Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, April 4, 2019 at 7 pm
407 Water Street East
Charlottesville, VA 22902

AGENDA

1. **Call to Order** — 7:00

2. **Matters from the Public** — 7:00 – 7:15
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Staff Presentations
      i. PUBLIC HEARING –Annual Action Plan for HOME– Billie Campbell (click here for summary document)
      ii. 2019 Legislative Update – David Blount
      iii. Grantfinder Software – Billie Campbell (click here for Powerpoint presentation)

3. **Executive Director's Report** — 7:15 – 7:20
   a. Report is attached (click here for report)

4. *** Consent Agenda** — 7:20– 7:20
   Action Items:
   a. * Minutes of the March 7, 2019 Meeting (click here for draft minutes)
   b. * Financial Reports (click here for reports)
      i. February Dashboard Report
      ii. February Profit & Loss Statement
      iii. February Balance Sheet
      iv. February Accrued Revenues report

5. **Resolutions** — 7:20 – 7:45
   a. * FY 20 Rural Transportation Work Program (click here for resolution)
   b. Introduction of FY20 Operating Budget (click here for budget)
   c. First Annual TJPDC Regional Meeting Committee

6. **Other Business** — 7:45 – 8:30
   a. Roundtable Discussion by Jurisdiction
   b. Next Meeting – May 2, 2019
      i. Approval of FY20 Operating Budget

7. *** Closed Session -** * per Code of Virginia 2.2-3711 A.1. (click here for form) — 8:30 - 9:00
   a. Employee – Executive Director Evaluation and Performance
   b. Employee – Personnel

* Public Session Resumes
* Employee Contractual Consideration in Public Session

ADJOURN

**Proposed action items*

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
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MEMO

To: TJPD Commissioners
From: Billie Campbell
Date: March 26, 2019
Re: HOME Consortium FY19-20 Action Plan

Purpose: The one-year Action Plan for the next program year (July 1, 2019 to June 30, 2020) guides the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME Investment Partnership funds in the Planning District, received from the U.S. Department of Housing and Urban Development (HUD). The five-year Consolidated Plan for 2018 to 2022 was adopted in 2018, establishing broad five-year goals for CDBG and HOME funds, and the Action Plan identifies actions to take furthering progress toward those broad goals. Applicable goals and related actions for the HOME program are:

- Preserve Existing Supply of Affordable Housing – rehabilitate homeowner-occupied homes
- Expand the Affordable Housing Stock - build new units for ownership or rental; provide down-payment/closing cost assistance to first time homebuyers.

Background: Each year, federal funds are allocated for the HOME and CDBG programs. Allocations for the coming year are not yet known; the Draft Action Plan assumes level funding for the 2019-2020 year:($624,013), which provides $78,000 to each locality and $93,000 for a Community Housing Development Organization (CHDO) project, as well as administrative funds for planning and administrative work carried out by the TJPDC. The Action Plan will be adjusted for actual funding, and submitted within 60 days of the announcement of allocations, but no later than August 16.

Issues: A public comment period and two public hearings are required as part of the process. The purpose of this public hearing is to receive input on HOME activities planned for next year. A public hearing will be held by the City of Charlottesville on May 6, 2019. The public comment period began March 26 and continues through April 26.

Action Needed: The Commission needs to conduct a public hearing at the April 4 meeting and offer its own comments on the plan for incorporation prior to submission. The Commission will be asked to approve the Plan at the May 2, 2019 meeting.

Effective Date: The FY19-20 Program Year begins July 1, 2019.

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FY 19 - 20
ACTION PLAN
for the
CITY OF CHARLOTTESVILLE
and the
THOMAS JEFFERSON HOME CONSORTIUM

Draft for Public Comment
Comments accepted March 26 to April 26

Public Hearing
Thomas Jefferson Planning District Commission
Water Street Center, 407 E. Water Street
April 4, 2019, 7:00 p.m.

Public Hearing
City Council
May 6, 2019, 6:30 p.m.

I. INTRODUCTION

The Consolidated Plan for 2018-2022 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District and in the City of Charlottesville. The Action Plan for FY 2019-2020 re-affirms the goals expressed in the region's Consolidated Plan, which was developed and adopted in May 2018. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2019 to June 30, 2020 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2019-2020 are linked to the priority 5-Year Goals set forth in the Consolidated Plan.

Summary of Local Goals from the 2018 Consolidated Plan
and FY 19-20 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2019-2020 HOME activities is "Decent Housing" and the Outcome is "Affordability"

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2019-2020 1 Year Measurable Objective	Source of Funds to Achieve Goal
Locality: City of Charlottesville			
Workforce Development	Support Programs that Aid in Increasing Self-Sufficiency	Workforce development training for seven beneficiaries Provide basic literacy instruction to 20 low/moderate income persons	CDBG: $34,731
Homelessness and Risk of Homelessness	Support Homeless and Transition to Independence	Provide 41 homeless persons access to services through a coordinated entry system	CDBG: $26,531
Business Development	Foster Small and Local Business Development	Provide scholarships to assist 20 entrepreneurs launch their own micro-enterprises through technical assistance	CDBG: $12,500

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2019-2020 1 Year Measurable Objective	Source of Funds to Achieve Goal
Infrastructure Improvements-Accessible Neighborhood Amenities	Enhance & Improve Access to Neighborhood Amenities	Provide ADA/sidewalk improvements to enhance safety and accessibility in the Belmont neighborhood.	CDBG: $204,263
Affordable Housing (Critical Need for 0-50% AMI)	Preserve Existing Supply of Affordable Housing	Conduct three major homeowner rehabilitations	CDBG: $50,000 HOME $78,001 & $28,379 PI
Affordable Housing (Critical Need for 0-50% AMI)	Expand the Affordable Housing Stock		
Locality: Albemarle County			
Affordable Housing (Critical Need for 0-50% AMI)	Preserve Existing Supply of Affordable Housing	Rehabilitate 5 homeowner-occupied houses	HOME $78,001 & $18,000 PI
Locality: Fluvanna County			
Affordable Housing (Critical Need for 0-50% AMI)	Preserve Existing Supply of Affordable Housing	Rehabilitate 1 homeowner-occupied house	$9,000 PI
Affordable Housing (Critical Need for 0-50% AMI)	Expand the Affordable Housing Stock	Build two new rental unit homes in Fluvanna Provide down-payment assistance to 1 family	HOME $78,001 $9,439 PI $4,500 PI
Locality: Greene County			
Affordable Housing (Critical Need for 0-50% AMI)	Preserve Existing Supply of Affordable Housing	Rehab one home in FY20 for homeowner	HOME $20,000 Program Income
Affordable Housing (Critical Need for 0-50% AMI)	Expand the Affordable Housing Stock	Build and subsidize 1 home for 1st time homebuyers – Assist two 1st time homebuyers with down payment and/or closing cost support	HOME $50,000 & $53,102 PI HOME $8,000

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2019-2020 1 Year Measurable Objective	Source of Funds to Achieve Goal
Locality: Louisa County			
Affordable Housing (Critical Need for 0-50% AMI)	Preserve Existing Supply of Affordable Housing	Major Rehabilitation on one home	HOME $15,000 & PI $5,000
Affordable Housing (Critical Need for 0-50% AMI)	Expand the Affordable Housing Stock	Purchase lot and build two new rental units Provide down payment assistance to one family	CHDO $93,602 HOME $63,001 & PI $32,446 PI $4,500
Locality: Nelson County			
Affordable Housing (Critical Need for 0-50% AMI)	Preserve Existing Supply of Affordable Housing	Rehabilitate 7 homeowner-occupied houses	HOME $73,001 & PI $29,000
Affordable Housing (Critical Need for 0-50% AMI)	Expand the Affordable Housing Stock	Provide down payment assistance to 1 FTHB	HOME $5,000

II. RESOURCES

A. Federal

Allocations for 2019-2020 (July 1, 2019 to June 30, 2020) have not yet been released. This plan estimates funding based on the PY18 figures: Charlottesville's FY 18-19 CDBG Entitlement Grant was $408,417 and HOME funds for the region were $624,013. The breakdown of Consortium estimated funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	$62,401.30
HOME Program Funds:	$561,611.70
Albemarle:	$78,001.63
Charlottesville:	$78,001.63
Fluvanna:	$78,001.63
Greene:	$78,001.63
Louisa:	$78,001.63
Nelson:	$78,001.63
CHDO Set-Aside (15%)	$93,601.95
Total:	$624,013.00

The sub-recipients in the HOME Consortium currently have $193,366 in program income on hand. These funds are programmed for PY19 projects as follows.

2019-2020 HOME Projects
Projected use of Program Income Currently On-Hand

Project	Program Income
Albemarle Rehabilitation	$18,000
Charlottesville Substantial Rehab	$28,379
Fluvanna Rehab	$9,000
Fluvanna Assistance to First Time Homebuyers	$4,500
Fluvanna New Rental Units	$9,439
Greene FTHB New Home Construction	$53,102
Louisa Rehabilitation	$5,000
Louisa Assistance to First Time Homebuyers	$4,500
Louisa New Rental Units	$32,446
Nelson Rehabilitation	$29,000
TOTAL	**$193,366**

III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2019-2020 (beginning July 1, 2019). These projects reflect a one-year implementation plan consistent with the five-year goals approved in the 2018 Consolidated Plan, which are included above in the Introduction to this Action Plan.

<u>Albemarle County</u>

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: $78,001. Program Income: $18,000.

<u>Charlottesville</u>

- Complete 3 housing rehabilitation projects for low to moderate-income homeowners in substandard housing in the City of Charlottesville. Estimated HOME investment: $78,001. Program Income: $28,379. CDBG projects are listed in the attached budget.

<u>Fluvanna</u>

- Perform major rehab on one home. Estimated Program Income: $9,000
- Provide down-payment assistance to 1 family. Estimated Program Income: $4,500
- Build two new rental homes. Estimated HOME Investment: $78,001. Estimated Program Income: $9,439.

<u>Greene</u>

- Develop one affordable home for purchase by FTHB. HOME funds $50,001. Program Income $53,102
- Rehabilitate two homeowner-occupied homes: HOME funds $20,000
- Assist two 1st time homebuyers with down payment and/or closing cost support: HOME funds, $8,000

<u>Louisa</u>

- Perform major rehab on one home. Estimated HOME Investment $15,000. Estimated Program Income $5,000.
- Provide down-payment assistance to 1 family. Estimated Program Income: $4,500
- Purchase lot and build one new rental unit: Estimated HOME Investment: $63,001. Estimated Program Income $32,446.

<u>Nelson</u>

- Provide assistance to 1 First Time Home Buyer. Program Income: $5,000.
- Rehabilitate or replace 7 substandard owner-occupied homes. Estimated HOME Investment: $73,001. Program Income $29,000.

CHDO Set-aside: Build one new rental unit in Louisa County: Estimated HOME Investment: $93,601.95

Annual CHDO set-aside funds are used in just one of the six localities with the CHDO funds rotating through all six localities over a six-year period. This allows for an equal share distribution of CHDO funds and provides sufficient funding for a bigger project in each locality. Funds can be used flexibly (loans, grants, or a combination of the two) at the discretion of the locality and the non-profit. Based on the rotation schedule and project readiness, Albemarle County is the next locality in the CHDO rotation for 2019-2020, but may not have a project ready to move forward.

IV. GEOGRAPHIC DISTRIBUTION

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts. Each locality retains its own Program Income, so amounts vary among the localities.

In Charlottesville, the CDBG Priority Neighborhood for FY 19-20 is Belmont for a second year. Planned projects include pedestrian and accessibility improvements. All other CDBG projects will be focused citywide.

V. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness. The Thomas Jefferson Area Coalition for the Homelessness (TJACH) adopted a revised plan on March 25, 2015. The revised plan provides a broad strategic vision for TJACH and the homelessness system of care including specific target reductions in homelessness subpopulations. TJACH's primary mission is to make homelessness rare, brief and nonrecurring in this community. Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:

The Haven operates a low-barrier day shelter open seven days a week as a resource and respite center for people experiencing homelessness. Coordinated assessment is provided every day at The Haven to assess housing barriers and needs, make appropriate referrals, and connect people to prevention, rapid re-housing and permanent supportive housing resources. A PATH Street Outreach program is well-established in this community, which provides two outreach workers, one at Region Ten (full-time) and the other at On Our Own (32 hours per week). These PATH workers are responsible for conducting outreach on the streets, at soup kitchens, and at campsites where people experiencing homelessness congregate in order to assess and provide resources for people with untreated mental health issues. The PATH program participates in the bi-weekly Community Case Review to accept referrals from partner agencies and conducts weekly outreach at the local low-barrier, day shelter, The Haven. In addition, The Haven supports an outreach worker that specializes on substance abuse assessment and referral, conducting outreach at the day shelter and in public places. TJACH uses the Vulnerability Index Service Provision Decision-Making Tool (VI-SPDAT) to determine eligibility and priority for rapid re-housing resources and a brief pre-screener developed by Andrew Greer and Marybeth Shinn to determine eligibility and priority for prevention resources. In addition, a vulnerability index is used to assess medical vulnerability for prioritized access to permanent supportive housing resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

This community maintains four emergency shelter programs including a high barrier shelter at the Salvation Army, a low barrier seasonal shelter at PACEM, a domestic violence shelter at Shelter for Help in Emergency and a small shelter dedicated to homeless and runaway youth. As documented in the Needs Assessment and Market Analysis, emergency shelters are currently adequately providing for the needs of homeless individuals. However, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. Specifically, these needs could be met by converting existing transitional housing beds to dedicated emergency shelter beds for families and by expanding access to emergency financial assistance programs. In the meantime, this community uses funds from the Virginia Homelessness Solutions Program administered by the Virginia Department of Housing and Community Development to provide emergency hotel/motel vouchers to families experiencing literal homelessness that are unable to access shelter through the Salvation Army. Transitional housing needs will be met predominantly through rapid rehousing programs. The CoC receives funding from the state's Virginia Homelessness Solutions Program grant to support an effective rapid re-housing program, based at The Haven. Support for a Housing Navigator position has been provided by the City of Charlottesville and Albemarle County human services funding process. The Salvation Army's transitional program is not currently in operation. The Monticello Area Community Action Agency (MACAA) provides transitional housing through their Hope House. Both MACAA and the Salvation Army are seeking private funds for ongoing operations. A primary goal of the system of care is to reduce the amount of time individuals and families experience homelessness and stay in shelters. Data is actively collected and reviewed on average lengths of stay in all shelters.

