Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, May 7, 2020 at 7 pm
Online Remote Meeting

AGENDA
Zoom Remote Meeting access:

Join Zoom Meeting
https://us02web.zoom.us/j/85037818494?pwd=RTB6QnlIUUIyWE1kYWJpdlgwUW02Zz09

Meeting ID: 850 3781 8494
Password: 481388
Telephone
+13017158592,,85037818494#,,1#,481388# US
+13126266799,,85037818494#,,1#,481388#

1.	**Call to Order**	7:00
2.	**Matters from the Public**	7:00 – 7:10

a. Comments by the public are limited to no more than 2 minutes per person.
b. Presentations
 a. **PUBLIC HEARING** –FY 2021 Annual Action Plan for HOME
 b. **PUBLIC HEARING -** Inter-Governmental Review for Housing Preservation Grant

3.	*** Consent Agenda**	7:10 – 7:15

Action Items:
a. * Minutes of March 5, 2020 Meeting
b. * Quarterly Financial Reports
 i. March Dashboard Report
 ii. March Profit & Loss Statement
 c. March Balance Sheet
 d. March Accrued Revenues report
c. * Selection of representatives for TJPDC Corporation
 Albemarle County –Donna Price
 Louisa County- Robert Babyok
d. * State Master Agreement for DRPT Funding
e. * FY 21 Rural Transportation Work Program
f. * Online Commission Meeting Policy

4.	*** Resolutions**	7:15– 7:25

a. * HOME Action Plan for FY2021
b. * Inter-Governmental Review and Support for Housing Preservation Grant
c. * FY21 Operating Budget, Revenues and Work Plan

5.	**New Business**	7:25 – 7:50

a. FY21 Rural Transportation Smart Scale Funding Support
b. Appoint Nominating Committee for FY21 TJPDC Officers

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

6. Executive Director's Report 7:50 – 8:00

a. The Executive Director's Report is attached.
b. TJPDC Office Activities of COVID-19
c. Monthly staff activity report
d. Quarterly Report Jan-Mar 2020

7. Other Business 8:00 – 8:30

a. Nominating Committee Report – June Vote
b. Roundtable Discussion by Jurisdiction
c. Next Meeting –June 4, 2020 (Preceded by TJPDC Corporation Annual Meeting)
    i. Election of Officers
    ii. Rural Transportation Smart Scale Funding Support Resolution
    iii. Executive Director Evaluation

8. * ADJOURN 8:30

Designates Items to be Voted On

NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to Item 4.0-01 of the approved state budget (HB 29) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpdc.org within 10 days of the meeting.

FY 20 - 21
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
May 7, 2020, 7:00 p.m.

Public Hearing
City Council
May 4, 2020, 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 2020-2021 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, 2020 to June 30, 2021 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2020-2021 are linked to the priority 5-Year Goals set forth in the Consolidated Plan.

Summary of Local Goals from the 2019 Consolidated Plan
and FY 2020-2021 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2021-2021 activities is "Decent Housing" and the Outcome is "Affordability"

Locality: Albemarle			
Housing or Community Development Need Addressed:	**5 Year Broad Goal from Strategic Plan:**	**2020 - 2021 1 Year Measurable Objective from Action Plan:**	**Source of Funds to Achieve Goal:**
Housing conditions are substandard and not energy efficient.	Leverage a variety of funds to rehabilitate 8 to 10 owner-occupied homes per year.	9 (HOME)	HOME ($58,732) CDBG

Locality: Charlottesville			
Housing or Community Development Need Addressed:	**5 Year Broad Goal from Strategic Plan:**	**2020 - 2021 1 Year Measurable Objective from Action Plan:**	**Source of Funds to Achieve Goal:**
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 25-30 homes per year.	10 major homeowner rehabilitations.	CDBG $78,550.12 HOME $33,507.84
First time HB opportunities, housing cost-burden	Enable 7-10 eligible low/moderate income families per year to become homeowners.	Provide down payment assistance to 14 low/moderate income families	HOME $47,086.16
Homelessness, discrimination, ex-offender re-entry	Facilitate expansion and coordination of rapid-rehousing, permanent supportive housing, and associated services for the homeless population.	Provide 41 homeless persons access to services through a coordinated entry system	CDBG $53,354.58
Lack of training provided by employers	Conduct training sessions	Assist 15-20 low/moderate income persons with business development (technical assistance)	CDBG $15,000
Transportation access barriers	Support Infrastructure Improvements	Provide streetscape improvements to improve pedestrian safety in the Ridge Street neighborhoods	CDBG $201,912.90
Lack of safe public spaces	Collaborate to Fund Projects Expand Financing Capacity	Provide neighborhood improvements to improve public safety in the Ridge Street neighborhoods	CDBG $201,912.90

Locality: Fluvanna			
Housing or Community Development Need Addressed:	**5 Year Broad Goal from Strategic Plan:**	**2020 - 2021 1 Year Measurable Objective from Action Plan:**	**Source of Funds to Achieve Goal:**
First-time HB	Enable 3 eligible families to become homeowners	Provide down-payment assistance to 1 family	Program Income: $4,000
Housing conditions are substandard and not energy efficient.	Rehabilitate 3 homes that are deemed substandard	1 major homeowner rehabilitation	Program Income: $4,000

Risk of homelessness, housing options	Create new rental units affordable to very-low/low income residents of Fluvanna County or Town of Columbia	Build one new rental unit homes in Fluvanna	HOME: $80,594 Program Income: $20,000
Locality: Louisa			
Housing or Community Development Need Addressed:	**5 Year Broad Goal from Strategic Plan:**	**2020 - 2021 1 Year Measurable Objective from Action Plan:**	**Source of Funds to Achieve Goal:**
Housing conditions are substandard and not energy efficient.	Rehabilitate 1-2 homes per year that are deemed substandard	Major rehab on one home	HOME: $11,614
Risk of homelessness, cost-burden, doubling up	Create 3 new rental units affordable to very-low/low income residents of Louisa County	Purchase lot and build one new rental unit	HOME: $68,980 Program Income: $19,000
First-time HB	Enable 3 eligible families to become homeowners	Provide down payment assistance to one family	Program Income: $4,000
Locality: Nelson			
Housing or Community Development Need Addressed:	**5 Year Broad Goal from Strategic Plan:**	**2020 - 2021 1 Year Measurable Objective from Action Plan:**	**Source of Funds to Achieve Goal:**
Risk of homelessness, cost-burden	Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.	Develop one additional rental unit on NCCDF land	HOME: $55,000, Program Income: $14,000
Housing conditions are substandard and not energy efficient.	Rehabilitate 4-6 substandard owner-occupied homes per year with an emphasis on those without complete indoor plumbing.	Rehabilitate 4-6 substandard owner-occupied homes with emphasis on accessibility and lacking complete indoor plumbing.	HOME: $25,954: Program Income: $10,000
First-time HB, cost-burden	Assist 1-2 First-Time Homebuyers with an emphasis on those who have received home ownership counseling.	Assist 1 – 2 First Time Homebuyers with closing cost assistance, home ownership counseling.	Program Income: $6,000

Locality: Greene			
Housing or Community Development Need Addressed:	**5 Year Broad Goal from Strategic Plan:**	**2020- 2021 1 Year Measurable Objective from Action Plan:**	**Source of Funds to Achieve Goal:**
Housing conditions are substandard and not energy efficient.	Rehabilitate 1 home	Rehab one home in FY21	HOME ($20,000), State IPR funds, Program Income
First-time HB	Enable 1-2 eligible families per year to become homeowners.	Build and subsidize 1 home for 1st time homebuyers	HOME: $21,899; Program Income: $50,000

The sub-recipients in the HOME Consortium currently have $143,865.85 in program income on hand. These funds are programmed for PY20 projects as follows.

2020-2021 HOME Projects
Projected Use of Program Income

Project	Program Income on hand
Albemarle Rehabilitation	$3,965.85
Charlottesville First-time Homebuyers	0
Charlottesville Substantial Rehab	0
Fluvanna Rehab	$6,100.00
Fluvanna New Rental Units	$20,000.00
Fluvanna Assistance to First Time Homebuyers	$4,000.00
Greene Rental	$50,000.00
Louisa Assistance to First Time Homebuyers	$4,000.00
Louisa Rehabilitation	$6,800.00
Louisa New Rental Units	$19,000.00
Nelson Assistance to First Time Homebuyers	$6,000.00
Nelson Rehabilitation	S10,000.00
Nelson Rental Development	$14,000.00
TOTAL	**$143,865.85**

II. RESOURCES

A. Federal

This plan is based on allocations for 2020-2021 (July 1, 2020 to June 30, 2021): Charlottesville's FY 20-21 CDBG Entitlement Grant is $419,367 and HOME funds for the region are $644,752. The breakdown of Consortium estimated funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	$64,475.20
HOME Program Funds:	$644,752.00
Albemarle:	$80,594.00
Charlottesville:	$80,594.00
Fluvanna:	$80,594.00
Greene:	$80,594.00
Louisa:	$80,594.00
Nelson:	$80,594.00
CHDO Set-Aside (15%)	$96,712.80
Total:	$644,752.00

The sub-recipients in the HOME Consortium currently have $143,865.85 in program income on hand. These funds are programmed for PY19 projects as follows.

2020-2021 HOME Projects
Projected Use of Program Income

Project	Program Income on hand
Albemarle Rehabilitation	$3,965.85
Charlottesville First-time Homebuyers	0
Charlottesville Substantial Rehab	0
Fluvanna Rehab	$6,100.00
Fluvanna New Rental Units	$20,000.00
Fluvanna Assistance to First Time Homebuyers	$4,000.00
Greene Rental	$50,000.00
Louisa Assistance to First Time Homebuyers	$4,000.00
Louisa Rehabilitation	$6,800.00
Louisa New Rental Units	$19,000.00
Nelson Assistance to First Time Homebuyers	$6,000.00
Nelson Rehabilitation	S10,000.00
Nelson Rental Development	$14,000.00
TOTAL	**$143,865.85**

III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2020-2021 (beginning July 1, 2020). 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

- Rehabilitate 9 owner-occupied homes. Estimated Home Investment: $58,732. Program Income: $3,965.85.

Charlottesville

- Complete 10 housing rehabilitation projects for low to moderate-income homeowners in substandard housing in the City of Charlottesville and provide 14 low/mod income families with down-payment assistance. Estimated HOME investment: $80,594. Program Income: $18,593.91. CDBG projects are listed in the attached budget.

Fluvanna

- Perform major rehab on one home. Estimated Program Income: $4,000
- Provide down-payment assistance to 1 family. Estimated Program Income: $4,000
- Build one new rental home. Estimated HOME Investment: $80,594. Estimated Program Income: $20,000.

Greene

- Develop one affordable home for purchase. HOME funds $58,695. Program Income: $50,000
- Rehabilitate one home: HOME funds $21,899
- Assist two 1st time homebuyers with down payment and/or closing cost support: $8,000

Louisa

- Perform major rehab on one home. Estimated HOME Investment $11,614. Estimated Program Income: $6,800.
- Provide down-payment assistance to 1 family. Estimated Program Income: $4,000
- Purchase lot and build one new rental unit: Estimated HOME Investment: $68,980. Estimated Program Income: $19,000.

Nelson

- Develop one additional rental unit on NCCDF land. Estimated HOME Investment: $55,000. Estimated Program Income: $14,000
- Rehabilitate 4-6 substandard owner-occupied homes with emphasis on accessibility and lacking complete indoor plumbing. Estimated Home Investment: $25,954. Estimated Program Income: $10,000Provide
- Provide assistance to 1-2 First Time Home Buyers with closing cost assistance and home ownership counseling. Program Income: $6,000.

CHDO Set-aside: Build one new homeownership unit in Albemarle County: Estimated HOME Investment: $118,524.50.

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 2020-2021, 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 20-21 is Ridge for its first year. Potential 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.

CRHA has recently hired staff to specifically focus on Section 3 initiatives. This work will assist public housing residents with job training and direct participation in redeveloping CRHA's own properties.

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.

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to give preference to homeless individuals in its public housing and housing voucher programs, as a way of helping local residents transition to permanent housing. Since many formerly-homeless individuals require a range of support services to keep them stable in their housing, CRHA is now working with a coalition of local organizations, City officials and Virginia Supportive Housing to develop a second Permanent Supportive Housing facility for our community, building on the success of the first such property (the Crossings at Fourth and Preston). Approx. 40 units at this second facility would be reserved for the chronically homeless, which would go a long way toward ending chronic homelessness in Charlottesville. A potential location and some potential funding sources have already been identified for this new facility and, if this planning process bears fruit, construction could be underway as soon as 2022.

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 approximately $900,000 to complete the update of its Comprehensive Plan, Affordable Housing Strategy as well as re-write its Zoning Ordinance. The City has retained the services of RHI Consultant Team to assist staff in completing the projects. These initiatives are now underway and 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 FY 2020, the City Council allocated more than $10 million to support creation of affordable housing, and Council is proposing to continue its investment in the affordable housing creation in the 2021 budget. The current COVID-19 situation has affected the City's revenue stream and may delay the City's ability to meet its affordable housing priorities. 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 Supplemental Rental Assistance Program via the CRHA. Approximately, $2,595,000 has been appropriated by the City over the last 3 program years 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. This is now underway.

Analysis of Impediments to Affordable Housing Update

The City's Affirmatively Furthering Fair Housing requirements has been postponed until October 2022.The Analysis of Impediments to Fair Housing Choice (AI) has been updated and approved by the City Council in May 2020, as a supplement to the Consolidated Plan. Actions in FY 20-21 to address impediments identified in the AI are included as an attachment to this plan.

Albemarle County – Resolution in Collaboration with Habitat for Humanity

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

Thomas Jefferson Planning District Commission Regional Housing Partnership

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

City - Comprehensive Plan Updates

The City staff is currently working with the RHI Consultant Team to update 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 update and wholesale Zoning Ordinance rewrite will be informed by the City's affordable housing strategy, 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 consist of 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, RHI Consultant Team and Comp Plan Steering Committee affordable, is working to develop a comprehensive affordable housing strategy for the City. The overall goals of the housing strategy are to 1) identify specific targets and means to meet 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 completed the Form-Based Code designed to implement the SIA Plan, and is currently under review. The recommendations 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 City's $15 minimum wage is in effect and serves as an anti-poverty measure.

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, 2020 for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Thursday, March 26, 2020 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 Virginian, 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 May 7, 2020. 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 4, 2020.

Comments received were:

- To be itemized here, when received.

The following notice appeared in the Daily Progress on Thursday, March 26, 2020:

> **NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD**
> **DRAFT YEAR 2020-2021 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 2020-2021 (July 1, 2020 to June 30, 2021) 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 $419,367 for CDBG and $644,752 for HOME. The City Council will hold a public hearing on May 4, 2020 at 6:30 pm in City Council Chambers, 605 E Main St. A public hearing will also be held in TJPDC's Water Street Center, 407 E Water St., May 7, 2020, at 7:00 pm.
>
> The Action Plan is available at www.tjpdc.org/housing or by contacting Erin Atak, City of Charlottesville at (434) 970-3093 or Shirese Franklin, TJPDC, at (434) 422-4080. 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.

I. 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:

2020-2021 Entitlement	$419,367
Estimated Program Income and Reprogramming	$13,324
TOTAL	**$432,691**

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 Fund
PRIORITY NEIGHBORHOOD	
Ridge St. Priority Neighborhood	**$201,912.90**
ECONOMIC DEVELOPMENT	
Community Investment Collaborative	**$15,000**
PUBLIC SERVICES	
TJACH – Coordinated Entry Services	**$53,354.58**
HOUSING PROJECTS	
AHIP – Homeowner Rehab	**$78,550.12**
ADMINISTRATION AND PLANNING	**$83,873.40**
City CDBG Total	**$432,691**

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.

Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMO

To: TJPD Commissioners
From: Shirese Franklin
Date: May 7, 2020
Re: HOME Consortium FY20-21 Action Plan

Purpose: The one-year Action Plan for the next program year (July 1, 2020 to June 30, 2021) 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: $644,752, which provides $80,594 to each locality and $96,712.80 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 entered into IDIS, HUD's online reporting system, by May 15, and a hard copy will be submitted 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 was held by the City of Charlottesville on May 4, 2020. The public comment period began March 26 and continued through April 26.

Action Needed: The Commission needs to conduct a public hearing at the May 7 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 7, 2020 meeting.

Effective Date: The FY20-21 Program Year begins July 1, 2020.

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Intergovernmental Review Item

May 7, 2020

FY20-02: Intergovernmental Review: TJPDC Application for Housing Preservation Grant.
TJPDC is applying for Housing Preservation Grant (HPG) federal funding for FFY20. The allocation for the state of Virginia is $322,970.39. Applications are limited to half that amount, or $161,485.20. TJPDC has served as the grantee for the regional Housing Preservation Grant program for the past four years, succeeding Piedmont Housing Alliance (PHA), who served as the grant recipient and administrator for the region for several years. TJPDC will continue to subcontract with local housing non-profit organizations (AHIP, Fluvanna/Louisa Housing Foundation, Skyline CAP, and the Nelson County Community Development Foundation) to carry out individual modification projects in their respective counties. If awarded, the grant will provide funding for emergency repairs, rehabilitation, and home safety modifications for very low income rural homeowners in Albemarle, Fluvanna, Greene, Louisa and Nelson counties. A draft statement of activities will be made available for review, to be published in the Daily Progress on April 21, 2020.

TJPDC Contact:
Name: Shirese Franklin
Phone: (434) 422-4080 Email: sfranklin@tjpdc.org
Address: PO Box 1505, Charlottesville, VA 22902

Date Received: April 21,2020
Public Comment Period Ends: May 7, 2020.

Attested to:

____
Charles P. Boyles II
TJPDC Executive Director

Housing Preservation Grant (HPG) – TJPDC Pre-Application

(a) Standard Form (SF) 424 – original and 2 copies attached.

(b) Statement of Activities

(1) Pre-application Information

(i) TJPDC's Housing Preservation Grant Program Description: The Thomas Jefferson Planning District Commission (TJPDC) was created in 1972 and is one of 21 PDCs and Regional Commissions in Virginia. Planning District Commissions were established by the General Assembly in 1969, to encourage and facilitate regional solutions to problems of area-wide significance. TJPDC has a long history of leadership in the area of affordable housing. TJPDC serves as the administrative and planning agent for the Charlottesville HOME Consortium, established through TJPDC efforts in 1992 as the first HOME Consortium in Virginia. From its inception in 1993 through 2019, total HOME funds to our region through the Consortium have totaled $20.37 million, with an addition $2.14 million applied in Program Income. HOME funds have been used to assist homebuyers, rehabilitate owner-occupied homes, and develop new housing units for home ownership or rental. Housing Preservation Grant funds have been an important adjunct to the HOME program, providing additional funds for rehabilitation projects.

TJPDC created and incorporated the Thomas Jefferson Housing Improvement Corporation (TJHIC) in 1983 to assist in the development and provision of new residential housing, and in the improvement, repair, and rehabilitation of substandard residential housing and community development in the Virginia Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. Tax-exempt status was approved by the IRS in 1985. TJHIC also became a Community Development Housing Organization (CHDO).

In 1996, TJHIC became the Piedmont Housing Alliance (PHA), which assumed its non-profit status and all housing projects. In 1998, PHA initiated a regional Elderly and Disabled Home Safety Revolving Loan Fund to provide low interest loans and deferred loans for emergency repairs and home safety modifications for elderly and disabled persons in the five counties of the planning district. In 2005, the program became a grant fund (Repair & Rehabilitation Fund) focusing on home repairs and rehabilitation for low-income households regardless of age or whether persons with disabilities were involved.

PHA received Housing Preservation Grants in 2001, 2002, 2005, 2006, 2008, 2009, 2010, 2011, 2012, and 2013. PHA requested that the TJPDC apply for HPG funds in July 2015. TJPDC was awarded $32,495.11 for the period beginning October 1, 2015 and ending September 30, 2017. Sixteen projects were completed by September 2016, serving 34 people, with an average HPG assistance level of $1,692.88 per project. Our second HPG grant totaled $41,683. Sixteen projects were completed, serving 33 people, with average assistance of $2,605.20. The FFY17 HPG grant totaled $54,338, with 20 projects completed serving 32 people. The FFY18 HPG grant totaled $119,745.24, with 29 projects completed, serving 49 people, with an average assistance of $3,039.46. The FFY19 HPG grant is underway with 8 projects completed and an additional 4 underway; the FFY19 grant runs through September 30, 2021.

Client demand for these resources is very high in this region. Capacity to effectively deliver services is also high, with established housing non-profits consisting of the Albemarle Housing Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), Skyline CAP (serving Greene County), and the Nelson County Community Development Foundation (NCCDF). All of these housing organizations have been designated by the localities as sub-recipients for the HOME program, and have close working relationships with TJPDC.

