of Transportation’s Implementing Regulations of Title VI of the Civil Rights Act of 1964.

23 Code of Federal Regulations (CFR) Part 200, the Federal Highway Administration’s Title VI Program Implementation and Review Procedures.

USDOT Order 1050.2A

Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.) prohibits discrimination based on sex (gender).

Executive Order 12898 (issued February 11, 1994) addresses disproportionate adverse environmental, social, and economic impacts that may exist in communities, specifically minority and low-income populations.

Executive Order 13166 (issued August 16, 2000) addresses access to services for persons whose primary language is not English and who have limited ability to read, write, speak or understand English.

VII. TITLE VI ASSURANCES (STANDARD DOT TITLE VI ASSURANCES -USDOT 1050.2A)

The following template is for sample purposes. A scanned copy of the assurance signed by the authorized official should be included in this section.

SAMPLE SAMPLE SAMPLE

TITLE VI/NONDISCRIMINATION ASSURANCES

DOT Order No.1050.2A

The *Town of Clifton, Virginia*, (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program:

"The Town of Clifton, Virginia in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility.
5. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
6. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the *Town of Clifton, Virginia* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *USDOT* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *USDOT*. You must keep records, reports, and submit the material for review upon request to *USDOT*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The *Town of Clifton, Virginia* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-Aid Highway Program*. This ASSURANCE is binding on the *Commonwealth of Virginia*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal-Aid Highway Program*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

The Town of Clifton, Virginia

by _____
(Signature of Authorized Official)

DATED _____

VIII. APPENDICES

Appendix 1- Consultant Contract Addendums

All contracts signed with consultants by the Town of Clifton, Virginia with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program must contain the following required USDOT 1050.2A Appendix A and USDOT 1050.2A Appendix E.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier

because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, And resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Appendix 2- Title VI Complaint Form

Title VI Complaint Form

Town of Clifton, Virginia

The Town of Clifton, Virginia is committed to ensuring that no person is excluded from participation in or denied the benefits of its services with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program must be filed within 180 days from the date of the alleged discrimination with respect to such Town of Clifton locally administered Federally Assisted Highway Program.

The following information is necessary to assist us in processing your complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program. If you require any assistance in completing this form, please contact the Town of Clifton Clerk at clerk@cliftonva.gov. The completed form must be returned electronically to clerk@cliftonva.gov or mailed to [REDACTED]

Your Name:	Phone:
Street Address:	Alt. Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason for the alleged discrimination with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program? (Circle one) Date of Incident: _____

- Race
- Color
- National Origin (Limited English Proficiency)

Please describe the alleged discrimination incident. Provide the names and titles of all individuals involved if available. Explain what happened and who you believe was responsible. Please use the back of this form if additional space is required.

Please describe the alleged discrimination incident (continued)

Have you filed a Title VI complaint with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program with any other federal, state or local agencies? (Circle one) Yes / No

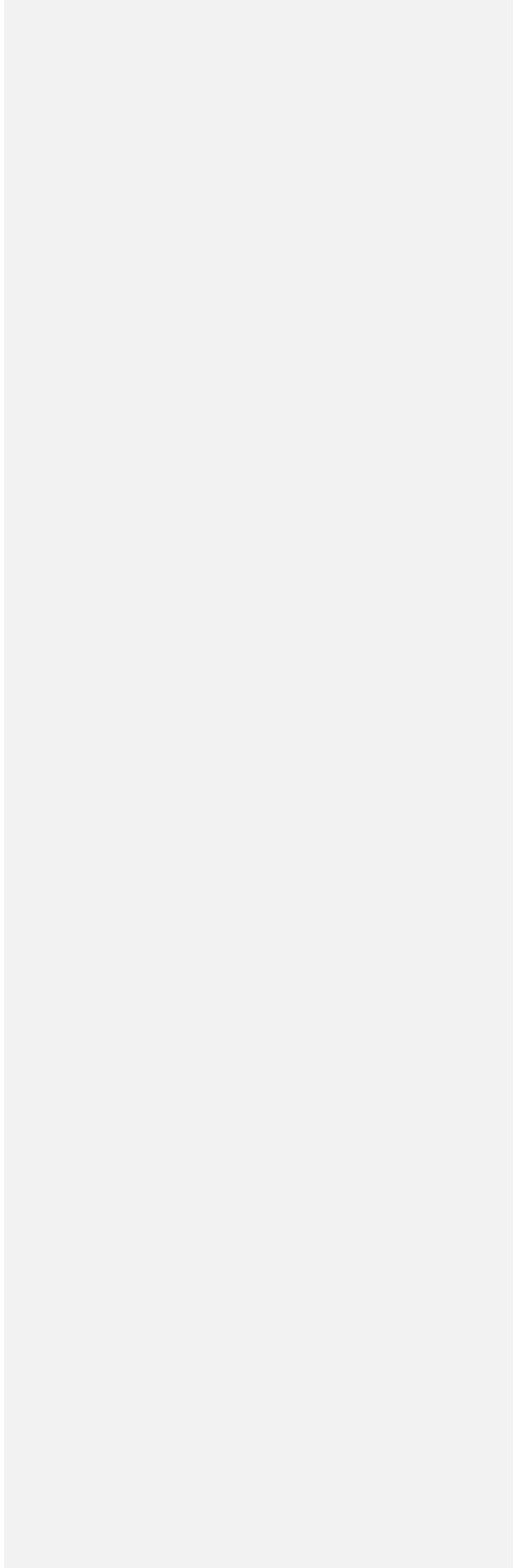
If so, list agency / agencies and contact information below:

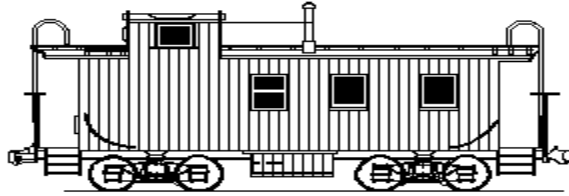
Agency:	Contact Name:
Street Address, City, State & Zip Code:	Phone:
Agency:	Contact Name:
Street Address, City, State & Zip Code:	Phone:
Complainant's Signature:	Date:
Print or Type Name of Complainant	

Appendix 3- Title VI Investigations and Complaints

List of Title VI Investigations, Lawsuits, and Complaints with respect to the administration of a Town of Clifton locally administered Federally Assisted Highway Program

Investigation/ Complaint	Date	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken





**CLIFTON TOWN COUNCIL MEETING
TUESDAY, APRIL 4, 2023, 7:30 PM
ELECTRONIC MEETING VIA ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

Order of Business

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
2. Report of the Treasurer.
 - a. Draft Budget for Work Sessions.
 - b. Issuance of BPOL Certificates
 - c. Town Audit – Update.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in order registered with the Town Clerk.

4. Reports of Committees:
 - a. Committee on the Environment:
 - i. Bluebird Trail – Update.
 - ii. Annual Town Clean-Up Event – Report.
 - b. Planning Commission.
 - c. Zoning Administrator.
 - d. Architectural Review Board.
 - e. Streetscape Committee.
 - f. Review of Town Committee Lists.

5. Unfinished Business:
 - a. Town of Clifton VDOT Title VI Plan – Review.
6. New Business:
 - a. Town of Clifton Hazard Mitigation Plan – Review.
 - b. Condition of Trees at Entrance to 8-Acre Park.
 - c. Clifton Caboose Paint - Restoration or Repainting.
 - d. Clifton Caboose Luggage Cart Restoration.
7. Adjournment.