Helping homeless persons make the transition to permanent housing and independent living, and preventing individuals and families who were recently homeless from becoming homeless again

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we will work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A primary goal for the following year is to assess local data to determine a more strategic way to use public resources, integrate a rapid re-housing triage methodology and reduce shelter stays. Early efforts have yielded a significant increase in the amount of rapid re-housing funding from the state and from local government.

Helping low-income individuals and families avoid becoming homeless

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The State's Virginia Homelessness Solutions Program has provided funds for homelessness prevention. Local prevention funds prioritize households with a previous experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year. City of Charlottesville and Albemarle County Departments of Social Services leadership serve on CoC governance and actively work to improve access to mainstream resources for people experiencing housing crisis. This fiscal year, the prevention program has served 122 people with a short-term subsidy to get into or remain in stable housing. 100% of these households have successfully avoided homelessness as a result. The community recently partnered together to create an Emergency Assistance line for people to call when they are experiencing a housing crisis.

VI. NEEDS OF PUBLIC HOUSING

Introduction

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville. This section outlines plans to provide this resource and improve the current stock of housing.

Actions planned during the next year to address the needs of public housing.

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports. CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy.

More recently, in conjunction with PHAR and a committee of community stakeholders, CRHA has embarked on significant redevelopment planning efforts. In support of these efforts, the City of Charlottesville has recently approved funding for assistance to support CRHA with operations and redevelopment. This funding includes support for Redevelopment Project Coordinator and Relocation Specialist positions; redevelopment activities associated with Crescent Halls; professional surveying and environmental survey services; relocation and moving services for Crescent Halls residents; "parallel track"/repairs and rehab at other sites; redevelopment legal counsel redevelopment admin/overhead costs; funding to support TING providing free installation of internet services to public housing residents; and miscellaneous redevelopment planning expenses. The goal of redevelopment is to transform the public housing sites into vital mixed-income and mixed-use (where appropriate) communities to the greatest extent possible, while maintaining a respectful relationship with the surrounding neighborhoods. The City has also proposed $15 million in funding over the next five years to continue to support public housing redevelopment efforts.

The Charlottesville Affordable Housing Fund has reserved funds (and proposed future funding) for a Supplemental Rental Assistance Program administered by CRHA. This voucher program provides approximately 75 vouchers, annually, for households who are homeless and for Housing Choice Voucher Program eligible households.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to examine the potential to sell off its inventory of individual houses to current occupants or other CRHA residents. Dependent upon funding restrictions and implications for the release of the HUD declaration of trust, CRHA may like to potentially sell one or more of these units to facilitate homeownership opportunities while also helping stabilize the organization's financial situation.

CRHA continues to work with Habitat for Humanity of Greater Charlottesville and Piedmont Housing Alliance to help public housing residents and other interested eligible households identify and locate other housing options.. Working to develop these public and private partnerships helps to provide the community with greater housing choices and better quality of life.

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VII. BARRIERS TO AFFORDABLE HOUSING

Introduction

This section describes actions planned to remove or ameliorate barriers to affordable housing in the one year period. The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

The Charlottesville City Council has approved $900,000 to complete the update of its Comprehensive Plan, Affordable Housing Strategy as well as re-write its Zoning Ordinance. These initiatives are designed to provide policies that would spur creation of more affordable housing in the city. The recently completed Housing Needs Assessment would inform the development of the Affordable Housing Strategy Plan. Additionally, the City has been increasing its funding commitment to affordable housing development. In 2019, the City allocated $3.4 Million to capitalize it’s Charlottesville Affordable Housing Fund (CAHF). In 2020, the City Council is proposing more than $10 million to support creation of affordable housing. The fund would provide financial support for the Phase I of the Piedmont Housing Alliance’s (PHA) Friendship Court Redevelopment project, and Charlottesville Redevelopment Housing Authority’s (CRHA) redevelopment activities, among other projects. The current PHA’s 11.75 acre site has 150 units and after the redevelopment plan is fully implemented, there will be 450 to 480 units, most of which would be affordable largely to households at 30 to 80% AMI. The City will continue its financial support for first time home buyers and owner-occupied rehabilitation assistance through its nonprofit partners, and Rental Assistance Program via the CRHA. About $900,000 has been appropriated by the City for 2019 program year to assist low income households and homeless persons with their rental assistance needs.

The City provided $75,000 for a full-time Self-Sufficiency position for PHA to enable the organization to improve the capacity of their residents to effectively seek economic opportunities that would enhance their self-sufficiency.

Analysis of Impediments to Affordable Housing Update

The City’s Affirmatively Furthering Fair Housing requirements has been postponed until October 2022.The Analysis of Impediments to Fair Housing Choice (AI) has been updated and approved by the City Council in March 2019, as a supplement to the Consolidated Plan. Actions in FY 19-20 to address impediments identified in the AI are included as an attachment to this plan.

Albemarle County – Resolution in Collaboration with Habitat for Humanity

The County of Albemarle received two planning grants funded through CDBG to assist Habitat for Humanity in community organizing and developing plans for the first phase of the Southwood Mobile Park redevelopment. An action plan has been developed with steps leading to construction beginning in late 2019.

Thomas Jefferson Planning District Commission Regional Housing Partnership

The Thomas Jefferson Planning District Commission (TJPDC) has been working with local housing partners and coalitions to launch a Regional Housing Partnership (RHP) and conduct a Regional Housing Study. TJPDC is committing staff time toward the project and partnering with Albemarle County and the Virginia Housing Development Authority (VHDA) to fund and carry out a regional housing study. Regional strategies will be developed during the year.

City - Comprehensive Plan Updates

The Planning Commission is currently updating the Comprehensive Plan, which provides a vision for the City’s future growth and specific guidance on land use policies, development patterns, and infrastructure and public facility investments. The Plan updates will be informed by the City’s affordable housing policy and program recommendations.

City Affordable Housing Policy/Program Recommendations

The City underwent a major planning effort in response to findings from a consultant-developed Housing Study and Analysis for the City and the urban ring in Albemarle County. The City's Housing Advisory Committee (HAC) has been developing and refining recommendations that are a compilation of tools/developer incentives to be used for supporting affordable housing development.

City - Comprehensive Housing Strategy

The City of Charlottesville, in partnership with the HAC and resident advocates, is working to develop a comprehensive housing strategy for the City. The overall goals of the housing strategy are to 1) identify specific targets for affordable housing unit production and preservation based on household income, 2) identify specific regulatory tools and developer incentives to support and encourage the provision of new affordable housing units within the City, and 3) ensure equitable development throughout the City's neighborhoods.

City of Charlottesville's Strategic Investment Area and Form-based Code

The City adopted the Strategic Investment Area (SIA) Plan in February 2014. The City is currently working with FBCI to prepare a form-based zoning code for Phase 1 of the Strategic Investment Area that will include incentives for inclusion of affordable housing units in new developments.

Actions planned to foster and maintain affordable housing

The provision and retention of affordable housing is a central theme of the 2022 Consolidated Plan. The City of Charlottesville and the Consortium will approach the issue of affordable housing from a variety of pathways, including direct provision of new affordable units, tenant-based assistance, and removal of barriers currently in existence. These barriers may be regulatory, in which case those that are within the purview of localities will be reviewed as described in this plan, or they may be cultural. Many of the goals of the plan are educational in nature, with the purpose of ameliorating community resistance to affordable housing and generating social momentum for grassroots community development.

Actions planned to reduce lead-based paint hazards

The Consolidated Plan contains several goals that address lead-based paint hazard through the rehabilitation of existing substandard homes. The overwhelming majority of homes that undergo rehabilitation were built before 1978 and can be consider high-risk for hazard. Rehabilitation activities will include abatement of lead-based hazards in compliance with federal law. Detection and removal of lead-based paint in residences constructed before 1978 is to occur while rehabilitating homes when there are children present under the age of 7 years.

The Fluvanna/Louisa Housing Foundation has a certified lead-based paint hazards trainer to assist the region's non-profit providers. Houses being purchased with the down payment and closing cost assistance program to first-time homebuyers also must be reviewed for lead based paint.

Training has been provided to building inspectors and local housing rehabilitation agencies to allow them to evaluate, treat and/or remove lead paint hazards in our communities. Inspectors evaluate each job before the rehabilitation begins. Grant funding is used to pay for removal of lead based hazards, which will continue to reduce the lead paint concerns. The notification, Watch Out for Lead-Based Paint Poisoning is given to all persons assisted, even if the residence was constructed after 1978, since it serves as a good information and educational tool.

In terms of increasing access to housing without LBP, all of the housing goals in the plan can be considered strategies toward this end. All housing units receiving assistance with CDBG or HOME funds will meet housing quality standards, and thus not contain any lead hazards. The City of Charlottesville, with its down payment and closing cost assistance program to first-time home buyers, will not approve a home if peeling paint is in evidence until it is repaired satisfactorily. This situation is identified through the Section 8 inspection.

Actions planned to reduce the number of poverty-level families

Many affordable housing and community development activities have the objective of increasing and maintaining self-sufficiency for poverty-level families. The priorities and goals identified in the Action Plan are geared toward increasing the self-sufficiency and financial independence for poverty-level families as it relates to housing/homelessness, workforce development, and economic development.

The primary anti-poverty agency serving the region is the Monticello Area Community Action Agency (MACAA), which serves Charlottesville, Albemarle, Fluvanna, Louisa and Nelson. The Skyline Community Action Program (Skyline CAP) serves Greene County in the Thomas Jefferson Planning District, and also Orange and Madison Counties in Planning District 9. Each of these agencies operates the Head Start pre-school program, a fundamental part of the regional anti-poverty strategy. Each social service agency operates the family self-sufficiency program.

Other organizations and programs in the region including the Charlottesville Redevelopment and Housing Authority, Fluvanna/Louisa Housing Foundation, and the Nelson County Community Development Foundation all administer Housing Choice Voucher Programs for low-income families. Additionally, organizations like these as well as the Albemarle Housing Improvement Program and others also provide assistance to low-income families in making household repairs and installing indoor plumbing.

Finally, the region has a strong, locally administered Social Service/ Welfare Departments operating in each locality. Acting as the primary provider of state funded programming and service delivery, these local government offices help implement the regional strategy by administering strong programs with a coordinated, comprehensive approach.

The City of Charlottesville's Strategic Action Team, comprising key staff from the Departments of Economic Development, Neighborhood Development Services, Social Services, Human Services and the City Manager's Office developed the Pathways to Self Sufficiency: Growing Opportunities Report with action strategies to increase job opportunities through workforce development efforts and to reduce barriers to assist residents with retaining jobs with the ultimate goal of reducing the number of families living in poverty in the City. The report serves as an action plan for prioritizing funding for programs, including CDBG and HOME funding.

In addition to other efforts, the City has initiated effort designed to provide affordable internet access to the residents of public housing. Discussions with potential service providers is in progress. Several goals in this Consolidated Plan address the needs of people in poverty beyond their immediate housing needs. There are goals to increase job training and recruitment services, in order assist people entering the labor force and, as a result, reduce household poverty. Educational campaigns, such as fair housing law and awareness of the unique needs of people with disabilities, may open up opportunities for advancement for groups that had previously been obstructed.

The City of Charlottesville Pathways to Self-Sufficiency: Growing Opportunities Report contains a chapter that addresses affordable housing. Further, the report will help serve as a funding priority guide to ensure the City's CDBG and HOME funds are awarded in coordination with the goals set forth in the report and the Consolidated Plan.

Actions planned to develop institutional structure

The Housing Directors meet regularly to coordinate the housing programs in the region. The TJACH Governance Board and its Service Providers Council meet monthly to address the needs of the homeless and special needs populations.

The Regional Housing Partnership Advisory Board will meet twice each year, with the Executive Committee meeting bi-monthly. The RHP will also offer two housing summits each year. The RHP will focus on housing production, diversity, accessibility, cost, location, design, and increasing stability for the region's residents.

The City of Charlottesville's current Comprehensive Plan was adopted in August 2013. A broad-reaching update is underway, addressing findings from the City's Housing Needs Assessment. The Albemarle County Board of Supervisors adopted their current Comprehensive Plan on June 10, 2015, including an updated Affordable Housing Policy. The updated policy highlights the dispersal of affordable units throughout a development and adherence to the counties design standards for development areas. State legislation that took effect on July 1, 2016 prevents the County from accepting proffers for affordable housing.

The regional Analysis of Impediments to Fair Housing Choice was updated in 2019. This assessment engaged decision-makers and the general public with the ongoing disparities that exist within the region. It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan. A table of actions to address impediments to fair housing choice is included in Appendix A.

Actions planned to enhance coordination between public and private housing and social service agencies:

There are a few umbrella organizations in the region that serve to bring together housing providers and human services and health agencies.

- *Thomas Jefferson Area Coalition for the Homeless (TJACH):* a non-profit organization that serves as the lead for the region's Continuum of Care. The TJACH Governance Board includes housing providers, representatives from Departments of Social Services, and other human services and health agencies.
- *Housing Directors Council:* includes representatives from all HOME sub-recipients
- *Jefferson Area Board for the Aging (JABA):* JABA is working with Piedmont Housing Alliance (PHA) on a plan for continuing to keep Low-Income Housing Tax Credit properties affordable beyond the end of their affordability period.
- *Housing Advisory Committee (HAC):* Provides City Council with recommendations regarding housing policy and affordable housing funding priorities; researches and discusses trends and ideas in affordable housing across the state and nation and ways Charlottesville can implement some of those new ideas.

The consortium will continue to collaborate with community partners that provide housing and social services to the community. The City will continue to coordinate efforts through subrecipient partners who are internal and external to local government. The agencies listed under the consultation section of the Consolidated Plan will be included in the citizen engagement process for future action plans.