TJPDC continues to manage the program as PHA established it in the past. TJPDC has agreements in place with local housing non-profit organizations to carry out individual modification projects in their respective counties. Our local housing non-profits are familiar with the program and its eligibility criteria, program requirements, and documentation. These housing organizations have robust referral systems with agencies in the region to identify rural homeowners who need repairs and rehabilitation modifications. They have well-established procedures to prescreen and assess the needs of eligible homeowners, develop the scopes of work, and carry out or oversee the rehabilitation work. Due to the lack of funding, these organizations have lengthy waiting lists.

(ii) Process: The process includes: 1) Outreach Workers for the local housing non-profits, and other referral agencies, prescreen applicants, verify income and assess need. 2) Outreach Workers assist applicants in filling out the grant application. 3) The completed application is then sent to TJPDC for final approval by the Project Officer, who will also prepare the environmental review documents, including obtaining a ruling from the Department of Historic Resources, prior to project commencement. 4) TJPDC's Project Officer then assigns approved projects to the appropriate subcontracting agency. 5) The subcontracting agency oversees the project, recruits volunteers and donated materials when possible, hires contractors and subcontractors as needed, and arranges the final inspection by the local building inspector, when required, or another qualified inspector. 6) The Project Officer verifies the work, monitors billing, and prepares and files grant and expense reports.

(iii) Environmental Impacts: A visual assessment will be done by the subcontracting agency before any work is initiated. Any identified concerns will be further assessed so that each project is designed to minimize any environmental impact. TJPDC's staff will prepare maps showing the floodplain, wetlands, endangered species, habitats, proximity to railroads and airports, and use EPA's NEPAssist tool to identify proximity to hazardous sites and environmental justice concerns. TJPDC creates a map showing the location of the project on most-recently available USGS quadrangle maps, and accesses and prints out a map and relevant information from DHR's V-CRIS on-line database. Either TJPDC or the sub-recipient compiles the package for submission to the Virginia Department of Historic Resources (DHR), providing a clear description of the project, the location shown on USGS map, photographs, and the results of the DHR Archive Search. TJPDC and its subrecipients will only undertake activities for which DHR has determined that no historic properties will be affected by the proposed work and properties not located in a floodplain.

(iv) Development Standards: USDA Rural Development standards for existing dwellings will be used. If required, a local building permit will be acquired for each site, and modifications will meet all local standards.

(v) Time Period: All funds will be utilized as quickly as possible since the need is great. All funds will be utilized by the end of the 2-year grant period or sooner.

(vi) Staffing: With this grant, the Project Officer will approve applications, verify work, monitor billing, prepare and file grant and expense reports, and distribute funds. One of TJPDC planners will prepare the maps for the environmental review process, with the Project Officer preparing the balance of the Environmental Review Record. The Finance Director will process check requests, obtaining necessary signatures for checks, and prepare financial statements to support reimbursement requests. The Finance Director will not charge time directly to the project; financial work is included in TJPDC's indirect cost rate.

(vii) Number of Persons to Be Served: The number of households estimated to be served with this grant is based on average assistance of $4,000 per unit, or 35 very low-income households (estimate of 50 people). Minority applicants are anticipated to total approximately 50% of total applicants.

(viii) Area Served: Within Virginia's Thomas Jefferson Planning District, all four rural counties (Fluvanna, Greene, Louisa, and Nelson) plus the eligible rural areas of Albemarle County will be served.

(ix) Grant Budget: The HPG allocation for Virginia is $322,970.39. Applications are limited to requesting one-half of that amount, or $161,485.19. TJPDC is applying for $161,485.19, and that figure is used throughout this application. See Form 424A Section A-Budget Summary. The budget includes $161,485.19 in HPG funds and $137,262.42 in funding match provided by sub-recipients carrying out the projects. $24,222.78 of the HPG funds are budgeted for TJPDC's administrative costs directly related to the project. This represents 15% of HPG funds and 8.82% of the total project budget. The remaining $137,262.42 in HPG grant funds, along with $137,262.42 of match funding, will be used for grants for the actual emergency repairs and home safety modifications. Draws against grant funds will be made monthly or quarterly, with financial and program reports submitted quarterly.

(x) Indirect Cost Proposal: TJPDC receives other federal funds. TJPDC's indirect cost rate proposal is submitted to the Virginia Department of Transportation (VDOT) as part of its application for federal funding for the Metropolitan Planning Organization (MPO). VDOT serves as the cognizant agency, acting on behalf of the Federal Highways Administration (FWHA). TJPDC's indirect cost rate is based on the actual rate for the most recently completed audit. The rate calculated by the FY19 audit is 62%. Materials submitted to VDOT, including pages extracted from the FY19 audit, are included in this application package.

(xi) Accounting System: All invoices will be submitted to TJPDC's Program Officer for approval before payment. Revenues and expenses are reviewed on a monthly basis. Quarterly financial summaries will be submitted to Rural Development. In-kind donations and volunteer hours will also be documented in the quarterly reports. TJPDC utilizes QuickBooks for its financial management system. TJPDC uses a chart of accounts to classify transactions. Governmental financial statements are produced at the end of the fiscal year. An independent firm conducts the annual audit. TJPDC's fiscal year runs from July 1 to June 30. The audit serves as the basis for the indirect cost rate proposal for the fiscal year following its preparation.

(xii) Evaluation Method: Quarterly reports are provided to Rural Development and oversight is provided by the Program Manager and the Outreach Workers. Suggestions and input from TJPDC staff and the Housing Directors Council will be used to improve the program. TJPDC will continue the practice of surveying collaborating agencies at the end of the year.

(xiii) Other Funding: Subrecipients have committed to provide local match equal to awarded HPG funds. Volunteer labor and donated materials will be utilized by the subcontracting agencies when possible. All funds will be leveraged utilizing federal, state, and local assistance where available, cash donations, special event proceeds, private foundation grants, and support from local financial institutions and corporate donors. Only non-federal funds will be reported as match.

(xiv) Program Income: HPG funds are proposed to be used as grants. In the event that a client has the ability to repay some or all of the funds, repayments will be treated as program income, and utilized in the same way as the original HPG funding. All program income and designated donations are considered restricted funds and are identified in separate line items in the general ledger.

(xv) Security Instruments: Any security instruments required will be held by the housing non-profit completing the work. If any of the housing non-profits should cease operations, all security instruments will be assigned to another non-profit in the region.

(xvi) Other Information – TJPDC initially applied for 2015 HPG funds in response to a request from Piedmont Housing Alliance (PHA). PHA provided guidance and sample forms to assist TJPDC in setting up its forms and procedures, and these are working well.

(xvii) Outreach Efforts: All housing non-profits conduct their own outreach efforts, and have strong referral networks. These efforts have resulted in long waiting lists. Eligible clients will be drawn from current waiting lists and new outreach efforts and referrals from local agencies. Outreach has resulted in applicants that are proportionately similar to the population of the service areas. Exhibit E-1 will be used to report on demographic characteristics of clients served.

(2) Organizational Experience and Capacity: TJPDC has a long history of providing affordable housing services in the region. TJPDC serves as the administrative and planning agent for the Charlottesville HOME Consortium, established through TJPDC efforts in 1992 as the first HOME Consortium in Virginia. From its inception in 1993 through 2019, total HOME funds to our region through the Consortium have totaled $20.37 million, with an additional $2.14 million applied in Program Income. HOME funds have been used to assist homebuyers, rehabilitate owner-occupied homes, and develop new housing units for home ownership or rental. Housing Preservation Grant funds have been an important adjunct to the HOME program, providing additional funds for rehabilitation projects.

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Piedmont Housing Alliance (PHA), which assumed its non-profit status and all housing projects.

On behalf of the Charlottesville HOME Consortium, TJPDC served as the grantee and project manager for the Heat Pump Revolving Loan Fund Energy Efficiency Conservation Block Grant (EECBG) program funded through the Department of Mines Mineral and Energy (DMME). From June 2010 through July 2012, thirty-nine (39) projects were carried out to replace and upgrade existing failed or inefficient systems for households at 80% Area Median Income (AMI) in the Counties of Fluvanna, Greene, Louisa and Nelson. ARRA Funds disbursed totaled $178,500 in construction funds and $19,500 in project management (soft) costs for a total of $198,000. Other federal funds applied totaled $58,465.00 and $19,500 in non-Federal funds, for a total of $275,465. Through September 30, 2018, 35 additional projects were completed applying revolving loan funds totaling $87,267.15. TJPDC submitted annual reports to DMME.

TJPDC staff members involved in HPG administration include: Project Officer, Planning Program Manager to create maps for the Environmental Review Records (ERRs), and Finance Director, overseen by the Director of Housing and the Executive Director.

The Project Officer is TJPDC's Planner Shirese S.R. Franklin, who joined TJPDC in September 2019. She is the lead staff for the HOME Consortium and provides staff support for the Housing Directors Council. She holds a Bachelor of Arts in English Literature from Southern Illinois University-Carbondale and a Master of Urban Planning and Public Policy from the University of Illinois in Chicago. She is the TJPDC Project Manager for the Solid Waste and Recycling Plan and the Hazard Mitigation Plan. Her work at the TJPDC also includes the Rivanna River Corridor Plan, The Zion Crossroad Plan, and the Regional Housing Plan

Nick Morrison, the Planning Program Manager, has been assigned to create the maps for the Environmental Review Record for both the HPG program and the HOME Consortium. Nick joined the TJPDC in September of 2015. He holds a Bachelor of Science in Housing from the University of Georgia and a Master of Urban and Regional Planning from the University of West Georgia. Nick's work with the TJPDC has spanned several program areas, including administration of the Rural Transportation Program, the Rivanna River Corridor Plan, administering the agency's GIS services, CDBG contracts with local governments, and guiding several small area plans

Finance Director Don Reed is responsible for TJPDC's fiscal management. He is a Certified Public Accountant and has been with the TJPDC since 2006.

The Director of Housing, Christine Jacobs, oversees all TJPDC housing programs, to include the HOME Consortium, the Housing Preservation Grant, the Regional Housing Partnership, and the Regional Housing Plan. Christine joined the TJPDC in 2018 and serves as the Chief Operating Officer and Director of Housing. She holds a Master of Leadership and Public Policy and a Master of Teaching from the University of Virginia

TJPDC's Executive Director, Charles P. Boyles II, joined TJPDC in April 2014, bringing over 20 years of local government management experience to the position. He previously served as the Vice President of Programs and Administration for the East Baton Rouge (Louisiana) Redevelopment Authority. He also has served as Director of the Office of Community Development for the City of Baton Rouge/East Baton Rouge Parish

Government, a combined city/county government in Louisiana, where he was responsible for over 100 grant/loan contracts.

Letters of support from the Nelson County Community Development Foundation (NCCDF), Albemarle Housing Improvement Program (AHIP) and the Fluvanna/Louisa Housing Foundation (F/LHF) are attached.

(3) Evidence of Applicant's Legal Existence The Thomas Jefferson Planning District Commission (TJPDC) was created in 1972 and is one of 21 PDCs and Regional Commissions in Virginia. Planning District Commissions were established by the General Assembly in 1969, to encourage and facilitate regional solutions to problems of area-wide significance. See attached:

TJPDC Charter

TJPDC Bylaws

List of TJPD Commissioners

(4) Most Recent Audit (Year Ended June 30, 2019) and Current Financial Statements FY19 Audit prepared by Robinson, Farmer, Cox Associations, approved by the Commission on December 5, 2019 as well as Financial Statements through January 2020 are attached.

(5) Need: There is a great need among very low-income persons for financial assistance with home safety repair and rehabilitation. Households needing home modifications are estimated to be about 6% of all households in the rural counties. The Thomas Jefferson Planning District 2018-2022 Consolidated Plan was approved by the City Council on May 7, 2018 and by the TJPDC on June 7, 2018. This plan again specifically includes goals to preserve housing by assisting residents with the rehabilitation of substandard owner-occupied houses

Median household incomes from all four rural counties are under the state median income. The incidence of poverty in the rural counties ranges from 6% to over 12%. 10% of the region's elderly, for example, are below the poverty line. Although some limited funding is available for home modifications, this does not begin to meet the need particularly in the rural counties. The TJPDC Housing Preservation Grant Program will help to meet the needs of very low-income persons who need assistance to make their homes safe and livable.

(6) Overcrowding: Overcrowding Policy: If there is an applicant in an overcrowded situation and that applicant wishes to alleviate this condition, we will consider providing assistance to the applicant to achieve the range outlined in 1944-N, 1944.656.

(7) Other Activities of Applicant: The Thomas Jefferson Planning District Commission (TJPDC) is a political subdivision of the Commonwealth. In addition to its housing programs, TJPDC staffs the Charlottesville-Albemarle Metropolitan Planning Organization, the Rural Transportation Program, and RideShare. TJPDC provides a variety of services to its member localities (the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson), including transportation and community planning, mapping, project management, and data compilation and analysis. TJPDC provides staff support for the Rivanna River Basin Commission. TJPDC's budget for FY21 primarily reflects funding that has already been secured, and projects a balanced budget for the year. TJPDC has sufficient funding to assure continued operation of other activities for the period of the HPG agreement.

(8) Other Information Addressing Selection Criteria

Energy Efficiency: TJPDC and partner agencies are interested in improving the energy efficiency of rehabilitated units. The Albemarle Housing Improvement Program (AHIP) is an Earthcraft certified builder. In all of AHIP's HVAC repairs, they try to achieve the maximum efficiency and all windows they use are low e and efficient. The Nelson County Community Development Foundation also prioritizes energy efficiency in its projects.

(c) Form RD 1940-20 "Request for Environmental Information", Exhibits F-1 and F-2, and RD Instruction 2000-FF – See attached.

(d) Identification Process

(1) **Historic Preservation**: All structures regardless of age will be assessed by the subcontracting agency for eligibility for historic designation before modification. Applicable historic preservation requirements will be followed when designing the modification project. Please see attached correspondence with the Virginia Department of Historic Resources.

(2) **Floodplains/Wetlands**: Although it is not anticipated that these repairs or modifications would impact floodplains or wetlands, the subcontracting agency will assess each project and consult with the Thomas Jefferson Soil and Water Conservation District office or Army Corps of Engineers as necessary.

(3) **Coastal Barriers Resources System -** Our region is not part of this system.

(4) **Coordination with other agencies**: Subrecipients work with local agencies to receive referrals of applicants with housing repair needs. The subcontracting agency will seek the assistance of other public and private organizations and programs that provide assistance in the rehabilitation of historic properties. A list of these agencies has been acquired from the State Historic Preservation Office.

(e) SHPO concurrence - The State Historic Preservation Office will be informed of our proposal for HPG funding. The letter from DHR, once received, will be included in the pre-application package.

(f) Consultation with local government – TJPDC is the agency tasked with A-95 reviews on applications requesting federal funding. The purpose of the A-95 process is to review applications for regional consistency to best utilize public resources. Information on this application has been provided for inclusion in the meeting packet for the May 7, 2020 meeting as an Intergovernmental Review (IGR). An extract from the minutes showing the action taken by the Commission at the meeting is included in this application package.

(g) Public comment - A Legal Notice was submitted to the *The Daily Progress,* the region's major local daily newspaper, for publication on Tuesday, April 21, 2020 regarding the availability of the statement of activities for public comment, accepted through May 7. A Thomas Jefferson Planning District Commission special newsletter will also be circulated on April 21,2020, distributed to approximately 1,300 individuals in the region. The application is on the May 7 Housing Directors Council agenda.

(h) Form RD 400-1 and Form RD 400-4 - See attached.

Also attached are forms: AD-1047, AD-1048, AD-1049, RD 1940-Q, and RD 1910-11.

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Draft Minutes, March 5, 2020

Commissioners Present:
Ned Gallaway – Albemarle County
Donna Price – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Dale Herring – Greene County
Keith Smith – Fluvanna County (7:10)
Andrea Wilkinson – Greene County
Bob Babyok – Louisa County
Lisa Green – City of Charlottesville

Commissioners Absent:
Tony O'Brien – Fluvanna County
Eric Purcell – Louisa County
Michael Payne – City of Charlottesville

Staff Present:
Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
Sara Pennington, Rideshare Program Manager

Guests Present:
none

1. Call to Order: Dale Herring called the meeting to order at 7:00 pm.

2. Matters from the Public:
a. Comments by the Public: none

3. Executive Director's Report:
a. Director's Report is attached: A written report was included in the meeting packet.
1. Mr. Boyles gave an overview of the staff monthly activity report. This report gives updates on each project that the TJPDC is working on as well as who the project lead, support staff, and director are for each activity.

b. TJPDC Corporation Appointments by Commission: Mr. Boyles shared that the TJPDC Corporation (Corp.) will need to make three new appointments because of turnover. He reported that the Corporation did not have a quorum for their last meeting, so appointments will be considered at the next meeting. The Corp. is a legally separate 501(c)3 from the TJPDC created with the same mission to work on environmental, economic, land use, transportation and housing in the region. The benefit of the Corp. is that it can go after funding sources that the TJPDC cannot. The Corp. can serve as a nonprofit fiscal sponsor for other groups with the Corp. board acting as a board for projects. It meets 1-2 times per year. It originally tried to raise money on its own, but it was difficult to get donors for unknown future projects. The Corp. board is comprised of a representative from each jurisdiction, appointed by the TJPDC, with over half of its board required to be elected officials. The current openings represent Albemarle, Louisa, and Nelson counties. The current board roster was included in the Commission packet. Mr. Boyles shared that dinner is provided for each meeting. More information and a decision will be available at the next Commission meeting.

4. Consent Agenda: The consent agenda consisted of the draft minutes from the December 5, 2019 and February 6, 2020 meetings and the Quarterly Financial Report through January 31, 2020.

Action Items:

a. Minutes of the December 5, 2019 and February 6, 2020 Meeting:

- **On a motion by Jesse Rutherford, seconded by Lisa Green, the Commission unanimously approved the minutes of the December 5, 2019 meeting.** Dylan Bishop, Donna Price, and Ned Gallaway abstained from the vote.
- **On a motion by Jesse Rutherford, seconded by Donna Price, the Commission unanimously approved the minutes of the February 6, 2020 meeting.** Bob Babyok, Lisa Green, Andrea Wilkinson, and Keith Smith abstained from the vote.

b. Quarterly Financial Reports: The Quarterly Financial Reports consisted of:

i. Dashboard Report indicates Net Quick Assets are $713,207, representing over 7 months of available operating expenses based on the twelve-month available for operating expenses, exceeding the current goal of 5 months of available operating expenses. Unrestricted Cash on Hand as of January 31, 2020 was $429,978 or 4.3 months of average monthly operating expenses. Four months is our current target level and concern level is less than two months. Revenue less Expenses – TJPDC had a net Gain of $6,272 for the month of January, for a fiscal year net Loss of $9,129. Budgeted fiscal year gain/loss is $0.

ii. Profit & Loss Statement: Total income Through January is $1,090,292. With 7 months or 58% of the fiscal year complete, we have received 58% of our total budgeted income. Total expenses are $1,099,422 or 58% of our budgeted expenses of $1,886,559. Operating Expenses for the same period are $718,127 or 57% of our total budgeted operating expenses of $1,255,477. Operating revenue through January is $708,997 or 56% of the budgeted operating revenue of $1,255,477.

iii. Balance Sheet: As of January 31, 2020, we have total current assets of $953,648 and total fixed assets of $5,382.

iv. Accrued Revenues Report: TJPDC currently has $655,350 available in contracts and grants for the remaining in the year. Our 12-month operating average is $99,298. We currently have $109,225 in available funds per month for these operating expenses for the remaining 5 months in the fiscal year.

v. FY19 Audit Governance Letter: The FY19 Audit Governance Letter from the TJPDC Auditors, Robinson Farmer Cox, was included in the packet. The letter provides a final statement of the FY19 Financial Audit reviewing the completed responsibilities, time schedule and scope of the Audit.

- **On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously approved the Quarterly Financial Report through January 31, 2020.**

5. Resolutions:

a. FY20 Amended Budget: Mr. Boyles reviewed the budget process for each fiscal year containing three steps: 1) approval of projected budget in October, 2) the operating budget adopted in May as prescribed by the TJDPC Bylaws, and 3) a revised operating budget for approval in march, to serve as the budget for financial reports through the year. Mr. Boyles highlighted several budget items. He shared that the budget accounted for a decrease in federal revenues of $158,068 due to the Fifth Street Hub bike/ped project's cancellation, a decrease of $50,000 for the Comprehensive Economic Development Strategy plan (now expected for application in FY21) and an increase of $37,932 in WIP funds. He shared decreases in state revenues of $35,000, to include $22,000 in Lovingston revenue moved to federal from state (CDBG grant), WIP revenue (-$10,000) moved from state to federal, and a decrease of $3,000 in Regional Housing Plan transferred to FY21. The attached Final Amended Budget memo details other changes in revenue to the Amended FY20 budget. Mr. Boyles highlighted the need for a $10,000 IT Server replacement, installation of new software, and additional laptop replacements for new staff. There was a brief discussion on the decision to use a server rather than a cloud-based solution. Chip shared that the IT investment will be amortized over 3-5 years so it will not show on the financials as a one-year expense item. Overall, Mr. Boyles indicated that there was an anticipated $40,000 surplus for this year. Andrea Wilkinson suggested simplifying the language of the different budgets (projected, final, amended). Mr. Boyles said that this can be considered in a revised financial policy.

