**Thomas Jefferson Planning District Commission**
**Thursday, May 2, 2019 at 7 pm**
**Water Street Center**
**407 Water Street**
**Charlottesville, VA 22902**

# AGENDA

| | | |
|---|---|---|
| **1.** | **Call to Order** | 7:00 |
| **2.** | **Matters from the Public** | 7:00 – 8:00 |
| **3.** | *** Consent Agenda** | 8:00 – 8:00 |
| **4.** | *** Resolutions** | 8:00– 8:15 |
| **5.** | *** Finance Report** | 8:15 – 8:20 |
| **6.** | **Executive Director's Report** | 8:20 – 8:30 |
| **7.** | **Other Business** | 8:30 – 9:00 |
| **8.** | *** ADJOURN** | 9:00 |

**1. Call to Order** — 7:00

**2. Matters from the Public** — 7:00 – 8:00
- a. Comments by the public are limited to no more than 2 minutes per person.
- b. Presentations
  - i. Introduction of new TJPDC Director of Planning & Transportation Sandy Shackelford
  - ii. Legislative Summary – David Blount, TJPDC
  - iii. Regional Housing Study Update and Preliminary Regional Data – Christine Jacobs, TJPDC

**3. * Consent Agenda** — 8:00 – 8:00

Action Items:
- a. * Minutes of April 7, 2019 Meeting

**4. * Resolutions** — 8:00– 8:15
- a. * FY20 Operating Budget
- b. **PUBLIC HEARING**
  * HOME Action Plan for FY2020

**5. * Finance Report** — 8:15 – 8:20
- a. * Quarterly Financial Reports
  - i. March Dashboard Report
  - ii. March Profit & Loss Statement
  - iii. March Balance Sheet
  - iv. March Accrued Revenues report

**6. Executive Director's Report** — 8:20 – 8:30
- a. The Executive Director's Report is attached.
- b. Quarterly Report Jan-Mar 2019

**7. Other Business** — 8:30 – 9:00
- a. Nominating Committee Report – June Vote
- b. Designate Louisa representative for TJPDC Corporation
- c. Roundtable Discussion by Jurisdiction
- d. Next Meeting –June 6, 2019 (Preceded by TJPDC Corporation Annual Meeting)
  - i. Election of Officers

**8. * ADJOURN** — 9:00

**Proposed action items*



401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
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**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**
Draft Minutes, April 4, 2019

**Commissioners Present:**
Lisa Green – Charlottesville
Rick Randolph – Albemarle County
Keith Smith – Fluvanna County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Jesse Rutherford – Nelson County

**Commissioners Absent:**
Nikuyah Walker – Charlottesville
Liz Palmer – Albemarle County
Tony O'Brien – Fluvanna County
Ernie Reed – Nelson County

**Staff Present:**
Chip Boyles, Executive Director
Billie Campbell, Senior Program Manager
Christine Jacobs, Housing Coordinator

**Guests Present:**
Allison Wrabel, Daily Progress

**Call to Order:** Rick Randolph called the Commission meeting to order.

**Matters from the Public**:
Comments by the Public: None

Public Hearing on the Annual Action Plan for HOME: Billie Campbell provided the staff report. In 2018, the Commission approved the 5-year update of the Consolidated Plan, establishing broad goals for the HOME program, as well as the update of the Impediments to Fair Housing Choice (AI). The Annual Action Plan identifies the activities planned for the 2019-2020 program year (July 1, 2019 to June 30, 2020) to make progress toward the five-year goals in the Consolidated Plan and one-year actions toward meeting the objectives included in the AI. Page 4 of the Action Plan identifies the proposed actions by locality. The Community Housing Development Organization (CHDO) project will be construction of a rental unit in Louisa County; 15% of HOME funds are designated for a CHDO project each year per HUD requirements. Funds are allocated to the jurisdictions on a rotating basis. Albemarle County has not had a turn in a number of years, but has elected to wait until Southwood is ready for construction, and then utilize CHDO funds for two to three consecutive years.

Rick Randolph opened the public hearing and invited Commissioners to comment. There were no public comments. Bob Babyok asked about rental units and working with Habitat for Humanity. HOME activities are carried out by subrecipients designated by each locality: Albemarle Housing Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation, the Nelson County Community Development Foundation (NCCDF), and Skyline CAP serving Greene. The City of Charlottesville issues a Request of Proposals (RFP) to select providers and projects, and has worked with Habitat in the past. Rental projects are generally carried out as CHDO projects and have tended to be single family homes for rental. Some duplexes and one quadruplex have been carried out in the past. Projects tend to be fairly small to fit with the rural character of the counties and the available annual funding. Habitat for Humanity is not a CHDO and has decided not to pursue CHDO status. For the City's current CHDO project, now under construction, Piedmont Housing Alliance (PHA) serves as the CHDO in a sponsor role, with Habitat carrying out the construction work. Rick Randolph closed the public hearing.



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Grantfinder Software: As a benefit to member localities and towns in the region, TJPDC holds a license for Grantfinder, an online, searchable database of federal, state, foundation and corporate grants. Users are recommended to set up Grant Alerts by selecting categories of interest. Setting this up generates a weekly e-mail including a list of funding opportunities within the identified areas of interest. Results can be shared with other staff or partners by downloading a pdf of the funding opportunity. TJPDC provides access for two users for the City and each County, and one user for each Town.

**Executive Director's Report**:

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

- Regional Housing Assessment: A draft of the assessment was received Wednesday afternoon. The RHP Housing Analysis and Strategies Committee met Thursday morning and made some changes. Christine Jacobs and Nick Morrison worked on the report to address the committee's comments, and copies were distributed to Commissioners at the end of the meeting. The Regional Housing Summit will take place on April 19. Anita Morrison of Partners for Economic Solutions (PES) will present the findings at the event.
- Financial Reports: February reports were included in the meeting packet and on the consent agenda. There was a net loss for the month of $14,753. February is a short month with holidays, and revenue tends to be low. Two key staff members left the TJPDC in early March. Major projects have been or are about to be completed, including the Bike/Ped Plan, the Long-Range Transportation Plan, and the Cherry Avenue Small Area Plan. The Accrued revenue report shows about $14,000 of revenue in excess of expenses for the remaining four months of the year. The Director of Planning and Transportation was hired today, with a May 1 start date.
- TJPDC Annual Meeting: Staff recommends that the TJPDC hold an annual meeting in the Fall of 2019. This stems from attending the Piedmont Environmental Council's annual meeting last October. The event would showcase TJPDC projects and review issues for the past year and introduce issues for the coming year. TJPDC has held an annual Legislative Forum in past years, but has not been able to attract members of the delegation. This would be an alternate approach, offering a bigger meeting with a keynote speaker. Bob Babyok recommended seeking a corporate sponsor. Commissioners who are interested in being involved in planning the event should contact Chip.
- Peer Exchange: A visit to a college town is still being considered, to learn about different approaches to addressing transportation, economic development, and parks and recreation.
- Joint Training: The Virginia Association of Planning District Commissions (VAPDC) and the Virginia Association of Metropolitan Planning Organizations (VAMPO) will be offering a joint training event on June 14. This will include federal, state and local presenters addressing planning and transportation. The Weldon Cooper Center has devised an approach to conduct community surveys at a low cost; they will present the initiative at the training session.

