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

Thomas Jefferson Planning District Commission
Thursday, June 4, 2020 at 7 pm
Online Remote Meeting

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/87236165802?pwd=Z0JQa3hEQXI4S1ZUYlFUZjV4eDRCQT09

Meeting ID: 872 3616 5802
Password: 839919
Telephone
+13017158592,,87236165802#,,1#,839919# US
+13126266799,,87236165802#,,1#,839919# US

1. **Call to Order** 7:00-7:05
   a. Notice of Electronic Meeting and Commissioner and Public Protocol
2. **Matters from the Public** 7:05 – 7:15
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Director)
   c. Presentations
3. *** Consent Agenda** 7:15 – 7:20
   Action Items:
   a. * Minutes of May 7, 2020 Meeting
   b. * Quarterly Financial Reports
      i. April Dashboard Report
      ii. April Profit & Loss Statement
      iii. April Balance Sheet
      iv. April Accrued Revenues Report
4. *** Resolutions** 7:20– 7:45
   a. Election of FY21 Officers*
      i. Dale Herring, Chair
      ii. Jesse Rutherford, Vice-Chair
      iii. Keith Smith, Treasurer
      iv. Chip Boyles, Secretary
   b. FY21 Rural Transportation Smart Scale Funding Support*
   c. FY21 Rural Transportation Smart Scale TJPDC Requests*
   d. Lease extension for 401 Water Street*
   e. Appointment of David Blount as TJPDC Freedom of Information Officer*
5. **New Business** 7:45 – 8:00
   a. Legislative Report
   b. COVID-19 CARES Act Local Funding

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**	8:00 – 8:15
	a. The Executive Director's Report is attached. b. TJPDC Office Activities of COVID-19 c. Regional Broadband Partnership Update d. Monthly staff activity report	
7.	**Other Business**	8:15 – 9:00
	a. Roundtable Discussion by Jurisdiction b. Next Meeting –August 6, 2020	
8.	*** ADJOURN**	9:00

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.

The TJPDC Board of Commissioners are meeting this evening, June 7th at 7:00 PM with a quorum of voting members through electronic virtual communication of Zoom software application. The meeting agenda and virtual meeting address has been posted for one week at 401 Water Street East, on the TJPDC web site and provided to local media outlets and provided to the general public and Commission members. This meeting is open to public viewing and public comment will be allowed through electronic communication at such time as provided on the meeting agenda.

As a public body, the TJPDC is allowed to meet utilizing virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia State Budget, HB 29.

Item4.0-01 Allows public bodies to meet through electronic communication means during emergency declarations such as the current COVID-19 emergency.

The Governor has declared a state of emergency, the nature of this declared emergency makes it impracticable or unsafe for the public body to assemble in a single location; the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body; the TJPDC shall make available a recording of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the public body.

We will begin by having each Commission member identify themselves and then TJPDC staff members. We ask that you keep your communication devices on mute until you prepare to speak. In addition, You may "raise a hand" or use the chat feature to initiate a discussion. The public will be muted except for public comment periods. Those wishing to speak are asked to use the raised hand function or chat function of the Zoom program. Participants calling in may press *9 to utilize the "raised hand" function to speak during appropriate times. Staff will assist the Chair in recognizing those who wish to speak and with identifying motions, seconds and votes.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Draft Minutes, May 7, 2020

Commissioners Present:
Dale Herring – Greene County
Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County
Andrea Wilkinson – Greene County
Michael Payne – City of Charlottesville
Tony O'Brien – Fluvanna County
Donna Price – Albemarle County (7:05 pm)
Lisa Green – City of Charlottesville (7:11 pm)
Bob Babyok – Louisa County (7:28 pm)

Commissioners Absent:
Eric Purcell – Louisa County

Staff Present:
Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Legislative Liaison
Sandy Shackelford, Director of Planning/Transportation
Shirese Franklin, Planner
Lucinda Shannon, Transportation Program Manager

Guests Present:
Sean Tubbs, Piedmont Environmental Council, Citizen

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on May 8, 2020 at http://tjpdc.org/meeting-agendas/tjpdc-may-2020/.

1. Call to Order: Dale Herring called the meeting to order at 7:00 pm. He started with an overview of the electronic meeting protocols, to include, informing participants that the meeting was being recorded, that roll call would be verbal, that all participants should keep their microphones on mute unless speaking, that the chair will verbally identify who makes a motion and seconds the motion, and that public comments are limited to 2 minutes. He informed participants that TJPDC staff was monitoring the meeting for those requesting to join the meeting late or for unexpected interruptions to the meeting. Mr. Herring then read the names of all Commissioners for the roll call. Results of the roll call are noted above.

2. Matters from the Public:
a. Comments by the Public: Mr. Sean Tubbs, a citizen and employee at Piedmont Environmental Council, stated that the TJPDC is something that people are not paying attention to, but should. He expressed that meetings, like this one, are important for all people in the region to participate in to come together. The issue now is COVID-19. Mr. Tubbs requested that the Commissioners, either through their conversations, or through the roundtable, share what their localities are doing to boost public comment. He wanted to know what best practices jurisdictions were using to get people information. He noted

that virtual meetings can remove a barrier for participation. Further, he expressed that now, more than ever, we should think more regionally about how to make services better for all people in our community.

b. PUBLIC HEARING – FY2021 Annual Action Plan for HOME: TJPDC staff member, Shirese Franklin, shared that HOME funds, per the Consolidated Plan of 2018-2022, were used for the following activities: Acquisition, Homebuyer Assistance, Homeowner Rehabilitation, Multifamily Rental – New Construction, Multifamily Rental – Rehabilitation, New Construction for Ownership, and Tennant Based Rental Assistance. The member governments of the TJPDC agreed on an equal share basis of HOME program funds available to each participating jurisdiction (with towns included within 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. Each member organization by jurisdiction designates a nonprofit to receive the funding for eligible activities. Designated nonprofits include: Albemarle Housing Improvement Program (Albemarle County), Fluvanna Louisa Housing Foundation (Fluvanna and Louisa Counties), Skyline Community Action Agency (Greene County), Nelson County Community Development Foundation (Nelson County), and Piedmont Housing Alliance or Albemarle Housing Improvement Program (City of Charlottesville). The TJPDC is the designated Program manager for the HOME Consortium. HOME funds this year are approximately $644,000.00. Ms. Franklin then shared a brief summary of the total funds received and number of activities completed in each jurisdiction.

c. PUBLIC HEARING – Intergovernmental Review for Housing Preservation Grant: Shirese Franklin shared that the Housing Preservation Grant (HPG) was for home repair in the rural counties. Last year the TJPDC received approximately $100,000.00. This year $166,000.00 will be applied for (FFY20). The HPG funds are first-come, first-served. Ms. Franklin gave a brief summary of the funding received and the number of activities completed in each rural jurisdiction. Commissioner Wilkinson asked a question related to Greene County's listed activities as both homes for first-time homebuyers and also for rental units. Mr. Boyles shared that the Community Action Agency in Greene has built up their funding for several years to do a larger earmarked project. There were no public comments on the Public Hearing items.

3. Consent Agenda: The consent agenda consisted of the draft minutes from the March 5, 2020 Commission Meeting (no April meeting due to COVID-19), the Quarterly Financial Report through March 31, the Selection of representatives for the TJPDC Corporation, the State Master Agreement for DRPT funding, the FY21 Rural Transportation Work Program, and the Online Commission Meeting Policy. The consent agenda was split into two separate votes.

Action Items:

a. Minutes of the March 5 Commission Meeting: Commissioner Wilkinson suggested an edit in the March minutes to clarify that VDOT was continuing to mow the medians even if the county contractor does work on the median.

- **On a motion by Tony O'Brien, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes as amended of the March 5, 2020 meeting**. Commissioner Payne abstained from the vote due to not attending the March meeting.

b.-f. March Financial Reports, State Master Agreement for DRPT funding, FY21 rural Transportation Work Program, and Online Commission Meeting Policy: The remainder of the consent agenda was considered as one item.

- **On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously approved the minutes of the March 5, 2020 meeting**. Commissioner Payne abstained from the vote due to not attending the March meeting.

4. Resolutions:

a. HOME Action Plan FY2021: 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 received a substantial increase from approximately $550,000.00 to $650,000.00 following this plan for FY21 for affordable housing development.

- **On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approve the HOME Action Plan FY2021 Resolution.**

b. Intergovernmental Review and support for USDA Housing Preservation Grant Application: As is required by the United State Department of Agriculture, notices were sent to local governments and stakeholders. To date, no comments have been received. HPG funds are strictly used for rehabilitation, and therefore, do not disturb ground or build on green spaces, requiring further environmental review. The resolution presented is to apply for the funding for the 5 rural member counties, excluding the City of Charlottesville.

- **On a motion by Donna Price, seconded by Ned Gallaway, the Commission unanimously approved the USDA Housing Preservation Grant Intergovernmental Review and Grant Application Resolution.**

c. FY21 Annual Operating Budget, Revenues, and Work Program: Mr. Boyles shared that the budget was tighter than in years past due to COVID-19. He shared that the PDC was lucky not to anticipate huge losses or concerns. For FY21 there is uncertainty around local and state funding. The goal is to have a balanced budget. To do so, this budget has a revenue source of $59,650 from reserves, with a likely $27,000 Regional Transit Partnership funding rolling over from FY20 to FY21, requiring a pull from savings closer to $38,000. Mr. Boyles shared that he budgets conservatively, not including funding sources unless he is certain of their receipt. The PDC is one $50,000 grant away from breaking even.

Mr. Boyles shared that the staff was working from home remotely (since March 18, 2020) and no new equipment was needed for the transition. He shared that the proposed FY21 budget includes no salary or benefit increases, no new hires or replacement hires, and reduced professional development spending. Mr. Boyles shared that there were Regional projects, such as applying for CEDS money for a Regional Economic Plan, or applying for DHCD funding when made available that could help with potential revenue. He noted that the TJPDC's lease is set to renew in June and there was potential to rent out additional space to offset the rent.

The TJPDC's indirect cost rate was previously as high as nearly 90%, but it is down to 67% in the current fiscal year and 62% for FY21. Reduced indirect costs can be attributed to a change in accounting methods and billing administrative costs associated with programs directly to the programs. Finally, Mr. Boyles shared that there is a 4.8% increase in health insurance premiums, paid at 100% to employee-only plans. Four employees are grandfathered in to partial coverage for families.

Commissioner Smith offered a 'hats off' to the staff for building a reserve that could help the PDC 'weather a storm' during a crisis. Commissioner Gallaway asked what grant sources the PDC expected to investigate due to the current circumstances associated with COVID-19. Mr. Boyles shared that he anticipated that federal grans would increase to existing programs, such as HOME, HPG, CDBG, and Economic Development. Commissioner Rutherford shared that he was pleased with the budget as presented and was glad to see such strong capital reserves.

- **On a motion by Andrea Wilkinson, seconded by Jesse Rutherford, the Commission unanimously approved the FY21 Operating Budget, Revenues, and Work Plan Resolution.**

5. New Business:

Commissioner Wilkinson asked about the Remote Meeting Policy and how it affects committees and the TJPDC Corporation. The policy mentions committees but does not direct on non-voting and advisory committees or the Corporation. Mr. Boyles shared that the TJPDC Corporation can adopt its own policies for remote meetings. He shared that the Executive Committee of the TJPDC, as an advisory committee, needs to meet the public body requirements. Further, he shared that the Remote Meeting Policy only applies while the State of Emergency exists. The TJPD Commission would only utilize remote meetings during said emergencies.

a. FY21 Rural Transportation Smart Scale Funding Support: The PDC is required to consider projects outside of the Metropolitan Planning Organization urban boundaries. Local governments, PDC's and MPO's have until August 3rd to submit applications. Each can submit up to 5 projects to VDOT for cost estimates in the pre-application and then can submit up to 4 final applications. Commissioner Babyok asked a question about the timing for the state to pass legislation and how could it make its way to local communities. Chip shared that projects submitted this August won't be awarded until June of 2021, and constructed 4-6 years after award. He also shared that the PDC is concerned about transportation funding. The transportation secretary announced that there were more miles driven than ever before but that revenue continues to drop due to the efficiency of cars. Chip suggested that the federal government may provide additional funding to the states. But that states may then redirect their local transportation funding to do something else, especially given the financial circumstances of the state. There was a brief discussion about specific projects that had been awarded funding in previous years and how a large local match help projects to score high in Smart Scale due to the large return on investment for VDOT.

b. Appoint Nominating Committee for FY21 TJPDC Officers: Mr. Boyles shared that the Commission needed to appoint a Nominating Committee to determine FY21 officers. The current officers were Dale Herring, Chair, Jesse Rutherford, Vice Chair, Keith Smith, Treasurer, and Chip Boyles, Secretary. Commissioner Wilkinson asked if all officer could serve another year. Chip confirmed that they could. A brief discussion was held that the current officers remain the recommended slate. There was no opposition to this recommendation.

6. Executive Director's Report:

a. Executive Director's Report: The PDC had a net gain in march of $24,000. Staff have been diligently spending time on programs with available revenue. Chip anticipates a net gain at the end of the fiscal year around $22,000. Chip shared that Commissioners Price and Babyok volunteered to serve as board members for the TJPDC Corporation. He noted that the PDC is participating with the regional Chamber on Project Rebound. Project Rebound is a diverse group of stakeholders charged with providing recommendations on how to jump start the economy through and following COVID. Chip and Albemarle's Assistant County Executive are co-chairing the committee of infrastructure.

Mr. Boyles shared that internet access and broadband are recurring topics that are coming up in all meetings related to COVID. For example, in the GoVA Region 9 Council, a discussion on Rural Entrepreneurship notes that the main concern for the region was the need for broadband access. Chip suggested a Regional Broadband Group, similar to the Regional Transit Partnership and the Regional Housing Partnership, to bring together stakeholders for facilitated conversations. Chip will draft an operational framework for review in the June commission meeting. Commissioner Gallaway suggested that there would likely be enthusiastic participation from the local governments. Commissioner Rutherford suggested that there could be an opportunity to bring local leaders in to discuss a regional response to COVID. Commissioner Payne echoed Mr. Rutherford's comment and stated that it makes the most sense to handle the phases of reopening as a region.

Commissioner Babyok asked a question related to the status of the Census and the importance of accurate counts. Mr. Boyles shared that our region was on par with the state's response rate prior to COVID, but that college towns, in particular, will be woefully underrepresented because the census is based on where people reside on April 1st.

<u>b. d. TJPDC Office Activities of COVID-19, Monthly staff activity report, Quarterly Report Jan-March 2020:</u> Each item was included in the meeting packet but was not discussed in the meeting.

<u>7. Other Business:</u>

<u>a. Nominating Committee Report – June Vote:</u> The Commission will vote on the officers for FY21 in the June meeting.

<u>b. Roundtable Discussion by Jurisdiction:</u>

- <u>Albemarle County</u>: Commissioner Gallaway shared that there were impacts on the budget for both the current and next fiscal years due to COVID. The County Executive presented a 3-6-6-month approach. To answer the public comments question presented by Sean Tubbs, Mr. Gallaway said that virtual meetings were keeping business moving as much as possible. They have continued to have public hearings which were well-attended with 25-26 speakers on a re-zoning public hearing. Commissioner Gallaway posits that public participation has increased with live streams and now virtual meetings which are accessible to those that would not have made it out to an in-person meeting. Commissioner Price added that Albemarle County is committed to handle business as normally as possible in such an unusual situation.
- <u>Nelson County</u>: Commissioner Rutherford shared that Nelson's board made radical adjustments to their budget with a $2.4 million adjustment due to waiving the 1st 6 months of property taxes and other taxes. Their county has experienced huge negative impacts in the food, lodging, and local business community. Brick and Mortar stores are shutting down and working from home. With Firefly internet there is a dramatic increase in tele-commuting, which may become permanent. The board has postponed the budget process and are looking to apply for grants. Mr. Rutherford shared that he is concerned that COVID will have permanent effects for Nelson. He said that Zoom meetings have helped, but rural communities have a difficult time getting public engagement since even some of the supervisors do not have good connectivity from home. Commissioner Bishop noted that it was good that that the administration set up tax relief, but that this delays the Comprehensive Plan update. Staff will be working to do things to cut costs in the meantime. Finally, the Planning Commission has not met due to specifics in their ordinance about deadlines.
- <u>Louisa County</u>: Commissioner Babyok notes that Louisa was fortunate to be able to continue services. He said laptops were issued to staff. The administration building is basically closed and meetings are going well. He attributed that to good leadership but noted that there was limited public participation. The board is postponing decisions because of the inadequate ability for the public to participate. The FY21 budget and the CIP budgets both passed without a tax-rate increase. Louisa expects a decrease in income, but they are blessed because their 10 major companies were not majorly affected (such as Dominion, Walmart, and Lowes). Mr. Babyok shared that they also instituted a phone call-in bank for public participation.