- **On a motion by Keith Smith, seconded by Bob Babyok, the Commission unanimously approved the Final Amended Budget for FY20.**

<u>b. FY21 Rideshare Funding Request Application</u>: Sara Pennington, Rideshare Program Manager, gave an overview of her role, to include: inventory of Park & Ride lots, Marketing, Promotion of other Transit programs, Guaranteed Ride Home program, and promotion of biking and telework. She shared that an annual grant was submitted to the Department of Rail and Public Transit (DRPT). Chip noted that the total program budget was $139,258 with a local match provided by the public body of at least $34,815 with all localities contributing except Greene County. If the grant request is approved, the match will likely be $37,812 to match the state funds. Dale Herring, of Greene County, shared that with Greene's changes from their own transit to JAUNT, that Greene's non-participation may change. There was a brief discussion about the existing Park & Ride lots in Louisa County and the need to expand some of the lots due to capacity issues. Ms. Pennington shared that she oversees the Regional Transit Partnership (RTP), which includes membership from JAUNT, CAT, RideShare, and the University of Virginia. Mr. Boyles shared that the RTP applied for a $55,000 from DRPT to do a Regional Vision Plan for Transit Services. There was a brief discussion on the parking at Charlottesville's airport. Mr. Boyles shared that they are working on building a garage, but will need to eliminate parking entirely during construction. They do see a need for public transit, but their revenue is dependent upon parking fees. Mr. Boyles also shared that the National Grounds Intelligence Center (NGIC) is expanding up 29 North. There will be an opportunity for JAUNT, another Park & Ride lot, and better service to Greene. Lisa Green asked a question about who owns the Park & Ride lots and whether churches could share their lots. There was a brief discussion on the ownership of several of the lots and the fact that the state will not do improvements or maintenance on public property.

- **On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously approved the RideShare Resolution.**

<u>c. 2020 CDBG Regional Priority:</u> Mr. Boyles shared that the TJPDC sends a Community Development Block Grant (CDBG) requests to jurisdictions and nonprofit housing providers. There was only one response, for Nelson County's Lovingston Business District Revitalization Economic Blight. Mr. Boyles shared that any projects qualify, as long as the project serves half low- to moderate- income people. Mr. Boyles ranked the priorities with Comprehensive Community Development and Economic Development – Business District Revitalization as the highest priority and Housing – Housing Rehabilitation and Community Facility (Including Housing Production) as the second highest priority.

- **On a motion by Dylan Bishop, seconded by Jesse Rutherford, the Commission unanimously approved the proposed rankings submitted by the TJPDC to the Department of Housing and Community Development.**

6. Other Business:

NOTE: Prior to the Roundtable discussion, Mr. Boyles shared that Bylaw provisions were included in the packet. They require 30-day notice so no action will be taken during tonight's meeting. He highlighted the suggested changes, specifically, the process for notification if a Commission member did not show up regularly to Commission meetings. There was a brief discussion about the current process and the suggested changes.

a. Roundtable Discussion by Jurisdiction:

- Fluvanna: Keith Smith shared that the round-about at Lake Monticello, which was the first SmartScale project in Virginia, will be done October/November of this year.
- Albemarle: Ned Gallaway shared that Albemarle has four major transportation projects online for this year. He also shared that the Housing Policy update is due to be complete in August or September of this year. Donna Price added that Albemarle will have a .854 cent tax rate for this year.
- Louisa: Bob Babyok shared that Louisa is finishing their 2-year Comprehensive Plan rewrite. He shared that their Small Area Plan called for three round-abouts on Route 15. He also discussed that the controversial flag pole will likely need a trial after several hearings. He announced a $28 million grant from USDA for expansion of rural Broadband. He noted that the James River Water Authority issue has been fairly one-sided and that it was importantly to publicly share both sides of the issue. Finally, Mr. Babyok indicated that the county was amidst its budgeting season and they anticipated no tax rate increase to the current .72 cent rate.
- Charlottesville: Lisa Green shared that the last Planning Commission meeting work session was on the Cherry Avenue Plan created by the TJPDC. She said that they were pleased with the amount of stakeholder input and buy-in on the plan. She shared that Phase I and Phase II of the South First Street Neighborhood was an energizing project due to the amount of public input and planning. Ms. Green shared that the consultant responsible for the City's Comprehensive Plan update, Housing Strategies plan, and Zoning rewrite were eager to get started. Mr. Boyles shared that when a community is considering planning and community development project that the community engagement will not come through in large public meetings, but that smaller venue, door-to-door, and front-porch meetings were more effective, albeit time intensive.
- Nelson: Dylan Bishop shared that Nelson working on their Comprehensive Plan rewrite with the goal to make it more compatible with the zoning code. She indicated that they would release a Request for Proposal soon, with the hope to secure a consultant by June. She also shared that she is now a Certified Flood Plain Manager. Jesse Rutherford shared that Nelson advertised a .72 cent tax rate. He shared that the Strategic Investment Area is Lovingston. There is a town hall meeting scheduled for March 25. He shared that Schuyler had a Clean up Day scheduled for trash pick up and a pancake breakfast. He shared that Firefly, the internet provider, was a promising option for Nelson. He also shared that he is hoping to incorporate a solar plan in the comprehensive plan update with the consultant due to the increased demand for land dedicated to solar. Mr. Boyles shared that Nelson was eligible to receive grant money from FEMA from Hurricane Florence. The grant is approximately $20,000. Finally, Mr. Rutherford shared that the County contributed $1,000 towards the Regional Housing Summit as a sponsor.
- Greene: Andrea Wilkinson said that the Ruckersville Small Area plan created by the TJPDC has helped Greene to advance some initiatives. Specifically, VDOT has helped to pull out unnecessary signage and has offered to mow the medians. Dale Herring added that their Emergency Service project is an approximate $6 million investment to be complete in December of 2021. He said that Greene is in the middle of the budget season and is dealing with issues related to their water project between the

Rivanna Service Authority and the County. There was a brief discussion about the fact that Greene was not included in the grant for rural Broadband Expansion.

7. Closed Session *per Code of Virginia 2.2-3711 A.1.

a. Employee – Executive Director Evaluation and Performance: Dale Herring suggested that they did not go into closed session for discussion at this time. There are two surveys included in the meeting packet, one for evaluation by current and former commissioners, and one for evaluation by staff. Mr. Herring indicated that suggested ideas/changes for the survey be emailed out by the end of next week. The results of the surveys will be tabulated and shared in the next meeting, which will include a closed session. The goal is to have the results in time for consideration before the next budget is reviewed.

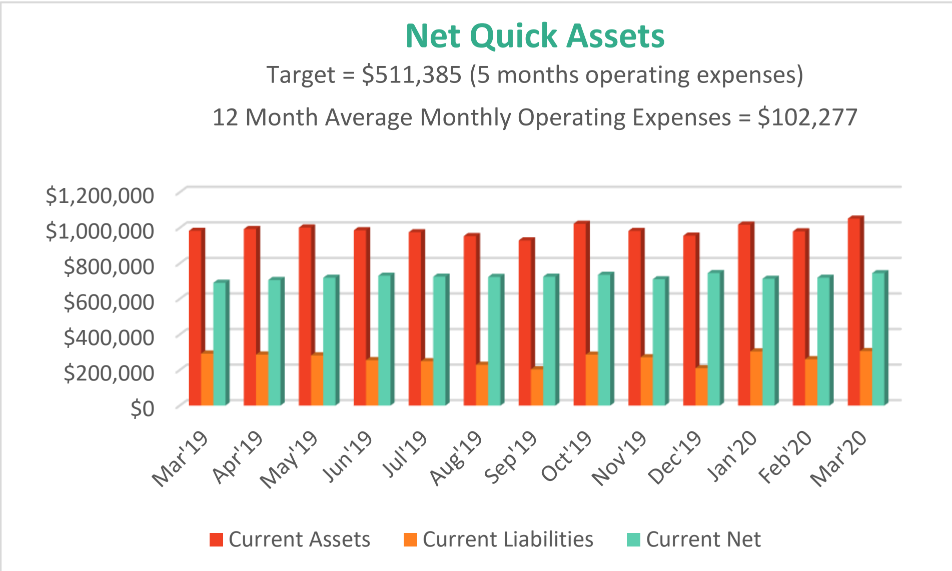
b. Next Meeting: The next Commission meeting will be held on Thursday, April 2, 2020. The agenda will include review of the FY21 Draft Budget as well as the FY21 Rural Transportation work program.

8. Adjournment:

- **On a motion by Bob Babyok, seconded by Dylan Bishop, the Commission unanimously voted to adjourn the meeting at 8:53 pm.**

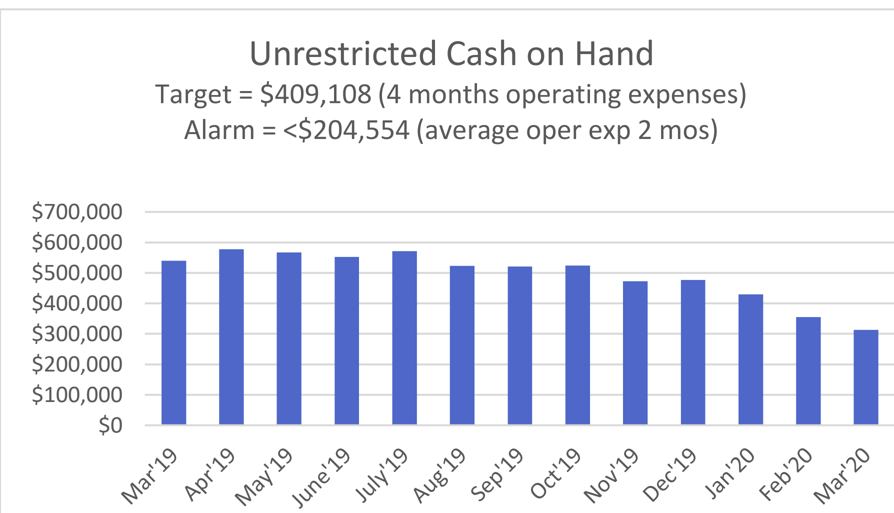
Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through March 31, 2020



Net Quick Assets
Mar'19 =$690,735
Apr'19 =$706,271
May'19 =$719,299
Jun'19 =$730,707
Jul'19 =$725,313
Aug'19 =$723,877
Sep'19= $725,255
Oct'19=$735,829
Nov'19=$710,578
Dec'19=$745,566
Jan'20= $713,207
Feb'20=$719,287
Mar'20=$744,936

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 just over 7 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses increased at $102,277. The 3-month average of expenses is $109,368. Actual operating expenses for March were $112,498 compared to $108,313 in February.

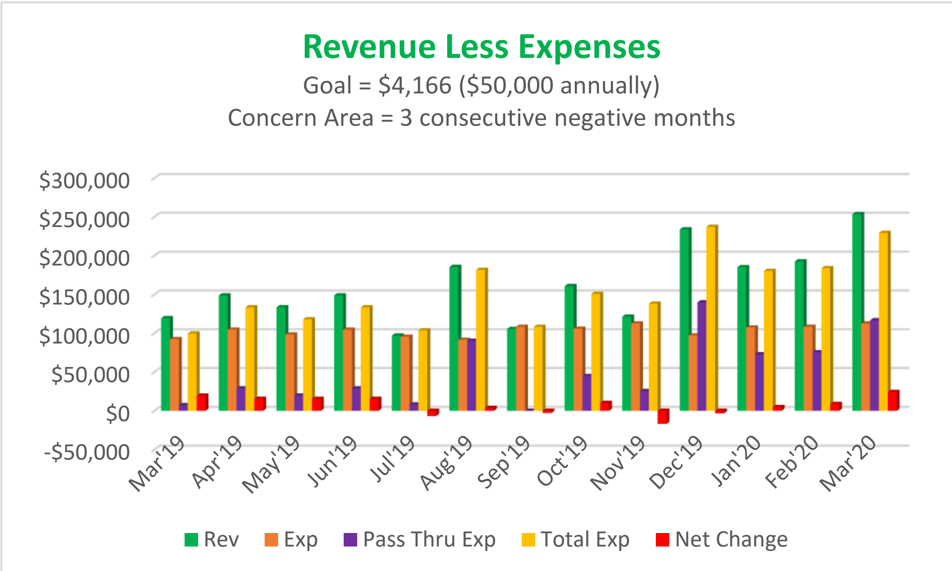


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 $312,880 represents 3 months of operating expenses, one month below the 4-month target but above the 2-month alarm level. Increasing net gains should place above 4 months at year's end.

Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through March 31, 2020



Monthly Net Revenue

Mar'19 =	$19,668
Apr'19 =	$15,398
May'19 =	$15,505
Jun'19 =	$15,756
Jul'19 =	($6,706)
Aug'19 =	$3,765
Sep'19=	($2,733)
Oct'19=	$10,130
Nov'19=	($16,753)
Dec'19=	($3,154)
Jan'20=	$4,862
Feb'20=	$8,863
Mar'20=	$24,184

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY20 Budget adopted in March 2020 is estimating a $40,908 net gain. With the COVID-19 projections for FY21, we have re-assigned several FY20 project schedules to roll over to FY21 where ever possible. We are now expecting a net gain for FY20 but at a much lower amount. There was a gain for the month of March of $24,184 resulting in a net gain of $22,458 for the year to date. The Accrued Revenue Report shows available funds of $124,142 per month for FY20. Actual operating expenses for March were $112,496.

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, Consolidated Profit and Loss Report, and the Accrued Revenue Report 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. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission 7:26 AM

Consolidated Profit and Loss 04/30/20

March 2020 Accrual Basis

	Mar 20	Budget	Jul '19 - Mar 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	172,209	75,296	873,475	677,663	903,551
4120 · State Funding Source	26,109	24,463	207,129	220,162	293,549
4130 · Local Source	41,373	45,043	326,677	405,386	541,340
42000 · Local Match Per Capita	13,059	9,117	117,533	122,679	156,968
4280 · Interest Income	632	833	9,995	7,500	10,000
Total Income	253,382	154,751	1,534,808	1,433,390	1,905,408
Gross Profit	253,382	154,751	1,534,808	1,433,390	1,905,408
Expense					
61000 · Personnel	87,950	81,873	713,575	745,216	982,500
62391 · Postage Expense	44	274	1,012	2,464	3,285
62392 · Subscriptions, Publications	60	146	1,264	1,313	1,750
62393 · Supplies	558	1,015	6,684	9,181	12,224
62394 · Audit -Legal Expenses	0	0	14,000	16,500	16,500
6240 · Advertising	374	1,592	13,659	14,328	19,929
62404 · Meeting Expenses	508	1,484	8,500	13,357	17,809
62410 · TJPDC Contractual	6,307	4,290	39,458	38,273	51,866
6281 · Dues	2,030	819	8,856	7,374	9,832
62850 · Insurance	361	233	3,199	2,600	3,300
62890 · Printing/Copier	236	396	3,881	3,753	4,941
63200 · Rent Expense	7,766	7,678	69,305	69,101	92,134
63210 · Equipment/Data Use	2,701	3,625	14,717	32,627	43,502
63220 · Telephone Expense	625	418	5,583	3,765	5,020
63300 · Travel-Vehicle	1,705	1,926	13,550	17,460	23,238
6345 · Janitorial Service	520	691	6,302	6,216	8,288
6390 · Professional Development	751	1,523	15,390	13,711	18,281
Total Expense	112,496	107,983	938,935	997,237	1,314,399
Net Ordinary Income	140,887	46,768	595,873	436,153	591,009
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	89,319	34,268	482,993	308,412	411,216
8399 · Grants Contractual Services	27,437	11,574	90,475	104,164	138,885
Total Other Expense	116,756	45,842	573,469	412,576	550,101
Net Other Income	(116,756)	(45,842)	(573,469)	(412,576)	(550,101)
Net Income	**24,131**	**927**	**22,405**	**23,577**	**40,908**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of March 31, 2020

	Mar 31, 20	Mar 31, 19	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	335,496.69	596,584.41	-261,087.72
1189 · Capital Reserve	214,217.00	188,652.00	25,565.00
Total Checking/Savings	549,713.69	785,236.41	-235,522.72
Accounts Receivable			
1190 · Receivable Grants	476,962.66	188,978.18	287,984.48
Total Accounts Receivable	476,962.66	188,978.18	287,984.48
Other Current Assets			
1310 · Prepaid Rent	1,562.48	1,875.00	-312.52
1330 · Prepaid Insurance	12,487.17	1,369.23	11,117.94
1360 · Prepaid Other	10,986.35	5,950.79	5,035.56
Total Other Current Assets	25,036.00	9,195.02	15,840.98
Total Current Assets	1,051,712.35	983,409.61	68,302.74
Fixed Assets			
1411 · Power Edge T340 Server	5,885.25	0.00	5,885.25
1413 · Server Software	5,197.50	0.00	5,197.50
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	-123,720.43	-121,019.41	-2,701.02
Total Fixed Assets	10,484.11	2,102.38	8,381.73
TOTAL ASSETS	**1,062,196.46**	**985,511.99**	**76,684.47**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	67,190.95	43,428.56	23,762.39
Total Accounts Payable	67,190.95	43,428.56	23,762.39
Credit Cards			
2155 · Accounts Payable Credit Card	2,680.28	3,980.48	-1,300.20
Total Credit Cards	2,680.28	3,980.48	-1,300.20
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	70.50	0.00	70.50
2467 · Employee Deferred Compensation	0.66	0.00	0.66
2800 · Deferred Revenue	236,833.59	245,267.13	-8,433.54
Total Other Current Liabilities	236,904.75	245,267.13	-8,362.38
Total Current Liabilities	306,775.98	292,676.17	14,099.81
Long Term Liabilities			
2200 · Leave Payable	40,072.68	43,754.70	-3,682.02
Total Long Term Liabilities	40,072.68	43,754.70	-3,682.02
Total Liabilities	346,848.66	336,430.87	10,417.79
Equity			
3000 · General Operating Fund	477,947.61	454,574.64	23,372.97
3100 · Restricted Capital Reserve	214,217.00	188,652.00	25,565.00
3600 · Net Investment in Fixed Assets	700.78	2,102.38	-1,401.60
Net Income	22,482.41	3,752.10	18,730.31
Total Equity	715,347.80	649,081.12	66,266.68
TOTAL LIABILITIES & EQUITY	**1,062,196.46**	**985,511.99**	**76,684.47**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2020