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

**Resolutions**:

FY20 Rural Transportation Work Program: VDOT allocates $58,000 of State Planning and Research (SPR) funds to the TJPDC for work on rural transportation planning activities, with the TJPDC providing $14,500 of local match from per capita funds. An Annual Planning Work Program is required to be submitted to VDOT prior to executing the agreement for the coming year. The FY20 Work Program includes program administration to staff committee meetings and assist localities with transportation planning related to Comprehensive Plans and grant applications for various funding streams. A major activity in the work plan is a Corridor Study for US 15 at I-64 at the Zion Crossroads area in Fluvanna and Louisa Counties, to augment the work on the Small Area Plan for that area. **On a motion by Jesse Rutherford, seconded by Lisa Green, the Commission unanimously approved the Resolution of Approval for the FY20 Rural Transportation Planning Work Program.**

Introduction of FY20 Operating Budget: A memo on the FY20 Budget and Work Program, the draft budget, and a detail of expected revenues was included in the meeting packet. This information is provided in advance of adoption of the Annual Operating Budget at the May meeting, as prescribed in the Bylaws. The budget includes $75,000 from EDA for a Regional Comprehensive Economic Development Strategy (CEDS); this may occur later in the year, with funding straddling two fiscal years. One vacant planning position is included in the budget, but won't be filled until sometime during the FY20 fiscal year. Per capita funding shown in the projected budget is based on the $0.62 rate that has been in effect for a number of years, and population based on the most recent estimates from the Weldon Cooper Center. Requests to localities also include the required match for RideShare, funding for the Legislative Liaison at $0.40 per capita, and portions of the Rivanna River Basin Commission and Solid Waste for localities participating in those programs.

**Other Business**:

TJPD Commissioner Roundtable Reports:

- Louisa: Willie Gentry reported that the County continues to work on the FY20 Budget. Revenues are good and no tax increase is planned, but there is a 3.6% increase in assessments. Work on the Comprehensive Plan is continuing with good teamwork and attention on the growth areas as a major topic in the update. There has been some population growth and school expansion may be needed in the future.
- Nelson: Jesse Rutherford reported on his initiative to abolish or significantly decrease the machine and tools tax in Nelson County. This is an inhibitor for business, and is not a significant source of revenue for the County. There was great discussion at the Town Hall meeting in Schuyler on March 25 to discuss possible improvements to the area.
- Greene: Dale Herring reported that Mark Taylor will begin work as the new County Administrator on Tuesday, April 9; there will be a drop-in session to provide an opportunity to meet him prior to the Board of Supervisors meeting. The County is looking at a possible increase in density to accommodate growth in the Ruckersville area. The budget will likely include a tax rate increase, with a good balanced budget going forward.
- Fluvanna: Keith Smith commended Christine Jacobs for work on the Regional Housing Partnership (RHP), and thanked Jesse Rutherford for his contributions to the RHP. The Regional Housing Summit will be held April 19, with $25,000 raised and only 15 available seats remaining out of the total 180. He 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.
- Charlottesville: Lisa Green noted that work is continuing on the FY20 budget and the Comprehensive Plan.
- Albemarle: Rick Randolph noted that the Albemarle Broadband Authority, in partnership with CVEC, was awarded a 2019 Virginia Telecommunication Initiative (VATI) Grant. Stacy Pethia presented her first report on housing to the Board of Supervisors. The Rivanna Solid Waste Authority (RSWA) reduced tipping fees at the Ivy Material Utilization Center in January and expanded operating hours to

include Mondays. This is helping to reduce trash in dumping areas and along roads. The County is using inmates to pick up trash.

Next Meeting: The next meeting is scheduled for May 2, 2019 in the Water Street Center. The meeting will include approval of the FY20 Operating Budget.

Nominating Committee: Rick Randolph designated the TJPDC Nominating Committee to include Andrea Wilkinson, Bob Babyok, and himself as the 3-member group to present a slate at the May meeting.

**Closed Session:**

**On a motion by Dale Herring, seconded by Lisa Green, 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 | |
| Randolph | X | |
| Rutherford | X | |
| Smith | X | |
| Wilkinson | X | |

**On a motion by Dale Herring, seconded by Lisa Green, 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 Lisa Green, 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 | |
| Randolph | X | |
| Rutherford | X | |
| Smith | X | |
| Wilkinson | X | |

**Action after Closed Session**: **A motion made by Keith Smith, seconded by Jesse Rutherford, the employment agreement with the executive director should be extended for one year (FY20) with no changes except for a 5% salary increase effective July 1, 2019. This motion passed unanimously.**

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

**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.

Thomas Jefferson
Planning District Commission

*Serving local governments by providing regional vision,*
*collaborative leadership and professional service to develop effective solutions.*

# RESOLUTION

## APPROVING THE FISCAL YEAR 2020 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION ANNUAL OPERATING BUDGET AND WORK PLAN

WHEREAS, the Thomas Jefferson Planning District Commission ("the Commission") is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10, and;

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners, and;

WHEREAS, the Commission prepares an annual operating budget containing a revenue summary and expenditure plan to fund and carry out its work program, and:

WHEREAS, the Executive Director and Finance Committee recommend to the Commission for the Fiscal Year 2020 an Operating Budget of $2,033,460 in Revenues and $2,033,460 in Expenses, and;

WHEREAS, it is estimated that the final budget for Fiscal Year 2019 will result in $2,155,418 in Revenues and $2,143,928 in Expenses, and;

WHEREAS, it is expected that the Commission will review and amend the FY 2020 Operating Budget in March, 2020 when more accurate revenues and expenses are known, and;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2020 Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of May 2, 2019.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 2, 2019 in the City of Charlottesville, Virginia, a quorum being present.

| | |
|---|---|
| ______________________ | ______________________ |
| Charles P. Boyles, II<br>Executive Director | Richard Randolph<br>Commission Chair |

______________________
Date

| | | | 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

# MEMO

**To:** TJPD Commissioners
**From:** Billie Campbell
**Date**: April 24, 2019
**Re:** HOME Action Plan for the 2019-2020 Program year

**Purpose:** The five-year Consolidated Plan and one-year Action Plan guide 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).

**Background**: The 5-year Consolidated Plan for 2018-2022 was submitted to HUD in June 2018, setting forth overarching goals for the HOME Consortium and for the City's Community Development Block Grant (CDBG) and the HOME Investment Partnership Program (HOME). A one-year Action Plan for the program year beginning July 1 is also required each year. The Commission held a public hearing on the 2019-2020 Action Plan at its April 7, 2019 meeting. At that time, HOME allocations for the 19-20 Program Year were not yet available, and the Draft Action Plan assumed level funding from the 18-19 Program Year, which was $624,013.

Allocations for the upcoming program year were issued on April 18, 2019 with a HOME allocation of $588,830, a reduction of $35,183 (5.6%) from the previous year. The Action Plan must be submitted to HUD within 60 days of the release of allocations.

**Issues:** The reduction in the HOME allocation requires a corresponding decrease to the HOME funds allocated to the six localities from $78,001 to $73,603. The required 15% CHDO set-aside is reduced from $93,602 to $88,329. The revised narrative detailing the HOME funding use for the 2019-2020 Program Year is included on the second page of this memo. The Draft Plan as issued for public comment is posted at http://tjpdc.org/media/Action-Plan-19-20-DRAFT-for-Public-Comment-03-25-19.pdf.

**Action Needed**: The Commission needs to adopt the Action Plan with the adjusted allocations at the May 2, 2019 meeting. The Action Plan will be submitted to HUD no later than June 17, 2019 through HUD's on-line system.