- City of Charlottesville: Commissioner Green shared that there had been no Planning Commission meetings since COVID and that she is eagerly awaiting a likely late-May, early June meeting. Committees in the City are still meeting virtually to update the Comprehensive Plan. Commissioner Payne noted that the City budget will take a big hit. Their timeline for passing the budget has been extended into June. They will likely keep the funding amounts at FY20 levels. If the situations improve then the budget can be amended. The greatest concern is what the impacts on revenue will be greater than 1 year from now. A major issue will be the University of Virginia. With meals taxes and business/license fees down there is concern. As far as public participation, the City is utilizing Zoom meetings. While that presents barriers for some, in-person meetings present barriers to others. The challenge has been getting the word out through all channels. The biggest limitation is that folks are overwhelmed with digital information and communication. The City uses public access TV, which has good viewership. The council's next meeting will be on boards and commissions since none of those have been meeting. Lack of internet is less of an issue in the City, but this situation does highlight the divide.
- Fluvanna: Commissioner O'Brien shared that Fluvanna passed their budget one week prior. The tax rate we held at the same rate as last year. Assessments are coming up so that may help the budget. Fluvanna passed a tight budget with nothing budgeted in the CIP. Mr. O'Brian shared that this will defer problems and needs, but it was a unanimous vote. Fluvanna has allowed for delayed payment to June 30th on property taxes. So much of the county's revenue is from real estate taxes and there is not a very diverse tax base. Fluvanna commissioners are concerned about the long-term impacts. They have had small attendance in public participation thus far. The water tower is almost complete and a recycling plant generating 30-40 jobs is set to go to the planning commission. Commissioner Smith left the meeting early and was not in attendance for the round table discussion.
- Greene County: Commissioner Herring shared that Greene has continued to meet virtually. Emails are read as part of the public comment. Greene did not increase their tax rate and they received more input than normal on the topic. The schools sent home devices for every student that wanted one. In a survey, the schools determined that 10% of students do not have internet access. Therefore, procedures were in place to provide paper/pencil and electronic lessons. Mr. Herring shared that this situation has caused a huge change in the business and educational environments. He is concerned that a major COVID-19 relapse will see many small businesses unable to weather the storm. He shared that the board had discussed real estate and personal property tax relief, but due to a $0.84 to $0.72 drop in tax rate in one year, they were unable to provide the relief. Commissioner Wilkinson did not have any additional comments to share.

c. Next Meeting – June 4, 2020 (Preceded by TJPDC Corporation Annual Meeting): Commissioner Herring thanked everyone for their participation and suggested that next month's meeting would also be electronic. Commissioners will hear from Chip on how to participate. The next meeting will include:

i. Election of Officers
ii. Rural Transportation Smart Scale Funding Support Resolution

Additional Comments/Questions:

- Commissioner Rutherford directed a question to TJPDC staff member David Blount regarding state chatter on Transportation Funding. He wanted to know the effects on the local governments. Mr. Blount shared that it was to early to tell and that the state was planning to come back into special session in the summer to look at where the revenue is and to reforecast. Mr. Blount shared that they anticipate nearly $1 billion in revenue shortfalls.

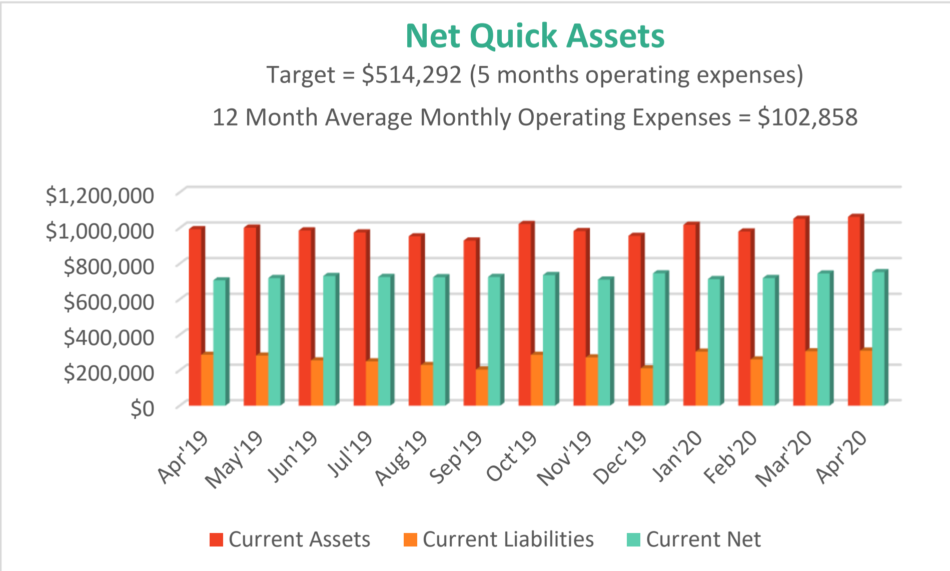
- Commissioner Babyok directed a question to David Blount regarding concerns with the state not coming through with expected funding to local governments. Mr. Blount, again, shared that it was too early to tell what the impacts would be and whet the state will do reduce expenses.

8. Adjournment:

- **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the meeting at 8:39 pm.**

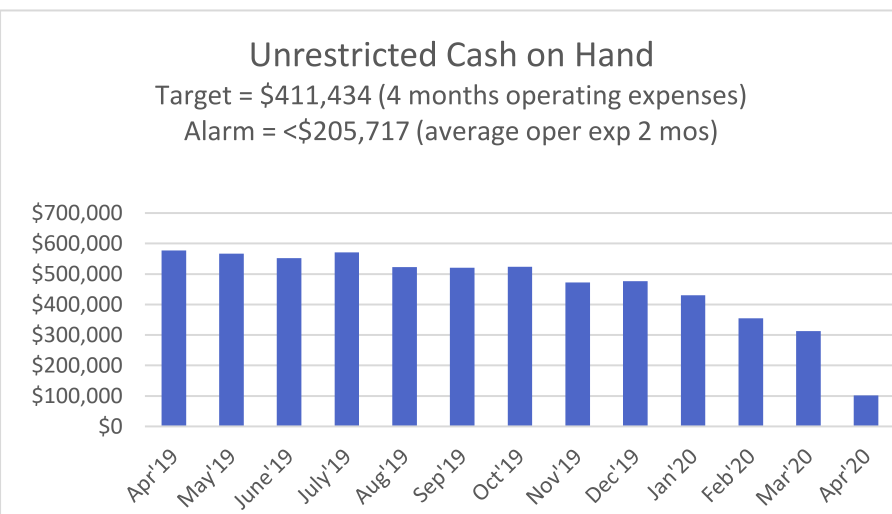
Planning District Commission

FINANCIAL DASHBOARD
Through April 30, 2020



Net Quick Assets
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
Apr'20=$752,299

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 $102,858. The 3-month average of expenses is $111,509. Actual operating expenses for April were $113,718 compared to $112,496 in March. Capital reserves = $752,299-$514,292 = $238,007.

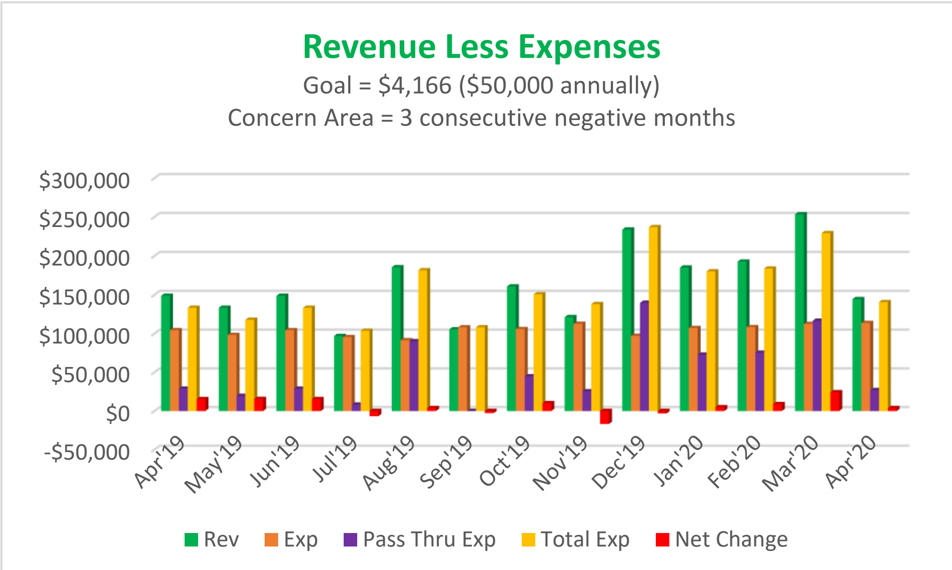


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 $102,049 represents 1 months of operating expenses, three months below the 4-month target and below the 2-month alarm level. TJPDC is expecting three local contract payments and one state contract payment prior to June 30th that will bring us above the 2-month concern level. Accounts receivables are at $448,135 vs $139,272 April 30, 2019.

Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through April 30, 2020



Monthly Net Revenue

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
Apr'20=	$3,722

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 April of $3,722 resulting in a net gain of $26,126 for the year to date. The Accrued Revenue Report shows available funds of $124,142 per month for FY20. Actual operating expenses for April were $113,718.

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
Consolidated Profit and Loss
April 2020

10:18 AM
05/20/20
Accrual Basis

	Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	77,364	75,296	950,342	752,959	903,551
4120 · State Funding Source	24,712	24,463	231,133	244,624	293,549
4130 · Local Source	28,825	45,043	357,497	450,429	541,340
42000 · Local Match Per Capita	13,059	7,083	130,592	129,762	156,968
4280 · Interest Income	449	833	10,445	8,333	10,000
Total Income	144,410	152,718	1,680,008	1,586,108	1,905,408
Gross Profit	144,410	152,718	1,680,008	1,586,108	1,905,408
Expense					
61000 · Personnel	87,739	81,563	801,314	826,779	982,500
62391 · Postage Expense	90	274	1,102	2,738	3,285
62392 · Subscriptions, Publications	0	146	1,264	1,458	1,750
62393 · Supplies	119	1,015	6,803	10,195	12,224
62394 · Audit -Legal Expenses	25	0	14,025	16,500	16,500
6240 · Advertising	3,208	1,592	16,867	15,920	19,929
62404 · Meeting Expenses	150	1,484	8,650	14,841	17,809
62410 · TJPDC Contractual	9,933	4,291	49,391	42,564	51,866
6281 · Dues	1,461	819	10,317	8,193	9,832
62850 · Insurance	361	233	3,560	2,833	3,300
62890 · Printing/Copier	505	396	4,387	4,149	4,941
63200 · Rent Expense	7,766	7,678	77,071	76,778	92,134
63210 · Equipment/Data Use	870	3,625	15,587	36,252	43,502
63220 · Telephone Expense	420	418	6,003	4,183	5,020
63300 · Travel-Vehicle	570	1,926	14,120	19,386	23,238
6345 · Janitorial Service	139	691	6,441	6,907	8,288
6390 · Professional Development	362	1,523	15,752	15,234	18,281
Total Expense	113,718	107,674	1,052,653	1,104,910	1,314,399
Net Ordinary Income	30,692	45,044	627,355	481,197	591,009
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	18,217	34,268	501,211	342,680	411,216
8399 · Grants Contractual Services	8,753	11,574	99,228	115,738	138,885
Total Other Expense	26,970	45,842	600,439	458,418	550,101
Net Other Income	(26,970)	(45,842)	(600,439)	(458,418)	(550,101)
Net Income	**3,722**	**(798)**	**26,916**	**22,780**	**40,908**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of April 30, 2020

	Apr 30, 20	Apr 30, 19	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	375,536.15	645,548.74	-270,012.59
1189 · Capital Reserve	214,217.00	201,238.00	12,979.00
Total Checking/Savings	589,753.15	846,786.74	-257,033.59
Accounts Receivable			
1190 · Receivable Grants	448,135.71	139,272.08	308,863.63
Total Accounts Receivable	448,135.71	139,272.08	308,863.63
Other Current Assets			
1310 · Prepaid Rent	1,302.06	1,666.67	-364.61
1330 · Prepaid Insurance	12,003.36	912.77	11,090.59
1360 · Prepaid Other	11,356.41	4,781.37	6,575.04
Total Other Current Assets	24,661.83	7,360.81	17,301.02
Total Current Assets	1,062,550.69	993,419.63	69,131.06
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	-123,981.61	-121,136.21	-2,845.40
Total Fixed Assets	10,222.93	1,985.58	8,237.35
TOTAL ASSETS	**1,072,773.62**	**995,405.21**	**77,368.41**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	35,068.33	14,847.61	20,220.72
Total Accounts Payable	35,068.33	14,847.61	20,220.72
Credit Cards			
2155 · Accounts Payable Credit Card	1,485.72	2,605.31	-1,119.59
Total Credit Cards	1,485.72	2,605.31	-1,119.59
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	211.50	0.00	211.50
2800 · Deferred Revenue	273,486.92	269,696.56	3,790.36
Total Other Current Liabilities	273,698.42	269,696.56	4,001.86
Total Current Liabilities	310,252.47	287,149.48	23,102.99
Long Term Liabilities			
2200 · Leave Payable	42,856.34	43,894.50	-1,038.16
Total Long Term Liabilities	42,856.34	43,894.50	-1,038.16
Total Liabilities	353,108.81	331,043.98	22,064.83
Equity			
3000 · General Operating Fund	477,947.61	441,988.64	35,958.97
3100 · Restricted Capital Reserve	214,217.00	201,238.00	12,979.00
3600 · Net Investment in Fixed Assets	583.98	1,985.58	-1,401.60
Net Income	26,916.22	19,149.01	7,767.21
Total Equity	719,664.81	664,361.23	55,303.58

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of April 30, 2020

	Apr 30, 20	Apr 30, 19	$ Change
TOTAL LIABILITIES & EQUITY	**1,072,773.62**	**995,405.21**	**77,368.41**

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	10,983			80,593			80,593	16,882	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	21,270			135,531			135,531	48,888	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	5,023			43,164			43,164	10,150	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/19	06/30/20	501,210	6,107	80,000		24,386	23,610	131,124	61,231	67,216	89,319	18,217			501,210			501,210	0	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/19	06/30/20	16,441	2,441	1,062	982	1,563	1,087	905	1,016	767	2,309	4,309			16,441			16,441	0	USDA Housing Repair Admin
HPG PASS-THRU	07/01/19	06/30/20	92,491	2,100	6,047		18,332	1,878	8,089	11,653	8,202	27,437	8,753			92,491			92,491	0	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	6,331			63,309			63,309	12,662	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	15,579	13,628			140,477		17,338	140,477	19,255	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	1,969			41,361			41,361	16,639	VDOT Rural Transp Planning
RTP-TDM	07/01/19	06/30/20	50,000		1,704	2,939	1,718	1,854	2,373	983	2,758	2,396	2,403			19,128		21,777	19,128	30,872	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	20,854	628						548	1,970	3,287	3,655			10,088	8,430		18,518	2,336	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/20	14,146													0	0			14,146	
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	1,079			46,010	4,845		50,855	-5,405	Neighborhood Inventory
TJPDC CORPORATION	07/01/19	06/30/20	2,629	767	1,032	770						35	25			2,629			2,629	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	11,718	5,316			94,752			94,752	6,517	
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	3,672			44,511			44,511	9,441	Contract for Admin Services
SOLID WASTE	07/01/19	06/30/20	10,500	985		126	2,541	1,345	502	785	3	102	354			6,743			6,743	3,757	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	3,919			30,438		4,111	30,438	52,915	Regional River Plan
RRBC	07/01/19	06/30/20	10,500	338	2,014	2,583	1,279	113	316	45	136	369	394			7,587			7,587	2,913	Rivanna Commission
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	6,770			50,963	64,137	8,400	115,100	0	Chesapeake Watershed Assistance to DEQ
TJCLT	10/19/17	10/19/20	55,700	3,754	4,751	4,821	5,019	3,865	3,244	3,784	3,741	8,102	6,368			47,449			47,449	8,251	Contract for Admin Land Trust
REGL HSG PLAN	10/31/18	06/30/20	70,875	2,083	4,474	5,332	4,018	2,565	1,142	2,857	2,986	2,869	3,894			32,220	14,776	13,879	46,996	10,000	Regional Housing Plan Grant
RHP PASS-THROUGH	10/31/18	06/30/20	54,125													0	54,125		54,125	0	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	13,059			130,590			130,590	26,378	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	1,150			12,250			12,250	-1,150	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	70	1,420			5,507	11,995	6,588	17,502	1,410	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	449			10,444			10,444	1,556	Investment Pool Savings Income
TOTAL			**2,814,923**	**96,950**	**185,482**	**105,533**	**160,797**	**121,254**	**233,804**	**185,042**	**192,595**	**255,541**	**144,410**	**0**	**0**	**1,681,408**	**299,388**	**562,599**	**1,980,796**	**293,305**	

Op Expenses	12 month average	$102,858	Pass-through funds	$14,146
	3 month average	$111,509	Contract funds	
		-	TJPDC Available Funds	$279,159
	last month	$113,718	Available funds per month	$139,579.70

MEMO

To: TJPD Commissioners
From: Sandy Shackelford – Director of Planning and Transportation
Date: May 27, 2020
Re: 2020 Smart Scale applications resolution of support

Purpose: As part of the Smart Scale application process Planning District Commissions need to provide resolutions of support for project applications. The purpose of resolutions of support are to ensure that Smart Scale applications are in keeping with regional goals and priorities outlined in the MPO's Long Range Transportation Plan and the Rural Long Range Transportation Plan. There are two separate resolutions of support for consideration. One resolution for projects that the Planning District (Attachment B) will apply for and another for the projects outside of the MPO area that each locality will be applying for individually (Attachment C).