Grant or Contract	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	GRANT-CONTRACT TOTAL	JULY FY2O	AUG FY20	SEPT FY20	OCT FY20	NOV FY20	DEC FY20	JAN FY20	FEB FY20	MARCH FY20	APRIL FY20	MAY FY20	JUNE FY20	YEAR TO DATE FY20	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY21	GRANT TO DATE	GRANT-CONTRACT REMAINING FY20	NOTES
MPO-FTA	07/01/19	06/30/20	97,475	6,050	5,590	7,090	6,428	7,127	7,560	7,747	9,136	12,882				69,610			69,610	27,865	MPO FTA Transit Planning
MPO-PL	07/01/19	06/30/20	184,419	6,329	6,701	12,128	13,696	10,885	10,324	11,269	16,452	26,477				114,261			114,261	70,158	MPO PL Transp Planning
HOME TJPDC	07/01/19	06/30/20	53,314	4,325	5,360	3,555	10,307	2,298	3,186	3,633	2,375	3,102				38,141			38,141	15,173	HUD HOME Housing Grants Admin
HOME PASS-THROUGH	07/01/19	06/30/20	482,993	6,107	80,000		24,386	23,610	131,124	61,231	67,216	89,319				482,993			482,993	0	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/19	06/30/20	15,000	2,441	1,062	982	1,563	1,087	905	1,016	767	2,309				12,132			12,132	2,868	USDA Housing Repair Admin
HPG PASS-THROUGH	07/01/19	06/30/20	85,000	2,100	6,047		18,332	1,878	8,089	11,653	8,202	27,437				83,738			83,738	1,262	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	6,331	6,331	6,330	6,331	6,331	6,331	6,331	6,331	6,331				56,978			56,978	18,993	State funding to TJPDC General
RIDESHARE	07/01/19	06/30/20	177,070	12,120	18,944	11,926	13,460	12,300	9,900	17,874	14,746	15,724				126,994		17,338	126,994	32,738	Rideshare TDM Program Marketing & Management
RURAL TRANSPORTATION	07/01/19	06/30/20	58,000	3,670	3,784	4,573	7,466	4,499	3,042	4,135	3,680	4,543				39,392			39,392	18,608	VDOT Rural Transp Planning
RTP-TDM	07/01/19	06/30/20	28,223		1,704	2,939	1,718	1,854	2,373	983	2,758	2,396				16,725			16,725	11,498	Regional Transit Partnership
RTP PASS THRU	07/01/19	06/30/19	21,777																0	21,777	Regional Transit Partnership
CACF GREENWAYS GRANT	07/01/17	10/15/19	40,320	438	579	1,111	1,974									4,102	35,464		39,566	754	Grant for Bike Ped from CACF
LOVINGSTON	11/01/18	06/30/20	17,000	628						548	1,970	3,287				6,433	8,430		14,863	2,137	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/20	18,000													0	0			18,000	
SCOTTSVILLE PLAN	07/01/19	01/01/20	4,000	135	1,164	889	1,335	477	92							4,092			4,092	-92	CDBG Mapping Project
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	2,487	19	469	2,061	7,574	8,043	7,854	7,468	8,956				44,931	4,845		49,776	-4,326	Neighborhood Inventory
TJPDC CORPORATION	07/01/19	06/30/20	2,604	767	1,032	770						35				2,604			2,604	0	Non-profit Arm
LEGISLATIVE LIAISON	07/01/19	06/30/20	101,269	6,319	7,365	7,851	9,835	7,848	8,918	14,124	15,458	9,467				87,185			87,185	14,084	
VAPDC-ED	07/01/19	06/30/20	53,952	5,909	4,185	4,482	4,447	4,167	4,166	4,837	4,479	4,167				40,839			40,839	13,113	Contract for Admin Services
SOLID WASTE	07/01/19	06/30/20	10,500	985		126	2,541	1,345	502	785	3	102				6,389			6,389	4,111	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/19	06/30/20	87,464	2,945	3,332	4,536	2,426	1,157	2,937	2,771	2,992	3,423				26,519		4,111	26,519	56,834	Regional River Plan
RRBC	07/01/19	06/30/20	10,500	338	2,014	2,583	1,279	113	316	45	136	369				7,193			7,193	3,307	Rivanna Commission
RRBC PASS-THROUGH	07/01/19	06/30/20														0			0	0	
WIP PHASE III	06/01/18	12/30/20	123,500	4,197	3,927	6,284	3,273	3,564	4,741	5,645	5,335	7,227				44,193	64,137	13,000	108,330	2,170	Chesapeake Watershed Assistance to DEQ
TJCLT	10/19/17	10/19/20	54,990	3,754	4,751	4,821	5,019	3,865	3,244	3,784	3,741	8,103				41,082			41,082	13,908	Contract for Admin Land Trust
REGL HSG PLAN	10/31/18	06/30/20	63,150	2,083	4,474	5,332	4,018	2,565	1,142	2,857	2,986	2,869				28,326	14,776	0	43,102	20,048	Regional Housing Plan Grant
RHP PASS-THROUGH	10/31/18	06/30/20	61,850													0	54,125		54,125	7,725	Housing Plan Contract with others
MEMBER PER CAPITA	07/01/19	06/30/20	156,968	12,906	12,906	13,365	13,059	13,059	13,059	13,059	13,059	13,059				117,531			117,531	39,437	Local Govt Annual Contributions
WATER STREET CENTER	07/01/19	06/30/20	7,800		840	525	420	420	525	420	420					3,570			3,570	4,230	Rental Fees
OFFICE LEASES - RENT	07/01/19	06/30/20	11,100	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,550	1,150				11,100			11,100	0	Rental Fees
OFFICE LEASES - DIRECT COSTS	07/01/19	06/30/20														0			0	0	
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	264	477	394	804	955	420	226	477	94				4,111	11,995	6,588	16,106	2,806	VDOT Streetscape Contract
5TH STREET TAP	11/16/16	10/01/20	27,352	629	266		2,217		86							3,198	19,652	4,502	22,850	0	VDOT Bike Path Grant
5th STREET TAP Pass Through	11/16/16	10/01/20	572,528						560							560	85,964	486,004	86,524	0	VDOT Bike Path Design & Constr
BANK INTEREST	07/01/19	06/30/20	12,000	1,493	1,428	1,272	1,202	1,076	1,019	1,015	858	632				9,995			9,995	2,005	Investment Pool Savings Income
TOTAL			**2,787,039**	**96,950**	**185,482**	**105,533**	**160,797**	**121,254**	**233,804**	**185,042**	**192,595**	**253,460**	**0**	**0**	**0**	**1,534,917**	**299,388**	**531,543**	**1,834,305**	**421,191**	

Op Expenses	12 month average	$99,298
	3 month average	$105,274
	last month	$112,261

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Pass-through funds	$48,764
Contract funds	
TJPDC Available Funds	$372,427
Available funds per month	$124,142.46

COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219-2416

(804) 786-4440
FAX (804) 225-3752
Virginia Relay Center
800-828-1120 (TDD)

February 26, 2020

Dear Grantee:

Please find attached your new State Master Agreement. Please have the appropriate parties sign and witness the State Master Agreement and return it to this office to my attention no later than COB May 30th, 2020. Please ensure you enter a designated representative in Section 10.1 before signing. The executed State Master Agreement **must be received before project agreements for FY21 are written.** Scanned documents will be accepted, and can be emailed to marie.berry@drpt.virginia.gov.

Sincerely,

Marie K. Berry

Marie Berry
Financial Programming Manager

Enc.

MASTER AGREEMENT

FOR USE OF

COMMONWEALTH TRANSPORTATION FUNDS

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

This Master Agreement ("Agreement"), is made and executed as of the ____ day of ____________, 2020 between the Virginia Department of Rail and Public Transportation ("Department"), acting by and through its Director, and the Thomas Jefferson Planning District Commission ("Grantee") (collectively Department and Grantee referred to as "Parties"). On a case by case basis, the Parties will enter into a project specific agreement ("Project Agreement") that includes the overall purpose for which grants are awarded ("Project"), the total cost of a Project, the Department and Grantee participation, Project time period, and any subsequent amendments thereto. This Agreement constitutes the terms and conditions governing receipt of grants supported by Commonwealth transportation funds and governs and is incorporated by reference in all Project Agreements approved by the Department. The terms of this Agreement shall apply to all actions such as executing a Project Agreement, requesting reimbursement, requesting extensions or other actions taken pursuant to complete a Project ("Grant Transactions") from the date of this Agreement until a new Master Agreement for the use of Commonwealth transportation funds is executed by the Department and the Grantee.

ARTICLE 1. PROGRAMS AND FUNDING

§ 1.1 This Agreement contains requirements that must be adhered to by the Grantee for all grants received from the Department.

§ 1.2 Funding is subject to annual appropriation by the Virginia General Assembly ("General Assembly"), allocation by the Commonwealth Transportation Board ("CTB"), and execution by the Parties of this Agreement and an associated Project Agreement. For any grants administered by the Department, the CTB or the General Assembly may change the percentage of the local share that can be financed by Commonwealth transportation funds to a higher or lower percentage than set forth in the Project Agreement. In the event such a change occurs, the applicable percentage will be the new percentage set by the CTB or the General Assembly. All Eligible Project Costs incurred prior to the date of the change will be governed by the previous percentage.

§ 1.3 In the event that the Grantee receives a subsequent allocation of funding from the Commonwealth of Virginia ("Commonwealth") other than the Department, or receives Federal funding for a Project, the allocation of grant funds originally allocated for that Project shall be reduced by the amount of the subsequent allocation of Commonwealth or Federal funding. Within thirty (30) days of receipt, the Grantee shall notify the Department in writing when a subsequent allocation of Commonwealth or Federal funding is received.

§ 1.4 The Grantee shall provide funds from sources other than Federal funds, except as may otherwise be authorized by Federal statute, in an amount sufficient, together with the grant funding governed by this Agreement, to assure payment of the total cost of the Project. The Grantee further agrees that no refund or reduction of the amount so provided will be made at any time, unless there is at the same time a refund and/or de-obligation to the Department of a proportional amount of the grant funds paid or to be paid by the Department. The Grantee is obligated to provide its share of Project cost as detailed in the Project Agreement.

§ 1.5 Payment of funds by the Department pursuant to a Project Agreement shall not exceed the Department funding amount identified in the applicable Project Agreement.

ARTICLE 2. ELIGIBLE PROJECT COSTS

§ 2.1 The Grantee agrees to incur costs in accordance with Project Agreements and this Agreement ("Eligible Project Costs"). The Department shall provide reimbursement of Eligible Project Costs submitted by the Grantee in proportion to the percentage of total funding to be provided by the Department pursuant to the Project Agreement. All expenses for which the Grantee seeks reimbursement by the Department shall be charged at the actual cost(s) to the Grantee with no Grantee markup.

§ 2.2 Eligible Project Costs must meet the following requirements:

A. Be necessary in order to accomplish the Project as identified in an associated Project Agreement;

B. Be reasonable for the goods or services purchased;

C. Be actual net costs charged to the Grantee (i.e., the price paid minus any refunds, rebates, salvage, or other items of value received by the Grantee which have the effect of reducing the cost actually incurred and paid);

D. Be incurred during the time period specified in the associated Project Agreement;

E. Be in accordance with 2 C.F.R. Pt. 200 Subpart E;

F. Be based on a cost allocation plan that has been approved in advance by the Department if the costs are indirect costs;

G. Be documented in accordance with the terms of this Agreement;

H. Be treated uniformly and consistently under generally accepted accounting principles; and

I. There must be sufficient remaining allocated Commonwealth transportation funds pursuant to the associated Project Agreement to make the requested reimbursement.

Costs incurred by the Grantee to correct deficiencies in a Project, including costs related to the Grantee's failure to comply with the terms of this Agreement or a Project Agreement, do not qualify as Eligible Project Cost.

The Department shall make the final determination as to whether costs submitted for reimbursement qualify as Eligible Project Costs.

ARTICLE 3. REIMBURSEMENT OF GRANTEE

§ 3.1 Some Projects involving operating costs will require payment based on a schedule. Payment schedules for such projects will be detailed in the Project Agreement. The Department will make payment to the Grantee of the Department's share of scheduled payments as outlined in the Project Agreement. For other Projects not subject to a schedule of payments, grant funds will be distributed by the Department to the Grantee on a reimbursement basis.

§ 3.2 The Grantee shall submit requests for reimbursement using the form ("Project Reimbursement Form") provided by the Department through the Department Online Grant Administration System ("OLGA"). The Grantee shall submit Project Reimbursement Forms no more frequently than once a month and within 90 days from incurrence of Eligible Project Costs. Project Reimbursement Forms must be supported by third party evidence. The Department shall have the right to request additional details. The Grantee shall provide information within 30 days of the Department's request for additional information. The Department will make reimbursement of approved Eligible Project Costs within 30 days of the Department's receipt and approval of Grantee's Project Reimbursement Form. The Grantee shall submit its final reimbursement request to the Department within 90 days of expiration of funding for the Project Agreement.

§ 3.3 The Department shall have the right, in its sole discretion, to withhold reimbursement for Project Reimbursement Forms or line items in Project Reimbursement Forms found to be incomplete or not in conformance with the requirements of this Agreement or the associated Project Agreement. The Department will notify the Grantee of the basis for withholding total or partial reimbursement and will work with the Grantee to resolve disputed items.

§ 3.4 Reimbursement by the Department is not a waiver of Department's claim that said cost violates this Agreement or Project Agreement. Reimbursement is not a final decision by the Department as to validity of the cost as an Eligible Project Cost.

§ 3.5 Any reimbursement paid to the Grantee by the Department not in accordance with the provisions of this Agreement, associated Project Agreement, or Federal, State, or local law, shall be repaid to the Department by the Grantee within 60 days of the Department's written notice to the Grantee of the repayment obligation.

§ 3.6 The Grantee is responsible for payment of all third-parties performing work on behalf of the Grantee ("Contractors"). The Grantee shall attach copies of Contractors' invoices to each Reimbursement request.

§ 3.7 The Grantee shall remit payment to Contractors within five business days of receipt of reimbursement from Department. If, for any reason, the Grantee cannot remit payment to Contractor within five days, the Grantee shall immediately notify the Chief Financial Officer of the Department ("CFO") in writing, inform the CFO of the date Grantee will remit payment to its Contractors, and deposit the reimbursement funds received in an interest bearing account. The Grantee shall use all interest proceeds toward the Project, reducing the funding obligation of the Department outlined in the Project Agreement. Depending upon the Grantee's revised Contractor payment date, the Department may require the Grantee to repay the funds to the Department. If the Grantee fails to comply with this provision, the Department will require the Grantee to prepay Contractors prior to submitting Project Reimbursement Forms.

§ 3.8 With the exception of debt service specifically identified in a Project Agreement, the Grantee may not seek reimbursement for interest payments or charges on debt financing vehicles used to fund Projects.

ARTICLE 4. LAPSE OF FUNDS

§ 4.1 A Project Agreement obligates the Grantee to undertake and complete a Project within the period from the Project Start Date to the Project Expiration Date as identified in the Project Agreement. The Department shall not provide any Reimbursement for any expenses incurred after the Project Expiration Date.

§ 4.2 The Grantee's submission of a Project Reimbursement Form marked "Final," is Grantee's certification that it has completed the Project.

§ 4.3 The Department will withdraw any remaining Commonwealth transportation funds allocated for the Grantee's Project for which a final Project Reimbursement Form has been submitted and paid. Withdrawn funds will be allocated to other projects.

ARTICLE 5. MAINTENANCE OF RECORDS

§ 5.1 The Grantee shall maintain all books, accounting records, and any other documents supporting the Grantee's activities and costs for every Project Agreement. The Grantee shall maintain such records for four years from the end of the state fiscal year (June 30) in which the final payment is made.
The Grantee shall maintain records pertaining to facilities for the Useful Life of the facility. The Grantee shall maintain records pertaining to land in perpetuity. The Grantee shall require Contractors to similarly maintain their books, accounting records, and any other documents supporting the Contractors' activities and costs incurred, and require Contractors contain a similar provision in their contracts with subcontractors.

ARTICLE 6. AUDIT AND INSPECTION OF RECORDS

§ 6.1 The Grantee and Contractors shall permit the authorized representatives of the Department to inspect and audit their records related to the performance of this Agreement. Acceptable records are original documents (such as timesheets, travel reimbursements, invoices, receipts, etc.) that are the basis of entries on the Payment Reimbursement Forms. The Department may require the Grantee to furnish certified reports of all expenditures under any contracts or subcontracts.

§ 6.2 The Grantee must follow the requirements of 2 C.F.R. pt. 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." A Single Audit[1] is required when an entity spends $750,000 or more of Federal funds in a year. The Grantee must maintain auditable records and adequate supporting documentation. Grantees spending less than $750,000 of Federal assistance during any one fiscal year are not required to undergo a Single Audit unless specifically requested by the Department. The Department reserves the right to require any recipient of State funds to undergo an audit the scope of which will be defined by the Department and performed on any matter relating to a Project Agreement.

§ 6.3 If an independent Certified Public Accountant, other auditor, the Department, or any other party conducting an authorized audit finds the Grantee to be out of compliance with any provision of this Agreement, any Project Agreement, or any relevant Federal, State, or local law or regulation, the Grantee must provide a satisfactory corrective action plan to the Department within 60 days of notification of that finding. The scope of any audit conducted must include expenditures made by Contractors and any other recipients of pass-through funds.

§ 6.4 The Grantee agrees if any audit finds payments by the Department were (1) unsupported by acceptable records, or (2) in violation of any other provisions of this Agreement or associated Project Agreement, within 60 days of audit findings, the Grantee will promptly refund unsupported payments or payments found in violation.

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[1] Single Audit is an annual audit where all non-Federal entities that expend $750,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. § 7501 *et seq.*, and applicable U.S. DOT "Single Audit" requirements of 2 C.F.R. pt. 1201, which incorporate by reference 2 C.F.R. part 200.

§ 6.5 The Grantee must submit audited financial statements to the Department within six months following the end of the Grantee's fiscal year to:

Virginia Department of Rail and Public Transportation
Attention: Audit Manager
600 East Main Street, Suite 2102
Richmond, VA 23219

§ 6.6 The Grantee shall include language consistent with this Article in its contracts with Contractors to provide the Department the same access to Contractors' books and records, and requiring the Contractors to include language consistent with this Article in all subcontracts.

ARTICLE 7. PROCUREMENT OF SERVICES

§ 7.1 If the Grantee is not subject to the Virginia Public Procurement Act, then the Grantee shall utilize, and require its Contractors to utilize, competitive processes as follows:

.1 for procurement of professional services as defined by § 2.2-4301 of the *Code of Virginia* (1950), as amended – a competitive negotiation process acceptable to the Department that is similar to applicable portions of the process set forth in §§ 2.2-4302.2 and 2.2-4303.B of the *Code of Virginia* (1950), as amended. Additional information regarding procedures for procurement of professional services can be found at §§ 2.2 and 3.1 of the most recent edition of the Commonwealth's Construction and Professional Services Manual ("CPSM");

.2 for procurement of construction services, a nonprofessional service as defined by § 2.2-4301 of the *Code of Virginia* (1950), as amended – a competitive bidding process acceptable to the Department that is similar to applicable portions of the process set forth in §§ 2.2-4302.1 and 2.2-4303.D of the *Code of Virginia* (1950), as amended. Additional information regarding procedures for procurement of construction services can be found at § 7.1 of the most recent edition of the CPSM; and

.3 for procurement of nonprofessional services other than construction services as defined by § 2.2-4301 of the *Code of Virginia* (1950), as amended – a competitive sealed bidding or a competitive negotiation process acceptable to the Department that is similar to applicable portions of the processes set forth in §§ 2.2-4302.1, 2.2-4302.2, and 2.2-4303.C of the *Code of Virginia* (1950), as amended.

§ 7.2 The Department reserves the right to review and approve, in advance, any request for proposals or solicitation to bid. The Department also reserves the right to require that the Grantee not execute any contract, amendment, or change order thereto, or to obligate itself in any manner with any third party with respect to the Grantee's rights, duties, obligations, or responsibilities under this Agreement or any Project Agreement unless and until authorized to do so in writing by the Department.

ARTICLE 8. ASSIGNMENTS

§ 8.1 Assignment of any portion of this Agreement or of any Project Agreement must be preapproved by the Department in writing.

ARTICLE 9. TERM, ENTIRE AGREEMENT, AND AMENDMENT

§ 9.1 This Agreement shall be effective immediately upon its execution.

§ 9.2 This Agreement, and associated Project Agreements, constitute the entire and exclusive agreement between the Parties relating to all specific matters covered therein. All prior or contemporaneous verbal or written agreements, understandings, representations, and/or practices relative to the foregoing are hereby superseded, revoked and rendered ineffective for any purpose.

§ 9.3 The execution of this Agreement and any associated Project Agreements may include electronic signatures using Personal Identification Number (PIN) based access.

§ 9.4 In order to effect a uniform set of terms governing Grant Transactions, effective as of the date of this Agreement, the Grantee and Department agree the terms of this Agreement supersede any and all previous Master Agreements previously entered between the parties. Any ongoing Project Agreements will be governed by the terms of this Agreement.

ARTICLE 10. NOTICES AND DESIGNATED REPRESENTATIVE

§ 10.1 All notices or communications with respect to this Agreement and associated Project Agreements shall be in writing and shall be deemed delivered (a) by hand, upon day of delivery, (b) by prepaid overnight delivery service, upon the next business day or (c) by U.S. Mail, certified, postage prepaid, return receipt requested, on the third business day following mailing. All notices or communications with respect to this Agreement and associated Project shall be delivered to the addresses set forth below or such other addresses as may be specified by a party.

Designated Representative:

Department:

Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219
Attention: Chief Financial Officer
Chief of Public Transportation

Grantee:

____
NAME AND TITLE

____

____
ADDRESS

____
E-MAIL ADDRESS

ARTICLE 11. TERMINATION OF PROJECT AGREEMENT

§ 11.1 Grantee's Termination for Convenience. At any time, the Grantee may terminate a Project Agreement for its convenience by providing written notice to the Department. The termination will be effective 30 days after the Department's receipt of the Grantee's notice. Upon such termination, the Grantee will repay all funds received from the Department pursuant to the Project Agreement.

§ 11.2 Grantee's Termination for Cause

§ 11.2.1 The Grantee may terminate a Project Agreement for cause by providing written notice to the Department.

§ 11.2.2 The Department will have 90 days from receipt of the Grantee's notice, or such longer time as agreed by the Parties, to cure the breach ("Department's Cure Period"). If the breach remains uncured at the end of the Department's Cure Period, the termination shall be effective the day after expiration of the Department's Cure Period.

§ 11.2.3 If a Project Agreement is validly terminated pursuant to Section 11.2, the Grantee will not be required to repay funds disbursed by the Department and are confirmed as Eligible Project Costs by the Department's audit.

§ 11.3 Department's Termination for Convenience

§ 11.3.1 At any time, the Department may terminate a Project Agreement for its convenience by providing written notice of termination to the Grantee. Upon receipt of notice, the Grantee shall cease all Project work as soon as is practicable and refrain from entering into contracts in furtherance of the Project. The termination shall be effective 10 Days after the Grantee's receipt of the Department's notice.

§ 11.3.2 If the Department terminates a Project Agreement pursuant to Section 11.3, the Grantee will not be required to repay funds disbursed by the Department prior to the effective date of the termination and are confirmed Eligible Project Costs by the Department's audit. The Grantee may seek reimbursement for Eligible Project Costs for which it has not previously sought reimbursement incurred prior to the effective date of the termination.

§ 11.3.3 The Grantee waives all claims for damages and expenses related to a termination by the Department pursuant to Section 11.3.