**Effective Date:** The FY19-20 Program Year runs from July 1, 2019 to June 30, 2020.



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Albemarle County

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: $73,603. Program Income: $18,000.

Charlottesville

- Complete 3 housing rehabilitation projects for low to moderate-income homeowners in substandard housing in the City of Charlottesville. Estimated HOME investment: $73,603. Program Income: $28,379.

Fluvanna

- 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: $73,603. Estimated Program Income: $9,439.

Greene

- Develop one affordable home for purchase by FTHB. HOME funds $47,102. Program Income $53,102
- Rehabilitate two homeowner-occupied homes: HOME funds $18,872
- Assist two 1st time homebuyers with down payment and/or closing cost support: HOME funds, $7,550

Louisa

- Perform major rehab on one home. Estimated HOME Investment $14,154. 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: $59,450. Estimated Program Income $32,446.

Nelson

- Assist 1 First Time Home Buyer. Estimated HOME Investment: $4,715.
- Rehabilitate or replace 7 substandard owner-occupied homes. Estimated HOME Investment: $68,885. Program Income $29,000.

CHDO Set-aside: Build one new rental unit in Louisa County: Estimated HOME Investment: $88,330


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Thomas Jefferson
Planning District Commission

*Serving local governments by providing regional vision,*
*collaborative leadership and professional service to develop effective solutions.*

# RESOLUTION

## ADOPTING HOME CONSORTIUM FY20 ACTION PLAN

WHEREAS, the Thomas Jefferson Planning District Commission ("the Commission") serves as the Administrative and Planning agent for the HOME Investment Partnership Program's HOME Consortium through an agreement with the City of Charlottesville and;

WHEREAS, the HOME program requires the submission of a Consolidated Plan setting forth overarching five-year goals and an annual Action Plan identifying projects for the program year beginning July 1, and;

WHEREAS, the TJPDC adopted the five-year Consolidated Plan for 2018-2022 at its June 7, 2018 meeting and reviewed and held a public hearing on the one-year Action Plan for 2019-2020 at its May 2, 2019 meeting, and;

WHEREAS, the Community Development Block Grant (CDBG) program applies only to the City of Charlottesville and the Charlottesville City Council will hold a public hearing and consider adoption of the Action Plan at their meeting on May 6, 2019, and;

WHEREAS, the US Department of Housing and Urban Development (HUD) issued the allocations on April 18, 2019 for the CDBG and HOME programs for the 2019-2020 program year providing $393,152 for the CDBG Program and $588,830 for the HOME Program, with the plan submission due no later than 60 days after the receipt of allocation notices,

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby adopts the HOME program portions of the Annual Action Plan for July 1, 2019 to June 30, 2020 for submission to HUD by June 17, 2019.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 2, 2019 in the City of Charlottesville, Virginia, a quorum being present.

______________________
Charles P. Boyles, II
Executive Director

__________________________
Richard Randolph
Commission Chair

______________________
Date

**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.**

Thomas Jefferson
Planning District Commission

**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<br>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<br><br>Provide down-payment assistance to 1 family | HOME $78,001 $9,439 PI<br><br>$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 –<br><br>Assist two 1st time homebuyers with down payment and/or closing cost support | HOME $50,000 & $53,102 PI<br><br>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<br><br>Provide down payment assistance to one family | CHDO $93,602<br>HOME<br>$63,001 & PI $32,446<br><br>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.

Albemarle County
- 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.

Charlottesville
- 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.

Fluvanna
- 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.

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

Louisa
- 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.

Nelson
- 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.

**<u>Analysis of Impediments to Affordable Housing Update</u>**

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.

**<u>Albemarle County – Resolution in Collaboration with Habitat for Humanity</u>**

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.

**<u>Thomas Jefferson Planning District Commission Regional Housing Partnership</u>**

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.

**<u>City - Comprehensive Plan Updates</u>**

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).<br>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)<br>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.<br>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;<br>Support workforce development and microenterprise assistance;<br>Support programs to increase financial capacity;<br>Increase the number of affordable homeowner and rental units;<br>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.<br>Through Piedmont Housing Alliance (PHA) and Fluvanna Louisa Housing Foundation (FLHF) continue to provide credit repair programs.<br>Continue to provide HUD-Certified Counseling Training for prospective homeowners through PHA and Skyline CAP.<br>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.<br>Continue local tax relief programs. Consider expansion of programs as part of strategies developed in the Regional Housing Study.<br>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.<br>Skyline CAP will build one new home in Greene County (HOME).<br>FLHF will work with HCV clients to move them toward homeownership.<br>The City will provide support to Habitat for Humanity and PHA<br>FLHF will build 2 rental homes in Fluvanna and 2 in Louisa<br>The RHP will draft strategies to increase affordable housing and identify opportunities to implement them.<br>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 | **1-year Actions:** The City of Charlottesville will support redevelopment of public housing through its Capital Improvement Program (CIP)<br>Include accessibility features in homeowner rehabilitation activities through HOME, HPG and privately-funded projects.<br>Include basic accessibility features in new home construction. Track accessibility features through the HOME program<br>Subrecipients will continue and expand referral sources (DSS, JABA, Independence Resource Center, UVA Hospital) for accessibility and reasonable accommodations needs.<br>Continue FLHF ramp program |
| **Insufficient number of Family sized rental units** | Increase the number of family-sized units for renter households | **1-year Action:** 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 | **1-year Actions:** 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.<br>Contact the International Rescue Committee (IRC) and Creciendo Juntos (CJ) to establish referral and translation processes.<br>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 | **1-year Actions:** 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.<br>Skyline CAP will include fair housing as part of its housing counseling program.<br>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)<br>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<br>The City's Office of Human Right will reach out to the LGBTQ+ community to encourage reporting of any instances of discrimination.<br>TJPDC's Legislative Liaison will track efforts at the state level for source of income protections. |