Background: At the 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2") now titled "Smart Scale" (§33.2-21.4), which established a new process for the allocation of transportation funding for projects within the state. The process requires that projects seeking state and federal transportation funding be submitted every two years for consideration by the Commonwealth Transportation Board. The act and subsequent guidance developed a method for scoring projects based on their merits. Projects are scored within VDOT districts or statewide. Scoring is used by the Commonwealth Transportation board to allocate scarce funding resources to the highest ranked projects.

Guidance updated for this year's applications now limits the number of applications by population. Local governments and regional bodies in the PDC are eligible to submit up to four applications each. The Metropolitan Planning Organization is responsible for a resolution for Urban projects within Charlottesville and Albemarle and is submitting an additional four projects. The projects being submitted by the Planning District fall into the Metropolitan Planning Organization (MPO) area and will also be vetted by the MPO.

Issues: Planning District Staff worked with local government staff through the Metropolitan Planning Organization and Rural Technical Committee to identify and coordinate Smart Scale applications for the fourth round of Smart Scale. The list of projects is shown in Attachment A. District staff have reviewed available project materials and found that all the projects submitted are in keeping with regional goals and policies, as expressed in the LRTP and RLRP and other relevant planning documents.

Action Needed: The Commission needs to a provide resolution authorizing the Planning District to submit projects and a 2nd resolution in support for local governments applying for their projects. Resolutions are included. If there are any questions please contact Sandy Shackelford, sshackelford@tjpdc.org.

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

Attachment A: Projects

Applicant: Planning District

1. **(Albemarle urban) Route 29 Shared Use Path:** Project would construct a new shared use path on the east side of US 29 from Carrsbrook Drive to the Riverside Center commercial entrance.
2. **(Albemarle urban) Park and Ride Lot at I-64 Exit 107:** Development of a new park and ride facility to the west of the interchange. The lot will be located within existing VDOT right of way between US 250 and Patterson Mill Lane.
3. **(Albemarle urban) US 29 / Frays Mill / Burnley Station Intersection Improvements:** Convert the existing signalized intersection to a signalized restricted crossing u-turn intersection to improve safety by eliminating crossover traffic and reduce congestion on US 29 by allowing free-flowing traffic at the intersection.
4. **(Albemarle and Charlottesville urban) 5th Street Hub & Trail:** This project would leverage existing Transportation Alternatives funding to complete a shared use path that connects a commercial space adjacent to 5th Street to the Fifth Street Station shopping center. This trail is the first of a planned network of trails in the area to connect bicyclists and pedestrians to commercial and recreational amenities.

Applicant: Fluvanna

5. **South Boston Road (Route 600) at Monticello Road (Route 618):** Project will add a left turn lane to the Northbound Rte. 600 approach to the intersection.
6. **Troy Road (631) and Route 250 Roundabout:** Project will convert the existing 2-way stop controlled intersection to a roundabout.
7. **Route 53 at Turkeysag Trail:** Project will convert a 3-leg un-signalized intersection into a roundabout with crosswalks, sidewalks and shared use paths.

Applicant: Greene

1. **US 29/616 (Carpenters Mill Rd)/ Commerce Dr. Improvements:** Project will modify a 0.73 mile corridor with existing median crossings into a Superstreet to help facilitate safer movements crossing Route 29.

Applicant: Louisa

1. **Rte. 208 & 250 Intersection Improvements:** Project will convert a 4-leg un-signalized intersection into a roundabout.
2. **Rte. 15 & 250 Intersection Improvement:** Project will convert a 4-leg signalized intersection into a roundabout
3. **Rte. 33 & 22/208 Intersection Improvements:** Multi-modal corridor improvements to include raised medians, sidewalks, left turn lanes, crosswalks, and entrance splitter.

Applicant: Nelson

1. **US 29 at Route 653 Improvements:** Project will make turn lane improvements on Route 29 North and South, intersection improvements and alignment on Oak Ridge and Route 29 with additional capacity, with lane addition up to Diggs Mountain.
2. **Route 6 at Route 151 Intersection Improvements:** Project will widen the east leg of the intersection creating a wider receiving lane for turning vehicles.
3. **Route 151 at Tanbark Road Intersection Improvements:** Project will make a variety of intersection improvements to improve safety.

Attachment B: Planning District Project Resolution

Attachment C: Local Government Support Resolution

Thomas Jefferson Planning District Commission

Charlottesville/Albemarle MPO

RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2) APPLICATIONS REQUESTING TRANSPORTATION FUNDING BY LOCALITIES

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) in cooperation with VDOT and DRPT completed a comprehensive Rural Long Range Transportation Plan (RLRP 2040); and

WHEREAS, the 2040 RLRP includes the following transportation improvements noted below; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2") now titled "Smart Scale", which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of June 17, 2015, approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS, many of the transportation projects identified by the Commission meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Thomas Jefferson Planning District to submit Smart Scale applications requesting state funding for eligible transportation projects; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission fully endorses the local governments' submission of a Smart Scale application requesting funding for the following transportation projects:

Fluvanna

1. **South Boston Road (Route 600) at Monticello Road (Route 618):** Project will add a left turn lane to the Northbound Rte. 600 approach to the intersection.
2. **Troy Road (631) and Route 250 Roundabout:** Project will convert the existing 2-way stop controlled intersection to a roundabout.
3. **Route 53 at Turkeysag Trail:** Project will convert a 3-leg un-signalized intersection into a roundabout with crosswalks, sidewalks and shared use paths.

Greene

1. **US 29/616 (Carpenters Mill Rd)/ Commerce Dr. Improvements:** Project will modify a 0.73 mile corridor with existing median crossings into a Superstreet to help facilitate safer movements crossing Route 29.

Louisa

1. **Rte. 208 & 250 Intersection Improvements:** Project will convert a 4-leg un-signalized intersection into a roundabout.
2. **Rte. 15 & 250 Intersection Improvement:** Project will convert a 4-leg signalized intersection into a roundabout
3. **Rte. 33 & 22/208 Intersection Improvements:** Multi-modal corridor improvements to include raised medians, sidewalks, left turn lanes, crosswalks, and entrance splitter.

Nelson

1. **US 29 at Route 653 Improvements:** Project will make turn lane improvements on Route 29 North and South, intersection improvements and alignment on Oak Ridge and Route 29 with additional capacity, with lane addition up to Diggs Mountain.
2. **Route 6 at Route 151 Intersection Improvements:** Project will widen the east leg of the intersection creating a wider receiving lane for turning vehicles.
3. **Route 151 at Tanbark Road Intersection Improvements:** Project will make a variety of intersection improvements to improve safety.

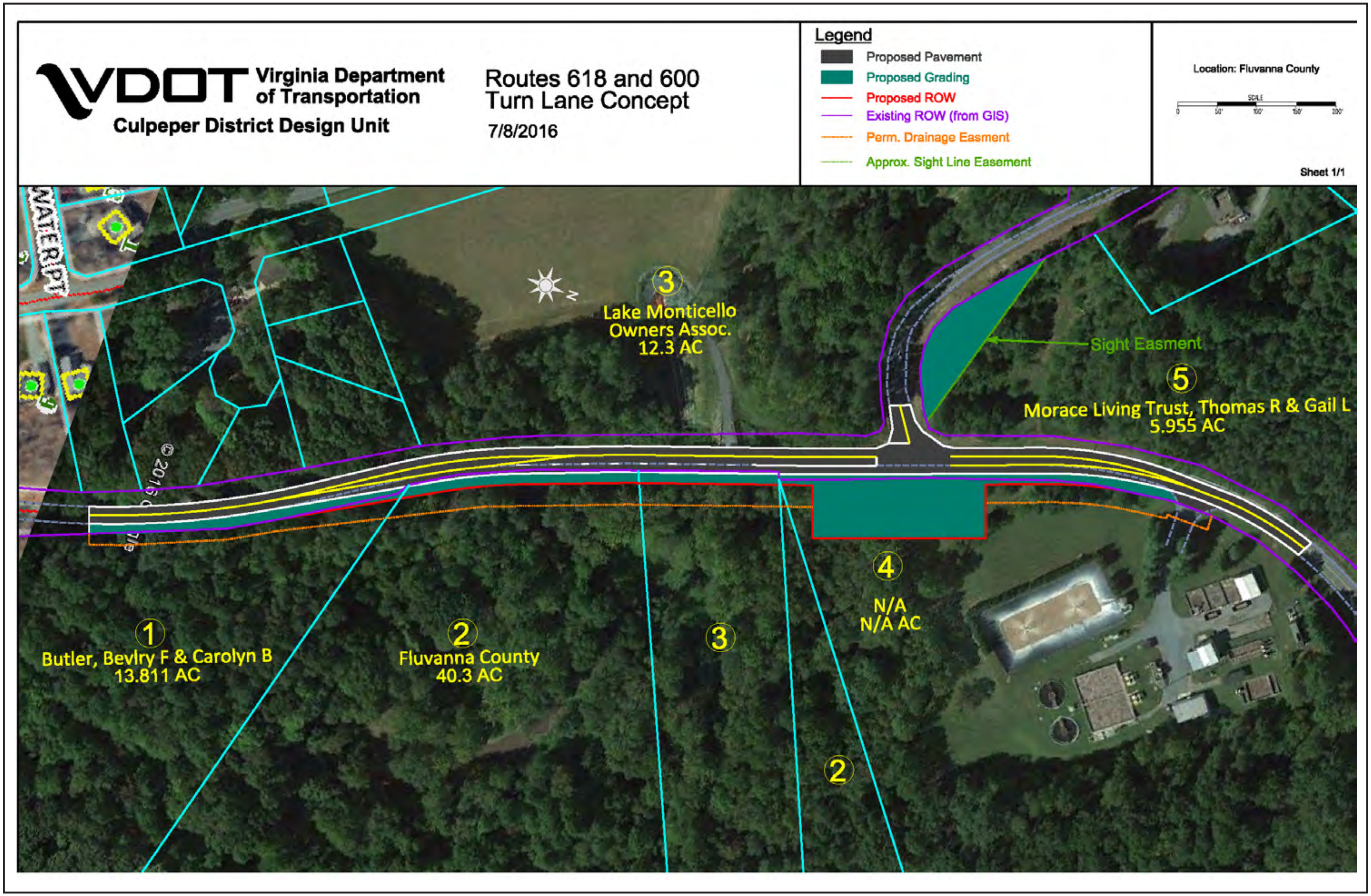
ADOPTED this 4th day of June, 2020 by the Thomas Jefferson Planning District Commission being duly assembled.

ATTESTED:

____

Dale Herring, Chair
Thomas Jefferson Planning District Commission

South Boston Road at Monticello Road



SMART SCALE *Funding the Right Transportation Projects in Virginia*

South Boston Road at Monticello Road

Project Description

This project will add a left turn lane to the northbound Route 600 approach to the intersection to improve safety. The addition of the left turn lane is the least expensive and has the least impact on right-of-way.

Cost Estimate

Preliminary Engineering . . . .$
Right of Way Acquisition . . . .$
Construction . . . .$

Needs Addressed

Safety

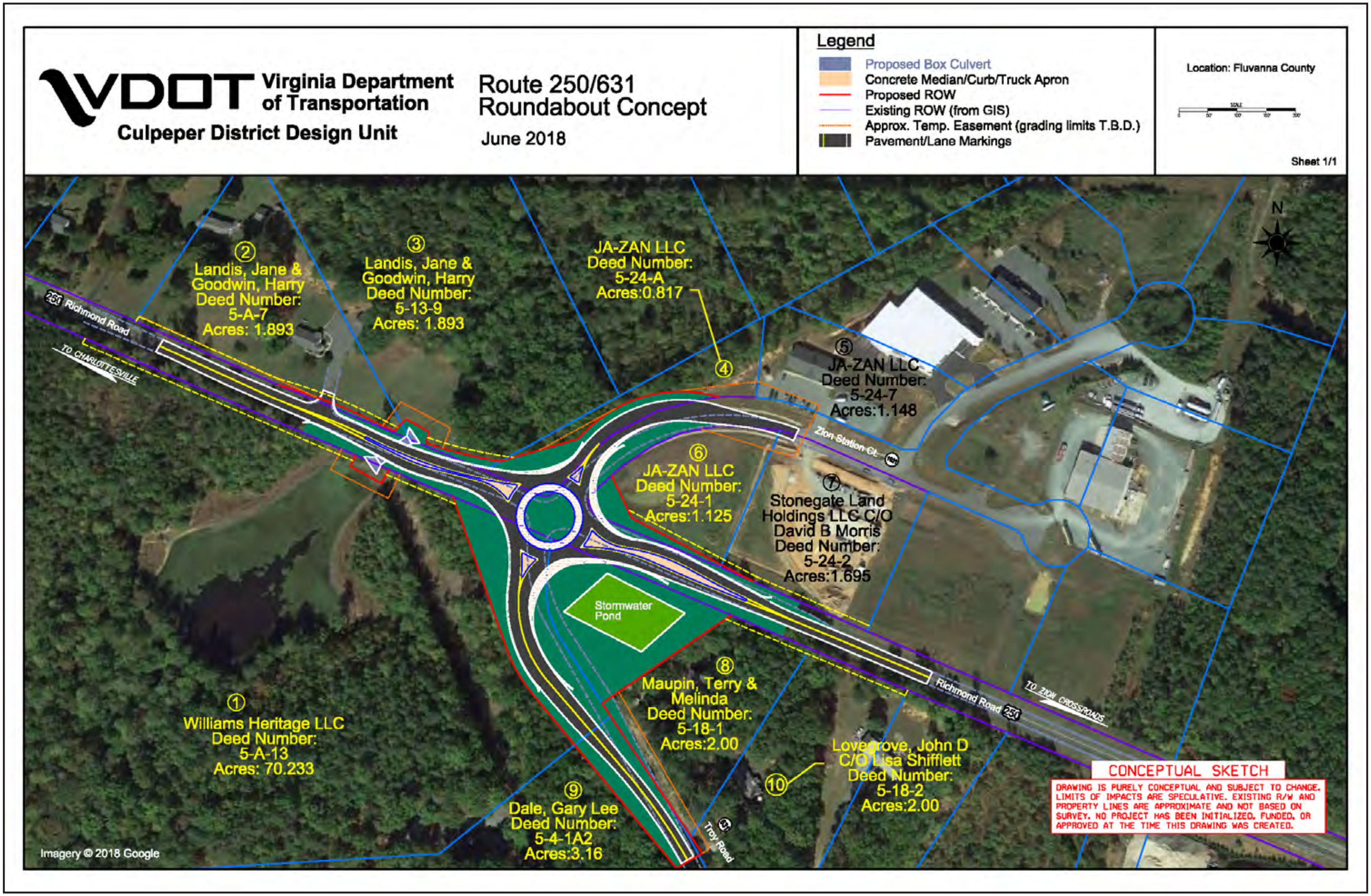
Project Concerns

No known concerns at this time

Entity Submitting

Fluvanna County

Troy Road and Route 250 Roundabout



SMART SCALE Funding the Right Transportation Projects in Virginia

Troy Road and Route 250 Roundabout

Project Description

This project will convert the existing two-way stop controlled intersection into a roundabout to improve safety at the intersection and provide an operational benefit.