§ 11.4 Department's Termination for Cause

§ 11.4.1 The Department may terminate a Project Agreement for cause by written notice to the Grantee upon the Grantee's breach, insolvency, or assignment for benefit of creditors.

§ 11.4.2 The Grantee shall have 30 Days from receipt of notice, or such longer time as agreed by the Parties, to cure or provide assurances acceptable to Department of solvency ("Grantee's Cure Period"). If the breach remains uncured at the end of the Grantee's Cure Period, the termination shall be effective the day after expiration of the Department's Cure Period.

§ 11.4.3 If the Department terminates a Project Agreement for cause, the Grantee shall repay the Department all funds received pursuant to a Project Agreement, and shall not be entitled to further repayment. The Grantee shall make such payment within 60 days following effective day of termination.

ARTICLE 12: FORCE MAJEURE

§ 12.1 Force Majeure Event means fire, flood, war, rebellion, terrorism, riots, strikes, or acts of God, which may affect or prevent either Party from timely or properly performing its obligations under this Agreement.

§ 12.2 Delays caused by a Force Majeure Event shall not be deemed a breach or default under this Agreement. A Force Majeure Event will automatically result in a day-for-day extension to the performance period if any is specified in the Project Agreement. If the Department determines a Force Majeure Event renders Project Completion impossible or impractical, the Department may terminate the Project Agreement pursuant to Section 11.3.

§ 12.3 Within five days of occurrence, the Grantee will provide the Department written notice and documentation of the Force Majeure Event requesting relief necessary, and detailing required additional investigation, and analysis to determine extent of delay and remedy. Within 15 days of receipt of the Grantee's submission, the Department shall review the submission and determine whether the Grantee is entitled to the requested relief. Within 30 days of the Department's determination, the Grantee may appeal by requesting Director review. The Director's written decision is final.

ARTICLE 13. LIABILITY AND INSURANCE

§ 13.1 The Grantee shall be responsible for damage to life and property, including environmental pollution and/or contamination, arising from (a) its Contractors, subcontractors, agents and employees activities related to this Agreement or any associated Project Agreement and (b) any subsequent use of the Project.

§ 13.2 The Grantee shall carry sufficient insurance or have a sufficient self-insurance program to cover the risks for work performed under this Agreement and any associated Project Agreement. If the Grantee's insurance fails to cover agents, Contractors or subcontractors, the Grantee will require agents, Contractors and subcontractors performing work on Projects to carry insurance sufficient to cover risks associated with activities associated with a Project. Insurance purchased by the Grantee, its agents, Contractors, or subcontractors, shall list the Commonwealth, the Department, the Virginia Department of Transportation, and the officers, agents and employees of these entities as additional insureds.

§ 13.3 To the extent allowable by law, the Grantee shall indemnify, defend and hold harmless the Commonwealth, the Department, the Virginia Department of Transportation, and their officers, agents, and employees of these entities from and against all damages, claims, suits, judgments, expenses, actions and costs of every name and description, arising out of or resulting from any act or omission by the Grantee, its Contractors, subcontractors, agents or employees in the performance of the work covered by this Agreement or associated Project Agreement.

§ 13.4 The obligations of this Article shall survive the termination or completion of this Agreement and any Project Agreement and the Department's payment.

ARTICLE 14. CONFLICT OF INTEREST

§ 14.1 The State and Local Government Conflict of Interests Act, § 2.2-3100 *et seq.* of the *Code of Virginia* (1950), as amended, shall apply if the Grantee is a local or state government, or a local or state governmental agency, commission, or authority.

§ 14.2 The following shall apply if the Grantee is not subject to the State and Local Government Conflict of Interests Act, § 2.2-3100 *et seq.* of the *Code of Virginia* (1950), as amended:

.1 The following definitions shall apply concerning conflict of interest provisions in this Agreement and any associated Project Agreement:

"Contract" or "agreement" means any agreement, including any contract or subcontract, whether written or not, to which the Grantee is a party, or any agreement on behalf of the Grantee, including any contract or subcontract, which involves the payment of funds appropriated by the General Assembly of Virginia distributed pursuant to or subject to this Agreement or any associated Project Agreement.

"Employee" means any person employed by the Grantee, whether full time or part time.

"Thing of pecuniary value" means any thing having a monetary value including gifts, loans, services, securities, tangible objects, and business and professional opportunities.

.2 Other than the salary and remuneration received from the Grantee as a normal attribute of employment with the Grantee, no employee of the Grantee shall solicit, offer to accept, or accept, any money or other thing of pecuniary value or financial benefit or advantage, for the employee or for any other person, especially for any of the following reasons:

a. in consideration of the use of the employee's position or status with the Grantee to obtain for any person or business any employment with or any contract with the Grantee or with any Contractor, subcontractor, or supplier of the Grantee, including any consulting or professional services contract.

b. from any person or business other than the Grantee for performing any services for the Grantee in connection with any projects funded pursuant to or subject to this Agreement or any Project Agreement written hereunder.

c. from any person or business other than the Grantee for rendering any decision or directing any course of action in connection with any Projects funded pursuant to or subject to this Agreement or any Project Agreement.

.3 If any contract is obtained in violation of this Article or if the terms of this Article are violated, the Department may require the Grantee to take whatever legal action is necessary to rescind, void, invalidate, or cancel such contract or other action taken and/or to recover any funds paid in violation of the provisions of this Article, and remit recovered funds to the Department.

ARTICLE 15. COVENANT AGAINST CONTINGENT FEES

§ 15.1 The Grantee warrants that it has not, and shall not, employ or retain any company or person, other than a bona fide employee working solely for the Grantee, to solicit or secure a Project Agreement, and that it has not, and shall not, pay or agree to pay any company or person, other than a bona fide employee working solely for the Grantee, any fee, commission, percentage, brokerage fee, or other considerations, contingent upon or resulting from the award or making of a Project Agreement. Upon breach or violation of this Article, the Department shall have the right to terminate this Agreement or any Project Agreement pursuant to Section 11.4 of this Agreement.

ARTICLE 16. NON-DISCRIMINATION

§ 16.1 In the solicitation or awarding of any contracts directly related to this Agreement or any associated Project Agreement, the Grantee shall not discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Virginia law relating to discrimination in employment.

§ 16.2 During the performance of this Agreement or any associated Project Agreement, the Grantee agrees as follows: (a) the Grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by Virginia law relating to discrimination in employment. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; (b) the Grantee, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, will state that the Grantee, where applicable, is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

§ 16.3 In all solicitations, either by competitive bidding or negotiation made by the Grantee for work to be performed under a contract, including procurement of materials or equipment, each potential Contractor shall be notified by the Grantee of the Grantee's obligations under this Agreement and the regulations relative to nondiscrimination on the grounds of age, race, religion, sex, color, disability or national origin.

ARTICLE 17. DRUG-FREE WORKPLACE

§ 17.1 During the performance of this Agreement and any Project Agreement, the Grantee agrees to (a) provide a drug-free workplace for its employees; (b) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition; (c) state in all solicitations or advertisements for employees placed by or on behalf of the Grantee that the Grantee maintains a drug-free workplace; and (d) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Agreement.

ARTICLE 18. SMALL, WOMEN, AND MINORITY (SWAM) BUSINESSES

§ 18.1 The Grantee is encouraged to seek and use Small, Women, and Minority ("SWAM") enterprises in relation to any Project Agreement issued pursuant to this Agreement. § 2.2-4310 of the *Code of Virginia* (1950), as amended, addresses SWAM enterprises.

ARTICLE 19. PERSONS WITH DISABILITIES

§ 19.1 The Grantee, its agents, employees, assigns or successors, and Contractors, shall comply with the provisions of the Virginians with Disabilities Act (§ 51.5-40 through § 51.5-46 of the *Code of Virginia* (1950), as amended), the terms of which are incorporated herein by reference.

ARTICLE 20. NONRESTRICTIVE CLAUSE

§ 20.1 Solicitation documents will be based upon clear and accurate descriptions of the technical requirements for the material, product, or service to be procured. The descriptions will not contain features that unduly restrict competition.

ARTICLE 21. SPECIFIC PROJECT CONSIDERATIONS

§ 21.1 The Americans with Disabilities Act ("ADA") established universal access by requiring complementary paratransit services to be provided for visitors if they have been certified as "ADA paratransit eligible" by a public entity. If the Grantee provides paratransit services, the Grantee must honor the certification of a visitor qualified by another public entity for a period of 60 days during a calendar year. The visiting rider shall not have to provide any additional documentation, or participate in interviews or any other reviews to gain the complementary certification. If the visitor needs service beyond the 60 days in a calendar year, the visitor must go through the paratransit system's qualification process.

§ 21.2 Any motor vehicles purchased under this grant shall comply with Motor Vehicle Safety Standards as established by the United States Department of Transportation and with the Motor Vehicle Standards of the *Code of Virginia* (Title 46.2).

§ 21.3 The Department requires a systematic, multi-disciplined approach design to optimize the value of each dollar spent on a Project through the engagement of a team of architects, engineers or other professionals to identify, analyze and establish a value for a function of an item or system Value

Engineering ("VE") for any project with a total cost in excess of $10 million ("Major Capital Projects"). A Major Capital Project is usually identified during the application review process. VE for a Project should be performed early in the design process before major decisions have been completely incorporated into the design, at or near the end of preliminary engineering ("PE") or at 30 percent of design. Some large or complex projects may require more than one VE study over their duration. For Major Capital Projects, upon completion of the VE phase, the Grantee shall submit the VE report to the Department. The Department may also require that VE be performed on individual Projects that do not qualify as Major Capital Projects. The Grantee is encouraged to conduct VE on all Projects for construction, including bus maintenance and storage facilities, as well as on those Projects regarding revenue railcar acquisition and rehabilitation.

§ 21.4 The Department encourages the Grantee to confer with other transit operations and maintenance experts in order to benefit from their experiences and to improve the performance of the process or product being reviewed ("Peer Review"). Although the Grantee is encouraged to conduct a Peer Review with all capital projects, the Department may require Peer Review in some instances.

§ 21.5 The Grantee is encouraged to perform crime prevention reviews during the design phase of all Department-funded transit facilities with particular focus on the incorporation and use of crime prevention through environmental design techniques. This review should be carried out as a project intended to improve and increase the safety and security of an existing or planned transit system or facility for both transit patrons and transit employees. The level of the review should complement the size and scope of the Project. Local crime prevention professionals should be included in the review process. Review documentation should remain on file by the Grantee and be available for Department review upon request.

ARTICLE 22. SPECIAL CAPITAL PROVISIONS

§ 22.1 The purchase of all equipment and services, and the construction of any facilities financed in whole or in part pursuant to a Project Agreement ("Project Equipment" and "Project Facilities"), shall be undertaken by the Grantee in accordance with Article 7 of this Agreement, Virginia law, and accepted good business practices. All plans, specifications, estimates of costs, award of contracts, performance and acceptance of work, and procedures in general are subject at all times to all applicable laws, rules, regulations, and orders. The Department reserves the right to review and approve all solicitations for purchase of equipment, facilities, and services prior to their issuance by the Grantee.

§ 22.2 The Grantee agrees that the Project Equipment and Project Facilities shall remain in service in the area and be used for the purpose for which they were purchased for the duration of the Useful Life. Useful Life will be defined by the Grantee utilizing Generally Accepted Accounting Principles, Internal Revenue Service or other industry practice standard agreeable to Department. If any Project Equipment or Project Facilities is not used for the intended purpose defined in the Project Agreement during the Project Equipment's and Project Facilities' Useful Life, the Grantee shall immediately notify the Department. In the case of Project Equipment, the Department shall have the option of requiring the Grantee either to transfer title to the Project Equipment to the Department or to remit to the Department an amount equal to a proportional share of the fair market value remaining in the Project Equipment based upon the Department's ratio of participation detailed in the Project Agreement. In the case of Project Facilities, the Grantee shall remit to the Department the proportional share of the remaining fair market value of the Project Facilities based upon the ratio of the Department's participation detailed in the Project Agreement. The Grantee shall keep records of the use of the Project Equipment and Project Facilities for review by the Department upon request.

§ 22.3 At any time, the Grantee shall permit the Department or its authorized representatives to inspect all vehicles, Project Facilities and Project Equipment; all transportation services rendered by the Grantee using such vehicles, Project Facilities or Project Equipment; and all relevant Project data and records.

§ 22.4 The Grantee shall maintain, in amount and form satisfactory to the Department, and in accordance with the laws of the Commonwealth, such insurance or self-insurance adequate to protect Project Facilities or Project Equipment and persons using such Project Facilities or Project Equipment throughout their use. The Department will be named as an additional insured.

§ 22.5 With regard to contracts for construction or facility improvement totaling less than $250,000, the Grantee shall follow its own requirements relating to bid guarantees, performance and payment bonds. For contracts in excess of $250,000, the Grantee shall adhere to the following minimum requirements:

- A bid bond from each bidder from a surety company legally authorized to do business in Virginia. The amount of the bid bond shall not exceed five percent (5%) of the bid price. This bid bond is a guarantee that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- A performance bond for 100% of the contract price.
- A payment bond for 100% of the contract price.
- In lieu of a bid, payment, or performance bond, a bidder may furnish a certified check in the amount required for the bond.
- The Grantee shall seek Department approval of its bonding policy and requirements if they do not comply with these criteria.

§ 22.6 When any motor vehicle is purchased with funds supplied by the Department pursuant to this Agreement or any associated Project Agreement, the Department reserves the right, in its sole discretion, to require that a lien or security interest be placed upon the title of said vehicle to secure the amount of the funds supplied by the Department, with the lien or security interest to be perfected and recorded upon the certificate of title in the manner prescribed by law, with the certificate of title to be sent to the Department.

ARTICLE 23. MISCELLANEOUS PROVISIONS

§ 23.1 This Agreement and any Project Agreement shall, in all respects, be governed by the laws of the Commonwealth without giving effect to its principles of conflicts of law. Nothing in this Agreement or any Project Agreement shall constitute a waiver of sovereign immunity. Any legal action concerning this Agreement or any Project Agreement shall be brought in a Circuit Court of the Commonwealth.

§ 23.2 The Grantee shall comply with all of the requirements specified in an associated Project Agreement, as well as all related and relevant Federal, State, and local law and regulations.

§ 23.3 If any term or provision of this Agreement or any Project Agreement is determined to be invalid, illegal or unenforceable, it shall not affect the legality, validity, or enforceability of any other part of this Agreement, and the remaining parts of this Agreement or any Project Agreement shall be binding upon the Parties.

§ 23.4 All provisions of this Agreement and any Project Agreement shall be binding upon the Parties and their respective successors and assigns.

§ 23.5 Upon the Department's request, the Grantee shall appoint one principal representative selected by the Department to the oversight board of any public transit service provider on which the Commonwealth is not already represented by a principal member and which benefits from state funding provided to the Grantee. If the members of an oversight board are determined through public election, or if complying with this requirement will violate a federal or state statute or General Assembly authorization, this provision shall not apply.

§ 23.6 The Grantee shall adhere to the current grant administration requirements issued by the Department and if required by the Department maintenance of asset inventory and performance reporting through OLGA.

§ 23.7 Any repayment by the Grantee to the Department for funds granted by the Department pursuant to this Agreement and any associated Project Agreement shall also require the payment of interest using the prevailing statutory legal rate of interest established by the Virginia General Assembly, calculated from the date Reimbursement was made by the Department to date of repayment by the Grantee.

§ 23.8 All covenants and provisions of this Agreement shall be made expressly a part of any contracts executed by the Grantee, and shall be binding on the Contractors, their agents, and employees.

ARTICLE 24. UNAUTHORIZED ALIENS

§ 24.1 The Grantee certifies that it does not, and that it shall not, during the performance of this Agreement and any Project Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986 (the Act). The Grantee will also contractually require any Contractors who participate in any Project funded pursuant to this Agreement and any Project Agreement to comply with this provision. Unauthorized alien means, with respect to the employment of an alien (which is defined as any person not a citizen or national of the United States), at a particular time, that the alien is not at that time either (a) an alien lawfully admitted for permanent residence, or (b) authorized to be so employed by the Act or by the United States Attorney General.

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IN TESTIMONY THEREOF, the Parties have caused this Agreement to be executed, each by its duly authorized officers, all as of the day, month, and year first written.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

BY: ____
DIRECTOR DATE

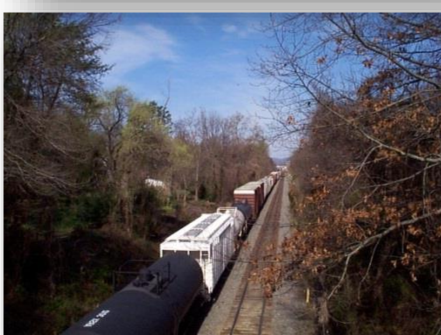
WITNESS: ____
(NAME AND TITLE) DATE

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

BY: ____
CHIEF EXECUTIVE OFFICER DATE

WITNESS: ____
(NAME AND TITLE) DATE

Thomas Jefferson Planning District Commission
FY-2021 Rural Transportation Planning Work Program
July 01, 2020 – June 30, 2021

Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

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

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

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their XXXXXX, 2020 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 5, 2020 meeting and approved the final FY21 Rural Transportation Planning Work Program on May 7, 2020. The Commission did not meet in April due to the quarantine of the COVID-19 outbreak.

The preparation of this program was financially aided through administrative funds from the FY20 Rural Transportation Planning Work Program.

Table of Contents

Introduction

Purpose and Objective

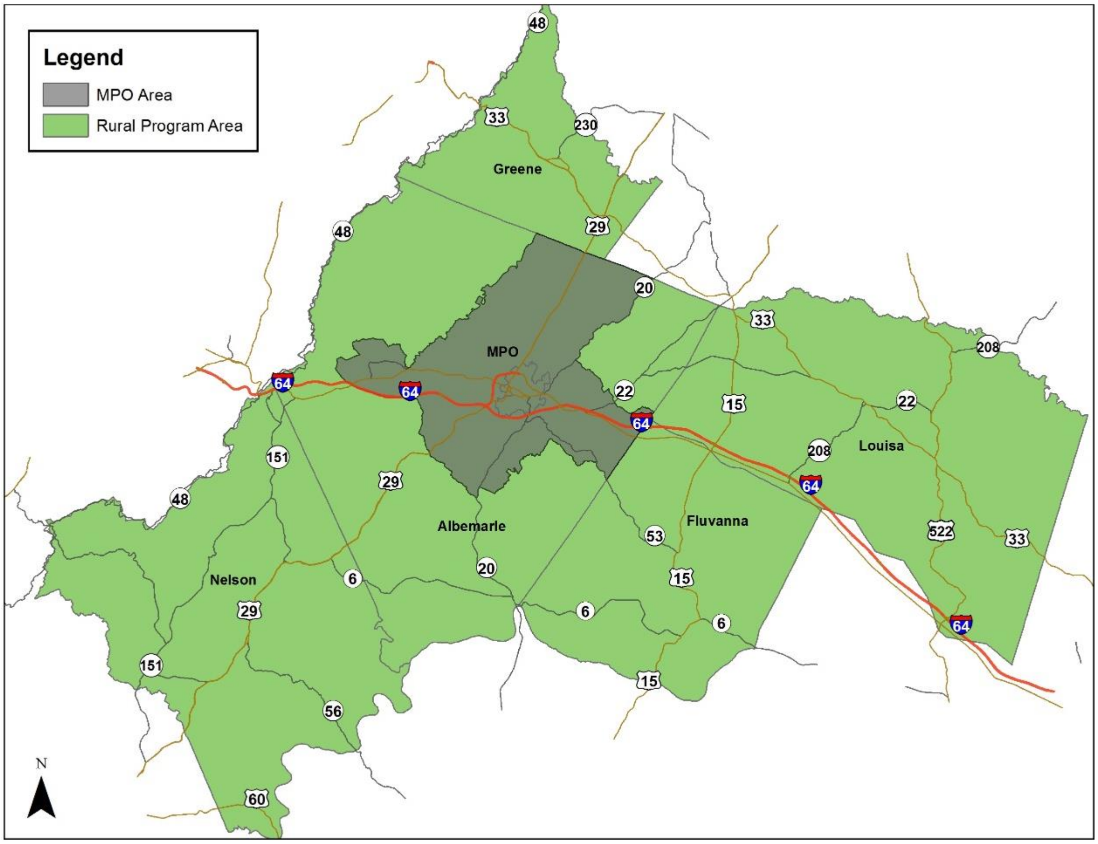
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling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

In FY-2021 each planning district commission / regional commission that has rural area will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

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

Rural Transportation Program

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



Highlights of FY20

In FY20, the Rural Transportation Program focused on a variety of outcomes. The program dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

ZION CROSSROADS GATEWAY PLAN – Work commenced in early FY20 on a joint, collaborative planning project across two of the PDC's localities, Fluvanna and Louisa County. The plan will help the two localities develop a vision for growth and investment in the Zion Crossroads U.S. Highway 15 corridor off of Interstate 64. Creating common visual elements, design standards, desired land uses, transportation and infrastructure investments, and place-making strategies will help to create a cohesive community and leverage increased interest in the area. The plan is slated to be complete by the end of the fiscal year.