VIII. CITIZEN PARTICIPATION

Citizen participation was a central component of the Consolidated Plan update, completed in August 2018. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans. For this Action Plan, a draft for public comment was made available on March 26, 2019 for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Monday, March 25, 2019 issue of the Daily Progress, the newspaper of general circulation in the region. The draft plan for public comment was also distributed by e-mail: Agencies and Organizations - The Charlottesville Health Department of the Thomas Jefferson Health District, United Way, Independence Resource Center, County of Albemarle, Salvation Army, Region Ten Community Services, Monticello Area Community Action Agency, Charlottesville Redevelopment and Housing Authority, Albemarle Housing Improvement Program, Piedmont Housing Alliance, Jefferson Area Board For Aging, County of Albemarle Housing Office, Public Housing Association of Residents, On Our Own-Drop-In Center, and Charlottesville/Albemarle Legal Aid Society; Local Media - The Daily Progress, Fluvanna Review, Greene County Record, The Central Virginia, and Cville Weekly; Neighborhood Associations – Belmont-Carlton, Blue Ridge Commons, Burnett Commons, Fifeville, Forest Hills, Fry's Spring, Greenbrier, Jefferson Park Avenue, Johnson Village, Kellytown, Lewis Mountain, Little High, Locust Grove, Martha Jefferson, Meadows, Meadowbrook Hills/Rugby, North Downtown, Orangedale, Ridge Street, Rose Hill, Starr Hill, University, Venable, Westhaven, Willoughby, Woodhaven, Woolen Mills and 10th and Page.

A public hearing is scheduled for the Thomas Jefferson Planning District Commission's (TJPDC's) regular meeting on April 6, 2019. The draft plan will be posted on the TJPDC web site and an article on the availability of the plan will be included in TJPDC's April 9 News Brief, reaching an audience of approximately 1,200 people across the region. The Regional Housing Directors Council is a major partner in the development of the Action Plan, provided input on actions to be undertaken and reviewing the plan at its regular monthly meetings during plan development. The City Council will hold a public hearing and consider adoption on May 6, 2019.

Comments received were:

- To be itemized here, when received.

The following notice appeared in the Daily Progress on Monday, March 25, 2019:

NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD
DRAFT YEAR 2019-2020 ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE CITY OF CHARLOTTESVILLE AND THE
THOMAS JEFFERSON PLANNING DISTRICT
30-DAY COMMENT PERIOD: March 26 - April 26, 2019

The City of Charlottesville and the TJPDC invite all interested citizens to comment on the 2019-2020 (July 1, 2019 to June 30, 2020) Draft Action Plan of the Consolidated Plan. The Consolidated Plan and the Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME funds in the Thomas Jefferson Planning District (City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). Funding levels from the current year are being used for planning for the 2019-2020 year, assumed to be $408,417 for CDBG and $624,013 for HOME. A public hearing will be held in TJPDC's Water Street Center, 407 E Water St., April 4, 2019 at 7:00 pm. The City Council will also hold a public hearing on May 6, 2019 at 6:30 pm in City Council Chambers, 605 E Main St.

The Action Plan is available at www.tjpdc.org/housing or by contacting Missy Creasy, City of Charlottesville at (434) (434) 970-3182 or Billie Campbell, TJPDC, at (434) 422-4822. Reasonable accommodations for persons with disabilities and non-English speakers will be provided if requested.

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

IX. PROGRAM SPECIFIC REQUIREMENTS

A. Community Development Block Grant Program (CDBG)

The activities that will be undertaken with CDBG funds are all described in the Listing of Proposed Projects. Estimated available funding includes:

2019-20 Entitlement	$408,417
Estimated Program Income and Reprogramming	$0
TOTAL	$408,417

Other CDBG Requirements

1. The amount of urgent need activities 0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

Proposed CDBG Projects

Project	CDBG
PRIORITY NEIGHBORHOOD	
Belmont Neighborhood	$254,872
ECONOMIC DEVELOPMENT	
Community Investment Collaborative Scholarships	$12,500
PUBLIC SERVICES	
Literacy Volunteers – Basic Literacy Instruction	$10,000
OED GO Utilities	$21,262
TJACH – Coordinated Entry System	$30,000
Administration and Planning	$81,683
City CDBG TOTAL	$412,217.82

B. HOME Investment Partnership Program (HOME)

Other Types of Investment

The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

Resale/Recapture Guidelines

All members (sub-recipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium sub-recipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner's primary residence during the established HOME *period of affordability*.

The *period of affordability* is based upon the *direct HOME subsidy* provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the *period of affordability*. If the total HOME investment in the unit is under $15,000, the *period of affordability* is 5 years; if the HOME investment is between $15,000 and $40,000, the period of affordability is 10 years and if the HOME investment is over $40,000, the period of affordability is 20 years.

Direct HOME subsidy includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the *net proceeds* available from the sale of the home. *Net proceeds* are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Recapture of initial HOME investment shall be secured by note and deed of trust for a term not less than the applicable period of affordability. Consortium subrecipients will also execute a HOME written agreement that accurately reflects the recapture provisions with the homebuyer before or at the time of sale. A clear, detailed written agreement ensures that all parties are aware of the specific HOME requirements applicable to the unit. The written agreement is a legal obligation. The HOME written agreement is a separate legal document from any loan instrument.

Refinancing Existing Debt

The TJ HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Impediment	Objective	Proposed Actions for Program Year 19-20
Regulatory Barriers	Revise and update plans to integrate fair housing policies/principles when conducting housing studies, examine impacts to fair housing	**<u>1 year Actions:</u>** Include fair housing principles in the Request for Proposal (RFP) for consulting work on the City's Comprehensive Plan update, to address zoning and other regulatory barriers identified in the Housing Needs Assessment (HNA). Draft Housing Chapters for local Comprehensive Plans as part of the Regional Housing Partnership's (RHP's) work.
	Revise ordinances that create barriers to housing affordability	**<u>1-year Actions:</u>** Begin work on a clear definition of affordable housing and develop consensus on the definition and community benefits. (2 to 3-year process to complete) Include work on Housing Advisory Committee (HAC) recommendations to develop a strategy to increase the number of affordable housing units in the City in the RFP for consultant services. Complete the RHP's Regional Housing Analysis and begin to develop strategies to address identified barriers.
Rental and Home-ownership Affordability	Increase the homeownership rate for racial and ethnic minorities; Support workforce development and microenterprise assistance; Support programs to increase financial capacity; Increase the number of affordable homeowner and rental units; create incentives for affordable housing	**<u>1-year Actions:</u>** Provide and support workforce programs to improve job skills, assist in job placement and promote entrepreneurship in the City of Charlottesville. Through Piedmont Housing Alliance (PHA) and Fluvanna Louisa Housing Foundation (FLHF) continue to provide credit repair programs. Continue to provide HUD-Certified Counseling Training for prospective homeowners through PHA and Skyline CAP. Through Skyline CAP's new First Time Homebuyer program, provide information and support for new homeowners to access affordable, fair mortgage products. All HOME subrecipients will assist FTHB by providing information on mortgage products. Carry out 4 DP assistance activities through HOME. Continue local tax relief programs. Consider expansion of programs as part of strategies developed in the Regional Housing Study. Provide repairs at low cost to local homeowners using HOME and HPG funding, private grants and donations (AHIP, FLHF, Skyline CAP, NCCDF). Rehabilitate 18 homes through the HOME program. Skyline CAP will build one new home in Greene County (HOME). FLHF will work with HCV clients to move them toward homeownership. The City will provide support to Habitat for Humanity and PHA FLHF will build 2 rental homes in Fluvanna and 2 in Louisa The RHP will draft strategies to increase affordable housing and identify opportunities to implement them. Include increased funding for rent relief and tax relief programs for low-income elderly/disabled households in the City's budget

		Increase funding for the Charlottesville Housing Affordability Fund (CHAF) for non-elderly/non-disabled low-income homeowners in the City's budget
Lack of Accessible Housing for People with Disabilities and People Aging in Place	Increase the quantity and scope of accessible units; communicate visitability and accessibility needs to homeowners and landlords	**<u>1-year Actions:</u>** The City of Charlottesville will support redevelopment of public housing through its Capital Improvement Program (CIP) Include accessibility features in homeowner rehabilitation activities through HOME, HPG and privately-funded projects. Include basic accessibility features in new home construction. Track accessibility features through the HOME program Subrecipients will continue and expand referral sources (DSS, JABA, Independence Resource Center, UVA Hospital) for accessibility and reasonable accommodations needs. Continue FLHF ramp program
Insufficient number of Family sized rental units	Increase the number of family-sized units for renter households	**<u>1-year Action:</u>** Analyze data and develop strategies to address needs for rental units with 3 or more bedrooms through the RHP, primarily in urban and suburban markets.
Language and Cultural Barriers	Reduce cultural and linguistic barriers to housing access; engage different groups in conversations about differences and similarities	**<u>1-year Actions:</u>** Conduct a four-factor analysis to determine if vital HOME and CRHA documents need to be translated. Get copies of VHDA materials in Spanish. Identify available services for verbal and written translation. Contact the International Rescue Committee (IRC) and Creciendo Juntos (CJ) to establish referral and translation processes. Engage diverse residents and representatives that support diverse populations in discussions for the update of the City's Comprehensive Plan.
Discrimination in the rental and homeowner market	Raise awareness of fair housing laws; provide counseling and advocacy; test for discrimination	**<u>1-year Actions:</u>** Piedmont Housing Alliance (PHA) will raise awareness of fair housing laws through housing counseling and advocacy, including informing the public of their rights and laws that protect them at community outreach events, group education classes/workshops, with informational resources, and with individual housing counseling clients, as well as assisting people with housing discrimination complaints and requests for reasonable accommodations and reasonable modifications. Skyline CAP will include fair housing as part of its housing counseling program. PHA will provide information on VHDA's Rental Unit Accessibility Modification program to the Independence Resource Center (IRC), International Rescue Committee (IRC) and the Jefferson Area Board for Aging (JABA) Develop a one-page fact sheet for lenders to inform them of available resources in the region and equip them to refer applicants to those resources The City's Office of Human Right will reach out to the LGBTQ+ community to encourage reporting of any instances of discrimination. TJPDC's Legislative Liaison will track efforts at the state level for source of income protections.