Cost Estimate

Preliminary Engineering . . . .**$**
Right of Way Acquisition . . . .**$**
Construction . . . .**$**

Needs Addressed

Safety

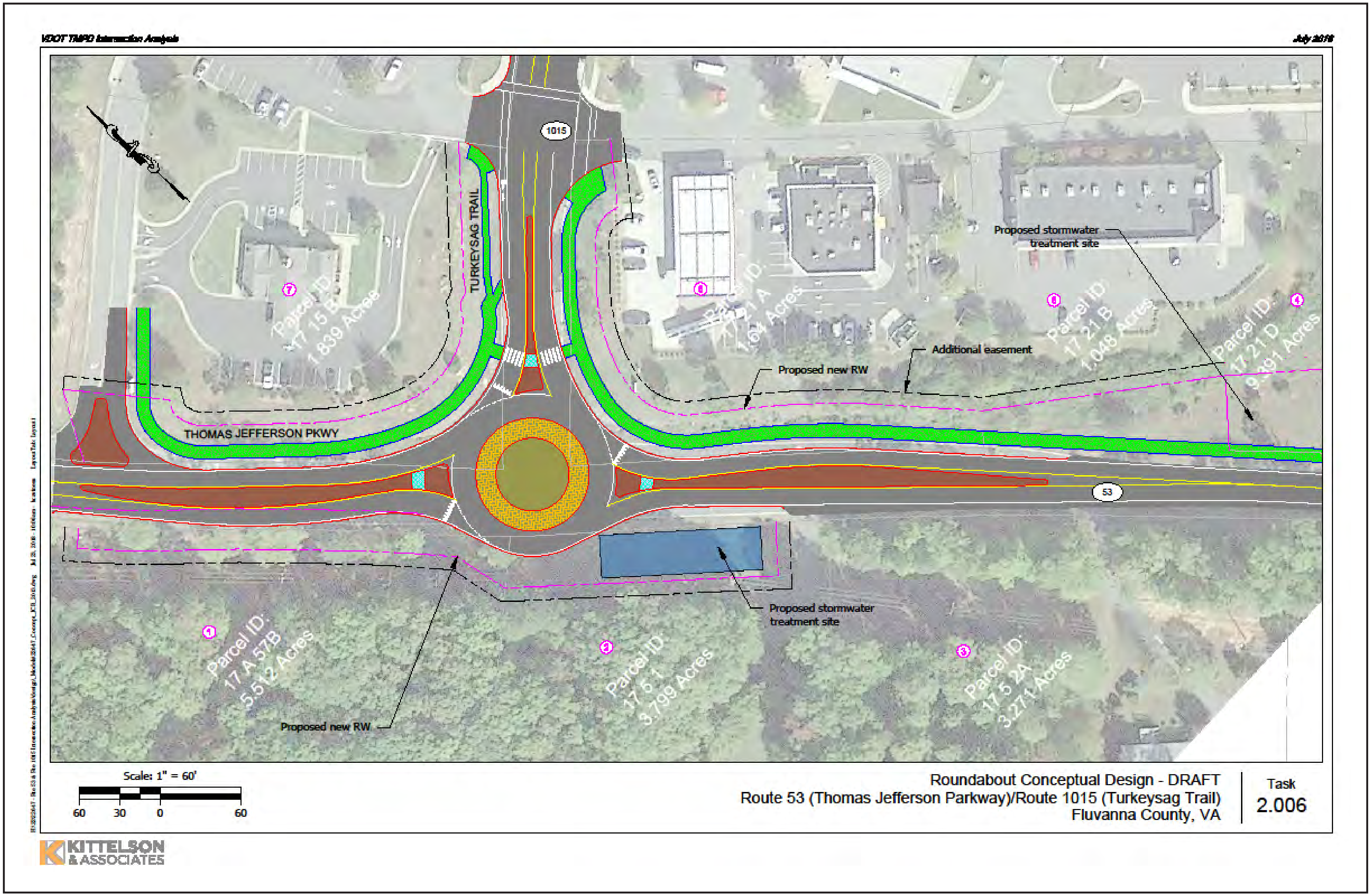
Project Concerns

No known concerns at this time

Entity Submitting

Fluvanna County

Turkeysag Trail and Route 53 Roundabout



SMART SCALE
Funding the Right Transportation Projects in Virginia

Turkeysag Trail and Route 53 Roundabout

Project Description

This project will convert the existing three-leg un-signalized intersection into a roundabout and include crosswalks, sidewalks, and shared use paths. This will reduce conflict points and crashes and provide increased access for pedestrians and bicyclists as well as provide a moderate operational benefit

Cost Estimate

Preliminary Engineering . . . .$
Right of Way Acquisition . . . .$
Construction . . . .$

Needs Addressed

Safety **Pedestrian Access** **Bicycle Access**

Project Concerns

No known concerns at this time

Entity Submitting

Fluvanna County

US 29/ 616/ Commerce Drive Improvements

Virginia Department of Transportation
Culpeper District Design Unit

US Routes 29 Seminole Trail
RCUT Concept
February, 2020

Legend
- Full Depth Pavement
- Variable Depth Mill & Overlay
- Channelizing Island
- Proposed ROW
- Existing ROW (from GIS)
- Approx. Perm. Easement (for Drainage)
- Approx. Temp. Easement (grading limits T.B.D.)
- Pavement/Lane Markings

Location: Green County

SCALE 0' 100' 200' 300'

Sheet 1/1

SMART SCALE Funding the Right Transportation Projects in Virginia

US 29/ 616/ Commerce Drive Improvements

Project Description

This project will modify a 0.73 mi. corridor with existing median crossings into a Superstreet to help facilitate safer movements crossing Route 29. This will reduce conflict points and crashes, particularly crossover-related crashes.

Cost Estimate

Preliminary Engineering . . . .$
Right of Way Acquisition . . . .$
Construction . . . .$

Needs Addressed

Safety

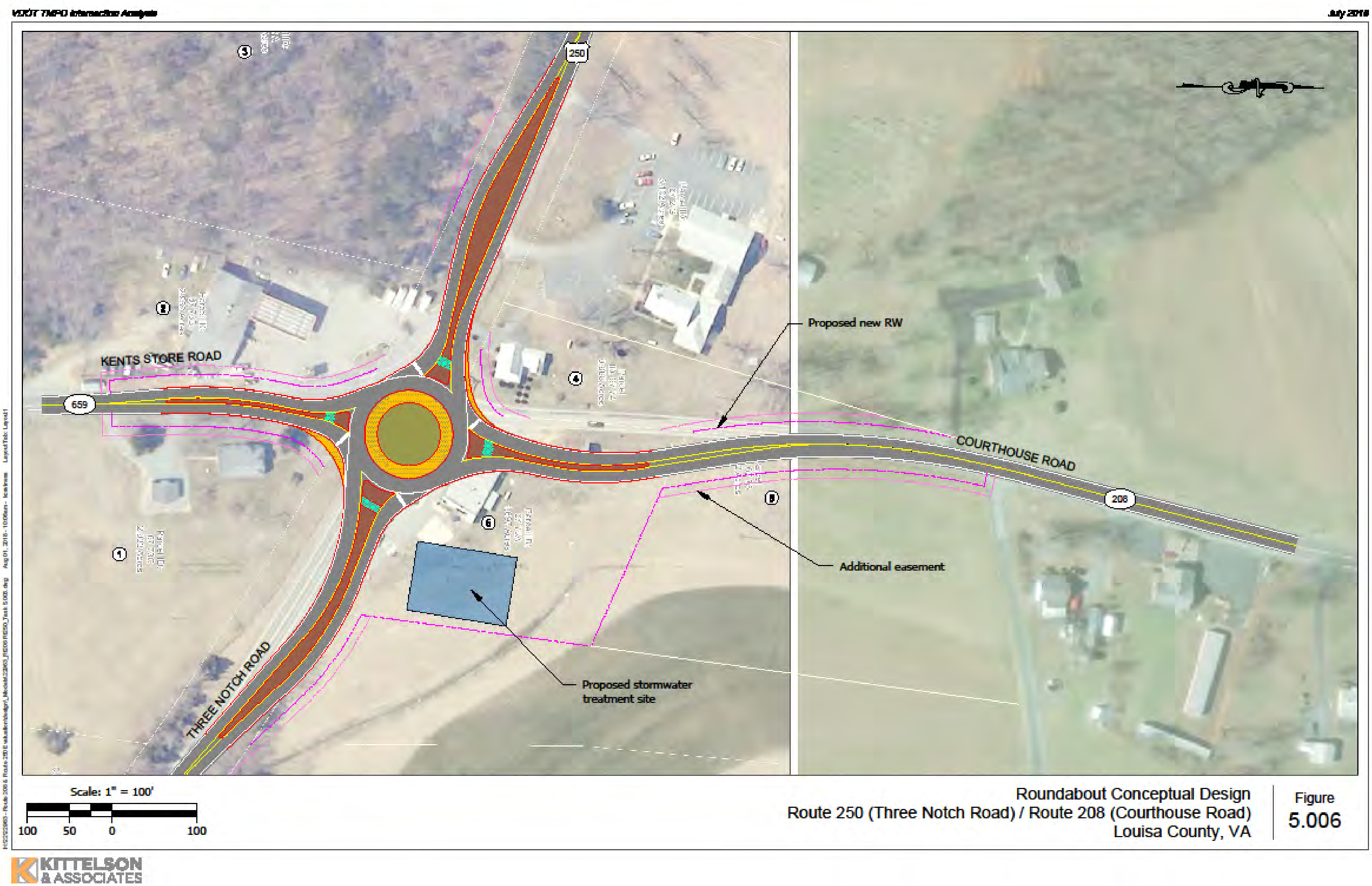
Project Concerns

No known concerns at this time

Entity Submitting

Greene County

Route 208 and Route 250 Intersection Improvements



Route 208 and Route 250 Intersection Improvements

Project Description

This project will convert a four-leg un-signalized intersection into a Roundabout to improve safety by reducing conflict points and crashes at the intersection.

Cost Estimate

Preliminary Engineering . . . .$
Right of Way Acquisition . . . .$
Construction . . . .$

Needs Addressed

Safety

Project Concerns

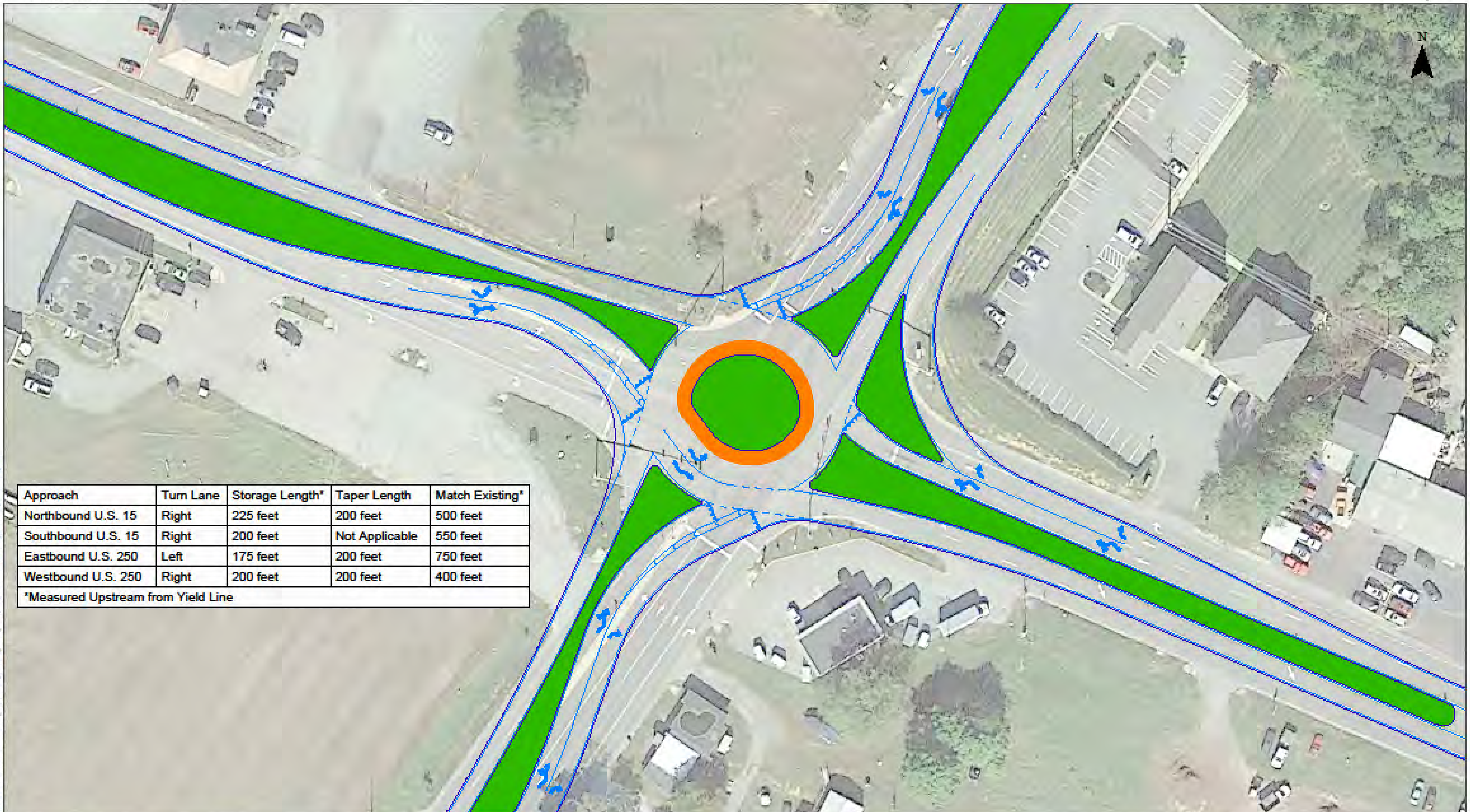
No known concerns at this time

Entity Submitting

Louisa County

Route 15 and Route 250 Intersection Improvements

April 2020



Approach	Turn Lane	Storage Length*	Taper Length	Match Existing*
Northbound U.S. 15	Right	225 feet	200 feet	500 feet
Southbound U.S. 15	Right	200 feet	Not Applicable	550 feet
Eastbound U.S. 250	Left	175 feet	200 feet	750 feet
Westbound U.S. 250	Right	200 feet	200 feet	400 feet

*Measured Upstream from Yield Line

SCALE

0 60' 120'

U.S. Route 15 / U.S. Route 250 Roundabout Concept Design
Zions Crossroads, Virginia

Figure 1

Route 15 and Route 250 Intersection Improvements

Project Description

This project will convert a four-leg signalized intersection into a Roundabout to improve safety by reducing conflict points and crashes at the intersection as well as providing a moderate operational improvement.