REGIONAL GETTING TO KNOW MORE ROUNDTABLES– With the Rural Transportation Program no longer in an RLRP update cycle, the Technical Advisory Committee decided to focus attention on in-depth learning sessions facilitated by TJPDC staff. This was seen as a way of providing more focused learning and collaboration among the PDC's localities on topics of interest related to general land use planning, as well as transportation-specific topics. Highlights included a presentation on the Jefferson Area Bike and Pedestrian Plan, transit-oriented-development and its ability to be scaled to rural localities, place-making strategies, and successful community engagement strategies using VDOTs MetroQuest platform.

SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. The TJPDC continues to support its localities with Smart Scale submittal assistance. The TJPDC assisted Nelson County in submitting three projects and submitted three for Albemarle County.

Fiscal Year 2021 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$11,600	$2,900	$14,500
TASK 2.0	TECHNICAL ASSISTANCE	$13,200	$3,300	$16,500
TASK 3.0	REGIONAL PLANNING ACTIVITIES	$28,800	$7,200	$36,000
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2021 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2020 Activities by Task

FY 2021 – 1.0 Program Administration - $14,500.00

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process *(the 3 C's approach)*. The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Coordinate staff and budget activity - $2,000

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY21.

Task 1.2 - Staff committee meetings - $4,500

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

DELIVERABLE TASKS TO BE UNDERTAKEN:
- Staff the Rural Transportation Advisory Committee throughout the fiscal year – meeting at least 4 times.
- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - $2,000
DESCRIPTION OF ACTIVITIES:
TJPDC staff will work to share transportation-related information with state agencies, local officials and the general public.

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

Task 1.4 - Public involvement - $2,000
DESCRIPTION OF ACTIVITIES:
The TJPDC will inform and involve the public through its quarterly newsletters and social media marketing. Staff will also help facilitate public involvement with the local assistance projects discussed below. The TJPDC will make further updates to its website that will help communicate accurate and current information, while allowing citizens to more easily engage in the planning process and with projects.

DELIVERABLE TASKS TO BE UNDERTAKEN:
- Publish at least 4 articles in the TJPDC Newsbrief, reaching over 1000 subscribers, to inform stakeholders of efforts in the Rural Transportation Program.
- The RTAC and Commission will continue to include public comment periods in its meeting agendas.
- Continue to update the program website, to better share information with VDOT and stakeholders.
- Provide social media informational articles through TJPDC social media pages.

Task 1.5 – Legislative Assistance - $1,000
DESCRIPTION OF ACTIVITIES:
The TJPDC will assist its rural localities with legislative questions and direct specified concerns to the Planning District's legislative agenda. Work will include review and comment, as appropriate, on legislative and regulatory activities affecting transportation planning and programming. Staff will also monitor and report on changes to federal and state requirements related to transportation, planning and implementation.

DELIVERABLE TASKS TO BE UNDERTAKEN:
- Present at the RTAC and Commission meetings, to provide updates on state and federal legislative matters.
- Forward comments from local planning staff and officials to the legislative liaison.

Task 1.6 – Professional Training - $1,500

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Task 1.7 – Information Technology - $1,500

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Administration Budget	
SPR Funds (80%)	$11,600
PDC Funds (20%)	$ 2,900
Total Budgeted Expenditure for Program Administration	$14,500

FY 2021 - 2.0 Local Technical Assistance - $17,500.00

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2021. The TJPDC will assist its member localities with specific projects, which are listed under task 2.1. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

Task 2.1 – Assist rural localities in local planning efforts - $8,500

DESCRIPTION OF ACTIVITIES:

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

TJPDC will undertake additional community planning efforts and provide technical assistance as requested by local governments.

CURRENT/PLANNED PROJECTS:

- Provide assistance to Nelson county with a transportation chapter in their current comprehensive plan update, scheduled to commence in early FY21. The FY19 rural long transportation plan will be used to identify projects to be included in Nelson's Comprehensive Plan Update.
- Work with the all localities on identifying Electric Vehicle charging needs and a regional inventory of existing infrastructure

Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications - $2,500

DESCRIPTION OF ACTIVITIES:

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

CURRENT/PLANNED PROJECTS:

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

Task 2.3 – Support Travel Demand Management strategies and rural transit development - $2,500

DESCRIPTION OF ACTIVITIES:

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

TASKS TO BE UNDERTAKEN:

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

Task 2.4 – Support Local and State requests for assistance as needed - $4,000

DESCRIPTION OF ACTIVITIES:

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

TASKS TO BE UNDERTAKEN:

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

Technical Assistance Budget	
SPR Funds (80%)	$14,000
PDC Funds (20%)	$ 3,500
Total Budgeted Expenditure for Program Administration	$17,500

FY 2020 - 3.0 Regional Planning Activities - $40,500.00

Task 3.1 – Rural Long Range Plan - $5,000

DESCRIPTION OF ACTIVITIES:

The first RLRP was adopted in 2010. In FY19, staff completed the 2040 Rural Long Range Transportation Plan Update which includes prioritized project lists for each of the rural localities. In FY21 activities associated with the Long Range Plan will focus on implementation and integration of the plan into local comprehensive plan updates. Staff will also conduct an annual review of the plan.

TASKS TO BE UNDERTAKEN:

- Create an online dashboard highlighting the RLRP on the Rural Transportation Program webpage
- Work to implement the plan through Smart Scale and other funding sources
- Conduct an annual review of the plan at a Rural Technical Committee meeting
- Use the plan to guide decisions with Smart Scale applications.

Task 3.2 – VTRANS - $3,000

DESCRIPTION OF ACTIVITIES:

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

TASKS TO BE UNDERTAKEN:

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

Task 3.3 – VDOT Meetings - $2,500

DESCRIPTION OF ACTIVITIES:

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

TASKS TO BE UNDERTAKEN:

- Participate in the Fall Transportation Meeting and provide a display to serve as outreach to the region’s citizens.
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in Smart Scale Regional Meetings
- Participate with the CA-MPO and VDOT on meeting performance measure goals
- Participate with VDOT on I-64 Corridor Improvement studies.

Task 3.4 – Town of Louisa, Mineral, and Scottsville Bicycle and Pedestrian Infrastructure Assessment - $10,000

DESCRIPTION OF ACTIVITIES:

Develop a bicycle and pedestrian infrastructure report for existing facilities in the Towns of Louisa, Mineral, and Scottsville. Much work has been undertaken at the county level to inventory and integrate data into a regional GIS data clearing house, with the towns receiving less attention. This will provide an opportunity to inventory existing conditions and identify network gaps and projects that could be phased for TAP funding.

TASKS TO BE UNDERTAKEN:

- Work with Towns to coordinate efforts
- Develop study scope
- Conduct data gathering with field work
- Drafting report

Task 3.5 – Regional Freight Traffic Study - $20,000

DESCRIPTION OF ACTIVITIES:

Develop a regional freight network report, specifically analyzing US 29, I-64, Route 151, and Route 15 to address freight and goods management. The plan will develop recommendations to address mobility needs and challenges in the region.

TASKS TO BE UNDERTAKEN:

- Work with localities to coordinate efforts
- Develop study scope
- Conduct data gathering
- Hold meetings with stakeholders, including identified industry partners
- Drafting report

Regional Planning Activities Budget	
SPR Funds (80%)	$32,400
PDC Funds (20%)	$ 8,100
Total Budgeted Expenditure for Program Activities	$40,500

FY22 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY20, FY21 and FY22 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY22, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff intends to complete a joint Rural/MPO corridor study of US Route 29 North from Airport Road in Albemarle County to Cedar Grove Road in Greene County.

The Charlottesville Albemarle MPO is anticipating a boundary increase after the 2020 Census. The TJPDC, IN FY22 will begin to assess the impact of any movement of current rural boundaries into the MPO area.

Appendices

Appendix A: FY-2021 Budget Summary

Appendix A: FY-2021 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Coordinate staff and budget activity	$1,600.00	$400.00	$2,000.00
Task 1.2 - Staff every other month committee meetings	$3,600.00	$900.00	$4,500.00
Task 1.3 - Share information with agencies and public	$1,600.00	$400.00	$2,000.00
Task 1.4 - Public involvement	$1,600.00	$400.00	$2,000.00
Task 1.5 – Legislative Assistance	$800.00	$200.00	$1,000.00
Task 1.6 – Professional Training	$1,200.00	$300.00	$1,500.00
Task 1.7 – Information Technology	$1,200.00	$300.00	$1,500.00
Total Budgeted Expenditure for Program Administration	**$11,600.00**	**$2,900.00**	**$14,500.00**
Program Activities			
Task 2.1 – Assist rural localities in local planning efforts	$6,800.00	$1,700.00	$8,500.00
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications	$2,000.00	$500.00	$2,500.00
Task 2.3 – Support Travel Demand Management strategies and rural transit development	$2,000.00	$500.00	$2,500.00
Task 2.4 – Support Local and State requests for assistance as needed	$3,200.00	$800.00	$4,000.00
Sub-Total for Program Activities for Technical Assistance:	**$14,000.00**	**$3,500.00**	**$17,500.00**
Task 3.1– Rural Long-Range Plan	$4,000.00	$1,000.00	$5,000.00
Task 3.2– VTRANS	$2,400.00	$600.00	$3,000.00
Task 3.3 – VDOT Meetings	$2,000.00	$500.00	$2,500.00
Task 3.4 – Town Bike/Ped Infrastructure Inventory	$8,000.00	$2,000.00	$10,000.00
Task 3.5– Regional Freight Plan	$16,000.00	$4,000.00	$20,000.00
Sub-Total for Program Activities for Planning	**$32,400.00**	**$8,100.00**	**$40,500.00**
Total Budgeted Expenditure for Program Activities			
Total Budgeted Expenditure for Program Administration and Program Activities	**$58,000.00**	**$14,500.00**	**$72,500.00**

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

REMOTE MEETING POLICY

I. Purpose.

The purpose of this Policy is to specify the circumstances under which Commission Meetings of the Thomas Jefferson Planning District Commission (TJPDC) and other TJPDC boards and committees may be held without the physical presence of the members, TJPDC staff or the public at the designated meeting location (a "Remote Meeting").

II. Procedure.

A. General. Remote Meetings are appropriate only in emergency situations when meeting in-person is not practical or prudent due to a health pandemic or other emergency.

B. Conditions. Remote Meetings may be held if all of the following conditions are met:

1. The City of Charlottesville or the Commonwealth of Virginia have declared a state of emergency.

2. The members can hear one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation.

3. Notice and access information shall be provided at the TJPDC Offices, TJPDC website and to local media outlets.

3. The public has the opportunity to participate to the greatest extent possible.

4. Each member may vote on all matters at a Remote Meeting in the same manner as other meetings.

6. Minutes of the meeting shall be taken in the same manner as other meetings.

7. Remote public comment speakers may be required to provide identifying information for access to participate.

C. Determination. The decision to hold a Remote Meeting shall be made by the TJPDC Commission Chair or the chair of the commission or committee, and arrangements shall be made, to the extent possible, to ensure full and timely notice is given to the public. Notice shall set forth the time of the meeting as well as the fact it will be a Remote Meeting.

IV. Applicability.

Upon implementation, this Policy will apply to regular and special meetings, including study sessions, of the TJPDC, as well as meetings of other TJPDC committees and commissions.

V. Reasonable Accommodation.

The TJPDC shall provide reasonable accommodations and shall waive or modify provisions of this Policy as necessary to provide disabled individuals full and equal access to Remote Meetings.

VI. Freedom of Information

All Commonwealth of Virginia codes and TJPDC Bylaws requirements for current Freedom of Information (FOI) regulations and Open Meetings regulations remain in effect and documents, audio and video recordings are available to the public except for items restricted by Commonwealth of Virginia statute allowances.

Effective: _____________date

____
Charles P. Boyles, II
Executive Director / Secretary

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 FY21 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 2020-2021 at its May 7, 2020 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 7, 2020, and;

WHEREAS, the US Department of Housing and Urban Development (HUD) issued the allocations on April 18, 2020 for the CDBG and HOME programs for the 2019-2020 program year providing $644,752 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, 2020 to June 30, 2021 for submission to HUD by May 15, 2020.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 7, 2020 in the City of Charlottesville, Virginia, a quorum being present.

______________________	______________________
Charles P. Boyles, II Executive Director	Dale Herring Commission Chair

____
Date

RESOLUTION OF INTERGOVERNMENTAL REVIEW AND PROJECT SUPPORT FOR

HOUSING PRESERVATION GRANT

WHEREAS, the Thomas Jefferson Planning District Commission, in cooperation with the City of Charlottesville and Counties of Albemarle, Greene, Fluvanna, Louisa and Nelson, resolves to apply for a Housing Preservation Grant from the Rural Housing Services, authorized by Section 533 of Housing Act of 1949, as amended by Section 522 of Title V of the Housing Urban-Rural Recovery Act of 1983 (Pub. L. 98-181); and

WHEREAS, the Thomas Jefferson Planning District Commission has met the pre-application requirements § 1944.674 of Housing Preservation Grants; and

WHEREAS, the Thomas Jefferson Planning District Commission is eligible to submit application for such grants through the Rural Housing Services, as stated in Policies and Procedures Instruction Manual (HPG) Part 1944, Subpart N;

WHEREAS, United States Executive Order 12372 of July 14, 1982 requires federal agencies to provide opportunities for consultation with state and local governments directly affected by federal financial assistance; and

WHEREAS, Executive Order 12372 is more commonly known as Intergovernmental Reviews (IGR's) and the TJPDC is the designated regional entity for Virginia Region Ten; and

WHEREAS, the TJPDC has notified all required state and local agencies of this intent to apply for their comments and concerns prior to final execution of a funding agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission endorses the Application to Rural Development for HPG funds, in the total amount of $50,000; and

AND IS SO RESOLVED that the Intergovernmental Review of providing notice to state, regional and local governmental agencies have now occurred; and

BE IT FURTHER RESOLVED by the Thomas Jefferson Planning District Commission that Charles P. Boyles, II, Executive Director of the TJPDC, is authorized to submit the above mentioned project to the Rural Housing Services for funding and to sign all approvals, contracts, certifications and amendments pertaining to the application, award and implementation of this funding.

Approved this _______day of May, 2020 by the Thomas Jefferson Planning District Commission being duly assembled for public business.

___________________________________ _______________

Dale Herring, Chair May 7, 2020

Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: May 7, 2020
Re: FY21 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, 2020 to June 30, 2021.

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 FY20 annual report. The budget may be amended by the Commission at any Commission meeting.

Due to the Corona Virus and Quarantine from public gatherings, the Commission could not meet in April for the draft FY21 budget review. The Executive Committee recommends the approval of this budget at the May 7, 2021 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 and USDA Housing Preservation Grant. The Scope of Work also includes activities reflected in the Ride Share Work Plan.

The impact of the Coronavirus has not resulted in any major financial expenditures for the TJPDC. Staff has been able to work from home maintaining all committed workflow and program billing. We had begun a couple of years ago to move to laptop equipment for staff office use. This allowed easy efficient transition to work from home. We had already had our scheduled IT server replacement and online upgrades in place prior to the work from home orders. We did incur additional IT maintenance/contractual expenses to maintain the old server until the new server was received and installed. Other expenses have been kept to a minimum with no travel, meetings or outside professional development costs incurred.

The Coronavirus will have a negative impact on the TJPDC in FY21 with decreased local projects from the local governments. We have built up our local projects over the past several years. Unfortunately, tight FY21 budgets due to decreased revenues for local governments have cancelled or placed on hold several planned local projects for the TJPDC. This is the same for state provided projects. It appears that state funded projects will likewise be delayed until state revenues improve. State funded programs in transportation have been reduced for the remaining of FY20 and beginning FY21.

The TJPDC staff is working with state and federal agencies to identify and apply for federally funded projects. In an effort to stimulate the economy, it is our belief that the federal agencies through the CARES Act and existing program funding will push projects and funding to states, regional and local

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governments. We are pursuing 2 federally funded grants for regional economic development (CEDS and SETS grants), additional Housing Preservation Grant and HOME funds, assistance to the state for administration of CDBG projects, and federal BUILD and CRISI grants for rail development at the Amtrak Station. We are also pursuing affordable housing grants from VHDA to extend our regional housing plan to include Coronavirus impacts on housing in the region as well as a grant to fund a regional housing assistance and information HUB. One grant or a combination of additional grants equaling $100,000 to the TJPDC would place us back in the financial black and not require us to use reserve savings.

Projected revenues for FY21 are $1,918,246, and projected expenditures are $1,999,673. This budget and work program cover the period from July 1, 2020 to June 30, 2021. This shortfall of $81,427 is partially filled with a transfer of $21,777 from the FY20 Regional Transit Revenues to FY21 Regional Transit expenses. The balance shortfall would require a reserve transfer of $59,650.

This is the recommended preliminary operating budget for FY 2021. An updated budget for planning purposes will be provided to the Executive Committee in November to assess new revenue projects. The final budget will be provided in early 2021 for Commission consideration at the March meeting, at which time we will have more definitive revenues identified for FY21. Should expected revenues not materialize in the first half of FY21, staff would present the Commission with a plan to decrease expenditures for the second half of FY21. Staff recommends reinstating monthly Executive Committee meetings through FY21 or until a better financial position is obtained.

The Executive Committee will meet prior to the May 2020 Commission meeting to select a budget to recommend to the Commission for adoption at the June Commission meeting or May special meeting. The draft provided in May allows all commission members to offer input to the Executive 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 five 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.

FY20 has remained financially stable for the TJPDC despite the COVID-19 changes and despite the maintenance and replacement of the IT server. The amended budget estimated a net gain of $40,908. Since passage of the Final budget in March, we have transferred funding from several projects to roll over into FY21. With these changes, the running FY20 shows a loss of $1,436. At the end of June 30th, I believe that we will still experience a positive net gain due to additional cost savings measures.

The immediate goal of TJPDC management is to maintain all current employees throughout FY21 and beyond. Should new projects not materialize or have a high level of confidence of materializing by December, a staff reduction of 1 ½ to 2 full time equivalent staff would have to be considered. To minimize the expenses for FY21, no salary increases are proposed, no replacement of any employees that leave, travel and professional development is by individual approval only and major equipment and IT purchases are limited to mandatory replacement only. We have heard good news that there is no required vacating of the office space as our lease expires in August. We are in discussions with the building landlord for an extended lease beyond August, 2021. To meet needs of the landlord and their other major tenant, we are discussing an agreement to contract for meeting room space on our floor for use by upstairs tenants. This would be a new revenue source for us that is not currently included in the FY21.

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 FY21. 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, 2019 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 FY19 level of $75,971. While the General Assembly approved a FY21 increase of approximately $10,000, that increase is now on hold due to lost state revenues.
- 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 FY21 of $290,250. Local match is required of $32,251.
- RideShare funding of $139,258 plus a FY20 transfer of $ 15,251which is consistent with prior year funding levels.
- Local funding is included with approved revenue source for the Regional Transit Partnership of $50,000 from the City of Charlottesville, Albemarle County and JAUNT.
- New Hazard Mitigation grant of $36,000 in FY21 and runs into FY22.
- 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.
- Savings has increased for the TJPDC from our move to the Virginia Investment Pool resulting in an increased earned interest income expected to be $ 10,000 from $6,000 previously.
- Office and Water Street rental income is expected to remain constant from $10,200 to $16,800. We have one available office space for rent.
- The VDOT TAP Grant for 5th Street Station bike/ped improvement has been removed until notice of smart scale funding to continue the project.
- Though not awarded yet, we have included an increased Housing Preservation Grant for $100,000. We have been awarded this program for three years and expect to receive for this fourth year.
- Funding of $50,977 for FY21 is budgeted from a DEQ agreement to provide Chesapeake Bay Watershed planning assistance. This is a federally funded program through the state.
- 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 $ 53,970.
- Based upon the approved per capita funding formula, Legislative Liaison services produces $102,171 in local funding.

- Other possible funding sources not budgeted at this time include: Amtrak Planning grant, VHDA Coronavirus Housing amendment and the Lovingston Downtown Revitalization implementation grant.

Expenses: Staff estimates of expenses reflect retention of 12 ½ full time equivalent staff/positions we expect will be in place on July 1, 2020 through June 30, 2021.

- Agency expenses, excluding personnel and contracts with outside entities, are generally based on FY20 expenditures.
- FY21 Per Capita regional funding use of $49,147 toward Regional Housing Partnership. This is the last year of recommended per capita funding toward this program.
- $15,163 per capita regional match toward a federal funding of $50,997 for Chesapeake Bay Watershed Improvement Program
- This FY21 forecast budget includes no staff salaries increases. One of the 13 ½ full time positions (transportation planner) from FY20 will remain vacant.
- The TJPDC Retirement through Virginia Retirement System remains constant after experiencing a $9,518 savings in FY19.
- Health insurance premiums increased by 4.8% in FY21 after no increase in FY20. TJPDC continues to provide 100% of individual employee premiums only and except for 4 grandfathered employees who receive employer contributions toward spouse/family of 63% of premium.
- 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 62% in FY21.
- Increases of 3% are budgeted for rent.