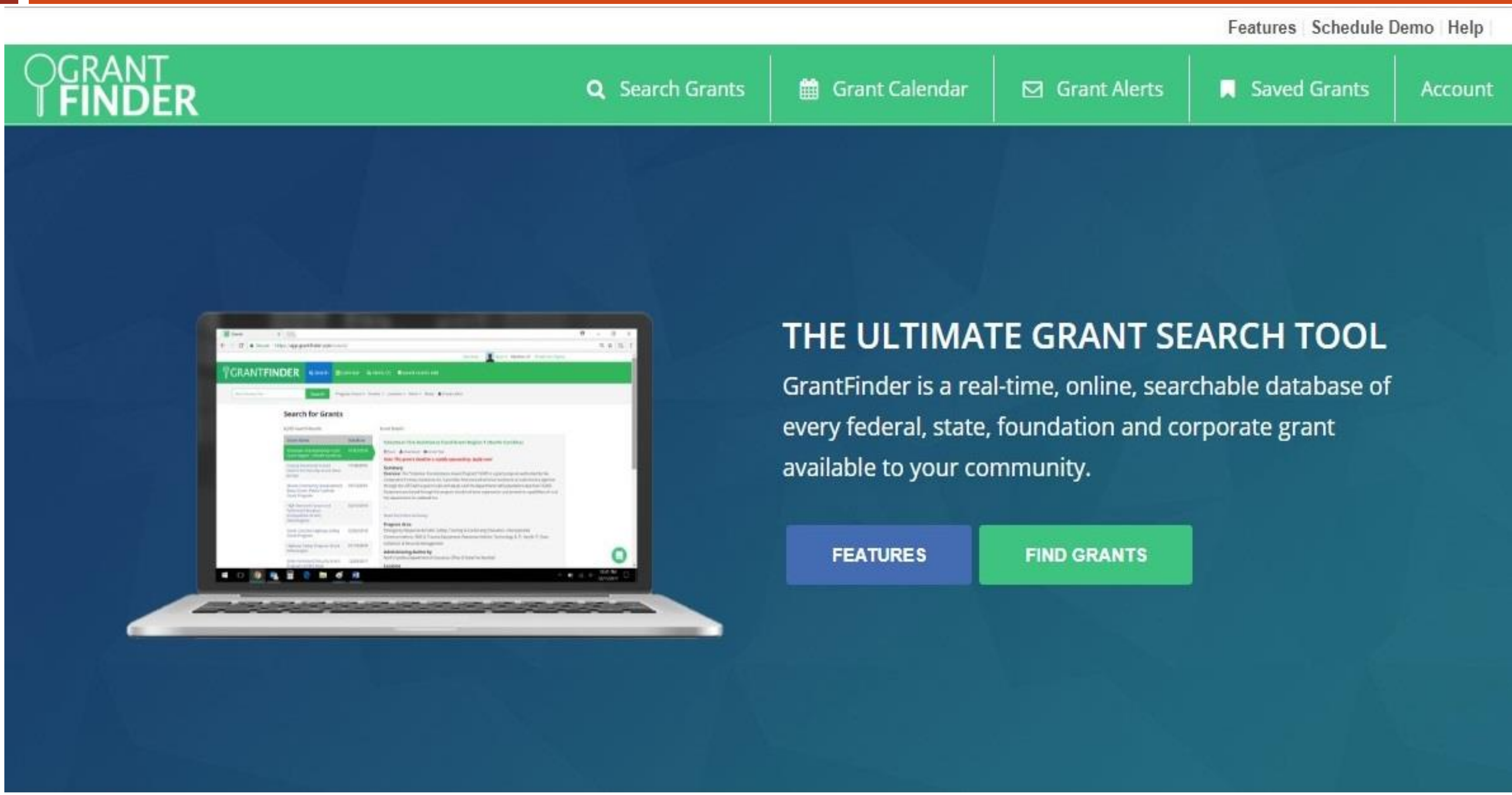
Member Benefit Overview

GRANTFINDER

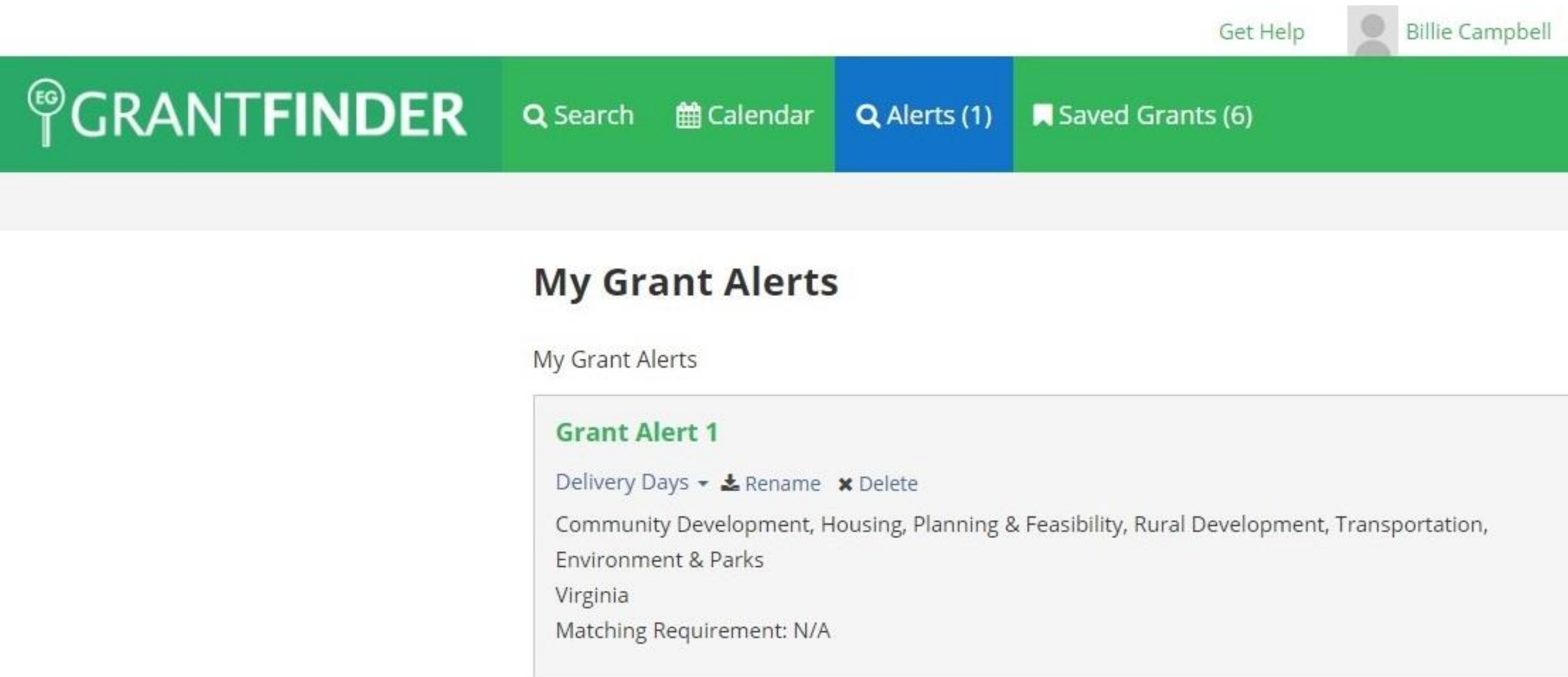
March 7, 2019

Thomas Jefferson Planning District Commission

TJPDC's regional license provides access for each member locality



Get Regular Alerts



Download Possible Opportunities

Create a pdf to share with possible partners

GRANT FINDER

Grant Name:
Doppelt Family Trail Development Fund

Note: This grant's deadline is rapidly approaching. Apply soon!

Funding Entity:
Rails-to-Trails Conservancy

Grant Category:
Public Works & Utilities
Environment & Parks

Deadline(s):
01/31/2019

Award Details:
* Community Support Grant: 3-4 grants awarded in the $5,000 - $10,000 range
* Project Transformation Grant: 1-2 grants awarded in the $15,000 - $50,000 range

Funder Type:
Foundation

Funder State:
DC

Who Can Apply?:
Non-Profit, City, County, or Town Government, Native American Tribal Government, State Government

Matching Requirement?:
No

Program Link:
https://www.railstotrails.org/our-work/doppelt-family-trail-development-fund/

Announcement Link:
https://www.railstotrails.org/our-work/doppelt-family-trail-development-fund/application-instructions/

Application Link:
https://secure.railstotrails.org/site/SSurvey?ACTION_REQUIRED=URI_ACTION_USER_REQUESTS&SURVEY_ID=12663

Current Locality Users

2 users for each County & the City

1 user for each Town

- Charlottesville: Chris Gensic, Dan Frisbee
- Albemarle: Lori Allshouse, Holly Bittle
- Fluvanna: Eric Pollitt, Jason Smith
- Greene: Alan Yost, John Barkley
- Louisa: Faye Stewart, Wanda H. Colvin
- Nelson: Steve Carter, Candy McGarry
- Town of Louisa: Tom Filer
- Town of Mineral: Sal Luciano
- Town of Scottsville: Matt Lawless
- Town of Stanardsville: Roy Dye

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: April 4, 2019
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since March 7, 2019

Administration

- April Meeting Agenda

2. **Matters from the Public**
    a. Comments from public
    b. Presentations
        i. HOME Housing Program Annual Action Plan – Billie Campbell
        ii. 2019 Legislative Update – David Blount
        iii. Grantfinder Software Demonstration – Billie Campbell

3. **Executive Director's Report**
    a. In addition to this report, the Director and Housing Coordinator may be presenting the Commission with the completed Regional Housing Data Analysis. The data collection is completed and the Executive Summary is under development by the Regional Housing Partnership. If completed, the report will be delivered to the Commission. This is the first phase of the Regional Housing Study by the Regional Housing Partnership. Phase II is the strategic planning and community engagement work developing recommended strategies to meet identified needs and goals from the data analysis and community input.

4. **Consent Agenda**
    a. Minutes from March 7, 2019
    b. Finance Report: February, 2019

    The February Financial Reports are attached for review. Financial Reports are presented in detail every quarter to the Commission and on the consent agenda other months.

    Overall, financials remain strong. While we are not running the surpluses that we have in previous years, we are performing more local services utilizing more per capita contributions than previous years. We have more than our planned-for reserves for operating expenses and continue to increase our capital reserves. We do not see any negative changes for FY19 or FY20.

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i. <u>Dashboard Report</u> - Net quick assets are $676,690. Based upon the twelve-month average for operating expenses, we remain to have almost 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are $171,077. (Net Quick Assets minus 5 months operating expenses; $676,690 – $505,613=$171,077)

<u>Unrestricted Cash on Hand</u> as of February 28, 2019 was $544,148 or 5.38 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

<u>Revenue less Expenses</u> - We had a net loss of $ 14,753 for the month of February. This gives us a fiscal year net loss of $16,568. Similar to December and January, revenue tends to be low in February due to holidays and weather and a short month in workable days with no program revenues generated on these days. Extensive work was completed on Cherry Avenue and a Nelson County bus study that utilized per capita funding instead of program funding. This contributed to February's net loss.

ii. Profit & Loss. Total income through February is $1,169,801. With 8 months or **67%** of the fiscal year complete, we have received 53.5% of our total budgeted income. Total expenses are $ 1,186,369 or 54 % of the budgeted total expenses of $2,185,477. Operating expenses for the same period are $819,578 or **66%** of our total budgeted operating expenses of $1,238,303. Operating revenue through February is $803,010 or **63%** of the budgeted operating revenue of $1,238,303.

iii. Balance Sheet. As of February 28, 2019, we have total current assets of $1,004,892 and total fixed assets of $2,219. Total assets are down by $49,070 from the same time last year. Total liabilities have decreased from a year ago by $51,564 with total liabilities as of February 28, 2019 of $378,233. Total Equity has increased by $2,4994to $628,878 since the same time last year.

iv. Accrued revenues of existing grant and contract balances for FY19 are shown. We currently have a $459,834 available in contracts and grants for the remaining 4 months of FY19. February operating expenses were $100,950. Our 12-month average is $101,123. We currently have $114,958 available funds per month for operating expenses.

As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = $579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

5. **Resolutions**

   a. Final approval of the FY20 Rural Transportation Work Program. We anticipate receiving the same funding for rural transportation planning as previous years. With the 5 Year Rural Transportation Plan and the Regional Bike Ped Plan completed, FY20 will focus on a US 15 Corridor Plan at Zion Crossroads of Louisa and Fluvanna Counties. Staff will also focus efforts in rural Smart Scale funding applications.

   b. Introduction of the FY20 Operating Budget. I have provided a draft FY20 Operating Budget for your review. This will be presented in May for final adoption. The FY20 budget is again conservative in nature and is a balanced budget. We have a number of projects that will transition from FY19 to FY20. MPO funding increases a small amount and we expect increased local funding for the Regional Transit Partnership.

   c. Staff is recommending that the TJPDC hold an annual meeting in the Fall of 2019. The idea is that this annual meeting for Board of Supervisors, City Council Members, Town Councils and General Assembly members would include our annual legislative forum. The event would showcase our projects and issues of the past year and introduce issues for the coming year. A planning committee would need to be formed from the Commission if this is something to pursue.

6. **Other Business**

   a. Roundtable Discussion
      Discussions by jurisdictions of timely topics from each local government.

   b. The next TJPDC meeting will be at the TJPDC offices on May 2, 2019.
      i. Approval of FY20 Budget

7. Closed Session for Directors Evaluation & Personnel Discussions

   The Commission will discuss any changes to the Executive Director employment agreement for FY20. Any action will be required to occur in open session.

8. **Adjourn**

END OF AGENDA REPORT

The latest staff meeting agendas is attached for current programs, projects and efforts of the TJPDC staff.

Of note includes:

- Staff interviewed three candidates for the Director of Planning & Transportation position. A shortlist interview was conducted and the position is expected to be filled with a start date around May 1st.
- Resumes are being accepted and reviewed for an open TDM Planner position. The additional transportation planner position is on hold at this time pending work load and funding confirmation.
- The LRTP is expected to be considered by the MPO in May.
- The Regional Transit Partnership completed development of an annual funding agreement MOU and funding formula between Charlottesville Area Transit and Albemarle County. This was presented to the RTP in March for an April recommendation.
- The RTP has suggested that a joint economic development (Chamber), planning and transit peer exchange visit with a similar community be organized and held in the Fall.
- Virginia Association of MPO's and Virginia Association of Planning District Commissions are hosting a Training Conference in Charlottesville on June 14th.
- The Regional Housing Partnership is hosting a Spring Housing Summit at the Omni on April 19th. Speakers will be discussing housing needs for both rural and urban areas and ownership and rental opportunities. The RHP is also moderating an affordable housing session at the April 10th Tom Tom Festival.
- Staff is working with all PDC's in the Chesapeake Bay Watershed to create a matching fund that would annually fund a part time person at PDC's to assist local governments with Watershed Improvement Program goals and other water quality issues. TJPDC executed an agreement for an additional $21,500 for February 1 to September 30, 2019 work. We expect an additional agreement and funding for the remaining portion of FY20 and into FY21.
- Staff with the building search committee continues to work on options for a new office space. Our lease is up in August of 2020 but is expected to be extended to August, 2021.
- TJPDC is working to assist Central Virginia Electric Coop with facilitating discussions with local governments for their build out of fiber broadband services within their utility territory. Staff is working with Greene and Albemarle Counties for a possible regional broadband authority.
- TJPDC staff has received approval from Albemarle County to continue its Neighborhood Community Survey work in an additional neighborhood.
- Upon not being awarded funds for a pilot transit program connecting Staunton to Charlottesville, staff is working with SAWMPO on a revised grant application to review a modified transit or van pool service from Waynesboro to Charlottesville. Currently, funding is in place for a review

of a modified system. While there is $60,000 awarded, the MPO’s are looking at a $30,000 study that would require a local match of $6,000 between the two MPO’s.

- Nelson County was awarded an initial $3,000 CDBG Planning Grant applications for a downtown revitalization planning grant. Nelson has been awarded up to $35,000 for the Lovingston Business District Revitalization Plan.

- Completed Phase I of Rivanna River Corridor study and developed Scope of Work and Budget for Phase II. Tentative approvals have been received from both Albemarle County and City of Charlottesville. A Notice To Proceed with work is expected in early April.

- Work has begun on the Rural Rivanna Plan that maps assets and identifies development goals of areas of the Rivanna Corridor through rural Albemarle County and through Fluvanna County to the James River.

- Staff has begun the funding application for the update of the Region’s Hazard Mitigation Plan. When awarded this will likely begin in FY21.

- Assisted Town of Scottsville with Comprehensive Plan data and a proposal for Small Area Planning assistance for community engagement.

- Staff is preparing a scope of work for a joint Small Area Plan for the Fluvanna/Louisa Zion Crossroads area. This would be a FY20 project that will include both land use planning and rural transportation planning.

- We have developed a new organizational chart for the TJPDC to structure the new positions required by the current opening of three positions on our staff.

- Charlottesville Cherry Avenue Small Area Plan is reaching its final stages. One final community engagement push will be made for final revisions and a April/May completion date.

- We plan to submit grant funding in early FY20 for a Federal Economic Development Administration (EDA) grant to fund a Regional Comprehensive Economic Development Strategies Plan.

- Staff is assisting Albemarle County on the Albemarle Climate Action Committee considering what efforts by Charlottesville and Albemarle may have regional interest.

Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
Draft Minutes, March 7, 2019

Commissioners Present:
Lisa Green – Charlottesville
Rick Randolph – Albemarle County
Liz Palmer – Albemarle County
Tony O'Brien – Fluvanna County
Keith Smith – Fluvanna County
Dale Herring – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Jesse Rutherford – Nelson County

Commissioners Absent:
Nikuyah Walker – Charlottesville
Andrea Wilkinson – Greene County
Ernie Reed – Nelson County

Staff Present:
Chip Boyles, Executive Director
Billie Campbell, Senior Program Manager

Guests Present:
Peter Krebs, PEC
Sarah Steely, resident
Elliott Robinson, Charlottesville Tomorrow

Call to Order: Rick Randolph called the Commission meeting to order and confirmed that a quorum was present.

Matters from the Public:
Comments by the Public: Peter Krebs introduced himself to the Commission as the staff at the Piedmont Environmental Council (PEC) working with TJPDC on the CACF Strengthening Systems grant on greenways. He spoke in support of adoption of the Jefferson Area Bicycle/Pedestrian Plan. This is an excellent plan, reflecting the good work of the team.