Cost Estimate

Preliminary Engineering . . . .**$**
Right of Way Acquisition . . . .**$**
Construction . . . .**$**

Needs Addressed

Safety

Project Concerns

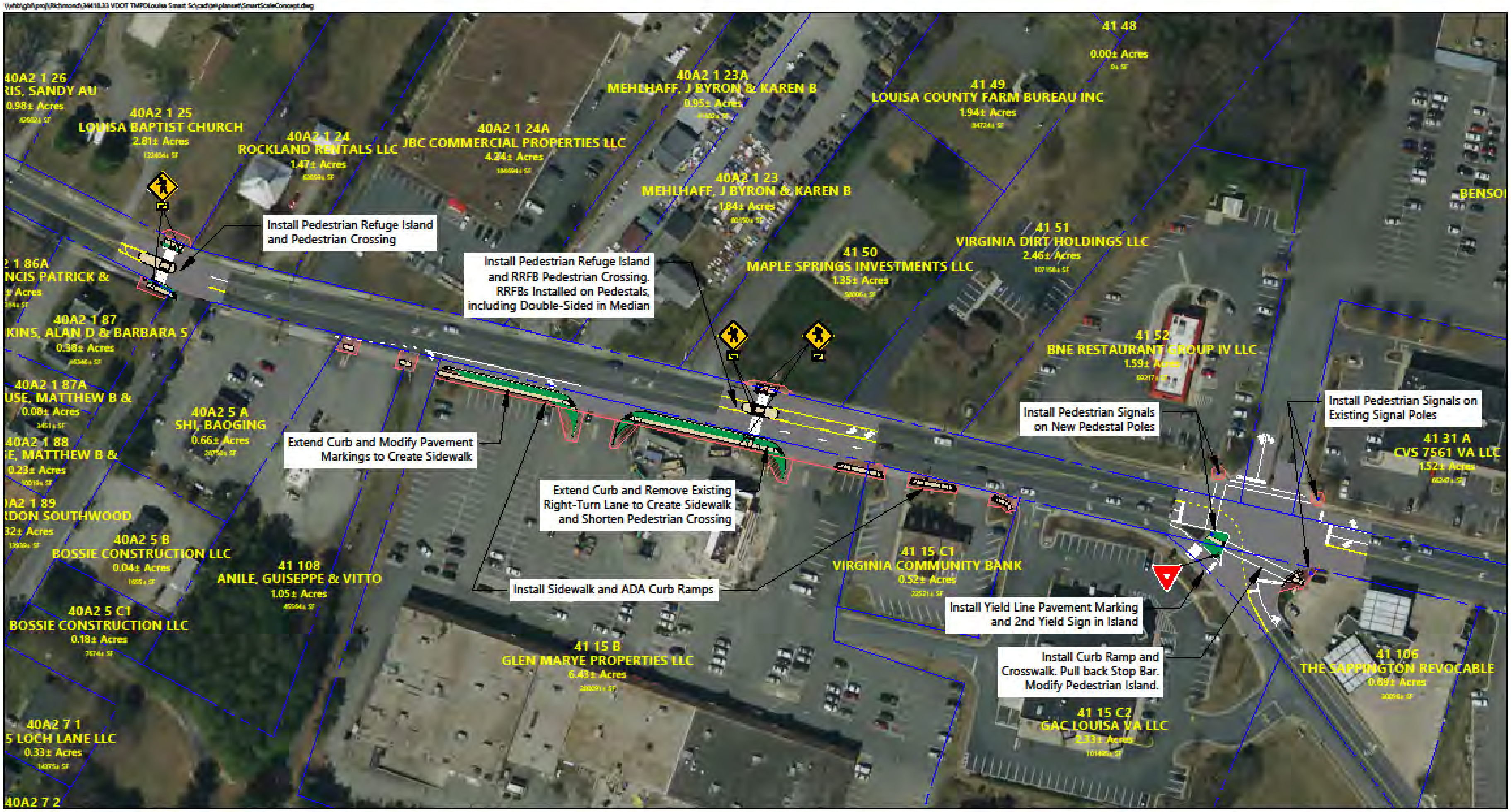
No known concerns at this time

Entity Submitting

Louisa County

SMART SCALE
Funding the Right Transportation Projects in Virginia

Route 33 and Route 22/208 Intersection Improvements



Smart Scale Application Concept

US 33 / SR 22 / SR 208

Louisa, Virginia

Source:
Prepared for: **Smart Scale Pre-Application**
Date: **April 7th, 2020**

LEGEND

Mill and Overlay	Proposed Perm. Easement Area
Property Line	Proposed Temp. Easement Area

0 25 50 100 Feet

vhb

SMART SCALE Funding the Right Transportation Projects in Virginia

Route 33 and Route 22/208 Intersection Improvements

Project Description

This project will provide multi-modal corridor improvements to include raised medians, sidewalks, left turn lanes, crosswalks, and an entrance splitter. This will provide greater access management along Route 33, 22, and 208 and will include bicycle and pedestrian facilities.

Cost Estimate

Preliminary Engineering . . . .$
Right of Way Acquisition . . . .$
Construction . . . .$

Needs Addressed


Safety


Pedestrian Access


Bicycle Access

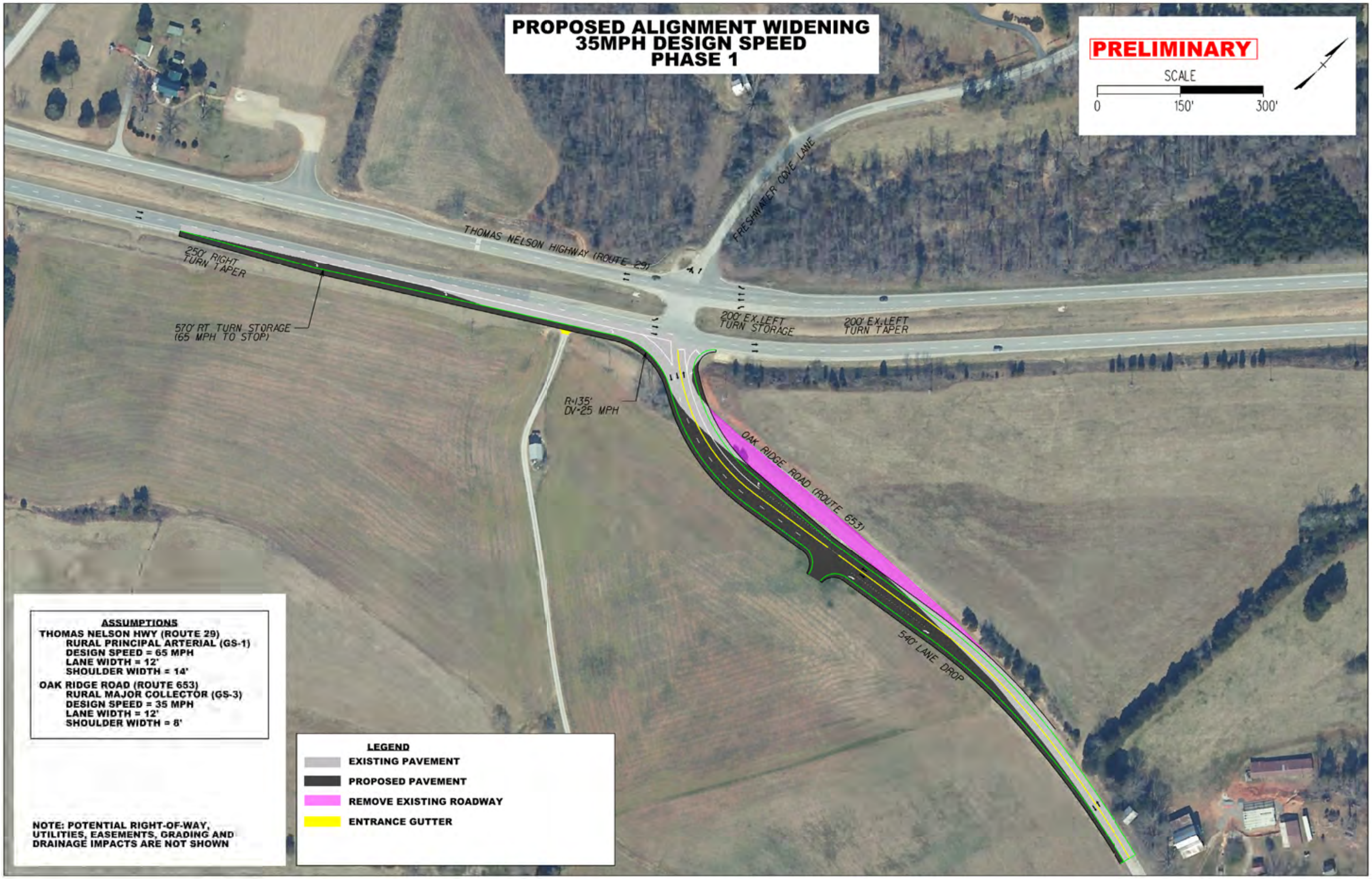
Project Concerns

No known concerns at this time

Entity Submitting

Louisa County

US 29 and Oak Ridge Road Improvements



SMART SCALE *Funding the Right Transportation Projects in Virginia*

US 29 and Oak Ridge Road Improvements

Project Description

This project will provide turn lane improvements on US 29 North and South along with intersection improvements on Oak Ridge Road to provide additional capacity with a lane addition up to Diggs Mountain.

Cost Estimate

Preliminary Engineering . . . . **$0.575 million**
Right of Way Acquisition . . . . **$0.855 million**
Construction . . . . **$2.81 million**

Needs Addressed

Safety

Congestion

Project Concerns

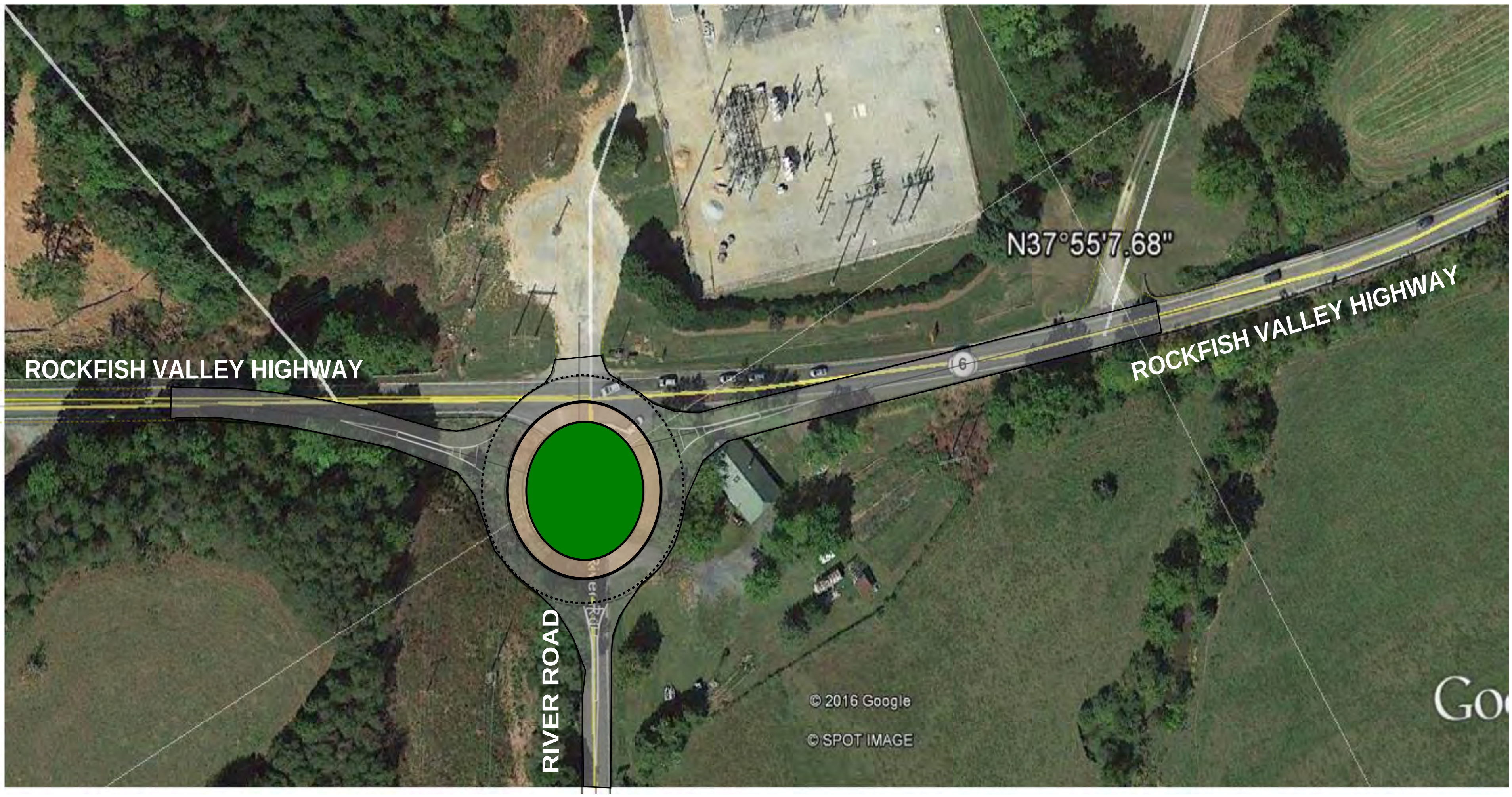
No known concerns at this time

Entity Submitting

Nelson County

Route 6 & Route 151 Intersection Improvements

CONCEPTUAL ROUNDABOUT LAYOUT
ROUTE 151 & ROUTE 6
NELSON COUNTY, VA



SMART SCALE
Funding the Right Transportation Projects in Virginia

Route 6 & Route 151 Intersection Improvements

Project Description

This project will replace the existing un-signalized T intersection with a single lane roundabout. This will reduce conflict points and improve safety at the intersection.

Cost Estimate

Preliminary Engineering . . . **$0.6 million**
Right of Way Acquisition . . . **$2.3 million**
Construction . . . **$3.5 million**

Needs Addressed

Safety

Project Concerns

No known concerns at this time

Entity Submitting

Nelson County

Route 151 at Tanbark Drive Intersection Improvements

SMART SCALE Funding the Right Transportation Projects in Virginia

Route 151 at Tanbark Drive Intersection Improvements

Project Description

This project will provide intersection and safety improvements by regrading Tanbark Road to improve visibility to Route 151 and regrading the embankment in the southwest and southeast quadrants.

Cost Estimate

Preliminary Engineering . . . .**$0.56 million**
Right of Way Acquisition . . . .**$1.2 million**
Construction . . . .**$3.7 million**

Needs Addressed

Safety

Project Concerns

No known concerns at this time

Entity Submitting

Nelson County

SMART SCALE
Funding the Right Transportation Projects in Virginia

Thomas Jefferson Planning District Commission

Charlottesville/Albemarle MPO

RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2) APPLICATIONS REQUESTING TRANSPORTATION FUNDING BY THE THOMAS JEFFERSON PLANNING DISTRICT

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) in cooperation with VDOT and DRPT completed a comprehensive Rural Long Range Transportation Plan (RLRP 2040) in 2018; and

WHEREAS, the Charlottesville Albemarle MPO (CAMPO), in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), completed a comprehensive Urban Long Range Transportation Plan (LRTP 2045) in 2019; and

WHEREAS, the 2040 RLRP and the 2045 LRTP support the transportation improvements noted below; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2") now titled "Smart Scale", which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of June 17, 2015, approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS, many of the transportation projects identified by the Commission meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Thomas Jefferson Planning District to submit Smart Scale applications requesting state funding for eligible transportation projects; now, therefore be it

RESOLVED that the Thomas Jefferson Planning District Commission fully endorses the submission of Smart Scale applications requesting funding for the following transportation projects:

Planning District

1. **(Albemarle) Route 29 Shared Use Path:** Project would construct a new shared use path on the east side of US 29 from Carrsbrook Drive to the Riverside Center commercial entrance.
2. **(Albemarle) Park and Ride Lot at I-64 Exit 107:** Development of a new park and ride facility to the west of the interchange. The lot will be located within existing VDOT right of way between US 250 and Patterson Mill Lane.
3. **(Albemarle) US 29 / Frays Mill / Burnley Station Intersection Improvements:** Convert the existing signalized intersection to a signalized restricted crossing u-turn intersection to improve

safety by eliminating crossover traffic and reduce congestion on US 29 by allowing free-flowing traffic at the intersection.