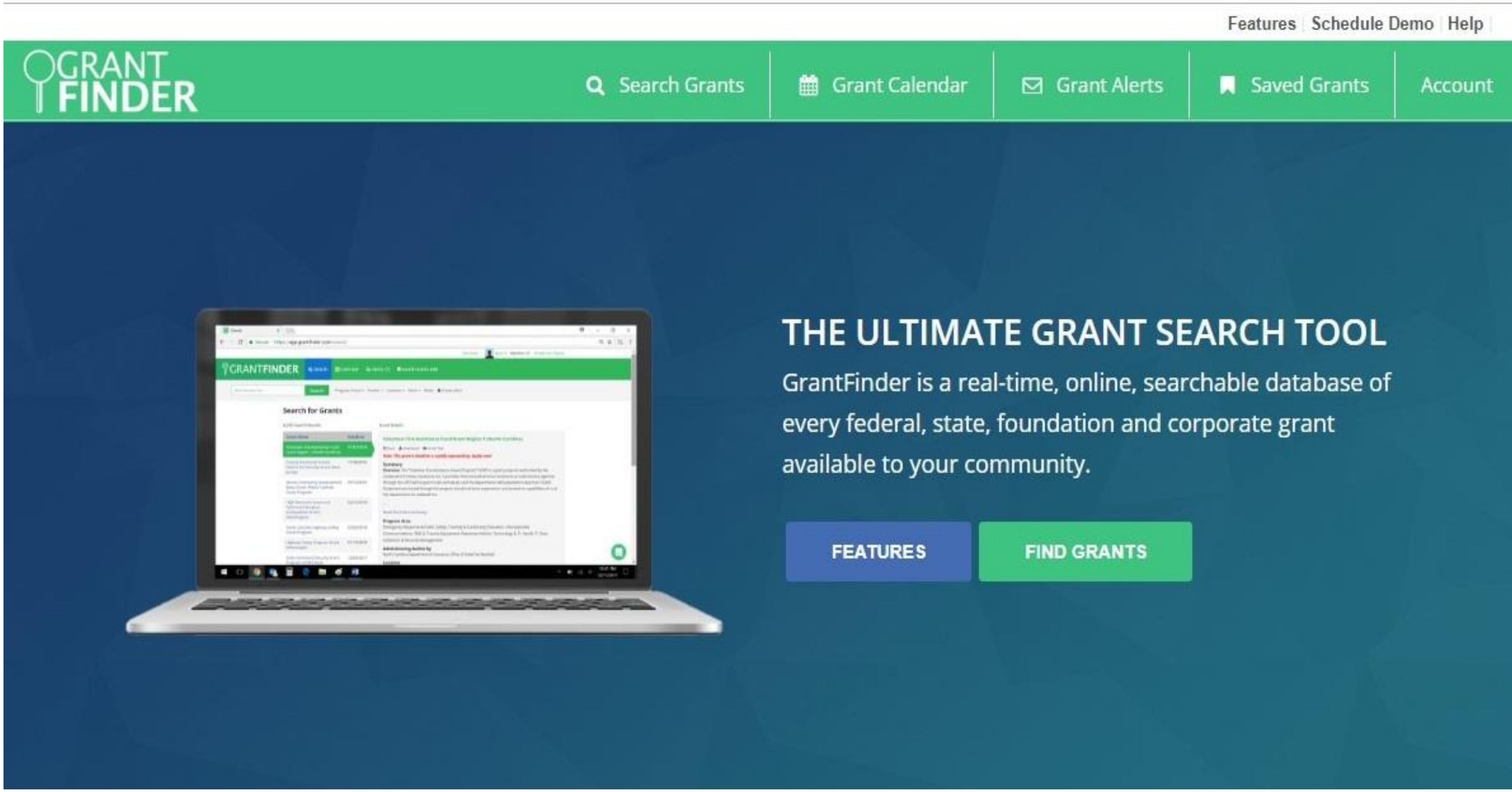
# Member Benefit Overview

EG GRANTFINDER

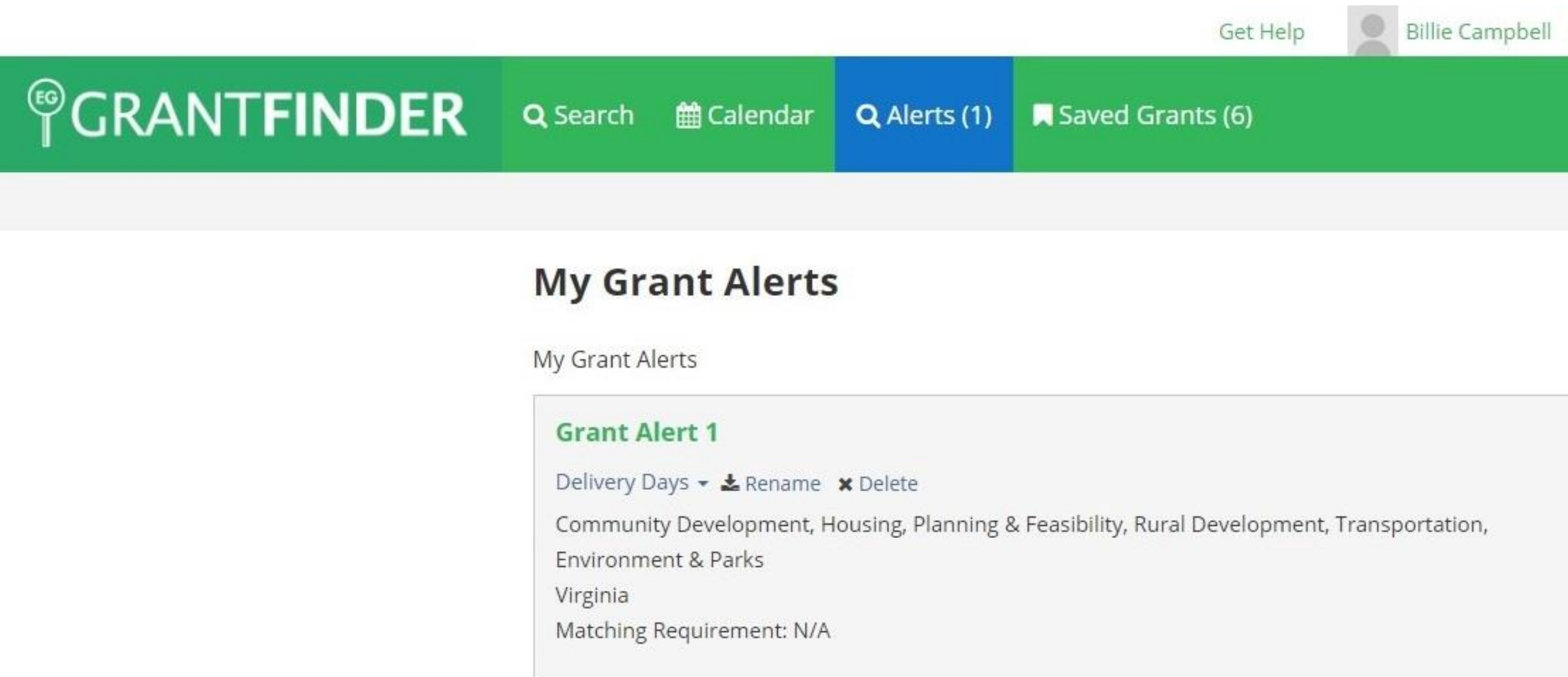
**March 7, 2019**

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

**Funder Type:**
Foundation

**Grant Category:**
Public Works & Utilities
Environment & Parks

**Funder State:**
DC

**Deadline(s):**
01/31/2019

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

**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

**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

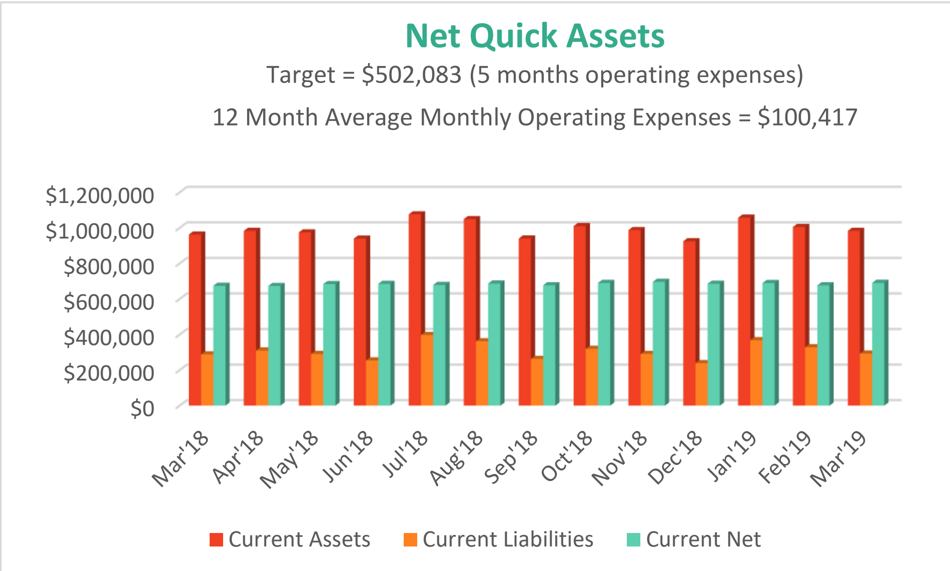
2 users for each County & the City

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

Thomas Jefferson Planning District Commission

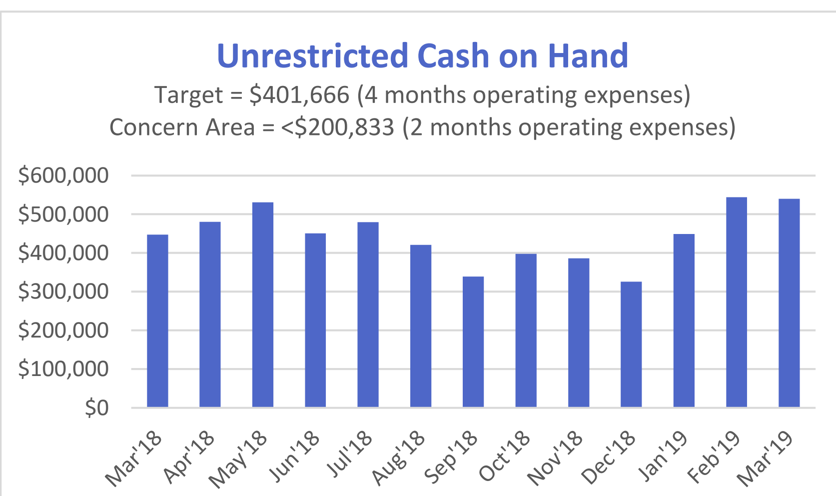
**FINANCIAL DASHBOARD**
**Through March 31, 2019**




Net Quick Assets

| | |
|---|---|
| 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 |
| Mar'19 = | $690,735 |

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 6.88 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased from $101,123 in February to $100,417 in March. The 3-month average of expenses is $98,795. Actual operating expenses for March were $92,368. Personnel costs for March were about $10,000 lower than February, due to two key staff positions being vacant for most of the month. Funds available for Capital Reserves are $188,652 (Actual NQA minus target NQA).

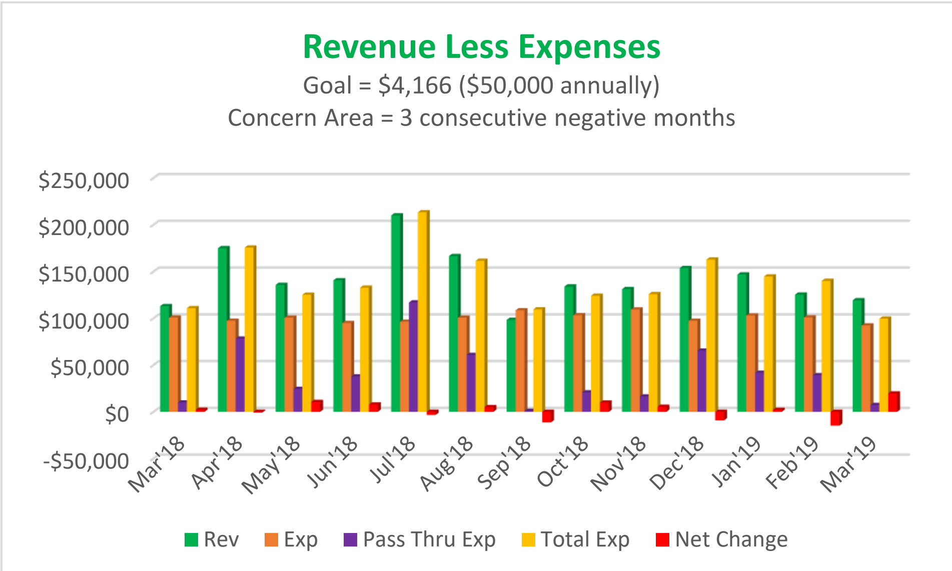



UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 $539,969 represents 5.38 months of operating expenses, exceeding the 4-month target.

Thomas Jefferson Planning District Commission

**FINANCIAL DASHBOARD**
**Through March 31, 2019**




Monthly Net Revenue

| | |
|---|---|
| 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) |
| Mar’19 = | 19,668 |

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 surplus for the month of March of $19,668 resulting in a net year-to-date surplus of $4,462. Staff costs were lower in March due to the departure of two key staff early in the month. The Accrued Revenue Report shows available revenue per month of $117,685 for the last 4 months of the fiscal year, which is about $17,000 higher than the 12-month average of expenses through March.

**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
**March 2019**

10:36 AM
04/22/19
Accrual Basis

| | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget |
|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | |
| **Income** | | | | | |
| **41100 · Federal Funding Source** | 45,584 | 95,939 | 559,400 | 867,249 | 1,155,361 |
| **4120 · State Funding Source** | 27,060 | 32,324 | 262,179 | 290,911 | 387,881 |
| **4130 · Local Source** | 32,063 | 37,370 | 340,239 | 336,331 | 449,266 |
| **42000 · Local Match Per Capita** | 12,903 | 12,909 | 116,129 | 116,183 | 154,910 |
| **4280 · Interest Income** | 1,724 | 667 | 11,741 | 6,000 | 8,000 |
| **Total Income** | 119,334 | 179,208 | 1,289,688 | 1,616,672 | 2,155,418 |
| **Gross Profit** | 119,334 | 179,208 | 1,289,688 | 1,616,672 | 2,155,418 |
| **Expense** | | | | | |
| **61000 · Personnel** | 70,963 | 78,662 | 709,663 | 731,514 | 967,500 |
| **62391 · Postage Expense** | 30 | 126 | 1,052 | 1,136 | 1,514 |
| **62392 · Subscriptions, Publications** | 98 | 60 | 393 | 544 | 725 |
| **62393 · Supplies** | 955 | 766 | 6,673 | 6,899 | 9,198 |
| **62394 · Audit -Legal Expenses** | 0 | 0 | 15,500 | 16,500 | 16,500 |
| **6240 · Advertising** | 1,655 | 1,753 | 9,260 | 15,780 | 21,865 |
| **62404 · Meeting Expenses** | 1,123 | 1,112 | 7,385 | 10,009 | 13,345 |
| **62410 · TJPDC Contractual** | 3,027 | 3,265 | 25,386 | 32,312 | 42,181 |
| **6281 · Dues** | 1,336 | 765 | 7,735 | 6,885 | 9,180 |
| **62850 · Insurance** | 306 | 275 | 2,750 | 2,475 | 3,300 |
| **62890 · Printing/Copier** | 810 | 581 | 5,845 | 5,186 | 6,915 |
| **63200 · Rent Expense** | 7,496 | 7,460 | 67,038 | 67,143 | 89,524 |
| **63210 · Equipment/Data Use** | 925 | 2,399 | 15,469 | 24,741 | 31,938 |
| **63220 · Telephone Expense** | 502 | 538 | 5,392 | 4,841 | 6,454 |
| **63300 · Travel-Vehicle** | 1,035 | 1,820 | 11,979 | 16,379 | 21,838 |
| **6345 · Janitorial Service** | 626 | 910 | 6,670 | 8,190 | 10,920 |
| **6390 · Professional Development** | 1,482 | 1,677 | 13,655 | 15,090 | 20,120 |
| **Total Expense** | 92,368 | 102,171 | 911,846 | 965,621 | 1,273,017 |
| **Net Ordinary Income** | 26,967 | 77,038 | 377,842 | 651,051 | 882,401 |
| **Other Income/Expense** | | | | | |
| **Other Expense** | | | | | |
| **83000 · HOME Pass-Through** | 5,600 | 46,800 | 165,456 | 421,199 | 561,599 |
| **8399 · Grants Contractual Services** | 1,699 | 25,776 | 208,633 | 231,984 | 309,312 |
| **Total Other Expense** | 7,299 | 72,576 | 374,089 | 653,183 | 870,911 |
| **Net Other Income** | (7,299) | (72,576) | (374,089) | (653,183) | (870,911) |
| **Net Income** | **19,668** | **4,462** | **3,753** | **(2,132)** | **11,490** |