Executive Director's Report:

A written report was included in the meeting packet. Chip Boyles highlighted selected items from the written report:

- Financial Reports: FY19 is going very well. January was a positive month. Revenues and expenditures are on track.
- Staff Turnover: This was the last week at the TJPDC for Will Cockrell, Director of Planning, and Wood Hudson, Transportation Program Director. TJPDC has advertised for Director of Planning & Transportation and Planner/GIS Analyst. Some projects are winding down and no lull is anticipated in the delivery of services.
- Regional Housing Partnership: The RHP is hosting a Spring Housing Summit at the Omni on April 19. Speakers will be discussing housing needs for both rural and urban areas and ownership and rental opportunities. The RHP is also moderating an affordable housing session at the April 10th Tom Tom Summit Civic Innovation Conference. Summits will be offered semi-annually, with the next one in the fall of 2019.
- CDBG Planning Grant for Nelson County: Nelson has been awarded $30,000 for the Lovingston Business District Revitalization Plan.
- Rivanna River Corridor Planning: Phase I of the Rivanna River Corridor is complete, and work on Phase II will be starting soon.

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- DEQ Watershed Implementation Plan (WIP): TJPDC now has a contract in place with the Department of Environmental Quality (DEQ) for $21,500 to provide technical and administrative assistance to local governments from March 1 to September 30, 2019.
- ZXR Small Area Plan: TJPDC is preparing a scope of work for a joint Small Area Plan for the Fluvanna/Louisa Zion Crossroads area. This would be a FY20 project that will include both land use planning and rural transportation planning. TJPDC will present the Scope of Work to the Boards of Supervisors for Fluvanna and Louisa Counties.
- Albemarle County Community Inventory: The County has authorized TJPDC to begin the second phase of a community inventory to provide data to identify needed infrastructure improvements. TJPDC staff will carry out fieldwork to collect data on street lights, signage, bike and pedestrian facilities, curb and gutter, transit stops, the conditions of public spaces, street trees, and housing conditions. Phase I was a pilot project carried out in the Ivy and Barracks Road area.

Consent Agenda: The consent agenda consisted of the draft minutes of the February 7, 2019 Commission meeting and Financial Reports for January 2019. **On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously approved the December minutes,** with Tony O'Brien abstaining on the minutes.

Resolutions:

Amended FY19 Operating Budget: The FY19 Amended budget was included in the February Commission Packet for review prior to approval at this meeting. No changes have been made and no comments received since this was introduced to the Commission in February. All revenues in the budget are under contract. The budget projects an $11,490 net gain for FY19. **On a motion by Bob Babyok, seconded by Dale Herring, the Commission unanimously approved the December minutes.**

FY20 Rideshare Funding Request: TJPDC will be submitting its annual application for funding to the Department of Rail and Public Transportation (DRPT) for the Rideshare Program that serves all of our jurisdictions. We have requested the same amount as the past few years, $139,258. Match is provided with direct funding from each locality based upon population. **On a motion by Bob Babyok, seconded by Dale Herring, the Commission unanimously approved the Resolution for RideShare Funding.**

Jefferson Area Bicycle and Pedestrian Plan: The Plan was introduced to the Commission at the February meeting. The Commission asked that we include a statement to emphasize the need for regional and local safety education and marketing for riders and vehicle drivers. Those changes are highlighted on page 15 and a clause added in the Resolution. No further comments have been received. **On a motion by Lisa Green, seconded by Willie Gentry, the Commission unanimously approved the Resolution of Approval for the 2019 Jefferson Area Bicycle and Pedestrian Plan.**

James River Heritage Trail: The Department of Conservation and Recreation (DCR) is spearheading an effort to further develop the James River Heritage Trail. This trail will be used by many to enhance the natural resources and provide a host of outdoor activities. The James River passes by or through 3 of our region's counties. DCR asks for the TJPDC's support of their efforts to further develop and encourage use of the James River and Heritage Trail. **On a motion by Keith Smith, seconded by Tony O'Brien, the Commission unanimously approved the Resolution Supporting the James River Heritage Trail.**

Other Business:

TJPD Commissioner Roundtable Reports:

- Albemarle: Liz Palmer reported that the new Ivy Transfer Station is now open 6 days per week. More small haulers are utilizing the station. Rick Randolph noted that the CACVB Board approved "More to C" as the slogan for a new ad campaign for Charlottesville and Albemarle County. The County Code is being reviewed section by section. Albemarle and Charlottesville observed Liberation and Freedom

Day on March 3 commemorating the end of slavery. The County will advertise a tax rate 1 ½ cents higher than the current rate. A citizen member was added to the Albemarle Broadband Authority.

- Nelson: Jesse Rutherford reported that the recent stakeholder meeting for the Lovingston CDBG Planning Grant was very successful. There are two committees; the mosaic committee consists of artists who want to paint surfaces in the area and the second is concerned with signs for businesses. Budget season is underway. A hearing on the appeal related to the Board of Zoning Appeals denial of a variance request for floodplain crossings by the pipeline will be held in April.
- Greene: Dale Herring reported that the Broadband Committee met with REC concerning plans to provide Internet services. The news was not as positive as hoped but still offered a path forward. The budget process is underway with the BOS finally having realistic numbers to work from. The County has closed its after-school program due to a variety of issues. The Albemarle-Greene-Madison bypass was approved.
- Louisa: Bob Babyok reported on delays to the James River Water Project, pushing the completion date out to 2021. Multiple site plans are in process for the Zions Crossroads areas, including 5,000 new homes, 3 hotels and 11 business. Work continues on the business park. Willie Gentry reported that there are no plans to increase the tax rate as part of the budget process. Broadband towers have not been erected due to the wet weather this winter. The Comprehensive Plan update has had a lot of public involvement resulting in valuable input for the plan. Most growth is anticipated around the perimeter of the County to protect rural character. Chip Boyles noted that Urban Development Areas (UDA) need to meet VDOT regulations.
- Fluvanna: Tony O'Brien reported on a second water project – the Zion Crossroads (ZXR) Water and Sewer System project. Contracts have been awarded and work is expected to be complete in May 2020, providing 120,000 gallons of water to ZXR. Economic Development Coordinator Bryan Rothamel is undertaking a marketing campaign. The BOS selected Eric Dahl to serve as the new County Administrator; Steve Nichols will retire the end of June. Keith Smith announced the Regional Housing Summit will be held on April 19. New homes for the Thomas Jefferson Community Land Trust (TJCLT) are under construction.
- Charlottesville: Lisa Green reported that the selection process for City Manager has resulted in three finalists. This has been an open and transparent process. Budget work sessions are being held to identify needed funding and revenue mechanisms. The Planning Commission has approved the job description for a Long-Range Planner who will report to the new City Manager. Work on the City's Comprehensive Plan and Housing Plan are moving through a parallel process. The City will issue a Request for Proposals (RFP) soon for a consultant to do some benchmarking work, to roll into the Zoning Amendment process.

Next Meeting: The next meeting is scheduled for April 4, 2019 in the Water Street Center. The meeting will include introduction of the FY20 Operating Budget; a presentation on Grant Finder, the FY20 Rural Transportation Work Program and Budget, and the First Annual TJPDC Regional Meeting Committee.

Closed Session:

On a motion by Dale Herring, seconded by Tony O'Brien, the Commission went into a closed meeting pursuant to section 2.2-3711(A)(1) of the Code of Virginia to discuss Commission personnel issues., by roll call vote:

	For	Against
Babyok	X	
Gentry	X	
Herring	X	
Green	X	
O'Brien	X	
Palmer	X	
Rutherford	X	
Randolph	X	
Smith	X	

On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously voted to exit the closed meeting pursuant to section 2.2-3711(A)(1) of the Code of Virginia where we discussed specific personnel issues of the Commission.

On a motion by Dale Herring, seconded by Tony O'Brien, the Commission by a recorded vote that, to the best of each Commission member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting.

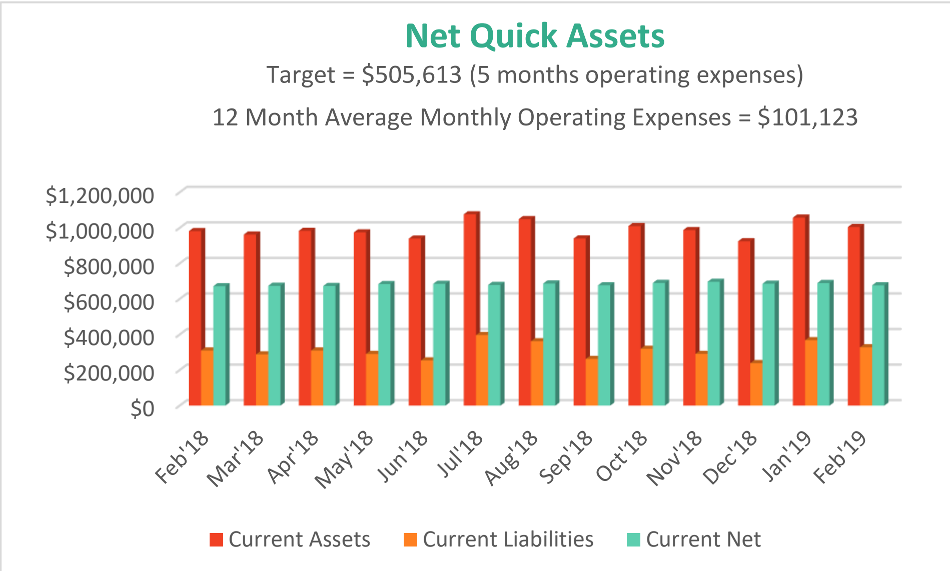
	For	Against
Babyok	X	
Gentry	X	
Herring	X	
Green	X	
O'Brien	X	
Palmer	X	
Rutherford	X	
Randolph	X	
Smith	X	

Action after Closed Session: No action taken.

Adjournment: There being no further business, the meeting was adjourned.

Thomas Jefferson Planning District Commission

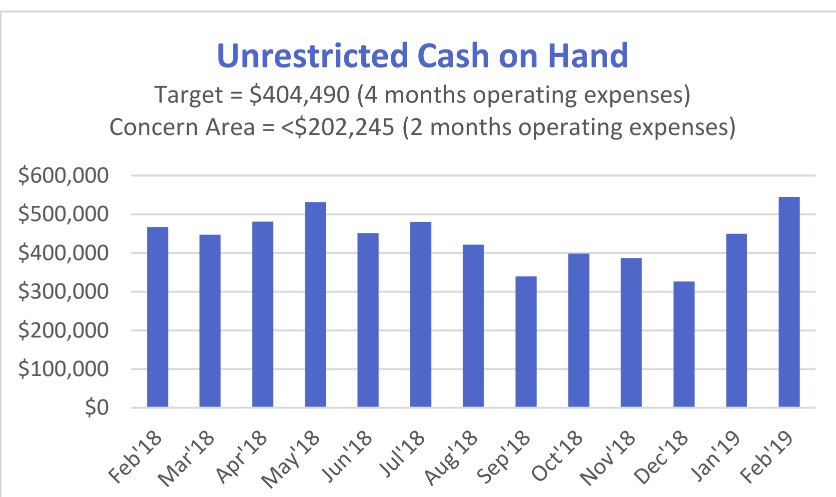
FINANCIAL DASHBOARD
Through February 28, 2019



Net Quick Assets

Feb'18 =	$671,581
Mar'18 =	$674,057
Apr'18 =	$673,207
May'18 =	$683,785
Jun'18 =	$685,253
Jul'18 =	$678,731
Aug'18 =	$686,684
Sep'18 =	$677,044
Oct'18 =	$690,063
Nov'18 =	$696,672
Dec'18 =	$685,850
Jan'19 =	$689,386
Feb'19 =	$676,690

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 6.69 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses increased very slightly from $101,022 in January to $101,123 in February. The 3-month average of expenses is $100,950. Actual operating expenses for February were $100,950. Funds available for Capital Reserves are $171,077 (Actual NQA minus target NQA).

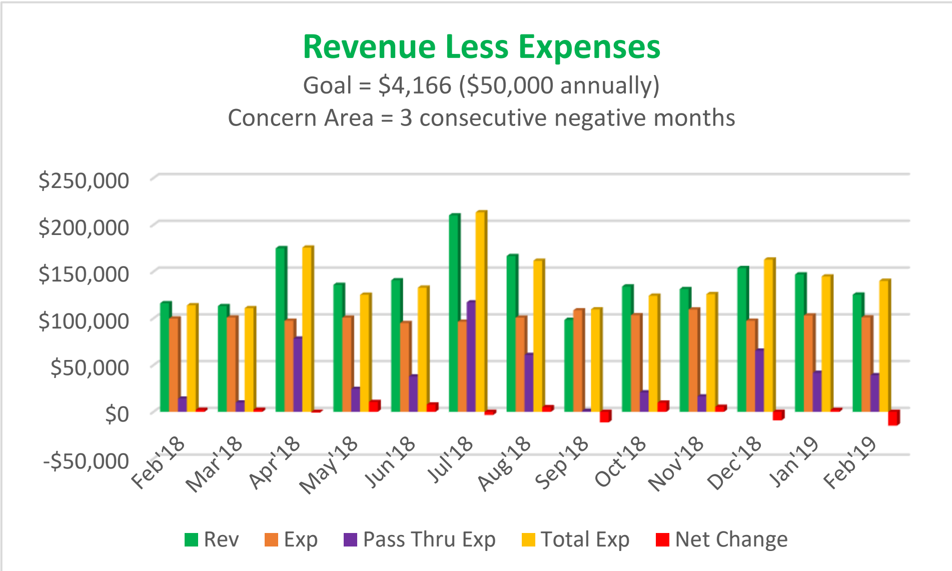


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

Months of Unrestricted Cash divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of $544,148 represents 5.38 months of operating expenses, exceeding the 4-month target.

Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through February 28, 2019



Monthly Net Revenue

Feb'18 =	$2,225
Mar'18 =	$2,238
Apr'18 =	($704)
May'18 =	$10,579
Jun'18 =	$7,830
Jul'18 =	($3,276)
Aug'18 =	$5,027
Sep'18 =	($11,276)
Oct'18 =	$9,885
Nov'18 =	$5,381
Dec'18 =	($9,056)
Jan'19 =	$2,087
Feb'19 =	(14,753)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The final FY19 Operating Budget adopted in March 2019 projects a surplus for the year of $11,490. There was a shortfall for the month of February of $14,743 resulting in a net year-to-date shortfall of $16,568. As a short month with a holiday, February had only 19 work days, reducing billable hours. The Accrued Revenue Report shows available revenue per month of $114,958 for the last 4 months of the fiscal year, which is $14,008 higher than total monthly expenses for February.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of balance sheet, income statement and cash position statement supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. TJPDC achieved its FY17 goal of exceeding $500,000 in Net Quick Assets before the end of the year. As a result, the Commission earmarked some of TJPDC's reserves for a building or capital fund, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
February 2019

10:37 AM
03/26/19
Accrual Basis

	Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	55,627	111,122	513,816	888,793	1,331,586
4120 · State Funding Source	19,012	25,361	235,119	202,891	304,337
4130 · Local Source	36,099	32,318	307,623	258,546	388,644
42000 · Local Match Per Capita	12,903	12,909	103,225	103,273	154,910
4280 · Interest Income	1,649	500	10,017	4,000	6,000
Total Income	125,290	182,211	1,169,801	1,457,504	2,185,477
Gross Profit	125,290	182,211	1,169,801	1,457,504	2,185,477
Expense					
61000 · Personnel	80,953	77,191	638,700	641,087	949,852
62391 · Postage Expense	384	314	1,022	2,511	3,767
62392 · Subscriptions, Publications	30	46	295	367	550
62393 · Supplies	1,935	684	5,718	5,475	8,212
62394 · Audit -Legal Expenses	0	0	15,500	16,500	16,500
6240 · Advertising	815	1,224	7,605	9,790	15,510
62404 · Meeting Expenses	817	929	6,362	7,433	11,149
62410 · TJPDC Contractual	1,456	3,781	22,359	33,380	49,154
6281 · Dues	653	765	6,398	6,120	9,180
62850 · Insurance	306	275	2,445	2,200	3,300
62890 · Printing/Copier	675	671	5,035	5,369	8,059
63200 · Rent Expense	7,496	7,435	59,542	59,479	89,218
63210 · Equipment/Data Use	1,054	2,386	14,544	19,092	27,063
63220 · Telephone Expense	502	468	4,890	3,747	5,620
63300 · Travel-Vehicle	2,369	1,327	10,944	10,495	15,553
6345 · Janitorial Service	480	910	6,045	7,280	10,920
6390 · Professional Development	1,025	1,191	12,173	9,889	14,696
Total Expense	100,950	99,598	819,578	840,213	1,238,303
Net Ordinary Income	24,340	82,613	350,223	617,291	947,174
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	0	34,268	159,856	274,144	411,216
8399 · Grants Contractual Services	39,093	44,663	206,935	357,305	535,958
Total Other Expense	39,093	78,931	366,791	631,449	947,174
Net Other Income	(39,093)	(78,931)	(366,791)	(631,449)	(947,174)
Net Income	**(14,753)**	**3,681**	**(16,568)**	**(14,158)**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 28, 2019

	Feb 28, 19	Feb 28, 18	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	651,497.71	548,659.86	102,837.85
1189 · Capital Reserve	171,077.00	218,184.00	-47,107.00
Total Checking/Savings	822,574.71	766,843.86	55,730.85
Accounts Receivable			
1190 · Receivable Grants	171,292.83	271,793.41	-100,500.58
Total Accounts Receivable	171,292.83	271,793.41	-100,500.58
Other Current Assets			
1310 · Prepaid Rent	2,083.34	2,083.33	0.01
1330 · Prepaid Insurance	1,826.69	1,461.55	365.14
1360 · Prepaid Other	7,114.42	5,519.98	1,594.44
Total Other Current Assets	11,024.45	9,064.86	1,959.59
Total Current Assets	1,004,891.99	1,047,702.13	-42,810.14
Fixed Assets			
1400 · Office furniture and Equipment	111,737.79	111,737.79	0.00
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-120,902.61	-114,643.06	-6,259.55
Total Fixed Assets	2,219.18	8,478.73	-6,259.55
TOTAL ASSETS	**1,007,111.17**	**1,056,180.86**	**-49,069.69**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	45,740.01	77,711.83	-31,971.82
Total Accounts Payable	45,740.01	77,711.83	-31,971.82
Credit Cards			
2155 · Accounts Payable Credit Card	3,889.66	1,464.38	2,425.28
Total Credit Cards	3,889.66	1,464.38	2,425.28
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2160 · Accounts Payable Payroll	0.00	60.00	-60.00
2800 · Deferred Revenue	278,426.58	297,217.37	-18,790.79
Total Other Current Liabilities	278,426.58	297,277.37	-18,850.79
Total Current Liabilities	328,056.25	376,453.58	-48,397.33
Long Term Liabilities			
2200 · Leave Payable	50,176.67	53,343.24	-3,166.57
Total Long Term Liabilities	50,176.67	53,343.24	-3,166.57
Total Liabilities	378,232.92	429,796.82	-51,563.90
Equity			
3000 · General Operating Fund	472,149.64	323,848.24	148,301.40
3100 · Restricted Capital Reserve	171,077.00	218,184.00	-47,107.00
3600 · Net Investment in Fixed Assets	2,219.18	3,620.90	-1,401.72
Net Income	-16,567.57	80,730.90	-97,298.47
Total Equity	628,878.25	626,384.04	2,494.21
TOTAL LIABILITIES & EQUITY	**1,007,111.17**	**1,056,180.86**	**-49,069.69**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2019

Grant or Contract	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	GRANT-CONTRACT TOTAL	JULY FY19	AUG FY19	SEPT FY19	OCT FY19	NOV FY19	DEC FY19	JAN FY19	FEB FY19	YEAR TO DATE FY19	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY20	GRANT TO DATE	GRANT-CONTRACT REMAINING FY19
MPO-FTA	07/01/18	06/30/19	93,551	6,937	8,666	7,153	8,922	9,644	7,747	11,714	7,192	67,975			67,975	25,576
MPO-PL	07/01/18	06/30/19	185,466	17,190	13,656	12,915	15,318	14,069	10,903	17,460	9,536	111,047			111,047	74,419
MPO-HYDRAULIC	03/01/17	06/30/19	60,000	5,197	1,837							7,034	52,966		60,000	0
HOME TJPDC	07/01/18	06/30/19	45,691	2,827	4,721	4,481	3,875	5,159	3,921	4,009	4,101	33,094			33,094	12,597
HOME PASS-THROUGH	07/01/18	06/30/19	411,216	37,718	56,268				40,317	25,553		159,856			159,856	251,360
HOUSING HPG	07/01/18	09/30/18	8,150	1,201	74		1,772	747	726	1,032	581	6,133			6,133	2,017
HPG PASS-THROUGH	07/01/18	09/30/18	46,188	0	4,380		4,472	3,174	9,145		2,481	23,652			23,652	22,536
STATE SUPPORT TO PDC	07/01/18	06/30/19	75,971	6,330	6,331	6,331	6,331	6,331	6,331	6,331	6,331	50,647			50,647	25,324
CLEAN COMMUTE DAY	07/01/18	06/30/19	825	0	0	0	0					0				825
RIDESHARE	07/01/18	06/30/19	174,073	12,201	13,214	10,269	16,005	12,697	11,851	13,259	11,760	101,256			101,256	72,817
RURAL TRANSPORTATION	07/01/18	06/30/19	58,000	1,399	4,191	5,103	7,408	4,693	4,581	4,692	3,493	35,560			35,560	22,440
CACF GREENWAYS GRANT	07/01/18	06/30/19	35,284	2,302	249	1,035	822	1,529	176	3,282	1,119	10,514	22,875		33,389	1,895
NELSON BUS ASSESS			1,496								1,496	1,496			1,496	0
LOVINGSTON	11/01/18	06/30/20	30,000					480	265	766	2,268	3,779		22,000	3,779	4,221
CHERRY AVE	08/30/17	11/30/18	127,134	8,302	10,217	7,561	20,273	14,855				61,208	65,926		127,134	0
TJPDC CORPORATION	07/01/18	06/30/18	3,228	328	1,101	818	89	888		4		3,228			3,228	0
LEGISLATIVE LIAISON	07/01/18	06/30/18	99,942	7,904	8,440	7,344	7,042	7,065	6,955	10,900	10,097	65,747			65,747	34,195
VAPDC-ED	07/01/18	06/30/19	50,000	854	4,167	4,385	4,499	4,167	4,166	4,167	4,167	30,572			30,572	19,428
SOLID WASTE	07/01/18	06/30/19	10,500	0	0	110	1	0	44	44	472	671			671	9,829
RIVANNA RIVER CORRIDOR Ph 2	07/01/18	06/30/19	88,000									0		88,000	0	0
RRBC	07/01/18	06/30/19	8,639	182	932	2,943	42	1,153	42	2,852	493	8,639			8,639	0
RRBC PASS-THROUGH	07/01/18	06/30/19	2,890	0	0	0	0	0	0			0			0	2,890
WIP PHASE III	07/01/18	09/30/19	71,500	4,312	5,167	6,667	14,263	10,885	8,706			50,000		8,063	50,000	13,437
COLUMBIA- HMPG	02/29/16	07/31/18	33,557	1,327	703	343	0	55				2,428	31,129		33,557	0
VDEM PASS-THROUGH	02/29/16	07/31/18	151,360	76,230								76,230	75,130		151,360	0
TJCLT	10/19/17	10/19/19	49,652	21	2,019	4,153	5,143	4,297	3,975	4,546	3,987	28,141			28,141	21,511
REGL HSG PARTNERSHIP	10/31/18	06/30/20	82,000						646	1,259	1,414	3,319		47,000	3,319	31,681
RHP PASS-THROUGH	10/31/18	06/30/20	68,000					13,250	13,250	13,250		39,750			39,750	28,250
MEMBER PER CAPITA	07/01/18	06/30/19	154,910	12,903	12,903	12,903	12,903	12,903	12,903	12,903	12,903	103,224			103,224	51,686
WATER STREET CENTER	07/01/18	06/30/19	5,535	1,125	315	420	770	420	1,345	720	420	5,535			5,535	0
OFFICE LEASES - RENT	07/01/18	06/30/19	10,200	250	0	0	650	850	850	1,600	1,600	5,800			5,800	4,400
OFFICE LEASES - DIRECT COSTS	07/01/18	06/30/19										0			0	0
STANARDSVILLE TAP	04/06/15	10/01/19	25,500	184	563	102	308	319	102	309	102	1,989	11,146		13,135	12,365
ALBEMARLE CTY PLAN REVIEW	07/01/18	06/30/19	8,459	3,168	1,471	841	140	0	142	2,697		8,459			8,459	0
ALB COUNTY PILOT INVENTORY	01/12/18	07/31/18	20,000	2,413	3,341							5,754	14,246		20,000	0
5TH STREET TAP	11/16/16	10/01/20	56,000	104	182	333	1,067	386	704	451	1,018	4,245	7,821	23,938	12,066	19,996
5th STREET TAP Pass Through	11/16/16	10/01/20	543,880	356	178	1,076	767		2,742	1,804	36,611	43,534	40,430	137,332	83,964	322,584
BANK INTEREST	07/01/18	06/30/19	10,016	1,154	1,245	1,053	1,123	1,207	1,191	1,395	1,648	10,016			10,016	0
TOTAL			**2,906,813**	**214,419**	**166,531**	**98,339**	**134,005**	**131,223**	**153,726**	**146,999**	**125,290**	**1,170,532**	**321,669**	**326,333**	**1,492,201**	**1,088,279**

Op Expenses	12 month average	$101,123
	3 month average	$103,343
	last month	$100,950

Pass-through funds	$628,445
Contract funds	
TJPDC Available Funds	$459,834
Available funds per month	$114,958.50

Thomas Jefferson Planning District Commission
FY-2020 Rural Transportation Planning Work Program
July 01, 2019 – June 30, 2020




Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 19, 2019 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 7th meeting and approved the final FY20 Rural Transportation Planning Work Program April 4, 2019.

The preparation of this program was financially aided through administrative funds from the FY19 Rural Transportation Planning Work Program.

Table of Contents

Introduction

Purpose and Objective

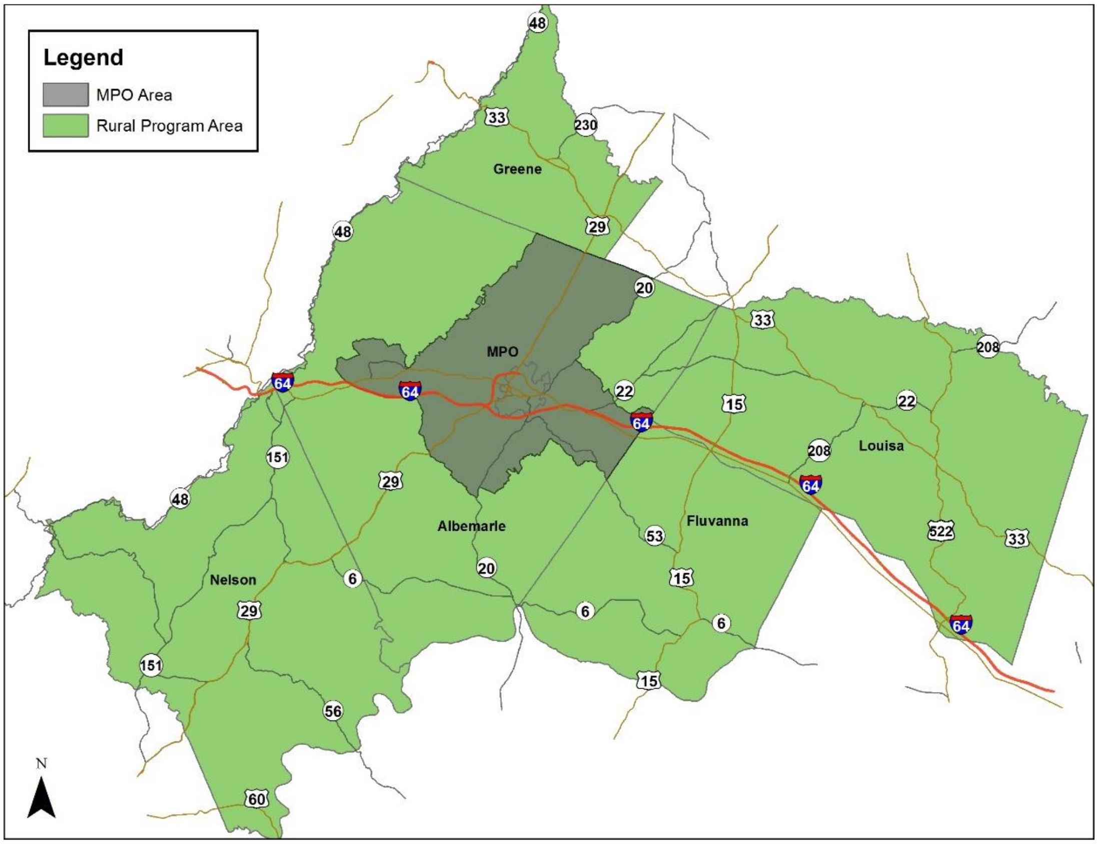
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2020 each planning district commission / regional commission that has rural area will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.