4. **(Albemarle and Charlottesville) 5th Street Hub & Trail:** This project would leverage existing Transportation Alternatives funding to complete a shared use path that connects a commercial space adjacent to 5th Street to the Fifth Street Station shopping center. This trail is the first of a planned network of trails in the area to connect bicyclists and pedestrians to commercial and recreational amenities.

ADOPTED this 4th day of June, 2020, by the Thomas Jefferson Planning District Commission being duly assembled.

ATTESTED:

____

Dale Herring, Chair
Thomas Jefferson Planning District Commission

Route 29 Shared Use Path from Carrsbrook to Seminole Lane

Route 29 Shared Use Path from Carrsbrook to Seminole Lane

Project Description

This project will provide a new shared use path along the east side of US 29 between Carrsbrook Drive and Seminole Lane. The new 10-foot wide shared use path will replace the existing sidewalk and provide improved bicycle and pedestrian accommodations.

Cost Estimate

Preliminary Engineering . . . . **$0.8 million**
Right of Way Acquisition . . . . **$1.5 million**
Construction . . . . **$1.5 million**

Needs Addressed

Pedestrian Access

Bicycle Access

Outstanding Concerns

No known concerns at this time

Entity Submitting

TJPDC

Exit 107 Park & Ride Lot

SMART SCALE
Funding the Right Transportation Projects in Virginia

Exit 107 Park & Ride Lot

Project Description

This project will provide a new park & ride lot at Exit 107 off Interstate 64. The new lot will provide 25 parking spaces and include a transit bus turnaround, a transit shelter, a bicycle rack, and turn lane improvements.

Cost Estimate

Preliminary Engineering . . . . **$0.9 million**
Right of Way Acquisition . . . . **$0.2 million**
Construction . . . . **$1.6 million**

Needs Addressed

Transportation Demand Management

Bicycle Access

Outstanding Concerns

No known concerns at this time

Entity Submitting

TJPDC

US 29/ Frays Mill/ Burnley Station Intersection Improvements

Scale: 1" = 200'

200 100 0 200

RCUT Conceptual Design - DRAFT
Route 29 (Seminole Trail)/Route 641 (Frays Mill Road/Burnley Station Road)
Albemarle County, VA

Task
2.004

SMART SCALE
Funding the Right Transportation Projects in Virginia

US 29/ Frays Mill/ Burnley Station Intersection Improvements

Project Description

The project will convert the existing signalized intersection to a signalized restricted crossing u-turn intersection. The project will improve safety by eliminating crossover traffic and will reduce congestion on US 29 by allowing free-flowing traffic at the intersection.

Cost Estimate

Preliminary Engineering	**$1.0 million**
Right of Way Acquisition	**$1.3 million**
Construction	**$7.3 million**

Needs Addressed

Safety

Congestion

Project Concerns

- Safety concerns for vehicles having to merge through multiple lanes of traffic to get to the u-turn location
- Safety concerns for vehicles making the u-turn movement
- Safety concerns for pedestrian and bicyclist crossing US 29 at the existing intersection without a signal
- Concerns of long delays/additional time needed for vehicles coming and going from Frays Mill or Burnley Station
- Concerns that vehicles will need to travel to Greene County to make the u-turn movement
- Concerns that US 29 traffic is being favored over local Albemarle County Traffic

Entity Submitting

TJPDC

Fifth Street Hub and Trails

Fifth Street Hub and Trails

Project Description

This project will leverage existing Transportation Alternatives funding to complete a shared use path that connects a commercial space adjacent to 5th Street to the Fifth Street Station shopping center. This trail is the first of a planned network of trails in the area to connect bicyclists and pedestrians to commercial and recreational amenities.

Cost Estimate

Preliminary Engineering . . . . **$1.0 million**
Right of Way Acquisition . . . . **$1.0 million**
Construction . . . . **$4.0 million**

Needs Addressed

Pedestrian Access

Bicycle Access

Outstanding Concerns

Potential interruptions to current use of trails in the area

Entity Submitting

TJPDC

RESOLUTION

APPOINTMENT OF FREEDOM of INFORMATION ACT (FOIA) OFFICER

WHEREAS, *Virginia Code* §2.2-3704.2 currently requires all state and local public bodies that are subject to the provisions of the Virginia Freedom of Information Act (FOIA) to designate and publicly identify one or more FOIA officers, whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with provisions of the Act; and

WHEREAS, SB 138, approved by the 2020 General Assembly and signed by the governor, adds regional public bodies to the types of public bodies that must designate a FOIA officer, effective July 1, 2020; and

WHEREAS, the new law requires that the name and contact information of the public body's FOIA officer be made available in a way reasonably calculated to provide notice to the public; and

WHEREAS, the law stipulates that the FOIA officer possess specific knowledge of the provisions of the Act and be trained at least once every two years; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission (TJPDC), a regional public body, hereby appoints David Blount, Deputy Director, as FOIA officer for the TJPDC.

ADOPTED by the Thomas Jefferson Planning District Commission at its meeting of June 4, 2020, in the City of Charlottesville, Virginia.

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

____
Date

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

VIRGINIA ACTS OF ASSEMBLY -- 2020 SESSION

CHAPTER 1141

An Act to amend and reenact § 2.2-3704.2 of the Code of Virginia, relating to Virginia Freedom of Information Act; FOIA officers; training and reporting requirements.

[S 138]

Approved April 11, 2020

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-3704.2 of the Code of Virginia is amended and reenacted as follows:

§ 2.2-3704.2. Public bodies to designate FOIA officer.

A. All state public bodies, including state authorities, that are subject to the provisions of this chapter and all local public bodies *and regional public bodies* that are subject to the provisions of this chapter~~,~~ shall designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

B. For such state public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available to the public upon request and be posted on the respective public body's official public government website at the time of designation and maintained thereafter on such website for the duration of the designation.

C. For such local public bodies *and regional public bodies*, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available in a way reasonably calculated to provide notice to the public, including posting at the public body's place of business, posting on its official public government website, or including such information in its publications.

D. For the purposes of this section, local public bodies shall include constitutional officers.

E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least ~~annually~~ *once during each consecutive period of two calendar years commencing with the date on which he last completed a training session* by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.

F. The name and contact information of a FOIA officer trained by legal counsel of a public body shall be (i) submitted to the Council by July 1 of ~~each~~ *the* year *a FOIA officer is initially trained* on a form developed by the Council for that purpose and (ii) updated in a timely manner in the event of any changes to such information.

G. The Council shall maintain on its website a listing of all FOIA officers, including name, contact information, and the name of the public body such FOIA officers serve.

TO: Thomas Jefferson Planning District Commission

FROM: David Blount, Director of Legislative Services

DATE: June 4, 2020

RE: Legislative Update

Below is information related to the status of the state budget and revenues during the ongoing COVID-19 emergency. TJPDC continues to communicate with the region's legislators about issues of importance related to the state budget, with outreach expected to increase as state and local financial pictures evolves in advance of a likely special legislative session this summer.

>**The latest state revenue report**: April state revenue collections fell over 26% from the same period a year ago (or about $700 million less than the state normally would have collected). Payment of individual and corporate income tax payments was deferred until June 1, so the state received only about half of the tax payments by the end of April than it usually would receive.

>**The gloomy state revenue forecast:** State officials are expecting its revenue collections will drop $1 billion for FY20 and at least another $1 billion FY21 (and that amount could go significantly higher). Specifically, they are predicting large reductions in income taxes, sales taxes and corporate profits in the April to June period.

>**Transportation funding stalls**: Expect state transportation revenues to also decline sharply, due to their reliance on retail sales taxes, motor vehicle sales taxes and motor fuel taxes.

>**What about local revenues?:** Jim Regimbal (Fiscal Analytics) recently suggested that FY 20 revenues to Virginia localities may decline by over $500 million from losses in sales taxes, meals, transient occupancy, service fees and delinquent payments, and that FY 21 local revenues could decline by $1.5 billion or more.

>**Summer Scenarios:** Expect a re-forecast of state revenues in August. A special session of the General Assembly is expected to be called to consider access to reserve funds, lower revenue projections and budget-cutting amendments. Recall that some $2 billion in new spending initiatives was put on hold in April because of COVID-19 revenue impacts.

(more)

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

>**Some help from the feds**: Localities across Virginia are slated to receive more than $644 million in federal CARES Act money around the first of June. The dollars are part of the $3.1 billion in federal dollars from the federal stimulus package signed into law in late March. In our region, estimated payments are as follows:

Albemarle	$9.5 million
Charlottesville	$4.1 million
Fluvanna	$2.4 million
Greene	$1.7 million
Louisa	$3.3 million
Nelson	$1.3 million

However, these funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls.

>**State education dollars:** Nearly $215 million in CARES Act funding will be sent to Virginia school divisions in the fall. That amount represents 90% of the $238.6 million that was allocated to Virginia under the federal law. Allocations will be based on each school division's relative share of Title I, Part A funds for FFY19. Allowable uses of the dollars are very flexible, and applications for the funding are due August 1.

>**Final Legislative Summary:** A final summary of action on legislative bills from the 2020 Session was distributed in the most recent Legislative Update and is available at
http://tjpdc.org/media/2020ReportFINAL.pdf

COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

Background

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security* (CARES) *Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is $150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately $3.1 billion as its share of the CRF total. This amount does not include approximately $200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

Allocation of CRF Funds to Localities

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

Requirements for Use of Funds and Certifications

General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you "up front" rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance's Website under "Recent News" at: http://finance.virginia.gov/

In order to receive your locality's allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: GACCT@DOA.Virginia.gov

By US Mail to: Department of Accounts
Attention: Local CRF Certification
P.O. Box 1971
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

Appendix A – Local Allocations

Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019	Statewide Total = 8,535,519	% of Total [1]	Current Allocation Base = $744,691,122
Locality	**Population**		
.Accomack County, Virginia	32,316	0.3786%	$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	$1,296,478
.Amelia County, Virginia	13,145	0.1540%	$1,146,851
.Amherst County, Virginia	31,605	0.3703%	$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	$1,388,173
.Arlington County, Virginia	236,842	2.7748%	$20,663,551
.Augusta County, Virginia	75,558	0.8852%	$6,592,144
.Bath County, Virginia	4,147	0.0486%	$361,810
.Bedford County, Virginia	78,997	0.9255%	$6,892,184
.Bland County, Virginia	6,280	0.0736%	$547,906
.Botetourt County, Virginia	33,419	0.3915%	$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	$1,496,097
.Campbell County, Virginia	54,885	0.6430%	$4,788,505
.Caroline County, Virginia	30,725	0.3600%	$2,680,638
.Carroll County, Virginia	29,791	0.3490%	$2,599,150
.Charles City County, Virginia	6,963	0.0816%	$607,495
.Charlotte County, Virginia	11,880	0.1392%	$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	$30,780,614
.Clarke County, Virginia	14,619	0.1713%	$1,275,451
.Craig County, Virginia	5,131	0.0601%	$447,660
.Culpeper County, Virginia	52,605	0.6163%	$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	$866,529
.Dickenson County, Virginia	14,318	0.1677%	$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	$2,490,354
.Essex County, Virginia	10,953	0.1283%	$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	$6,213,845
.Floyd County, Virginia	15,749	0.1845%	$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	$2,379,202
.Franklin County, Virginia	56,042	0.6566%	$4,889,448

.Frederick County, Virginia	89,313	1.0464%	$7,792,215
.Giles County, Virginia	16,720	0.1959%	$1,458,756
.Gloucester County, Virginia	37,348	0.4376%	$3,258,469
.Goochland County, Virginia	23,753	0.2783%	$2,072,358
.Grayson County, Virginia	15,550	0.1822%	$1,356,678
.Greene County, Virginia	19,819	0.2322%	$1,729,131
.Greensville County, Virginia	11,336	0.1328%	$989,022
.Halifax County, Virginia	33,911	0.3973%	$2,958,604
.Hanover County, Virginia	107,766	1.2626%	$9,402,168
.Henrico County, Virginia	330,818	3.8758%	$28,862,595
.Henry County, Virginia	50,557	0.5923%	$4,410,903
.Highland County, Virginia	2,190	0.0257%	$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	$3,237,617
.James City County, Virginia	76,523	0.8965%	$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	$612,904
.King George County, Virginia	26,836	0.3144%	$2,341,338
.King William County, Virginia	17,148	0.2009%	$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	$925,071
.Lee County, Virginia	23,423	0.2744%	$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	$36,079,596
.Louisa County, Virginia	37,591	0.4404%	$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	$1,064,054
.Madison County, Virginia	13,261	0.1554%	$1,156,971
.Mathews County, Virginia	8,834	0.1035%	$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	$923,239
.Montgomery County, Virginia	98,535	1.1544%	$8,596,799
.Nelson County, Virginia	14,930	0.1749%	$1,302,585
.New Kent County, Virginia	23,091	0.2705%	$2,014,601
.Northampton County, Virginia	11,710	0.1372%	$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	$1,328,933
.Orange County, Virginia	37,051	0.4341%	$3,232,557
.Page County, Virginia	23,902	0.2800%	$2,085,357
.Patrick County, Virginia	17,608	0.2063%	$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	$1,989,387
.Prince George County, Virginia	38,353	0.4493%	$3,346,151
.Prince William County, Virginia	470,335	5.5103%	$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	$643,004
.Richmond County, Virginia	9,023	0.1057%	$787,222
.Roanoke County, Virginia	94,186	1.1035%	$8,217,365

.Rockbridge County, Virginia	22,573	0.2645%	$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	$7,149,647
.Russell County, Virginia	26,586	0.3115%	$2,319,526
.Scott County, Virginia	21,566	0.2527%	$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	$3,805,328
.Smyth County, Virginia	30,104	0.3527%	$2,626,458
.Southampton County, Virginia	17,631	0.2066%	$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	$11,884,234
.Stafford County, Virginia	152,882	1.7911%	$13,338,365
.Surry County, Virginia	6,422	0.0752%	$560,295
.Sussex County, Virginia	11,159	0.1307%	$973,580
.Tazewell County, Virginia	40,595	0.4756%	$3,541,757
.Warren County, Virginia	40,164	0.4706%	$3,504,154
.Washington County, Virginia	53,740	0.6296%	$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	$1,571,739
.Wise County, Virginia	37,383	0.4380%	$3,261,523
.Wythe County, Virginia	28,684	0.3361%	$2,502,568
.York County, Virginia	68,280	0.8000%	$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	$13,909,478
.Bristol city, Virginia	16,762	0.1964%	$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	$565,181
.Charlottesville city, Virginia	47,266	0.5538%	$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	$1,515,466
.Covington city, Virginia	5,538	0.0649%	$483,169
.Danville city, Virginia	40,044	0.4691%	$3,493,685
.Emporia city, Virginia	5,346	0.0626%	$466,418
.Fairfax city, Virginia	24,019	0.2814%	$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	$1,275,277
.Franklin city, Virginia	7,967	0.0933%	$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	$2,533,279
.Galax city, Virginia	6,347	0.0744%	$553,751
.Hampton city, Virginia	134,510	1.5759%	$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	$1,965,568
.Lexington city, Virginia	7,446	0.0872%	$649,635
.Lynchburg city, Virginia	82,168	0.9627%	$7,168,841
.Manassas city, Virginia	41,085	0.4813%	$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	$1,095,288
.Newport News city, Virginia	179,225	2.0998%	$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	$21,178,304
.Norton city, Virginia	3,981	0.0466%	$347,327
.Petersburg city, Virginia	31,346	0.3672%	$2,734,818

.Poquoson city, Virginia	12,271	0.1438%	$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	$8,235,862
.Radford city, Virginia	18,249	0.2138%	$1,592,155
.Richmond city, Virginia	230,436	2.6997%	$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	$8,649,844
.Salem city, Virginia	25,301	0.2964%	$2,207,415
.Staunton city, Virginia	24,932	0.2921%	$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	$1,304,679
.Winchester city, Virginia	28,078	0.3290%	$2,449,697
Total Funds Distributed (excludes Fairfax County)			**$644,573,383**
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

[1] **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated $150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.[1]

The guidance that follows sets forth the Department of the Treasury's interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be "necessary." The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

[1] *See* Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is "incurred" when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
   - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
   - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
   - Costs of providing COVID-19 testing, including serological testing.
   - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
   - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
   - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
   - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

connection with the COVID-19 public health emergency.