# Thomas Jefferson Planning District Commission
## Balance Sheet Prev Year Comparison
### As of March 31, 2019

| | Mar 31, 19 | Mar 31, 18 | $ Change |
|---|---|---|---|
| **ASSETS** | | | |
| **Current Assets** | | | |
| **Checking/Savings** | | | |
| **1100 · Cash** | 596,584.41 | 505,745.32 | 90,839.09 |
| **1189 · Capital Reserve** | 188,652.00 | 212,452.00 | -23,800.00 |
| **Total Checking/Savings** | 785,236.41 | 718,197.32 | 67,039.09 |
| **Accounts Receivable** | | | |
| **1190 · Receivable Grants** | 188,978.18 | 302,695.17 | -113,716.99 |
| **Total Accounts Receivable** | 188,978.18 | 302,695.17 | -113,716.99 |
| **Other Current Assets** | | | |
| **1310 · Prepaid Rent** | 1,875.00 | 1,875.00 | 0.00 |
| **1330 · Prepaid Insurance** | 1,370.23 | 1,073.66 | 296.57 |
| **1360 · Prepaid Other** | 5,950.79 | 4,139.95 | 1,810.84 |
| **Total Other Current Assets** | 9,196.02 | 7,088.61 | 2,107.41 |
| **Total Current Assets** | 983,410.61 | 1,027,981.10 | -44,570.49 |
| **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** | -121,019.41 | -115,329.58 | -5,689.83 |
| **Total Fixed Assets** | 2,102.38 | 7,792.21 | -5,689.83 |
| **TOTAL ASSETS** | **985,512.99** | **1,035,773.31** | **-50,260.32** |
| **LIABILITIES & EQUITY** | | | |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| **Accounts Payable** | | | |
| **2100 · Accounts Payable-General** | 43,428.56 | 83,600.25 | -40,171.69 |
| **Total Accounts Payable** | 43,428.56 | 83,600.25 | -40,171.69 |
| **Credit Cards** | | | |
| **2155 · Accounts Payable Credit Card** | 3,980.48 | 2,339.07 | 1,641.41 |
| **Total Credit Cards** | 3,980.48 | 2,339.07 | 1,641.41 |
| **Other Current Liabilities** | | | |
| **2150 · Accounts Payable Grants** | 0.00 | 0.00 | 0.00 |
| **2160 · Accounts Payable Payroll** | 0.00 | 247.50 | -247.50 |
| **2469 · Hybrid VRS Contribution** | 0.00 | 99.00 | -99.00 |
| **2470 · Hybrid-457** | 0.00 | 32.79 | -32.79 |
| **2800 · Deferred Revenue** | 245,267.13 | 267,929.75 | -22,662.62 |
| **Total Other Current Liabilities** | 245,267.13 | 268,309.04 | -23,041.91 |
| **Total Current Liabilities** | 292,676.17 | 354,248.36 | -61,572.19 |
| **Long Term Liabilities** | | | |
| **2200 · Leave Payable** | 43,754.70 | 53,021.62 | -9,266.92 |
| **Total Long Term Liabilities** | 43,754.70 | 53,021.62 | -9,266.92 |
| **Total Liabilities** | 336,430.87 | 407,269.98 | -70,839.11 |
| **Equity** | | | |
| **3000 · General Operating Fund** | 454,574.64 | 329,580.24 | 124,994.40 |
| **3100 · Restricted Capital Reserve** | 188,652.00 | 212,452.00 | -23,800.00 |
| **3600 · Net Investment in Fixed Assets** | 2,102.38 | 3,504.10 | -1,401.72 |
| **Net Income** | 3,753.10 | 82,966.99 | -79,213.89 |
| **Total Equity** | 649,082.12 | 628,503.33 | 20,578.79 |
| **TOTAL LIABILITIES & EQUITY** | **985,512.99** | **1,035,773.31** | **-50,260.32** |

**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 | MARCH FY18 | 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 | 6,469 | 74,444 | | | 74,444 | 19,107 |
| 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 | 19,785 | 130,832 | | | 130,832 | 54,634 |
| 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 | 6,290 | 39,384 | | | 39,384 | 6,307 |
| HOME PASS-THROUGH | 07/01/18 | 06/30/19 | 411,216 | 37,718 | 56,268 | | | | 40,317 | 25,553 | | 5,600 | 165,456 | | | 165,456 | 245,760 |
| HOUSING HPG | 07/01/18 | 09/30/18 | 8,150 | 1,201 | 74 | | 1,772 | 747 | 726 | 1,032 | 581 | 463 | 6,596 | | | 6,596 | 1,554 |
| HPG PASS-THROUGH | 07/01/18 | 09/30/18 | 46,188 | 0 | 4,380 | | 4,472 | 3,174 | 9,145 | | 2,481 | 1,698 | 25,350 | | | 25,350 | 20,838 |
| 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 | 6,331 | 56,978 | | | 56,978 | 18,993 |
| 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 | 18,108 | 119,364 | | | 119,364 | 54,709 |
| 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 | 5,272 | 40,832 | | | 40,832 | 17,168 |
| CACF GREENWAYS GRANT | 07/01/18 | 06/30/19 | 35,284 | 2,302 | 249 | 1,035 | 822 | 1,529 | 176 | 3,282 | 1,119 | 1,047 | 11,561 | 22,875 | | 34,436 | 848 |
| NELSON BUS ASSESS | | | 2,406 | | | | | | | | 1,496 | 910 | 2,406 | | | 2,406 | 0 |
| LOVINGSTON | 11/01/18 | 06/30/20 | 30,000 | | | | | 480 | 265 | 766 | 2,268 | 2,116 | 5,895 | | 22,000 | 5,895 | 2,105 |
| 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 | 5,811 | 71,558 | | | 71,558 | 28,384 |
| VAPDC-ED | 07/01/18 | 06/30/19 | 50,000 | 854 | 4,167 | 4,385 | 4,499 | 4,167 | 4,166 | 4,267 | 4,619 | 5,223 | 36,347 | | | 36,347 | 13,653 |
| SOLID WASTE | 07/01/18 | 06/30/19 | 10,500 | 0 | 0 | 110 | 1 | 0 | 44 | 44 | 472 | 3,778 | 4,449 | | | 4,449 | 6,051 |
| 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 | 11,290 | 182 | 932 | 2,943 | 42 | 1,153 | 42 | 2,852 | 493 | 2,651 | 11,290 | | | 11,290 | 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 | | | 2,825 | 52,825 | | 8,063 | 52,825 | 10,612 |
| 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 | 4,576 | 32,717 | | | 32,717 | 16,935 |
| REGL HSG PARTNERSHIP | 10/31/18 | 06/30/20 | 82,000 | | | | | | 646 | 1,259 | 1,414 | 3,326 | 6,645 | | 47,000 | 6,645 | 28,355 |
| 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 | 12,903 | 116,127 | | | 116,127 | 38,783 |
| WATER STREET CENTER | 07/01/18 | 06/30/19 | 6,060 | 1,125 | 315 | 420 | 770 | 420 | 1,345 | 720 | 420 | 525 | 6,060 | | | 6,060 | 0 |
| OFFICE LEASES - RENT | 07/01/18 | 06/30/19 | 10,200 | 250 | 0 | 0 | 650 | 850 | 850 | 1,600 | 1,600 | 1,600 | 7,400 | | | 7,400 | 2,800 |
| 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 | 179 | 2,168 | 11,146 | | 13,314 | 12,186 |
| 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 | 124 | 4,369 | 7,821 | 23,938 | 12,190 | 19,872 |
| 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 | 11,740 | 1,154 | 1,245 | 1,053 | 1,123 | 1,207 | 1,191 | 1,395 | 1,648 | 1,724 | 11,740 | | | 11,740 | 0 |
| **TOTAL** | | | **2,912,623** | **214,419** | **166,531** | **98,339** | **134,005** | **131,223** | **153,726** | **147,099** | **125,742** | **119,334** | **1,290,418** | **321,669** | **326,333** | **1,612,087** | **974,203** |