Highlights of FY19

In FY19, the Rural Transportation Program focused primarily on completing an update of the Rural Long-Range Plan (RLRP). The program also dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

RURAL LONG RANGE PLAN (RLRP) – The TJPDC adopted its first RLRP in 2010, as part of a statewide effort to create transportation plans for the rural programs across the Commonwealth. At the time, the RLRP provided an inventory of projects from local plans and transportation studies. The real value of the effort was information, giving local officials data that would help them make better decisions, especially with the Six Year Improvement Program (SYIP). With the passage of House Bill 2 (Smart Scale), the SYIP process changed significantly, requiring VDOT districts, PDCs and localities to bring a more analytical approach to project selection. A change in the Smart Scale qualifications allowed for project applications that were sited in a region's RLRP. Suddenly, these plans gained new importance. Consequently, TJPDC staff spearheaded an initiative to update its plan, restructuring it to be the ultimate tool for managing project selection and administering Smart Scale applications. In FY19 staff finalized the plan update with Planning District Commission approval August 2, 2018.

JEFFERSON AREA BIKE AND PEDESTRIAN PLAN – in FY19 Staff continued to move forward with a rewrite of the Jefferson Area Bike and Pedestrian Plan. The need for the plan was informed by Virginia creating a new process for evaluating and funding transportation projects called SMART SCALE. SMART SCALE requires that applicants collect detailed information for project applications. As opposed to the previous process, a locality or region needs more technical data and detailed project descriptions in order to qualify for funding. Additionally, several other Federal and state funding sources require a higher scrutiny of project costs versus benefits. The plan is set up to help the region be prepared to take advantage of funding opportunities available for building bicycle and pedestrian facilities. As part of the planning process the PDC partnered with the Piedmont Environmental Council and the Charlottesville Area Community Foundation on a greenways grant to help facilitate bike and pedestrian outreach and public engagement. Over 45 public meetings were held over a 15-month period. Additionally, over 200 individual and group stakeholders were interviewed for plan comments. The plan update was completed in FY19 with recommendations incorporated into the RLRP. The plan received Commission approval on March 7, 2019.

SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. The TJPDC submitted four (4) Smart Scale funding applications of three in rural Albemarle County and one in Louisa County. TJPDC staff assisted the regional counties in their submissions of four applications in Fluvanna County, two in Greene County, four in Louisa County, and four in Nelson County. Only, one of these funding applications, one in Nelson County, was recommended for funding.

Fiscal Year 2020 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$14,400	$3,600	$18,000
TASK 2.0	TECHNICAL ASSISTANCE	$13,200	$3,300	$16,500
TASK 3.0	REGIONAL PLANNING ACTIVITIES	$30,400	$7,600	$38,000
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2020 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2020 Activities by Task

FY 2020 – 1.0 Program Administration - $18,000.00

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process *(the 3 C's approach)*. The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. A new group, the Rural Transportation Council (RTC), is the policy committee of the Rural Transportation Program. Composed of elected individuals representing local governments within the Rural Programing areas, the RTC provides comments and recommendations on rural transportation plans, programs, studies and other appropriate documents, from a policy perspective. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Coordinate staff and budget activity - $4,250

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY19.

Task 1.2 - Staff committee meetings - $6,250

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the RTAC throughout the fiscal year – meeting at least 6 times.
- Staff the RTC throughout the fiscal year – meeting quarterly.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - $2,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials and the general public.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide/review data as requested by VDOT.
- Participate with the MPOs and VDOT on setting performance measure goals.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.

Task 1.4 - Public involvement - $2,000

DESCRIPTION OF ACTIVITIES:

The TJPDC will inform and involve the public through its quarterly newsletters and social media marketing. Staff will also help facilitate public involvement with the local assistance projects discussed below. The TJPDC will make further updates to its website that will help communicate accurate and current information, while allowing citizens to more easily engage in the planning process and with projects.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Publish at least 4 articles in the TJPDC Newsbrief, reaching over 1000 subscribers, to inform stakeholders of efforts in the Rural Transportation Program.
- The RTAC, RTC and Commission will continue to include public comment periods in its meeting agendas.

- Continue to update the program website, to better share information with VDOT and stakeholders.
- Provide social media informational articles through TJPDC social media pages.

Task 1.5 – Legislative Assistance - $1,000

DESCRIPTION OF ACTIVITIES:

The TJPDC will assist its rural localities with legislative questions and direct specified concerns to the Planning District's legislative agenda. Work will include review and comment, as appropriate, on legislative and regulatory activities affecting transportation planning and programming. Staff will also monitor and report on changes to federal and state requirements related to transportation, planning and implementation.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Present at the RTAC, RTC and Commission meetings, to provide updates on state and federal legislative matters.
- Forward comments from local planning staff and officials to the legislative liaison.

Task 1.6 – Professional Training - $1,000

DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend VDOT, DRPT, FHWA, FTA training, conferences, seminars and other events. Similarly, TJPDC will facilitate seminars and stakeholder training, such as public forums, open houses and roundtable functions.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.
- Host VDOT work sessions at the TJPDC Conference Center.

Task 1.7 – Information Technology - $1,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will continue to compile all available current and future land use GIS layers/attribute data from local comprehensive plans within the Planning District Commission boundaries. Staff will use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Compile all available current and future land use GIS layers/attribute data from local comprehensive plans in the region.
- Use GIS tool, provided by VDOT-TMPD, to geo-reference local transportation plan recommendations
- Provide additional GIS assistance to VDOT, as requested.
- Coordinate Streetlight software data into GIS and planning documents.

Administration Budget	
SPR Funds (80%)	$14,400
PDC Funds (20%)	$3,600
Total Budgeted Expenditure for Program Administration	$18,000

FY 2020 - 2.0 Local Technical Assistance - $16,500.00

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2020. The TJPDC will assist its member localities with specific projects, which are listed under task 2.1. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

Task 2.1 – Assist rural localities in local planning efforts - $7,500

DESCRIPTION OF ACTIVITIES:

The TJPDC provides technical planning assistance to our member localities in rural areas, at the request of both local governments and the public. This task allows for the provision of technical assistance and staff support to localities on transportation related activities. Activities can include developing plans for improving safety, mobility and accessibility, to coordinate transportation recommendations with land use recommendations, developing priorities for transit, bicycle, and pedestrian projects being considered by the localities, and assisting local, state and federal agencies with developing regional consensus on multimodal transportation issues. The TJPDC will undertake additional community planning efforts and provide technical assistance as requested by local governments.

CURRENT/PLANNED PROJECTS:

- Assist the town of Scottsville in rural Albemarle county with a transportation chapter in their current comprehensive plan update. The FY19 rural long transportation plan will be used to identify projects for Scottsville's Comp Plan.
- Assist Nelson county with a transportation chapter in their current comprehensive plan update. The FY19 rural long transportation plan will be used to identify projects for Nelson's Comp Plan.

Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications - $2,000

DESCRIPTION OF ACTIVITIES:

Rural transportation planning conducted by TJPDC in collaboration with member counties is effective in identifying issues and making recommendations for transportation improvements. Implementation of these plans often requires additional funds secured through Enhancement or Safety Grants, and other sources. TJPDC will support localities by writing and packaging grant applications, and providing assistance, data and mapping services to applicant jurisdictions as requested.

CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Regional Bicycle / Pedestrian Plan.
- Assist the region's towns and villages with grant applications related to transportation improvements.
- Pursue grants for implementation of RLRP projects.

Task 2.3 – Support Travel Demand Management strategies and rural transit development - $2,000

DESCRIPTION OF ACTIVITIES:

The Rural Transportation Program will work to improve rural transit service in the region. Staff will also coordinate rural transit planning with the MPO Transit discussions and recommend new park-and-rides through the RLRP.

TASKS TO BE UNDERTAKEN:

- Continue to inventory of parking-and-ride lots.
- Recommend new park-and-rides and improvements to existing lots, through the RLRP.
- Coordinate with JAUNT, Greene County Transit and BRITE Transit in Shenandoah Valley / Augusta County.
- Assist with funding applications for TDM measures
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

Task 2.4 – Support Local and State requests for assistance as needed - $5,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues surface during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies.
- Develop and provide GIS information, as requested.
- Provide assistance to local and state partners as requested.

FY 2020 - 3.0 Regional Planning Activities - $38,000.00

Task 3.1 – Rural Long Range Plan - $3,000

DESCRIPTION OF ACTIVITIES:

The first RLRP was adopted in 2010. In FY19, staff completed the 2040 Rural Long Range Transportation Plan Update which includes prioritized project lists for each of the rural localities. In FY20 activities associated with the Long Range Plan will focus on implementation and integration of the plan into local comprehensive plan updates. Staff will also conduct an annual review of the plan.

TASKS TO BE UNDERTAKEN:

- Work to implement the plan through Smart Scale and other funding sources
- Conduct an annual review of the plan at a Rural Technical Committee meeting
- Use the plan to guide decisions with Smart Scale applications.

Task 3.2 – VTRANS - $3,000

DESCRIPTION OF ACTIVITIES:

Participate in VTrans webinars and meetings regarding Needs Consolidation/Recommendations and Smart Scale Regional Meetings.

TASKS TO BE UNDERTAKEN:

- Provide comments and assistance, as requested by VDOT.
- Participate in VTrans webinars and meetings regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings

Task 3.3 – VDOT Meetings - $2,000

DESCRIPTION OF ACTIVITIES:

Staff will participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.

TASKS TO BE UNDERTAKEN:

- Participate in the Fall Transportation Meeting and provide a display to serve as outreach to the region's citizens.
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in VTrans webinars and Smart Scale Regional Meetings
- Participate with the CA-MPO and VDOT on meeting performance measure goals

Task 3.4 – Corridor Study - $30,000

DESCRIPTION OF ACTIVITIES:

Develop a transportation corridor plan for US 15 at I-64 at Zion Crossroads of Fluvanna and Louisa Counties. The study will include reviewing existing corridor conditions, capacity, safety congestion and demand. The study would deliver findings within one year of starting.

TASKS TO BE UNDERTAKEN:

- Work with local governments to identify corridor boundary
- Coordinate and facilitate a local advisory committee
- Develop study scope
- Conduct data gathering
- Local outreach
- Planning and coordination with land use planning
- Drafting the corridor study

Local Technical Assistance and Regional Planning Activities	
SPR Funds (80%)	$43,600
PDC Funds (20%)	$10,900
Total Budgeted Expenditure for Program Activities	$54,500

FY21 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY19, FY20 and FY21 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY21, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. The TJPDC plans to submit four rural projects of its own for Smart Scale. Priority project plans will also lead into other funding processes, like Safe Routes to School and the Highway Safety Improvement Program (HSIP).

The TJPDC intends to complete another multi-jurisdictional transportation corridor in FY21. Staff is exploring the corridors of 250/151 in Nelson and Albemarle Counties and Route 15 at Fork Union in Fluvanna County and Route 20 at Scottsville in Albemarle County.

Appendices

Appendix A: FY-2020 Budget Summary

Appendix A: FY-2020 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Coordinate staff and budget activity	$3,400.00	$850.00	$4,250.00
Task 1.2 - Staff every other month committee meetings	$5,000.00	$1,250.00	$6,250.00
Task 1.3 - Share information with agencies and public	$1,600.00	$400.00	$2,000.00
Task 1.4 - Public involvement	$1,600.00	$400.00	$2,000.00
Task 1.5 – Legislative Assistance	$800.00	$200.00	$1,000.00
Task 1.6 – Professional Training	$800.00	$200.00	$1,000.00
Task 1.7 – Information Technology	$1,200.00	$300.00	$1,500.00
Total Budgeted Expenditure for Program Administration	**$14,400.00**	**$43,600.00**	**$18,000**
Program Activities			
Task 2.1 – Assist rural localities in local planning efforts	$6,000.00	$1,500.00	$7,500.00
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications	$1,600.00	$400.00	$2,000.00
Task 2.3 – Support Travel Demand Management strategies and rural transit development	$1,600.00	$400.00	$2,000.00
Task 2.4 – Support Local and State requests for assistance as needed	$4,000.00	$1,000.00	$5,000.00
Sub-Total for Program Activities for Technical Assistance:	**$13,200.00**	**$3,300.00**	**$16,500.00**
Task 3.1– Rural Long-Range Plan	$2,400.00	$600.00	$3,000.00
Task 3.2– VTRANS	$2,400.00	$600.00	$3,000.00
Task 3.3 – VDOT Meetings	$1,600.00	$400.00	$2,000.00
Task 3.4 – Corridor Study(s)	$24,000.00	$6,000.00	$30,000.00
Sub-Total for Program Activities for Planning	**$30,400.00**	**$7,600.00**	**$38,000.00**
Total Budgeted Expenditure for Program Activities	**$43,600.00**	**$10,900.00**	**$54,500.00**
Total Budgeted Expenditure for Program Administration and Program Activities	**$58,000.00**	**$14,500.00**	**$72,500.00**

Thomas Jefferson Planning District Commission
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RESOLUTION OF APPROVAL
FY 20 Rural Transportation Planning Work Program

WHEREAS, the Virginia Department of Transportation (VDOT) allocated $58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

WHEREAS, the TJPDC dedicates a 20% match, equivalent to $14,500, for the State Planning and Research (SPR) funding; and,

WHEREAS, the TJPDC is required to approve its Rural Transportation Planning Work Program by the April Commission meeting of each year; and,

WHEREAS, the Rural Transportation Advisory Committee will review the draft work program at their April meeting and once reviewed and approved by the committee the Work Program will be forwarded to VDOT; and,

WHEREAS, Development of Smart Scale project funding assistance, a Corridor Plan for US Route 15 in Louisa and Fluvanna Counties and Comprehensive Plan assistance for the Town of Scottsville and Nelson County will be the primary focus of the FY20 Rural Transportation Work Program; and,

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission approves the FY 20 Rural Transportation Planning Work Program.