- Expenses for disinfection of public areas and other facilities, *e.g*., nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID- 19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
    - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
    - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
    - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
    - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
    - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
    - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
    - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
    - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
    - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.

Nonexclusive examples of ineligible expenditures[2]

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.[3]
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

`

[2] In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.
Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

[3] *See* 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

[1] The Guidance is available at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

`

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund
Frequently Asked Questions
April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the "Fund") that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020

The following answers to frequently asked questions supplement Treasury's Coronavirus Relief Fund ("Fund") Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, ("Guidance").[1] Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the "substantially dedicated" condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a "substantially different use" for purposes of the Fund eligibility?

Costs incurred for a "substantially different use" include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty's ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a "payroll support program" for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a "small business," and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of "hazard pay"?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include "payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency." Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers' employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

[1] The Guidance is available at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

Appendix D - Certification for Use of Coronavirus Relief Fund

Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: http://finance.virginia.gov/

CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
[INSERT NAME OF LOCAL GOVERNMENT]

We the undersigned represent **[insert name of local government]** (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
   a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
   b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
   c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: ______________________	By: ______________________	By: ______________________
Signature: ______________________	Signature: ______________________	Signature: ______________________
Title: ______________________	Title: ______________________	Title: ______________________
Date: ______________________	Date: ______________________	Date: ______________________

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: June 4, 2020
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since May 7, 2020

Administration

- June Meeting Agenda

2. **Matters from the Public**
   a. Comments from public
   b. Comments received via written and electronic communication

3. **Consent Agenda**
   a. Minutes of the May 7, 2020 Commission meeting.

   b. April Financial Report

Dashboard Report

Net quick assets are $752,299. 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 $238,007. (Net Quick Assets minus 5 months operating expenses: $752,299 – $514,290 = $238,007)

Unrestricted Cash on Hand as of April 30, 2020 was $102,049 or 1 month of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. After instituting an improved billing system for work completed, we have received $106,946.59 so far in May. We have several outstanding payments for both current invoices and for programs, USDA HPG $83,000, Albemarle County Inventory $40,000, WIP $42,000 and Rideshare $39,000. Our accounts receivables are at $448,135 vs $139,272 for the same time last year. At this time, invoices have been sent for all current completed work and current receivables.

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 $3,722 for the month of April. This gives us a fiscal year net Gain of $26,126. 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 April is $1,680,008. With 10 months or 83% of the fiscal year complete, we have received 88% of our total budgeted income. Total expenses are $1,653,092 or 87% of the budgeted total expenses of $1,905,408. Pass through grant expenditures of HOME and HPG are higher than expected causing the increase above 83%.

Operating expenses for the same period are $1,052,653 or 80% of our total budgeted operating expenses of $1,314,399. Operating revenue through April is $1,079,569 or 80% of the budgeted operating revenue of $1,355,307.

Balance Sheet. As of April 30, 2020, we have total current assets of $1,062,550 and total fixed assets of $10,223 giving total assets of $1,072,774. Total assets are up by $77,368 from the same time last year. Total liabilities have increased from a year ago by $22,065 with total liabilities as of April 30, 2020 of $353,109. Total Equity has increased by $55,304 to $719,665 since the same time last year.

Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have $279,159 available in contracts and grants to end the year. April operating expenses were $113,718. The 12-month average is $102,858. We have $139,580 in available funds per month for these operating expenses for the remaining 2 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.

4. **Resolutions**
   a. Election of FY21 Officers
      a. The TJPDC Commission acting as the nominating committee at the May 7, 2020 meeting recommends the following slate of officers for Fiscal Year 2021:
         1. Dale Herring, Chair
         2. Jesse Rutherford, Vice
         3. Keith Smith, Treasurer
         4. Chip Boyles, Secretary
      b. FY21 Rural Transportation Smart Scale Funding Support
         Local rural jurisdictions within our region will be submitting applications for transportation projects. As part of their applications, jurisdictions are required to obtain support/consistency by the TJPDC. Attached is a list of those applications proposed for submission. Not all projects have received cost estimates at this time. Due to no TJPDC meeting in July, TJPDC support is asked now prior to the August 3rd submission deadline. The TJPDC staff recommends all projects as consistent with our Rural Transportation Plan.
      c. FY 21 Rural Transportation Smart Scale Funding Requests
         The TJPDC is proposing to submit applications for this round of Smart Scale Transportation funding. Attached is a list and description of the projects the staff recommends to be submitted.
      d. The lease for the TJPDC offices terminates August 31, 2020. While the Building Committee has been working to consider a purchase of a building or relocation to a similar rental position, at this time no suitable sites have been found. Our landlord has agreed to extend our lease for five more years with a 4% increase in year 1 and 3% per year increases thereafter. The committee recommends approval to extend the lease with an ask to allow an early termination should we find a more suitable purchase or downsize opportunity.
      e. Attached is a resolution appointing David Blount as the agency's Freedom of Information Officer as required by the State.

5. **New Business**
   a. Attached is a Legislative Update of the 2020 General Assembly. This is for your review and David Blount can answer questions at the meeting or at a later time.
   b. COVID-19 CARES Act. A funding discussion of federal funds available to local governments, CARES Act restrictions and intentions of local jurisdictions use for these funds. If local governments do not intend to utilize some or all of these funds, there may be regional efforts related to COVID-19 that could be considered.

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 July 6th.

On July 6th, staff will work alternating office hours so that no more than 5 to 6 staff are in the office at one given time. We currently have at least some limited office presence every work day. There will be no outside use of the Water Street Center of TJPDC meeting rooms for the foreseeable future. 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.

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.

c. I have attached a very draft framework for the creation of a regional Broadband Partnership. This would be a regional stakeholder group to improve communication between public, private, business, education, healthcare and non-profit stakeholders in expanding broadband in our region. This draft is to obtain the Commission's direction for staff's moving this effort forward.
d. For review only is the monthly staff activity report.
e. Other office items include:
    1. Work on a Regional Comprehensive Economic Development Strategy. CARES Act funding may create a funding opportunity for the TJPDC regional to partner with the Rappahannock Rapidan Regional Council to produce a Super Regional Economic Development Strategy. We intend to apply in June.
    2. Staff applied for a $700,000 Master Planning grant from FHWA for the mixed use multi-modal public-private planning of an expanded Amtrak Station site. Awards should be notified by November.
    3. A statewide meeting was held this month with VDEQ. VDEQ notified all Chesapeake Bay Watershed regions that it is their intent to continue the Watershed Improvement Program technical Assistance grants with the PDC's.
    4. Grant applications have been submitted for a Regional Transit Visioning Plan and separately an Albemarle County Transit expansion service in the areas of Monticello, Pantops and Route 29 North.
    5. The MPO approved the Unified Work Program that prioritizes a planning effort to study Route 29 North from Airport Road to Route 607 in Greene County.
    6. The TJPDC is working with Nelson and Madison Counties in a GO Virginia grant partnership of "Crafting the New Normal" to generate economic re-growth in the food beverage industry of Nelson and Madison Counties and indirectly, all jurisdictions of our region. If awarded, the TJPDC would assist in grant and budget management and some data assistance.
    7. TJPDC will be reviewing proposals from IT Communications services for web development, newsletter and general electronic communication services.

8. Staff continue to look at issuing an RFP for comprehensive cloud-based IT services.
9. Much of June and July will be consumed with Smart Scale submissions and fiscal year end duties.

7. Other Business

8. Adjourn

END OF AGENDA REPORT

Regional Broadband Partnership (RBP)

OPERATIONAL FRAMEWORK

Thomas Jefferson Planning District Commission

MAY 2020

HISTORY

On December 31, 2019 the U.S. Centers for Disease Control and Prevention (CDC) became aware of a new infectious disease caused by a newly discovered coronavirus, COVID-19, in China. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. The virus begins to spread throughout the U.S. in March, 2020. By mid-March, many states including Virginia, had instituted "stay-at-home" direction, recommended remote work practices and limited gatherings in both private and public spaces. In May, 2020 many states began lifting a limited number of the social distancing directives, but while both new cases and death related COVID-19 cases continue to rise. The coronavirus began in the US in more populated cities and regions but is now increasing in more rural areas of America. As of May 28, 2020, there had been documented 1,721,926 cases and 101,621 deaths in the US. Health officials cannot determine how long it will take to create and administer a vaccine to combat the virus. It is widely accepted by Health officials and offered by Harvard scientists that social distancing may occur into 2022.

Social distancing has increased the demand on high speed internet reliance for families, businesses, healthcare and education. Remote work practices for non-essential workers require access to both broadband services and high-tech software applications. Zoom, an online virtual meeting software application has grown from 10,000,000 meeting participants before January 1, 2020 to 300,000,000 participants by April 23, 2020. Foot traffic to non-grocery retail stores declined more than 97% during the last two weeks of March. Online sales of companies such as Amazon have grown 35% over the same time period last year. K-12 and higher education schools began to close in March transitioning to on-line classes. To preserve much needed hospital space for coronavirus patients and to adhere to social distancing guidelines, healthcare eliminated non-emergency procedures and turned to on-line visits and prescriptions. One of the hardest hit industries, restaurants, moved to delivery and curbside service only assisted through on-line ordering application. As restrictions are minimized, many social distancing practices will remain in effect for many months to come.

Families, businesses, children and individuals without access to adequate internet and/or those without the equipment and skills to optimize internet use, will be left behind during a time when even the most advantaged may be struggling to adapt to the knew ways of commerce, education, work production and healthcare.

The need of expanded broadband in many areas of the US, but predominately in the rural areas is not new and is not caused by the changes due to COVID-19. The need is only magnified during this time and during this change in culture.

The Federal Communication Commission estimates that in 2020, as many as 500,000 living in rural Virginia do not have broadband access in their homes. Virginia officials estimate this number at 600,000. This number does not include the number of businesses in rural Virginia without broadband access. A recent study by the Region 9 GO Virginia Council, Rural Entrepreneurship Action Plan, April 30, 2020, found the need for rural entrepreneurship in our region to link ecosystems in areas of broadband, affordable housing and COVID-19 response and recovery.

Identified needs and push to expand coverage within and among the counties of our region has been ongoing for several years. Recently counties have created broadband authorities, have invested in varying types of internet technology and coverage and have partnered with private and cooperative entities to expand coverage. Local governments have applied and been awarded state and federal moneys for expansion projects and have heavily lobbied the General Assembly for additional funding for expanding coverage. While in a positive direction, this has been slow at best.

RBP Overview

In May, 2020, the Thomas Jefferson Planning District Commission (TJPDC) identified that improved broadband accessibility is a focus of all localities of the planning district, whether directly or indirectly. While the TJPDC has been working with local governments individually, with the General Assembly and state officials for statewide changes, and assisting regional cooperatives with new broadband planning ventures, the TJPDC has never formally pursued an organized regional facilitation and convening effort. At the May TJPDC Commission meeting, commissioners asked staff to create a framework of what that effort would entail.

The Commission determined that internet accessibility should also be considered as a regional issue. The Commission saw several opportunities for improving the communication, coordination, and collaboration between both the six localities and the multiple primary stakeholders in broadband demand and supply; businesses, non-profit agencies, K-12 school, technical colleges and higher education, local, government, emergency management, healthcare, cooperative utilities, private communication providers, IT application providers, and state officials.

In May of 2020, the TJPDC co-chaired an Economic Infrastructure Committee of the Charlottesville Regional Chamber of Commerce's Project Rebound. Broadband was identified as a priority growth area toward restoring business operations during and post COVID-19. Other committees included; Small Business, Arts and Creative Economy, Hospitality & Tourism, Key Industry Clusters, IT-Financial-Defense, Biotech-Manufacturing-Food & Beverage, Anchor Institutions, and Non-profit. A copy of the full recommendations of Project Rebound will become part of this framework.

Because of the identified historical needs of expanded broadband accessibility in the region and the more urgent crisis needs due to COVID-19, the staff of the TJPDC in agreement with the Commission, recommend the immediate exploration of a Regional Broadband Partnership to facilitate a regional organized effort to expand both broadband accessibility and information technology services and to facilitate broad stakeholder groups for immediate and longer-term support of these efforts.

Purpose:

The Regional Broadband Partnership (RBP) is an information and advisory board, created by the Thomas Jefferson Planning District Commission, in partnership with multi-sector stakeholders related to needed services of high-speed internet supply, demand and use. Composed of an overarching consortium of information technology interests, the Partnership will enhance regional coordination and effectiveness.

Objectives:

The primary objective of the RBP is to be a united voice to inform and advocate for all stakeholders through leadership, knowledge sharing and common understanding of the current and future needs of high-speed broadband internet services in the region.

Immediate Services

Convening
Facilitating
Information Sharing
Existing Data and Reports
Collaboration
Inclusion of Broadband into regional planning efforts of housing, economic development, health, aging, transportation, etc.
State Advocacy

Potential Future Services

Mapping
Data
Public Outreach / Surveying
Technical Assistance & Training
Capacity Building
Planning
Grant writing
Regional Authority

Function:

The RBP will be an advisory board that generates research on broadband-related issues and makes recommendations to local government and regional stakeholders. The Partnership will address the high-speed internet needs of the Thomas Jefferson Planning District's region, with a focus on expanded connectivity, affordability and technical use of applications. TJPDC staff on behalf of the RHP will initially:

- Provide a meeting space and coordination;
- Take meeting minutes;
- Prepare meeting packets;
- Coordinate studies and analysis for Partnership consideration;
- Develop and gather data and report on local and regional broadband accessibility measures;
- Facilitate continued communication, cooperation, and coordination on broadband matters; and,
- Forward all recommendations to RBP members, member organizations, and other appropriate entities;
- Monitor and report on state and federal broadband issues and initiatives.

Each locality will maintain its existing structure for addressing internet-related issues. The RBP partnership will focus on macro-related issues, such as policies, infrastructure funding opportunities, information sharing and coordination/partnerships between stakeholders and state advocacy.

Funding:

As this is a regional effort, the TJPDC will staff the RBP from its current staff funded through local and regional per capita contributions. To accommodate this effort at this time, assistance to individual jurisdictions will be diminished to provide support to the RBP. While convening, facilitating, compiling materials, drafting, organizing, and reporting is covered by the TJPDC staff member, additional studies, services and special project development will require additional or alternate funding sources.

Composition:

The composition of the RBP includes stakeholders from the public, private, nonprofit, and citizen sectors in the City of Charlottesville, Albemarle County, Greene County, Nelson County, Fluvanna County, and Louisa County. The composition may change with time as the Partners meet and identify other relevant stakeholders. Initially, the RBP will include one representative from each organization unless noted otherwise. The roster includes Partners and Stakeholders. There shall initially be no voting members. The TJPDC Assistant Executive Director shall act as Chair for meetings and agenda setting. In their absence, the Chair shall appoint a temporary replacement.

Members

Partners: Partner Membership in the Partnership will be open to the public for as broad an input range as possible. Key stakeholders will be solicited to join and other interested parties will submit requests to join. It is estimated that this group will meet between two and four times per year.

Advisory Panel: The Thomas Jefferson Planning District Commission will appoint an Advisory Panel. This group of cross jurisdiction and cross sector of public and private stakeholders will guide the work and direction of the staff within available time and resource constraints. The Advisory Panel will advise and make recommendations to the TJPDC, local governments and IT sector businesses on broadband and technology issues that are regional in nature. This group will meet between 6 and 12 times per year.