| | | | | |
|---|---|---|---|---|
| | | | Pass-through funds | $621,147 |
| Op Expenses | 12 month average | $100,417 | Contract funds | |
| | 3 month average | $98,795 | TJPDC Available Funds | $353,056 |
| | last month | $92,368 | Available funds per month | $117,685.33 |

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

**MEMO**

**To:** TJPD Commissioners
**From:** Chip Boyles, Executive Director
**Date**: May 2, 2019
**Re:** Executive Director's Report

**Purpose:** To inform Commissioners of Agency Activities since April 4, 2019

**Administration**

- May Meeting Agenda

**2. Matters from the Public**

a. Comments from public
b. Presentations
   i. Introduction of the new Director of Planning & Transportation. Sandy Shackelford is joining the TJPDC staff previously serving Nelson County as Planning Director. As part of the new TJPDC staff structure and organizational chart, Sandy will oversee three Program Managers of Transportation, Planning and TDM. Sandy has 14 years' planning and transportation experience, serving in both the private and public sectors. She is a Georgia Tech graduate in both bachelor's and master' s degrees and most recently served in Nelson and Campbell Counties.
   ii. 2019 Legislative Update – David Blount
   iii. Regional Housing Data Report – Christine Jacobs
      a. The Housing Coordinator will be presenting the Commission with the completed Regional Housing Data Analysis. The data collection is 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.

**3. Consent Agenda**

a. Minutes of April 7, 2019

4. **Resolutions**
   a. FY20 Operating Budget
      The FY20 Operating Budget was delivered to the Commission in April. No changes have been made since that time and is recommended as previously presented. A budget summary is included in your packet.

   b. HOME Action Plan
      The 5-year Consolidated Plan for 2018-2022 was submitted to HUD in June 2018, setting forth overarching goals for the HOME Consortium and for the City's Community Development Block Grant (CDBG) and the HOME Investment Partnership Program (HOME). A one-year Action Plan for the program year beginning July 1 is also required each year. The Commission held a public hearing on the 2019-2020 Action Plan at its April 7, 2019 meeting. At that time, HOME allocations for the 19-20 Program Year were not yet available, and the Draft Action Plan assumed level funding from the 18-19 Program Year, which was $624,013. A cover memo is included your packet.

5. **Financial Report**

i. <u>Dashboard Report</u> - Net quick assets are $690,735. 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 $188,652. (Net Quick Assets minus 5 months operating expenses; $690,735 – $502,083=$188,652)

Unrestricted Cash on Hand as of March 31, 2019 was $539,969 or 5.38 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

Revenue less Expenses - We had a net gain of $ 19,668 for the month of March. This gives us a fiscal year net gain of $4,462. Staff costs were lower in March due to the departure of two key staff early in the month resulting in lower operating expenses.

ii. <u>Profit & Loss</u>. Total income through March is $1,289,688. With 9 months or 75% of the fiscal year complete, we have received 60% of our total budgeted income. Total expenses are $ 1,285,935 or 60% of the budgeted total expenses of $2,143,928. Operating expenses for the same period are $911,846 or 72% of our total budgeted operating expenses of $1,273,017. Operating revenue through March is $915,599 or 72% of the budgeted operating revenue of $1,273,017. At 72%, we remain in track to meet our FY19 Amended Budget projections.

iii. <u>Balance Sheet.</u> As of March 30, 2019, we have total current assets of $983,410 and total fixed assets of $2,102. Total assets are down by $50,260 from the same time last year. Total liabilities have decreased from a year ago by $70,839 with total liabilities as of March 30, 2019 of $336,431. Total Equity has increased by $20,579 to $649,082 since the same time last year.

iv. <u>Accrued revenues</u> of existing grant and contract balances for FY19 are shown. We currently have $353,056 available in contracts and grants for the remaining 3 months of FY19. March operating expenses were $92,368. Our 12-month average is $100,417. We currently have $117,685 available funds per month for operating expenses. We will likely not see all of this revenue by year's end with projects of Housing Plan and Watershed Improvement Program extending FY19 funds into FY20.

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.

6. **Executive Director's Report**

   In addition to this report, a quarterly summary of staff activities is included in your packet.

7. **Other Business**

   a. Nominating Committee Report for FY20.
      The nominating committee will provide a recommended slate of FY20 officers for a June consideration by the Commission. Each Commission member will receive a notice of the nominated officers at least 10 days prior to the June meeting.

   b. Designation of a Louisa representative for the TJPDC Corp. There is one opening for Louisa County previously filled by Tommy Barlow.

   **c.** Discussions by jurisdictions of timely topics from each local government.

8. **Adjourn**

END OF AGENDA REPORT

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

**Of note includes:**

- One additional TJPDC staff is leaving in May. Grace Leonard has accepted a position with the Jefferson Fellows program at UVA. Replacing this position will be included in the overall staff restructuring program.
- 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/May 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. Similar, the RTP has asked for a Business Transportation/Transit summit be held in partnership with the regional Chambers.

- 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 hosted a Spring Housing Summit at the Omni on April 19th. Speakers discussed housing needs for both rural and urban areas and ownership and rental opportunities. 180 participants attended the daylong event. The RHP also moderated an affordable housing session at the April 10th Tom Tom Festival. Guest speakers came from Richmond, DC and Mississippi.

- The TJPDC and its Regional Housing Partnership will be hosting in April, a national consortium of housing staff convening on Accessory Dwelling Units policies.

- 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. FY20 funds have now been approved and we expect an additional agreement of $52,000 and $13,000 local match 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 now been awarded $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 May. A Technical Committee kick-off meeting is planned for mid-June.

- 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. Initial presentations begin with the regional economic development directors on April 30th.

- 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.