FY 2021 Work Program Key Projects:

- 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 Regional Comprehensive Economic Development Strategy
- TJPDC Stanardsville CDBG/TAP Management
- TJPDC / Rural Transportation Zion Crossroads Small Area Plan and Corridor Study
- TJPDC Services in post COVID-19 Environment
- TJPDC/MPO Alternative and on-line community engagement practices
- TJPDC / MPO Route 29 North Urban/Rural 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

Action Needed: Motion to approve the Fiscal Year 2021 Budget and Work Program Resolution as presented.

6/4/2020

	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	*FY19 Actual*	*FY20 Final Budget*	*FY20 Projected*	*FY21 Operating*
Federal	$744,113	$903,551	$1,016,987	$1,165,569
State	$350,225	$293,549	$259,515	$354,622
Local	$413,512	$524,540	$478,542	$418,558
Local per capita	$154,838	$156,968	$156,968	$158,365
Interest Income	$16,693	$10,000	$12,000	$10,000
Rent Income	$19,205	$16,800	$16,800	$16,800
Grant & Reserves Transfer	$0	$0	$0	$59,920
Total Revenue	$1,698,586	$1,905,408	$1,940,812	$2,183,834
Operating Expenses				
Personnel Costs				
Salaries	$914,288	$794,677	$794,677	$817,376
Fringe and Release	$0	$187,823	$187,823	$215,408
Total Personnel	$914,288	$982,500	$982,500	$1,032,784
Other Costs				
Postage	$1,289	$3,285	$1,619	$1,904
Subscriptions	$817	$1,750	$1,750	$550
Supplies	$7,790	$12,224	$9,121	$11,200
Audit-Legal	$15,500	$16,500	$16,500	$16,500
Advertising	$19,408	$19,929	$16,856	$24,061
Meeting Expenses	$23,879	$17,809	$10,818	$10,286
TJPDC Contractual	$36,761	$51,866	$54,010	$46,100
Dues	$10,890	$9,832	$10,200	$9,820
Insurance	$3,667	$3,300	$3,163	$3,336
Printing/Copy	$7,764	$4,941	$4,527	$4,642
Rent	$89,525	$92,134	$92,134	$94,319
Equip/Data Use	$21,768	$43,502	$33,654	$17,800
Capital & Leases	$0	$0	$0	$0
Telephone	$6,809	$5,020	$7,459	$5,862
Travel-Vehicle	$14,797	$23,238	$16,341	$22,080
Janitorial	$9,632	$8,288	$8,402	$9,920
Professional Development	$15,669	$18,281	$16,137	$17,944
Total Other Costs	*$285,965*	*$331,899*	*$302,695*	$296,324
TOTAL OPERATING EXPENSES	$1,200,253	$1,314,399	$1,285,195	$1,329,108
Net Ordinary Income - Pass Through $	$498,333	$591,009	$655,617	$854,726
Other				
HOME Pass Thru	$224,984	$411,216	$482,993	$580,277
HPG, HazMit, RRBC, TDM, SolidWast	$0	$67,225	$89,060	$135,592
HPG & RTP	$221,270	$71,660	$85,000	$138,857
Total Other Expenses	*$446,254*	*$550,101*	*$657,053*	$854,726
Net Other Income	-$446,254	-$550,101	-$657,053	-$854,726
Net Income	**$52,079**	**$40,908**	**-$1,436**	$0

FY21 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Locality and State Revenue							$38,143
Charlottesville				$30,554			
Albemarle				$67,356			
Fluvanna				$16,549			
Greene				$12,375			
Louisa				$22,333			
Nelson				$9,198			
Legislative Liaison			$102,171				
State Contribution - DHCD		$75,971					
WSC & Offices						$16,800	
Interest Income					$10,000		
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	$91,221	$11,403					
PL Funding	$166,778	$20,848					
RTP			$11,291				$21,777
Albemarle Transit Plan			$7,590				
Rideshare							
Rideshare VDPRT		$154,509	$42,896				
Clean Commute Day			$825				
TJPDC Rural Transportation							
Rural Admin	$14,600						
Rural Transportation Planning	$43,400						
Other Programs							
Stanardsville			$6,588				
Albemarle Planning							
CEDS Regional							
5th Street TAP							
VAPDC			$50,000				
Housing and Non-Profit							
HOME Consortium Admin	$64,475						
Housing Preservation	$17,673						
TJCLT			$53,970				
Regional Housing Plan		$38,783					
Lovingston CDBG							
Environment							
RRBC			$4,033				
Solid Waste			$5,335				
Haz Mit Grant	$31,000						
Rivanna Committee Alb Cville			$38,000				
WIP DEQ	$50,997						
Pass Through Revenue							
Consortium HOME Pass Through	$580,277						
Housing Preservation Pass Thru	$100,148						
RRBC			$6,467				
5th Street TAP							
RTP			$38,709				
Haz Mit Grant	$5,000						
Transit Plan		$53,108	$45,517				
Solid Waste			$5,165				
TDM		$15,251	$5,084				
Total Revenues by Category	$1,165,569	$354,622	$418,557	$158,365	$10,000	$16,800	$59,920
Sum Total of Revenues							$2,183,833

Possible Sources

	1/30/2019 Estimates		0.62	Local	Local	Local	0.4							75%	25%
	Pop.	% Pop.	Per capita	Rideshare	Solid Waste	RRBC	Leg Liaison	Total Contri	Per capita	Rural	MPO	Haz	Balance	Regional	Local
Charlottesville	49,281	19.29%	$30,554	$7,331.00	$2,540	$1,337	$19,712	$61,475	$30,554	$0	-$11,759	0	$18,796	$14,097	$4,699
Albemarle	108,639	42.53%	$67,356	$15,876.00	$5,560	$6,210	$43,456	$138,458	$67,356	-$2,620	-$20,492	0	$44,244	$33,183	$11,061
Fluvanna	26,692	10.45%	$16,549	$3,999.00	$1,370	$1,897	$10,677	$34,492	$16,549	-$3,261	$0	0	$13,288	$9,966	$3,322
Greene	19,959	7.81%	$12,375	$2,997.00	$1,030	$1,056	$7,984	$25,441	$12,375	-$2,472	$0	0	$9,902	$7,427	$2,476
Louisa	36,021	14.10%	$22,333	$5,274.00	$0	$0	$14,408	$42,015	$22,333	-$4,278	$0	0	$18,056	$13,542	$4,514
Nelson	14,836	5.81%	$9,198	$2,335.00	$0	$0	$5,934	$17,468	$9,198	-$1,869	$0	0	$7,329	$5,497	$1,832
	255,428	100.00%	$158,365	$37,812	$10,500	$10,500	$102,171	$319,349	$158,365	-$14,500	-$32,251	0	$111,614	$83,711	$27,904
										$14,500	$32,251				

296-LOCALITY FUNDING FY20 Projected

Published January, 2019

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

RESOLUTION

APPROVING THE FISCAL YEAR 2021 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 2021 an Operating Budget of $2,183,833 in Revenues and $2,183,833 in Expenses, and;

WHEREAS, it is expected that the Commission will review and amend the FY 2021 Operating Budget in March, 2021 or before, 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 2021 Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of May 7, 2020.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 7, 2020 in the City of Charlottesville, Virginia, a quorum being present.

____
Charles P. Boyles, II
Executive Director

____
Dale Herring
Commission Chair

____
Date

Round 4 Smart Scale Proposals for the TJPDC Area

4/30/2020

The following is a list of the projects in the TJPDC area that currently being considered for submission for transportation funding in VDOT's Smart Scale program. The pre-application review period is from March 2 to April 3, 2020. Full applications will be submitted from June 1 to August 3, 2020. There is approximately $20 million available for projects in the Culpeper District and an additional $500 million in the State High Priority fund.

Round 4 Smart Scale Projects in the TJPDC Region	
	Proposed Cost
Charlottesville-Albemarle MPO	
Hillsdale Drive South Extension	$22.6 Million
US 29 and Fontaine Ave Interchange Improvement	$30 Million
Hydraulic Road and US 29	$24.6 Million
Rt. 20 Shared Use Path	$3.5 Million
TJPDC	
107 Park and Ride Lot	$2.7 Million
5th Street Hub and Trails	$6 Million
Rt. 29 Shared Use Path	$3.8 Million
Rt. 29/Fray's Mill/Burnley Station Intersection Improvements	$9.6 Million
City of Charlottesville	
West Main Phase Three	$7.9 Million

Emmet Street Multimodal Phase Two	$4.5 Million
Ridge Street Multimodal Improvements	$5 Million
Preston Ave & Grady Ave Intersection Improvements	$6.1 Million
Albemarle County	
Access Management on US 250 East from VA 20 (Stoney Point Rd) east to Hanson Rd. (Seg # 10, 32 & TSN)	
Old Lynchburg Rd. / 5th St. Ext. /County Office Bldg. Intersection Improvements (Int. #80, 92, Seg. #16, 112, 171)	
Belvedere / Rio Rd Intersection Improvements	
John Warner Pkwy / Rio Rd Intersection Improvements	
US 53 / 20 Intersection Improvements	
Fluvanna County	
Turkeysag Trail (Route 1015) & Route 53 Roundabout (UDA / Safety)	
South Boston Road (600) at Monticello Road (618) (#30 &TSN) (UDA / Safety)	
Troy Road (631) and Route 250 Roundabout (UDA /Safety)	
Green County	
Rte 29/Carpenters Mill Rd (616) and 29/Commerce Dr. Intersection Improvements	
Louisa County	
Rte. 208 & 250 Intersection Improvements (# 44 - TSN)	
Rte. 15 & 250 Intersection Improvement (#28)	
Rte. 33 & 22/208 Intersection Improvements (#54)	
Nelson County	
Route 29 & Oak Ridge Road Intersection Improvements	$2.3 million
Route 6 & 151 Intersection Improvements	$6.5 million

Route 151 at Tanbark Drive Intersection Improvements	$5.5 million

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: May 7, 2020
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since March 5, 2020

Administration

- May Meeting Agenda

2. Matters from the Public
   a. Comments from public.
   b. PUBLIC HEARING – FY2021 Annual Action Plan for HOME
      i. Information is presented below and in a cover letter
   c. PUBLIC HEARING – Intergovernmental Review for Housing Preservation Grant
      i. Information is presented below and in a cover letter

3. Consent Agenda
   a. Minutes of the March 5, 2020 Commission meeting. Due to COVID-19, there was no meeting in April.

   b. March Financial Report

Dashboard Report

Net quick assets are $744,936. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are $233,551. (Net Quick Assets minus 5 months operating expenses: $744,936 – $511,385 = $233,551)

Unrestricted Cash on Hand as of March 31, 2020 was $312,880 or 3 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. VDOT and other contractual billing time had decreased in Jan, Feb and Mar but began to get back to normal in March and for the rest of FY20.

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

Revenue less Expenses - We had a net Gain of $24,184 for the month of March. This gives us a fiscal year net Gain of $22,458. Budgeted fiscal year gain/loss is $40,908. With a higher than expected IT server maintenance and replacement cost and with COVID-19 changes to billable work, we expect a lower year-end net gain. Additionally, moving some programs to FY21 will decrease our available billing hours.

Profit & Loss. Total income through March is $1,534,808. With 9 months or 75% of the fiscal year complete, we have received 80% of our total budgeted income. Total expenses are $1,512,404 or 80% of the budgeted total expenses of $1,905,408.

Operating expenses for the same period are $938,935 or 71% of our total budgeted operating expenses of $1,314,399. Operating revenue through March is $961,339 or 71% of the budgeted operating revenue of $1,355,307.

Balance Sheet. As of March 31, 2020, we have total current assets of $1,051,712 and total fixed assets of $10,484 giving total assets of $1,062,196. Total assets are up by $76,684 from the same time last year. Total liabilities have increased from a year ago by $10,418 with total liabilities as of March 31, 2020 of $346,849. Total Equity has increased by $66,267 to $715,348 since the same time last year.

Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have $372,427 available in contracts and grants to end the year. March operating expenses were $112,261. The 12-month average is $99,298. We have $124,142 in available funds per month for these operating expenses for the remaining 3 months in the fiscal year. Many of these funds, though not shown in the accrued revenue report, will be rolled into FY21 if possible. The more we can push into FY21, the less we will be dependent upon drawing from our cash reserves as shown in the proposed FY21 budget. Our recommended goal is to end FY20 with a positive net gain, but at a lower amount than budgeted, pushing FY20 work to FY21 where possible.

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.

c. Selection of Commission representatives for TJPDC Corp.
    a. Supervisors Price and Babyok have agreed to serve on the TJPDC Corp. if appointed by the Commission. The Corp. is our non-profit arm fulfilling the same missions as the TJPDC but acting as fiscal agent and grant administrator when a non-profit status is required. The Corp. works with community efforts when a formal non-profit is not available.

d. State Master Agreement for DRPT funding.
    a. DRPT funds both the TJPDC's Rideshare program and transit/rail/bike/pedestrian planning activities. DRPT is required to periodically update a Master Agreement with recipients to continue this funding. This is their standard statewide agreement with all MPO's and rideshare programs. Staff recommends approval to execute this agreement.

e. FY21 Rural Transportation Work Program
    a. The TJPDC receives $58,000 per year to assist with rural transportation planning projects (areas outside of the MPO). The TJPDC matches that with $14,500 of per capita funds. Much of this effort is in planning activities, smart scale coordination and administration. The RTWP outlines the work of FY20, proposes a work program for FY21, and begins to look ahead to FY22. Staff recommends the approval of this work program.

f. Online Commission Meeting Policy.
    a. The Commonwealth this past weekend approved the use of online meetings of public bodies during statewide emergency conditions. This TJPDC policy provides guidance for the TJPDC's use of this allowance.

4. Resolutions

a. HOME Action Plan FY2021
    a. There is a cover letter with the Annual HOME Action Plan. As the regional consortium for the HUD HOME program for our area, we are required to submit an annual action plan based upon a 5-year comprehensive plan. Our region is receiving a substantial increase (from $411,000 to over $600,000) following this plan for FY21 for affordable housing development. It is our hope that additional funds will be made available through this program due to COVID-19 needs.

b. USDA Housing Preservation Grant Intergovernmental Review and Grant Application
    a. There is a cover letter with the HPG Program. The TJPDC has to conduct an annual Intergovernmental Review considering the regional applicability and benefit of a housing repair program by USDA administered by the TJPDC. Repairs are made in the five counties utilizing these funds. We receive approximately $110,000 every year for a 2-year grant to provide funding to our area non-profits to perform these services. Staff recommends approval of this Intergovernmental Review and the submission of this grant.

c. FY21 Annual Operating Budget
    a. Details are provided in a cover Memo with the FY21 budget. TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year. We normally review in March but with unusual circumstances from COVID-19, we will likely first review in November or December. The Commission may either approve at this meeting or vote to delay to a special meeting. The Executive Committee recommends adoption of this budget as presented.

       This will be the first time in over six years that we will be considering using reserved savings to balance the budget, an amount of $38,143. This allows the TJPDC to maintain all staff but with no salary increases and no additional or replacement staffing. No increases are proposed to our local government membership and many expenses of travel, training and professional development have been decreased. Major IT improvements were completed in FY20 so only routine maintenance is expected in FY21. While local contracts for services are expected to be zero for FY21 and state projects are expected to be very limited, we do hope that federal increases to programs to address COVID-19 needs and to revitalize the economy will present project opportunities to the TJPDC. One project of $50,000 will help to balance our budget without having to rely on using our savings.

Staff and the executive Committee recommend approval of the FY21 Annual Operating Budget and Work Program.

5. **New Business**
    a. FY21 Rural Transportation Smart Scale Funding List
        a. Attached for your review is a list of Smart Scale projects submitted by the TJPDC for preliminary consideration by VDOT. These are projects not considered by the MPO or outside of the MPO boundaries. We will present a more detailed list to you in June for your support. No action is needed at this time.
    b. Appoint Nominating Committee for FY21 Officers
        a. The TJPDC elects officers at its June meeting. The Chair normally appoints a nominating committee in April or May. Current officers are:
            1. Dale Herring, Chair
            2. Jesse Rutherford, Vice
            3. Keith Smith, Treasurer
            4. Chip Boyles, Secretary

6. **Executive Director's Report**
    a. Review of the agenda items.
        1. The staff monthly activity report is provided with projects and staff assignment listed for any questions.
    b. While COVID-19 has certainly changed the way we have been doing business, it has not hurt our work productivity. Staff has been working remotely since March 18th and are planning to remain remote until June 1st. We have at least some limited office presence every work day. Our staff has been transitioning to laptops over the past few years so no additional hardware had to be purchased. We also fully utilize the Office 365 online platform and have for several years. With a planned IT Server replacement, this was completed prior to March 18th and we had additional remote work software for remote access to the server installed at the same time. We also already had a Work From Home policy in place allowing periodic work from home for staff. The transition has been fairly easy for us. We hold a number of individual online video meetings each day with all staff meetings 3 times per week. Health and spirit wise, everyone seems to be doing very well.
    David worked with the regional administrators and managers to create a secure web site where local, regional, state and federal COVID-19 documents, policies and news are shared. The administrators asked for this in place of regular video calls or meetings.

I am serving to co-chair an Economic Infrastructure Committee with the Charlottesville Regional Chamber of Commerce's Project Rebound. Our goal is to make recommendations on actions that may be taken to immediately spur the economy and to look at longer term changes to meet post-COVID changes.
Staff has been participating in statewide calls for needs, projects and administration opportunities of CARES Act funding coming through the state to local governments.

Staff developed a script and cost estimate to produce a video of local government leaders to provide guidance to the regional community. Only one local government responded to participate so have held off on moving forward. As restrictions are relaxed, we will consider again with a rebuilding message.

Staff is always open to suggestions and ideas from the Commission and your staff on ways we may assist in regional COVID-19 responses and needs.

7. **Other Business**

8. **Adjourn**

END OF AGENDA REPORT

4/15/2020		Lead	Support	Director	Two Week Update	In Wrike	Add to Wrike
ADMINISTRATION		Chip					
Finance & Executive Committee	110	Chip	Don / Christine	Chip	April Executive Committee meeting for FY21 budget and FY20 budget update.		No
FY21 Operating Budget	110	Chip	Christine, Don	Chip	Schedule April Director's Meeting prior to Executive Comittee meeting. Will schedule an Executive Meeting call in April, present draft in May and pass in June due to cancelled April meeting		Yes
Quarterly Activity Reports	110	David		David	Next report is Jan-Mar 2020	No	No
Equity & Title VI	110 /190/191	Lucinda	Shirese	Chip	Updates from the Albemarle County monthly meetings.		No
Town Gown Visit	301/302	Dominique	Chip	Chip	Develop a committee and set 1st meeting date with Chamber ON HOLD		Yes
Annual TJPDC Meeting	110	David	Dominique	Chip	Working on Fall 2020 date & location	Yes	
Annual DHCD Report	110	Christine	David	Chip	Due to DHCD September 30, 2020. Log in for CAMS.		Yes
Annual New Fiscal Year's Eve	110	Gretchen	David	David	Tuesday, June 30, 2020		
Staff & Family Picnic	110	Gretchen	Christine	Christine	Spring time staff with family event - On Hold		
Annual April 13 Retreat	110	Gretchen	Christine	Chip	On Hold		
Annual office clean up day	110	Gretchen	Christine	Christine	Ongoing - Twice per year		
Pers Policy Education Reimb	110	Chip		Chip	Developing policy. Date TBD		
Develop an abbreviations list	110	Gretchen		Sandy			
Communications							
TJPDC Web Site Development	110	Dominique	Sara	Chip	WIP III Tab created; reformatted scope and schedule uploaded with maps; Dominique and Jessica added to Staff; in the process of learning Wordpress interface with Ryan for site(s). Dominique has draft site links.		
Census Count Committee	300 (190)	Jessica	Sara	Sandy	Regular census updates through social media.		Yes
LUEPC or PACC / PACC Tech	301/302	Chip	Dominique	Chip	Ongoing document posting from Technical and Joint Admin meetings.	No	No
Develop and maintain COVID19 Web Page	300	Dominique	Chip / Ryan	David	Secure page for regional administrators on Covid19 issues		No