- City of Charlottesville Elected or Planning Commission Official *(1)*
- Albemarle County Elected or Planning Commission Official *(1)*
- Fluvanna County Elected or Planning Commission Official *(1)*
- Greene County Elected or Planning Commission Official *(1)*
- Louisa County Elected or Planning Commission Official *(1)*

- Nelson County Elected or Planning Commission Official *(1)*
- Public School Systems *(6)*
- CNE Staff Representative (1)
- Charlottesville Regional Chamber Staff Member (1)
- *Ting Representative (1)*
- *Firefly Representative (1)*
- *AT&T Representative (1)*
- *Comcast Representative (1)*
- *Dominion Power Representative (1)*
- *Century Link Representative (1)*
- *SCS / AcelaNet Broadband (1)*
- *Verizon Internet (1)*
- TJPDC Appointed Citizen/Resident Representative (Urban) *(1)*
- TJPDC Appointed Citizen/Resident Representative (Rural) *(1)*
- University of Virginia (UVA) *(1)*
- Thomas Jefferson Planning District Commission Commissioner *(1)*
- Piedmont Virginia Community College *(1)*
- Virginia Department of Housing & Community Development (1)

RBP member may appoint an alternate to serve in their absence.

Exploratory Committee:

A group of identified regional internet leaders will be appointed by the TJPDC Executive Director to create an exploratory group to review and revise initial structure, function and goals of a regional Broadband Partnership. The exploratory group will help determine the need and direction of a Partnership. It is the Group's responsibility to provide a recommendation to the Thomas Jefferson Planning District Commission through the Executive Director.

Organizational Structure:

The RBP would consist of an Advisory Board that includes all members as listed and as revised by the Partnership.

Meeting schedule:

The RBP Advisory Panel will initially meet monthly.

The RBP Partners will initially meet quarterly until a schedule and work plan is established.

Deliverables/Strategies:

The RBP will act as an advisory body until such time as the mission is altered and resources to expand responsivities are achieved. Documents and responsibilities include:

- **RHP Mission, Vision, and Goals:** This advisory board may develop a refined mission statement, vision, and goals.

- **Set the Work Scope:** The Advisory Panel will be responsible for synthesizing feedback from the Partners to form a scope of work for the RBP.

- **Assign Working Committees (as needed):** Should a focus group need to be formed, the Advisory Panel would be responsible for creating working committees and assigning members to the committees. The working committees would function as technical support groups with a stated purpose and goals.

- **Keep Communication Open:** The RBP will strive to make communication open and timely to facilitate strong collaboration between all stakeholders.

- **Coordinate Regional Broadband and IT Summits:** The Partnership would work to identify educational and advocacy topics of interest to design and implement IT summits on a given internet and technology-based topics and share through public summits.

- **Produce Annual Reporting:** The Partnership would develop a means to report on broadband related topics annually to all stakeholders.

- **Integrate Broadband into Decision-Making:** The RBP would work to integrate broadband considerations into planning efforts around the region. The Partnership would make recommendations to local planning efforts and projects.

- **Provide periodic reporting to TJPDC Commission:** Provide no less than twice a year reports of progress to the TJPDC Commission.

Timeline:

As there are immediate needs with identifying broadband strategies that will best meet the unmet communication needs, the RBP will be established as soon as possible. The following timeline sets an outline for establishing the RBP and resolving pending concerns, while planning for future opportunities.

A formal proposal will be submitted to the TJPDC in August, 2020. The TJPDC Assistant Executive Director will work with the Exploratory Committee to develop the recommended proposal and RBP Framework. Until a formal Partnership is established, the Exploratory Committee will work with TJPDC to pursue immediate broadband efforts.

Last Updated: 5/13/2020	Program Code	Lead	Support	Director	Monthly Update	To Do	Budget Progress
ADMINISTRATION		**Chip**					
Finance & Executive Committee	110	Chip	Don / Christine	Chip	Schedule May and Monthly Executive Comm Meetings through September	Chip scheduling monthly meetings	0
FY21 Operating Budget	110	Chip	Christine, Don	Chip	Approved - Update working copy in late July	Don will input final approved budget into QuickBooks	0
FY22 Projected Budget	110	Chip	All	Chip	Due to Local Governments by October 1, 2020.	Chip to provide blank program budget template to staff to develop & complete. Hold a training meeting.	0
Annual DHCD Report	110	Christine	David	Chip	Due to DHCD September 30, 2020. Log in for CAMS.	Christine to follow-up on CAMS log-in.	0
Annual office clean up day	110	Gretchen	Christine	Christine	Ongoing - Twice per year - ON HOLD	0	0
Develop COVID-19 Office Policy	110	David	Christine/Sandy/Chip	Chip	COVID-19 Policy developed 3/2020.	Directors to develop policy for return to work and beyond from COVID-19. Director's meeting weekly.	0
RFP for Cost Allocation Plan	190	Christine	Chip	Chip	Develop a RFP for Cost Allocation Plan to be updated annually	Christine to follow-up with David Foley to schedule a meeting.	0
Develop an abbreviations list	110	Gretchen	0	Sandy	0	Sandy to follow-up with Gretchen to finalize and distribute.	0
Develop Flex-time Guidance	110	Christine	Directors	Chip	Develop ammendment to Personnel Handbook re: Flex-time.	Christine to draft and send to Director's for feedback. CJ wil compare to Personnel Handbook.	0
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.	Dominique to take lead on pushing completion of site.	0
LUEPC or PACC / PACC Tech	301/302	Dominique	Chip	Chip	Ongoing document posting from Technical and Joint Admin meetings. No meetings currently scheduled. - Pending COVID-19	0	0
Develop and maintain COVID19 Web Page	300	Dominique	Chip / Ryan	David	Secure page for regional administrators on Covid19 issues. Remind Managers and TJPDC Commission of page.	Ongoing updates.	0
RFP for Communications Services	110	Dominique	Chip	Chip	Published RFP for Communications Services on website, State's electronic system, EVA and emailed to local firms. Proposals due 5/29/20.	Chip to review proposals and award RFP.	0
Communications Strategy/Plan	110	Christine	Sandy/Chip	Chip	Research existing Regional/COG communications Plans	Christine to research existing plans.	0
Quarterly Activity Reports	110	David	All	David	Jan-March 2020 report completed.	David to create next report for April-June 2020.	0
E-newsletter	110	Dominique	All	David	0	Create regular communication template.	0
FINANCE		Don					
Monthly Reporting	110	Don	0	Chip	Ongoing	Ongoing.	0
Annual Audit	110	Don	Christine	Chip	0	Christine to follow-up on Audit schedule.	0
H&W Contract Services	110	Don	0	Don	0	Ongoing.	0
Annual Health Benefits Report	110	Gretchen	Don	Christine	0	Christine to follow-up with Gretchen to generate report.	0
Annual Health Insurance	110	Don	0	Christine	Renewed for FY21	0	0
Annual Liability Insurance	110	Don	0	Don	Renewed for FY21	0	0
Monthly bank reconciliation	110	Christine	Don	Christine	Ongoing	Ongoing	0
Human Resources Onboarding	110	Gretchen	Christine	Christine	Developing a document for new and current staff. Meeting 5/15 for follow up.	Meeting 5/20 to follow-up.	0
Invoice Local Governments	110	Christine	Don	Chip	Invoice per agreements. Invoice sent to Nelson for Q2, Q3, and Q4 (advance). Invoice sent to Louisa for Q3 (quarter end).	Christine to invoice Louisa at Q4 end.	0
Invoice Monitoring	110	Christine	Don	Chip	Created master invoice spreadsheet to monitor timely invoicing and collection of revenue. Updating monthly.	Ongoing	0
FY18 Audit Request	110	Don	Dave Foley	Chip	FY18 Audit response reconciliation to VDOT. Received May 5, 2020 and Forwarded to Don on 5.19.20.	Complete audit request and email to VDOT by 9.30.20	0
LEGISLATIVE	0	David					
Legislative Affairs	277	David	Dominique	David	Session summary completed.	Summary to be included in next Commission packet. David to draft brief memo to include.	0
VAPDC	278	David	Dominique	David	No annual conference in July 2020.	Working on Summer webinar series.	0
COMMUNITY DEVELOPMENT							
Charlottesville Area Alliance	300	Chip	Lucinda	Chip	Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan.	Lucinda to complete Draft Action Plan.	0
Region 9 GO Va Council	300	Chip	N/A	Chip	Next meeting January 30, 2020	*Chip to update	0
CVPED Board	300	Chip	N/A	Chip	Next meeting February 28, 2020.	*Chip to Update	0
CEDS FY21	300	Susan	Chip	Chip	Application submittal in FY20. Considering CARES Act application in June 2020.	Susan to schedule a multi-regional call with EDA.	0
ADMIN OTHER							
TJPDC Corp.	0	Christine	Chip	Christine	Submitted 990. VDACS Submitted.	Chip to contact Wells Fargo. Meeting May 2020 for prospective partr	0
JAUNT Board	191	Chip	Sara	Chip	Monthly Meetings.	0	0
TRANSPORTATION		**Sandy**	**Lucinda/Sara**				
MPO		Lucinda	Sandy	Sandy			

Policy Board	190/191	Lucinda	Sandy	Sandy	Public hearings for UPWP and TIP at May meeting. Review initial public response from Smart Scale workshop. Smart Scale workshops scheduled for second week of May. Need to update Public Partipation Plan.	0	0
CTAC	190/191	Jessica	Lucinda	Sandy	Communicate with them about the Smart Scale workshops. Will hold meeting virtually. Nick to present on virtual public engagement efforts.	0	0
MPO Tech	190/191	Nick	Lucinda	Sandy	Review UPWP with MPO Tech. Provide initial feedback from Smart Scale public workshop. Nick to present on virtual public engagement efforts.	0	0
Smart Scale FY20	198	Nick	Lucinda	Sandy	Workshops for public engagement scheduled for second week of May. Website to receive comments in progress and will be up before the the public workshop. Pre-applications submitted. Final applications due in August.	0	0
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. Doing background work to prepare once public health concerns are assuaged.	0	0
Open Streets Effrots	195/196	Jessica	Lucinda	Sandy	Working with city and towns to provide support for better bike/ped resources during pandemic.	0	0
TIP	190/191	Lucinda	Sandy	Sandy	Public hearing for TIP at Policy Board meeting in May.	0	0
Uniform Work Plan	190/191/ 195/196/ 198/199	Sandy	Lucinda	Sandy	Public hearing for UPWP at Policy Board meeting.	0	0
RURAL TRANSPORTATION		Nick	Lucinda	Sandy			
Rural Tech	*170/171*	Nick	Lucinda	Sandy	Rural Work Program review. Jessica to discuss Open Streets program and whether it makes sense to expand that effort to the rural localities.	0	0
VDOT Invoicing	*170/190/191*	Nick	Lucinda	Sandy	Monthly Program Invoicing to VDOT due by last day of month for the previous month	0	0
STAR TAP	315	Lucinda	Jessica	Sandy	Bi-weekly meetings. ROW acquisition moving forward. Amendment to agreement needs to be updated.	0	0
RIDESHARE-TDM		Sara	Jessica	Sandy			
RideShare Outreach	193	Sara	Jessica	Sandy	Email sent to registered users about donation to food bank for 100 telecommutes logged in month of May. Sponsoring weather report to retool messaging about food bank donation.	0	0
RTP	181/193	Sara	Jessica	Sandy	Virtual meeting in May. Updates from CAT and JAUNT, RideShare (what's different).	0	0
RTP Reporting (Sub-committees)	181	Jessica	0	Sandy	Try to hold a meeting in June. General check-in meeting, and following up on action items taken by PDC. Discuss file sharing options.	0	0
Amtrak	191/196/199	Chip	Jessica	Chip	Preparation in progress.	0	0
SAW Intercity	193/196	Sara	Chip	Chip	Moving forward with branding development. Zoom meeting on 5/6 to bring feedback to large group to vote on. Logo, tagline, bus graphics.	0	0
Fifth Street Trails	192	Jessica	Chip	Chip	Pre-application submitted for Smart Scale. Final design details still need to be determined.	0	0
TRANSPORTATION OTHER							
Census Count Committee	300 (190)	Jessica	Sara	Sandy	Regular census updates through social media. Posting response rates for each county. Census timeline pushed back. Response date pushed back to August before being contacted.	0	0
Community Engagement Bus	195	Jessica	Chip	Chip	Search for grants $ FY21 UPWP	0	0
ENVIRONMENT		**Sandy**	**Nick**				
RRBC Admin	908	Dominique	0	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. Summer intern to help develop grant application deadline been moved back until September 1. #loveyourwatershed social media campaign launched. RRBC meetings currently on hold - communication via email with committee members.	Dominique to continue pushing #loveyourwatershed campaign via Fa	0
Rural Rivanna Plan	908	Sandy	Shirese/ Dominque	Sandy	RRBC acting as Steering Committee.	Dominique to set up internal meeting to start scoping discussion wit	0

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.	Discuss sites for primary sector uses with technical committee.	0
WIP	907	Dominique	Shirese	Chip	NFWF resilient Communities $50k grant submitted. Work on booklet and educational grant for RRBC. Summer intern to help with this. Meeting with DEQ on COVID-19 impact. No impact on contract!	Dominique preparing work packet for intern. Intern start date June 8	0
Hazard Mitigation & Climate Change Plan	330 FY2021	Shirese	Jessica / Lucinda	Sandy	Waiting to hear on funding. Need to scope out what needs to be updated. Look at what can be added within budget.	0	0
Solid Waste/Recycling	303	Shirese	Dominique	Sandy	Create Tech Comm to meet quarterly & Create Solid Waste Plan FY21. Solid Waste and Recycling Report underway. Recyling rates report sent. Waiting for review.	Shirese to post recycling report on website when it is reviewed.	0
PLANNING		**Sandy**	**Nick**				
Cherry Avenue	316	Nick	Sandy	Sandy	Nick is incorporating City comments into final draft. Shared update with Cherry Avenue committee. Received comments back from City on comments to incorporate. Let Carmelita and Sara know about Ridge Smart Scale project.	Nick to incorporate City comments into document and send back to (	0
Albemarle Inventory	323	Sandy	Nick/	Sandy	Part-time workers have returned iPads; remainder of work to be completed by PDC staff. Meeting with Siri scheduled on 5/22 to update progress and share plan for project completion.	Nick to develop a plan to train Susan and Dominique to complete fiel	0
Lovingston CDBG	308	Nick	Susan	Sandy	Change of work order prepared by Bill for review. 90 day extension approved. Nick discussed budget request with Doug Ellis at DHCD and clarified some confusion. Progress report sent to Nelson County for comment.	Nick waiting for response from DHCD. Candy to upload FY19 budget	0
Zion Crossroads	171/318	Sandy	Nick / Shirese	Sandy	VDOT is waiting to update their website to launch MetroQuest survey. Meeting with Fluvanna to discuss public engagement for land use prior to the area-wide public engagement. per Chip, look at adding a "Cost of Community Services" for each county.	Develop virtual public engagement strategy for Fluvanna. Shirese to	0
HOUSING		**Christine**					
HOME	727	Shirese	Christine	Christine	Nick completes environmental and historical reviews; Housing Director's Meeting May 19th via Zoom; Meeting with Erin Atak and B. Campbell scheduled for Friday 5/15 re: City Match; Updating Annual Action PlanDraft Plan to be submitted via IDIS on May 15th; Final Annual Action Plan due in August 2020	0	0
HPG	728	Shirese	Christine	Christine	Nick completes environmental and historical reviews; Q6 invoice for FFY18 submitted; Application submitted and received	0	0
REGIONAL HOUSING	729	Susan	Christine	Christine	CVRHP Exec Committee - Meeting via Zoom May 27; Summit Committee meeting monthly - 1st Thurdays; Annual Summit postponed; Exploring CDBG for Homeless Services during COVID-19; Reviewing website proposals for RHP website and scheduling a demo with Website Committee.	0	0
Phase II Housing Plan	730	Christine	Nick & Shirese	Christine	Extended to Sept 30th. Currently drafting individual county chapters to guide visual template, regional vision, and strategies. Housing Plan team meeting weekly. Strategies & Analysis Committee Meeting monthy - 1st Thursdays.	0	0
TJCLT	723	Susan	Christine	Christine	TJPDC/TJCLT Contract exteded. Working on budget, pipeline projects, fundraising, and board recruitment.	0	0