# *THOMAS JEFFERSON PLANNING DISTRICT COMMISSION*

## Summary of Activities

January through March 2019

## ***Environment:***

The Department of Environmental Quality (DEQ) has contracted with Planning District Commissions in the Chesapeake Bay Watershed for a **Locality Implementation Program**. TJPDC's agreement began March 1, 2019 and extends to September 30, 2019. TJPDC will encourage and facilitate local government cooperation and state-local cooperation in addressing environmental management issues on a regional basis. The work will continue the momentum of operations, discussions and relationships with local governments and stakeholders that were part of the Watershed Implementation Plan (WIP) III work, which was completed in mid-December 2018. Deliverables under the new agreement include a regionally-specific annual Scope of Work, three meetings on Bay WIP issues, cost estimates and potential budgets for implementation of Bay Program-approved Best Management Practices (BMP) projects, and identification of opportunities to align multiple program needs. The work will also include compiling and submitting Geographic Information System (GIS) shapefiles to support the Bay High-Resolution Land Cover Update project.

## ***Housing:***

The **Regional Housing Partnership** (RHP), created by the TJPD Commission in September, serves as an official advisory board on housing in the TJPD region. The RHP held its first meeting on January 24, 2019. At the meeting, the RHP adopted the Operational Framework, recognizing that there will be further refinement of the objectives. The RHP also elected the Executive Committee: Colette Sheehy, Ned Gallaway, George Krieger, Keith Smith, Anthony Haro, Brandon Collins, and Greg Powe. The RHP established a committee to plan the April 19, 2019 Regional Housing Summit and received a presentation of preliminary data from the Regional Housing Needs Assessment. A web page dedicated to the RHP has been established at http://tjpdc.org/housing/regional-housing-partnership/.

The **Draft Action Plan** for the 2019-2020 program year was released on March 25 for review and comment. The plan guides the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME Investment Partnership funds for the Thomas Jefferson region. Projects for the HOME program are carried out by subrecipients designated by the localities: Albemarle Housing Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), the Nelson County Community Development Foundation (NCCDF) and Skyline CAP serving Greene County. Activities across the region planned for the program year beginning July 1, 2019 include 19 homeowner rehabilitation projects, 5 down-payment assistance projects for first time homebuyers, construction of one new home for purchase, and construction of three rental units. The Draft Plan is posted on the TJPDC web site at http://tjpdc.org/housing/.

## ***Legislative Liaison:***

The Legislative Liaison spent much of this quarter **at the General Assembly**. Activities included lobbying 12 locality-requested bills and other legislation of interest and concern to PDC localities; regular communications with TJPD legislators; phone and email communication with local government officials and monitoring of all budget and legislative activities, in accordance with the priorities identified in the approved TJPD Legislative Program. During the session, he provided periodic updates through Legislative Newsletters and Alerts, which were sent out by email and posted on the TJPDC website. The session adjourned February 24, with the final days including action on more than 120 bills and resolutions that had remained in dispute, and voting on a compromise plan for the current biennial budget for FY19 and FY20. That budget included sweetened pay raises for state-supported local employees and teachers, and an FY20 total of $19 million (an increase of $15 million over the FY19 appropriation) for the Virginia Telecommunication Initiative to accelerate broadband deployment in unserved areas of the state.

The liaison also planned and led discussion at the January meeting of the Mayor & Chairs/CAOs meeting. Following the regular session, the liaison worked with VACo and VML to propose an amendment to HB 2686; the governor proposed the change, but it was narrowly rejected by the legislature. He also worked to review and analyze approved legislation and budget actions for inclusion in a final summary of the legislative session.

## ***Local/Regional Support:***

Albemarle 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. Phase II will include neighborhoods between Route 29 and Hydraulic and along Berkmar Drive to the river, as well as areas along and south of I-64 adjacent to 5th Street. The County will notify neighborhoods prior to the field work, which is expected to begin in April.

## ***Transportation:***

The **Jefferson Area Bicycle and Pedestrian Plan** was adopted by the Policy Board of the Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO) at their February 24 meeting. The Thomas Jefferson Planning District Commission adopted the plan on March 7. The Plan is an update of the 2004 Jefferson Area Bicycle and Pedestrian Plan, with a focus on encouraging implementation. The plan provides a focused list of regionally-significant bicycle and pedestrian projects that enhance connectivity and provide routes connecting important residential and economic centers throughout the region. The plan also summarizes the robust community engagement process, which benefitted from the Greenways Strengthening Systems grant awarded by the Charlottesville Area Community Foundation. The plan identifies methods for implementation of bicycle and pedestrian infrastructure, as well as efforts such as safety and education programs that would improve conditions for pedestrians and bicyclists in the region. Recommendations from the plan will be included in the MPO’s Long-Range Transportation Plan (LRTP) slated for adoption in May.

The **Citizens Transportation Advisory Committee (CTAC)** elected officers for Fiscal Year 2020 at the March 20, 2019 meeting: Travis Pietila (Charlottesville) will serve as Chair and Michael Smith (Charlottesville) will serve as the Vice Chair, beginning July 1, 2019. There are two new members of CTAC: Marty Meth and Donna Chen, who will serve three-year terms to March 2022. The Citizens Transportation Advisory Committee is the designated citizen’s committee of the MPO. This group reviews, comments, and recommends ideas on transportation plans, programs, studies and other appropriate documents. CTAC raises transportation issues and concerns from their communities. These recommendations go on to advise and aid the MPO Policy Board in their decision-making. The committee consists of representatives appointed by the City of Charlottesville, Albemarle County, and the MPO Policy Board.

The **Regional Transit Partnership** (RTP) has moved to monthly meetings, alternating between Business Meetings and Work Session Meetings starting with the Business Meeting held on January 24. During the Work Session on February 28 , Scudder Wagg of Jarrett Walker Associates guided an exercise for transit stakeholders that included a working example of competing values of ridership vs. coverage and how a community has to prioritize between the two to maximize the benefit of a transit system. Participants in small groups planned a transit system in a fictitious city with 23 buses, then each transit design was discussed to see what they prioritized and how they came to design their transit system. In March, the RTP reviewed and discussed the Memorandum of Understanding (MOU) between the City and County. The MOU identifies budgeting, funding, operating and planning for public transit services within Albemarle County, Virginia by Charlottesville Area Transit for Fiscal Year 2020 (July 1, 2019 through June 30, 2020). A ridership report is provided at each meeting.

TJPDC hosted a **public meeting on the 5th Street Trails Project** on March 20 in TJPDC's Water Street Center. The team has continued to work on the project design, which has undergone some changes since the public meeting held in March 2018. The site for the project is a triangle of land at the confluence of Biscuit Run and Moore's Creek between 5th Street Station, 5th Street Station Parkway, 5th Street and Interstate 64. This area is central to a network of walking and bicycle facilities for the City of Charlottesville and Albemarle County and will link multiple neighborhoods and resources in both localities. Participants provided input on reducing and/or phasing the project to keep the scope of the current project within available funding. TJPDC is continuing to work with VDOT to update the project scope.

***RideShare:*** In conjunction with the Department of Rail and Public Transportation (DRPT), RideShare will be launching a new ride matching software system. This system will be used by programs throughout most of Virginia and will help commuters who cross jurisdictions to be better assisted. The software will show commuters all available transportation options for their trip including, carpool matching, vanpools, transit and bikeshares. Staff also completed the March Quarterly Park and Ride Inventory in the region.

## ***Commission:***

At their February 7 meeting, the TJPD Commission welcomed **Commissioner Willie Gentry** as one of the two elected representatives for Louisa County. He fills the seat previously held by Tommy Barlow.