Cloud Based IT	110	Chip		Chip	Server is installed and staff has access to Remote Desktop Office	Yes	
RFP for Communications Services	110	Dominique		Chip	Publish and award RFP for Communications Services		
RFP for Cost Allocation Plan	190	Christine		Chip	Develop a RFP for Cost Allocation Plan to be updated annually		
LEGISLATIVE		David					
Legislative Affairs	277	David	Dominique	David	Leg. Prog. Development underway		
VAPDC	278	David	Dominique	David	Possible VHDA grants		No
FINANCE		Don					
Monthly Reporting	110	Don		Chip	Ongoing		
Annual Audit	110	Don		Chip			
H&W Contract Services	110	Don		Don			
Annual Health Benefits Report	110	Don		Christine			
Annual Health Insurance	110	Don		Christine	Open enrollment until April 25th		
Annual Liability Insurance	110	Don		Don			
Monthly bank reconciliation	110	Christine		Christine	Ongoing		
Human Resources Onboarding	110	Christine	Gretchen	Christine	Developing a document for new and current staff. Date TBD		Yes
VRS ICMARC	110	Don		Christine	Ask ICMARC Rep to present to TJPDC staff on 457 Plan - On Hold		
Invoice Local Governments		Christine	Don	Chip	Invoice per agreements. Invoice sent to Nelson for Q2, Q3, and Q4 (advance). Invoice sent to Louisa for Q3 (quarter end).		Yes
PLANNING / ENVIRONMENTAL		Sandy	Nick				
Cherry Avenue	*316*	Nick	Sandy	Sandy	Nick is incorporating City comments into final draft. Shared update with Cherry Avenue committee. Nick is inquiring from Alex on status and how to progress due to COVID. Once comments are incorporated, next step will be for City to have a public meeting.	Yes	

Albemarle Inventory	323	Sandy	Nick/	Sandy	Work on hold due to COVID-19 pandemic. Nick to follow up with interns regarding progress to date. Invoice sent to Albemarle.		Yes
Lovingston CDBG	308	Nick	Susan	Sandy	Change of work order prepared by Bill for review. 90 day extension approved. Waiting for Nelson to request budget revision.		Yes
Zion Crossroads	171/318	Sandy	Nick / Shirese	Sandy	VDOT survey ready to go out via MetroQuest. Prepared public engagement activity with Fluvanna for end of April, but will likely need to reschedule that. Waiting Fluvanna County feedback. per Chip, look at adding a "Cost of Community Services" for each county.	Yes	
Scottsville	337	Nick		Sandy	Invoice sent.		No
CAA Action Plan	300 (note)	Lucinda	Chip	Chip	3Draft 3 priority strategies developed and waiting work groups' input.		Yes
Regional Quality of Life Indicators	300			Chip	Example Baton Rouge CityStats		Yes
Albemarle In-Out Map #'s	301	Nick		Sandy	Develop a map showing total daily "population of Alb & Cville		
Fluvanna Wayfinding Proposal		?	Chip	Sandy	Draft a proposal to development a Wayfinding Plan ie.VDOT plan.		
ENVIRONMENT							
RRBC Admin	908	Dominique		Chip	RRBC Conf in September 2020. Facebook and site being regularly updated. RRBC Steering function being used for WIP with RSEP. Currently applying for grant for education and outreach for K-12 - video for schools and social media platforms. Application due May 1.		
Rural Rivanna Plan	908	Sandy	Shirese/ Dominque	Sandy	RRBC acting as Steering Committee. Set up an internal staff meeting.		Yes

Urban Rivanna Plan	329	Nick	Shirese/Sandy	Sandy	Draft vision statement and guiding principles developed. Conference call with technical committee to review initial draft. Sent out revision and waiting for comments. Once received will schedule Steering Committee meeting (over Zoom) for feedback.	Yes	
WIP	907	Dominique	Shirese	Chip	Deliverables being regularly completed. BMP Booklet and Terms "Cheat Sheet" for stakeholders completed. BMP tech training sent to PDCs. RRBC + RSEP as steering assitance. NFWF resilient Communities $50k grant being applied for. 11/19 devlierables started--9 months left in K. Presenting to Commission in April. Summer intern to help with this.	Yes	
rd Mitigation & Climate Change Plan	330 FY2021	Shirese	Jessica / Lucinda	Sandy	Albemarle County Committee. Contact Christopher Bruce with VDEM. Conference call on 3/19 to review plan requirements. Waiting on FEMA grant letter.		Yes
Solid Waste/Recycling	303	Shirese	Dominique	Sandy	Create Tech Comm to meet quarterly & Create Solid Waste Plan FY21. Solid Waste and Recycling Report underway. Sent out initial request for information and received first round of responses.		Yes
HOUSING & COMM DEVELOPMENT		Christine	Shirese				

HOME	727	Shirese	Christine	Christine	-Nick environmental reviews -Monthly Housing Director's Meeting -April 15th opens the public comment period on Annual Action Plan -Draft Plan to be submitted via IDIS on May 15th -Final Annual Action Plan due in August 2020		Yes
HPG	728	Shirese	Christine	Christine	-Nick environmental reviews -Invoice submitted for Q2 -Working on Q3 Invoice for grant years 18-19 and 19-20 -Pre-application for Grant Year 21 funding due May 15		Yes
REGIONAL HOUSING	729	Susan	Christine	Christine	-CVRHP Q1 March 25 meeting cancelled. -Exec. Committee meeting April 22. -Summit Committee meeting May 7th. -Annual Summit (7/8/02)cancelled. Rescheduled date TBD.		Yes
Phase II Housing Plan	730	Christine	Nick & Shirese	Christine	Extended to Sept 30th. Staff scoped new schedule to end of Sept. Currently drafting visual template, regional introduction, and individual county chapters. Strategies & Analysis Committee Meeting scheduled for May 7th.	Yes	
TJCLT	723	Susan	Christine	Christine	New Executive Director. March 30th joint meeting. TJPDC/TJCLT Contract addendum prepared - through June 2021. Pending signatures.		
Community Development							
Charlottesville Area Alliance	300	Chip	Lucinda	Chip	Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan.	No	
Region 9 GO Va Council	300	Chip	NA	Chip	Next meeting January 30, 2020	No	
CVPED Board	300	Chip	NA	Chip	Next meeting February 28, 2020.	No	
CEDS FY21	300	Susan	Chip	Sandy	Application submittal in FY20.		
TRANSPORTATION		Sandy	Lucinda	Sandy			

MPO		Lucinda	Sandy	Sandy		Yes	
Policy Board	190/191	Lucinda	Sandy	Sandy	Initial review of TIP at March meeting. Special meeting to be held in April to vote on it. UPWP draft prepared; plan to vote on it in May. Smart Scale LOI received back from all localities. Deadline for Smart Scale extended until April 17th. Elections. Draft UPWP sent out for initial review. Public hearing on UPWP to be held during May meeting (if held).		
CTAC	190/191	Jessica	Lucinda	Sandy	Cancelled for March. Jessica sent out the materials prior to the meeting and provided call-in info for members to listen in on MPO Tech Committee meeting if interested. No comments received back.		
MPO Tech	190/191	Nick	Lucinda	Sandy	Met on 3/17 via conference call service. REcommended approval of the TIP without revisions to MPO Policy Board. Sent out Hydraulic/29 Solutions updates for comment. No comments received.		
Smart Scale FY20	198	Nick	Lucinda	Sandy	Conference call on 3/18 to discuss applications that may be submitted by MPO/PDC. MPO Tech committee reviewed the Hydraulic/29 projects at their meeting on 3/17. Will send out the updated website to the committee for comment (just updated on 3/23). Smart Scale info received from Chuck. Nelson County pre-apps completed and waiting for VDOT and Nelson County staff review. PDC pre-apps prepared and waiting for VDOT review. MPO pre-apps in progress.		

Bike / Ped Planning	193/195/196	Jessica	Lucinda	Sandy	3-Notched Shared Use Path through Crozet to Afton Tunnel/Capital Trail extension to Scottsville; pursue VDOT feasibility study to coordinate projects. Albemarle will take the lead on making the request after Smart Scale pre-app deadline. Likely will be submitted in August. Charlottesville has bicycle counters out to monitor use during stay-at-home order.		
Revenue Study	195/196	Lucinda	Sandy	Sandy	Summary of available funding sources; Lucinda has this underway. ON-HOLD DUE TO COVID-19.		
TIP	190/191	Lucinda	Sandy	Sandy	MPO reviewed in March; special meeting scheduled in April for public hearing.		
LRTP Dashboard for FY21 UPWP	195/196	Lucinda	Jessica	Sandy	Added to UPWP FY21 Work Plan		
Uniform Work Plan	190/191/ 195/196/ 198/199	Sandy	Lucinda	Sandy	Draft developed. Draft provided to Policy Board and committee meetings in March. Public hearing to occur in May (if meeting is held). Need appendix info and VDOT work funding. Place DRAFT in OLGA for VDOT/DRPT Review	Yes	
RURAL TRANSPORTATION		Nick	Lucinda	Sandy		Yes	
Rural Tech	*170/171*	Nick	Lucinda	Sandy	March meeting; Rural Work Program initally needed to be submitted to VDOT by April 17th. Have been in contact with Darrel Johnson regarding that timeline since there will be no PDC Board meeting prior to their deadline for a resolution. Draft work program largely completed - small revisions to be made prior to next internal staff review. 2. Meeting to discuss Rural Tech vs Rural Advisory Committees		

VDOT Invoicing	*170/190/191*	Nick	Lucinda	Sandy	Monthly Program Invoicing to VDOT due by last day of month for the previous month	Yes	
STAR TAP	315	Lucinda	Jessica	Sandy	Right of Way Phase. Need to follow-up on ROW acquisition. Quarterly Report and Invoice; working to facilitate meeting between VDOT and contractor and STAR.		Yes
RIDESHARE-TDM		Sara	Jessica	Sandy			
Rideshare Program Activities	*193*	Sara	Jessica	Sandy			
Outreach	193	Sara	Jessica	Sandy	Clean Commute Challenge for May rescheduled to September.		
RTP	181/193	Sara	Jessica	Sandy	DRPT grant applications submitted. Waiting for confirmation that they are awarded and whether there will be local funding available. April meeting TBD. Chip will ask CAT & Jaunt advice on meeting 4/3/20.		
RTP Exchange Visit Blacksburg	181/193	Sara	Jessica	Sandy	Establish date, agenda, cost & attendees - Dates TBD. ON-HOLD DUE TO COVID-19.		Yes
RTP Reporting (Sub-committees)	181	Jessica		Sandy	Held Energy Efficient Committee Meeting and Reporting Committee Meeting and Equitable Driver Compensation Committee Meeting		Yes
Amtrak	191/196/199	Chip	Jessica	Chip	Discussion of BUILD planning grant. Consultant work underway. Consultant report due in April. BUILD grant due May 18. Rural so no match required.	Yes	
SAW Intercity	193/196	Sara	Chip	Chip	Intercity bus grant submitted. Developing marketing plan and branding is in process. Branding kick-off held on March 12th. Follow-up meeting on 4/2.		
JAUNT Board	191	Chip	Sara	Chip		No	
Community Engagement Bus	195	Jessica	Chip	Chip	Search for grants $ FY21 UPWP		

Fifth Street Trails	192	Jessica	Chip	Chip	Preparation for submission of the project for Smart Scale funding. Revising alignment for VDOT to review.		Yes
TJPDC Corp.		Christine	Chip	Christine	Submitted 990. Prepared VDACS, awaiting signature for submission.		

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities

January through March 2020

Environment:

As part of the **Chesapeake Bay Watershed Implementation Planning (WIP) Assistance 2020** program, TJPDC, along with several other regional partners, will be utilizing a National Fish and Wildlife (NFWF) grant toward Best Management Practices (BMPs) for Stormwater Management. The contract deliverables pertaining to website building and marketing have been regularly worked on since the Draft WIP contract was released last October. TJPDC anticipates having the services of a UVA graduate student intern assisting with the project this summer.

The **Rivanna River Basin Commission (RRBC)** also is acting as a Steering Committee for the WIP contract. In order to improve educational materials and marketing about BMPs, local ecology and watershed improvement, the RRBC joined the Rivanna Stormwater Education Partnership (RSEP) to enhance outreach and collaboration efforts. The RRBC Facebook page is being used to promote the RSEP "Love Your Watershed" campaign for this region. RRBC is also applying for an Environmental Education and Stewardship Grant for K-12 education and outreach for local watersheds.

The **Rivanna River Corridor Study** technical committee has been meeting regularly. Currently, the committee is reviewing and refining the vision statement and the guiding principles that will inform the rest of the planning process. However, due to the COVID-19 pandemic, the next round of public engagement is on hold.

TJPDC hosted the first **Solid Waste and Recycling** quarterly meeting in early January. The meeting was sparked by TJPD Commission discussion this past Fall with stakeholders from throughout the region who wanted to collaborate on solid waste and recycling issues. The TJPDC also has begun to solicit recycling rate numbers from local businesses and recycling companies to determine our region's solid waste and recycling rate, which must be reported annually to the Virginia Department of Environmental Quality (DEQ).

TJPDC has joined **Charlottesville's Better Business Challenge**, a community-wide initiative that helps organizations of all types and sizes to save energy, adopt waste reduction strategies, and innovate around sustainability. Staff met with a representative from the organization in February to discuss how to promote these goals within our organization and in the community.

Housing:

The **Central Virginia Regional Housing Partnership** (CVRHP), composed of public, private, nonprofit and citizen housing-related stakeholders, continues to work on a draft strategic plan. The Strategies and Analysis Committee finalized a draft, approved by the Executive Committee, which recommended bringing the draft plan before the full voting Partnership for consideration. Due to the cancellation of the Partnership's March meeting, the draft will likely go before the Board at its June 2020 meeting for consideration.

The TJPDC staff continues to make progress on drafting a **Regional Housing Plan.** The purpose of the plan is to recommend housing strategies for each of the counties in the Planning

District that can be included in the housing chapters of their respective Comprehensive Plans. During the past quarter, results of the Regional Housing Survey were tabulated and shared with the CVRHP Strategies and Analysis Committee. A draft framework for the Housing Plan has been developed with input from the committee. This framework provides guidance the TJPDC staff to develop the content for each chapter of the Plan.

During the past quarter, the CVRHP Events Committee continued to plan for the **Housing Our Future: 2nd Annual Regional Housing Summit** which was to be held on July 8, 2020 at the Omni Charlottesville**.** In March, the Events Committee determined that the Summit would be *postponed indefinitely* due to the difficulty with planning such a large event amidst the uncertainly of COVID-19. The Committee intends to reschedule the event as soon as it is reasonable and advisable to do so.

The **Draft HOME Action Plan** for the 2020-2021 program year was released in late March 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, 2020, include more than 20 homeowner rehabilitation projects and10 down-payment assistance projects for first time homebuyers, construction of at least 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/thomas-jefferson-regional-home-consortium/.

Legislative Liaison:

The Legislative Liaison spent much of this quarter **at the General Assembly**. Activities included lobbying more than 20 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 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 March 12, with adoption of a biennial budget for FY21 and FY22 being the Assembly's final act. Dominique Lavorata provided behind-the-scenes and on-site assistance to the legislative efforts this session.

The liaison also planned and led discussion at the January meeting of the Mayor & Chairs/CAOs meeting. Following the regular session, the liaison performed tasks related to local and regional response to COVID-19, including working with VML to address electronic meeting issues during the pandemic emergency. 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:

The **Regional Census Complete Count Committee**, comprised of regional stakeholders including representatives from local government and trusted community organizations, met on January 22 to discuss actions being taken to increase Census 2020 participation and investigate opportunities for collaboration. The Immigrant and Refugee Subcommittee continued its work with regular meetings and outreach activities to their target populations. As the COIVD-19 public health emergency evolved throughout March, TJPDC staff members shifted focus from preparing for in-person events to a strong online and social media campaign to encourage census participation and answer frequently asked census questions. The social media campaign will continue into the fourth quarter of this fiscal year.

Field data collection interns hired through Piedmont Virginia Community College's Network2Work program completed inventorying the first study area as part of the **Albemarle Community Inventory.** Work began on the second study area, but the COVID-19 restrictions have suspended field work until further notice.

The TJPDC has been meeting with Fluvanna County staff to coordinate a public engagement effort focused on Fluvanna's interests in the **Zion Crossroads** area. Since Louisa County just adopted a revised Comprehensive Plan, this is intended to fill in some of the informational gaps for Fluvanna before moving forward with joint public engagement efforts. The Fluvanna County public meeting was initially planned for the end of March, but was rescheduled and is now on hold. A survey of transportation needs has been developed and will be pushed out in the coming weeks through MetroQuest.

Staff presented an overview of the **Cherry Avenue Small Area Plan** to the Charlottesville Planning Commission at its February meeting. Eight members of the community were present to voice their support for the plan and to advocate for its adoption. TJPDC staff has received written comments from the City and is working now to address those comments.

TJPDC staff continues to support the Town of Stanardsville with Phase II of its **Downtown Streetscape Revitalization**, a TEA-21 funded streetscape enhancement project, which is intended to provide a safer, more pedestrian-friendly Main Street corridor by integrating various streetscape design elements, brick-patterned crosswalks, curb extensions, lighting and landscaping. TJPDC staff prepared invoices and advised on the process of engaging the 12 property owners to gain access to their property for the streetscape improvements.

The Department of Housing and Community Development, which administers the federal CDBG program, recently asked for regional priorities for anticipated CDBG funding applications in the competitive **Community Improvement Grant program.** The TJPDC asked local governments and area housing agencies for notice of anticipated CDBG applications for FY21. Nelson County submitted an anticipated project for **Lovingston Downtown Development** to advance goals for infrastructure improvements and economic development programs aimed at spurring local business growth. This project will be included as a priority for our region, along with the housing assistance programs that may materialize later in the year in other jurisdictions.

Transportation:

The **Charlottesville-Albemarle Metropolitan Planning Organization** (CAMPO) Policy Board met in January, holding a public hearing on 2018-2021 amendments to the Transportation Improvement Program (TIP) for both VDOT and CAT; adding UVa as voting member of the Regional Transit Partnership; and approving Safety Performance Measure Targets required by VDOT. The March meeting consisted of an information session and discussion of the FY21-FY25 TIP that was hosted virtually due to the COVID-19 pandemic. Approximately 30 people participated. No votes were taken and a subsequent meeting is being scheduled for late April for the Board to review and adopt the TIP.

Staff has been working with local staff and VDOT to prepare and submit **Smart Scale pre-applications**. The work with VDOT has focused on the selected Hydraulic Road/Route 29 projects and other projects of interest in the MPO area. A Smart Scale planning meeting was held on March 10 with members of both the MPO and Rural Technical Advisory Committees. This provided an opportunity to make all member localities aware of the deadlines and the support they needed to submit their applications, as well as to provide information about planning efforts across both committees. The deadline for submitting Smart Scale pre-applications is April 17.

CA-MPO staff continues to attend and organize other meetings on transportation in the region. The MPO website and other media outlets are used to share transportation information with the stakeholders and the public and are updated regularly.

The **Regional Transit Partnership (RTP)** didn't meet in January, but new members for both Charlottesville and Albemarle County were appointed to the Partnership, as new Councilors and Supervisors took office. TJPDC completed two grant applications supported by the RTP. One is for a regional transit visioning plan that would look at how best to meet service demands as a region with all systems. The second is for a study to expand transit service in parts of Albemarle currently not served by transit. RTP staff also participated in the SmartCville Single Occupancy Vehicle forum in January, which shed light on why some individuals aren't using transit services. At the February meeting, the RTP approved UVa as a voting member of the partnership; the bylaws will be revised to reflect the changes. There also were presentations on electric scooter and E-bikes data for the Charlottesville pilot year. Chip Boyles made a presentation for the RTP during the Albemarle County Transit budget workshop in early March.

RideShare: The TJPDC has submitted the FY21 grant application to the Department of Rail and Public Transportation for the Rideshare program. The application includes a funding request of $177,070 (total); local governments contribute required match of $35,414 - $37,812. Rideshare provides carpool matching, vanpool coordination, Park and Ride lots, marketing and participant registration, as well as Guaranteed Ride Home programs within our region and with the Central Shenandoah PDC (CSPDC) region. RideShare also completed the quarterly Park and Ride Inventory for the region. In January, RideShare began partnering with the Community Climate Collaborative's Better Business Challenge, to help assist local businesses with transportation needs. The RideShare team partnered with SmartCville for their Single Occupancy Vehicle forum hosted in January, which looked at the qualitative data of what keeps individuals in their cars, instead of taking transit, carpooling or biking. Finally, RideShare staff is assisting CSPDC with the branding and marketing development of the Afton Express bus, which applied to DRPT for funding for a pilot program in FY2021.

Commission and Staff:

The TJPD Commission has several new members for 2020. New members and TJPDC staff were introduced and a brief orientation to the TJPDC was held during the February meeting of the Commission. New members of the Commission include the following: Albemarle County appointed Board of Supervisors members Ned Gallaway and Donna Price as its representatives, replacing Rick Randolph and Liz Palmer. New supervisor Eric Purcell is a new Commissioner representing Louisa County, replacing Willie Gentry. Dylan Bishop is the new Nelson Planning and Zoning Director, who replaces Ernie Reed on the Commission. New Councilor Michael Payne replaces Nikuyah Walker as one of Charlottesville's appointees.

Susan Stimart has joined the PDC staff as Housing Coordinator. She is teaming up with other PDC staff on completing the Regional Housing Plan and the Lovingston Downtown Development CDBG Planning Grant. She is also researching opportunities for the TJPDC to have a Comprehensive Economic Development Strategy (CEDS). Susan also is the contracted Executive Director of the Thomas Jefferson Community Land Trust, whose mission is to create long-term, affordable home-ownership opportunity. Previously, Susan served a dozen years as economic development facilitator for Albemarle County.