Adopted this 4th day of April, 2019.

____

Charles Boyles, Executive Director
Thomas Jefferson Planning District Commission

MEMORANDUM

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: April 4, 2019
Re: Draft FY20 Budget and Work Program

Purpose: The Annual Operating Budget and Work Program sets forth the anticipated work, revenue and expenditures for the upcoming fiscal year, July 1, 2019 to June 30, 2020.

Background: The TJPDC Bylaws state that the "budget and work program for the ensuing fiscal year shall be approved by the Commission at or before the regular meeting in May." These documents are also required for submission to the Department of Housing and Community Development, along with the FY19 annual report. The budget may be amended by the Commission at any Commission meeting.

Issues: The Work Program incorporates the Scopes of Work approved by the MPO and the TJPDC for the urban and rural transportation programs, as well as the housing activities identified in the HOME Action Plan. The Scope of Work also includes activities reflected in the Ride Share Work Plan. Other activities in the Work Program were added by program managers.

Projected revenues for FY20 are $2,033,460, and projected expenditures are $2,033,460. This budget and work program cover the period from July 1, 2019 to June 30, 2020. This is the recommended preliminary operating budget for FY 2020. The final budget will be provided in early 2020 for Commission consideration at the March meeting, at which time we will have more definitive revenues identified for FY20. Should expected revenues not materialize in the first half of FY20, staff would present the Commission with a plan to decrease expenditures for the second half of FY20.

The Finance Committee will meet prior to the May Commission meeting to select a budget to recommend to the Commission for adoption at the May Commission meeting. The draft provided in April allows all commission members to offer input to the Finance Committee and/or TJPDC staff.

Staff's goal is to have positive net earnings each fiscal year and to have each fiscal year's budget stand alone with no use of prior year's retained earnings until our optimal retained earnings are reached. If the previous four fiscal years are an indication, we should be able during this fiscal year to balance our budget and not use prior years' reserves. A long-term goal is to build retained earnings, first to a safe level maintaining six months of average operating expenses available for immediate use if needed, and secondly to save for use toward the purchase of a future office building, and third to have resources available to take advantage of regional project grants that require a local match. Now that we safely have six months of operating funds in savings, using cash reserves is less risky. We are now at a point where we are concentrating on funding regional projects instead of growing reserves beyond current amounts.

FY19 has been good so far with expected retained earnings of approximately $11,490.

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Revenue: The proposed budget reflects funding for the proposed work program, drawn from the documents identified above, with some figures included for potential projects not yet awarded or under contract. At this point in the year, TJPDC does not have a full commitment of local funding, awards or contracts for FY20. Funds included reflect recently awarded projects and estimates of potential projects that have a very high likelihood of being awarded. Staff includes only potential funding sources that we are very sure will be awarded.

- Locality revenue is shown based on member assessments adopted at the October, 2018 Commission meeting and reflected in budget requests. Not all of the localities have taken action on budgets at this time.
- State Revenue - We are optimistic that once a state budget is approved, that funding through DHCD will remain at the FY18 level of $75,971. PDC's have received this amount for several years and is in the current state budget draft.
- At this time, all locally requested funds are included in submitted local budgets including RRBC, Rideshare and Legislative Liaison funding.
- Charlottesville-Albemarle MPO funding reflects allocations through FTA, VDOT and DRPT for FY20 of $281,894. Local match is required of $31,321.
- RideShare funding of $139,258 which is consistent with prior year funding levels.
- New local funding is included with approved revenue source for the Regional Transit Partnership of $75,000 from the City of Charlottesville, Albemarle County and JAUNT.
- The amount of HOME funds that will be available for the coming year has not been provided to TJPDC at this time. Staff is projecting level funding from FY20. Based on that figure staff is anticipating $45,690 for administration and $411,216 in pass-through revenue and expenditures for the HOME program. The new Presidential Administration has proposed a budget that greatly reduces this funding for future years. This should not affect our FY20 budget but may be eliminated in FY21 and future budgets. We have chosen to not make any budgetary changes until final federal changes are known.
- Savings has increased for the TJPDC from our move to the Virginia Investment Pool resulting in an increased earned interest income expected to be $ 6,000 from $2,500 previously.
- Office and Water Street rental income is expected to increase from $10,200 to $16,800. We are fully leased out in our office space.
- The VDOT TAP Grant for 5th Street Station bike/ped improvements will continue through FY20. $161,270 has been budgeted for final design and construction.
- Though not awarded yet, we have included the Housing Preservation Grant for $ 59,870. We have been awarded this program for three years and expect to receive for this fourth year.
- Budgeted is the continuation of the Albemarle Community Assessment report. Staff completed the pilot in FY19 and is has contracted for additional neighborhoods in FY20.
- New funding of $10,000 for FY20 is budgeted from a DEQ agreement to provide Chesapeake Bay Watershed planning assistance. This may turn into a full year funding with additional money.
- Budgeted as a likely revenue is $75,000 from EDA for a Regional Comprehensive Economic Development Strategy. This would compliment recent work completed with GO Virginia funds.
- TJPDC is completing a CDBG planning project for Nelson County at Lovingston for $22,000
- We will continue providing contractual services to provide Executive Director services to the Virginia Association of Planning District Commissions for $ 50,000 and ED services for the Thomas Jefferson Community Land Trust for $ 54,990.

- Based upon the approved per capita funding formula, Legislative Liaison services produces $101.269 in local funding.
- Other possible funding sources not budgeted at this time include: Yancey/Scottsville CDBG project and the Lovingston Downtown Revitalization planning grant.

Expenses: Staff estimates of expenses reflect retention of 13 ½ full time equivalent staff/positions we expect will be in place on July 1, 2019.

- Agency expenses, excluding personnel and contracts with outside entities, are generally based on FY19 expenditures.
- This FY20 forecast budget includes 2% staff salaries increase effective July 1st and a restructuring of personnel to meet unexpected changes in FY19 with two higher level planner positions becoming vacant. Promotions have occurred to move three existing staff members to Director positions and hiring one Director from outside. One of the 13 ½ full time positions (transportation planner) will remain vacant until additional program contracts are received for FY20.
- The position of Chief Operating Officer is being considered from the existing or newly hired Director positions. Funding is not available to create or add an additional position at this level.
- The TJPDC Retirement through Virginia Retirement System remains constant after experiencing a $9,518 savings in FY19.
- Health insurance premiums increased by 9.2% in FY19 but no increase is expected in FY20. TJPDC continues to provide 100% of <u>individual</u> employee premiums.
- We anticipate to begin to experience a decreased indirect cost rate in future years. (This is a good thing) We have begun to charge staff time including indirect costs to per capita funding when the activity can be directly tied to a member government project or directly tied to a regional project. In the past, many of the activities were billed under general administrative duties, driving up our indirect cost rate. This policy change also allows TJPDC staff to decrease services to local governments when equitable per capita funding is not met by a local government. Current Indirect Cost Rates have decreased from 89% in FY14 to 72% in FY19.
- Increases of 3% are budgeted for rent.

FY 2020 Work Program Key Projects:

- TJPDC FY19-23 Strategic Plan Implementation
- TJPDC Regional Housing Initiative & Regional Plan
- TJPDC Development of Regional Performance Measures
- TJPDC Regional Education Events
- TJPDC Assistance with Regional Broadband Service improvements.
- TJPDC Fifth Street Station Bike /Ped Project
- TJPDC Charlottesville Area Alliance participation
- TJPDC Legislative Information and Direction
- TJPDC Development of OMB Super Circular Policies & Procedures
- TJPDC Rivanna Renaissance Planning Phase II

- TJPDC Environmental Assistance for Chesapeake Bay Watershed Improvements
- TJPDC Lovingston Revitalization Study
- TJPDC Albemarle County Neighborhoods Inventory Report
- TJPDC Regional Comprehensive Economic Development Strategy
- TJPDC Stanardsville CDBG/TAP Management
- TJPDC / Rural Transportation Zion Crossroads Small Area Plan and Corridor Study
- MPO Amtrak Station Development
- RTP Management and Data Analysis
- RIDESHARE CAT-JAUNT-UTS Guaranteed Ride Home Marketing Program
- RIDESHARE Alternative Commute Business Program

    - ❖ Proposals subject to funding

Action Needed: Motion to approve the Fiscal Year 2020 Budget and Work Program Resolution as presented.

			3/1/2018	5/2/2019
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	FY17 Actual	FY18 Actual	FY19 Final	FY20 Operating
Federal	$929,096	$860,016	$1,155,361	$1,061,619
State	$320,578	$254,212	$387,881	$328,550
Local	$333,855	$431,932	$434,266	$463,523
Local per capita	$150,809	$154,070	$154,910	$156,968
Interest Income	$1,933	$5,601	$8,000	$6,000
Rent Income	$8,655	$0	$15,000	$16,800
Reserves Transfer	$0	$0	$0	$0
Total Revenue	$1,744,926	$1,705,831	$2,155,418	$2,033,460
Operating Expenses				
Personnel Costs				
Salaries	$599,837	$713,422	$790,000	$855,406
Fringe and Release	$148,980	$168,748	$177,500	$217,246
Total Personnel	$748,817	$882,170	$967,500	$1,072,652
Other Costs				
Overhead				
Postage	$3,035	$3,372	$1,514	$3,238
Subscriptions	$657	$829	$725	$550
Supplies	$5,148	$6,054	$9,198	$11,735
Audit-Legal	$16,703	$15,735	$16,500	$16,500
Advertising	$13,400	$16,996	$21,865	$20,765
Meeting Expenses	$3,941	$7,202	$13,345	$13,028
TJPDC Contractual	$42,364	$28,682	$42,181	$82,240
Dues	$7,065	$10,782	$9,180	$9,720
Insurance	$3,431	$3,611	$3,300	$3,300
Printing/Copy	$6,499	$5,659	$6,915	$5,665
Rent	$84,529	$86,990	$89,524	$92,134
Equip/Data Use	$26,471	$25,317	$31,938	$24,336
Capital & Leases	$0	$0	$0	$0
Telephone	$5,846	$5,952	$6,454	$5,919
Travel-Vehicle	$13,463	$15,766	$21,838	$19,768
Janitorial	$10,862	$10,266	$10,920	$10,920
Prof Development	$10,570	$15,509	$20,120	$16,500
Total Other Costs	$253,984	$258,722	$305,517	$336,318
TOTAL OP EXPENSES	$1,002,801	$1,140,892	$1,273,017	$1,408,970
Net Ordinary Income	$742,125	$564,939	$882,401	$624,490
Other				
HOME Pass Thru	$426,850	$357,736	$561,599	$411,216
Projects	$231,081	$0	$186,894	$162,332
HPG Pass Thru	$0	$105,958	$122,418	$50,942
Total Other Expenses	$657,931	$463,694	$870,911	$624,490
Net Other Income	-$657,931	-$463,694	-$870,911	-$624,490

Net Income	$84,196	$101,245	$11,490	$0

FY20 Projected Budget Revenues Projected

	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Revenue							
Locality and State Revenue							
Charlottesville				$30,462			
Albemarle				$66,772			
Fluvanna				$16,410			
Greene				$12,391			
Louisa				$21,722			
Nelson				$9,212			
Legislative Liaison			$101,269				
State Contribution - DHCD		$75,971					
WSC & Offices						$16,800	
Interest Income					$6,000		
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	$86,645	$10,830					
PL Funding	$163,928	$20,491					
Rideshare							
Rideshare VDPRT		$139,258	$37,812				
Clean Commute Day			$825				
RTP/TDM			$75,000				
TJPDC Rural Transportation							
Rural Admin	$14,600						
Rural Transportation Planning	$43,400						
Other Programs							
Stanardsville	$0		$7,177				
Albemarle Planning			$45,450				
CEDS Regional	$50,000						
5th Street TAP	$23,938						
VAPDC			$50,000				
Housing and Non-Profit							
HOME Consortium Admin	$45,690						
Housing Preservation	$8,928						
TJCLT			$54,990				
Regional Housing Plan		$50,000					
Lovingston CDBG		$22,000					
Environment							
RRBC			$10,500				
Solid Waste			$10,500				
Haz Mit Grant							
Rivanna Committee Alb Cville			$70,000				
WIP III		$10,000					
Pass Through Revenue							
Consortium HOME Pass Through	$411,216						
Housing Preservation Pass Thru	$50,942						
5th Street TAP	$137,332						
CEDS Regional	$25,000						
Total Revenues by Category	$1,061,619	$328,550	$463,523	$156,968	$6,000	$16,800	$0
Sum Total of Revenues							$2,033,460

Possible Sources

March 7, 2019
Executive Session of the TJPDC Commission

Procedural wording for entering into and closed session and returning to open session:

CLOSED MEETING MOTION
(Personnel Issues)

I move that the Commission go into a closed meeting pursuant to section 2.2-3711(A)(1) of the Code of Virginia to discuss Commission personnel issues.

Motion(by)

Seconded (by)

All for:
All against:

	For	Against
Babyok		
Gentry		
Herring		
Green		
O'Brien		
Palmer		
Randolph		
Reed		
Rutherford		
Smith		
Walker		
Wilkinson		

CLOSED MEETING ADJOURNMENT MOTION
I move that the Commission exit closed meeting pursuant to section 2.2-3711(A)(1) of the Code of Virginia where we discussed specific personnel issues of the Commission.

Motion (by)

Seconded (by)

No roll call vote needed.

CLOSED MEETING CERTIFICATION
(To be read and motion made In Open Session)

I move that the Commission certify by a recorded vote that, to the best of each Commission member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting.

Motion (by)

Seconded (by)

All for:
All against:

	For	Against
Babyok		
Gentry		
Herring		
Green		
O'Brien		
Palmer		
Randolph		
Reed		
Rutherford		
Smith		
Walker		
Wilkinson		

____________________________ ________
Certified by Commission Member Date

Some public records are exempt from mandatory disclosure:

There are few records that may be in the possession of the Commission that may be exempt from mandatory disclosure. Public records exempt from mandatory disclosure include:

- Personnel records. *Virginia Code § 2.2-3705.1(1)*.
- Written advice of the locality's attorney. *Virginia Code § 2.2-3705.1(2)*.
- Records recorded in or compiled exclusively for use in closed meetings. *Virginia Code § 2.2-3705.1(10)*.