Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, November 5, 2020 at 7 pm
Online Remote Meeting

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/85919705147?pwd=MTBYdlZzRndUeXRYN0t6MFlQeGZBZz09&from=msft

Meeting ID: 859 1970 5147
Passcode: 856759
By call-in 1-312-626-6799

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 – 7:30
   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. FY20 Annual Financial Report, David Foley Robinson, Farmer, Cox

3. *** Consent Agenda** 7:30 – 7:35

   Action Items:
   a. * Minutes of October 1, 2020 Meeting
   b. * Acceptance of FY20 Annual Financial Report & Audit

4. *** Resolutions** 7:35– 7:40
   a. * HOME CDBG Consolidated Annual Performance & Evaluation Report

5. **New Business** 7:40 – 8:15
   a. * Quarterly Financial Reports
      i. September Dashboard Report
      ii. September Profit & Loss Statement
      iii. September Balance Sheet
      iv. September Accrued Revenues Report
   b. TJPDC Website update
   c. Regional Housing Partnership Affordable Housing Search Tool

6. **Executive Director's Report** 8:15 – 8:25
   a. DHCD Biennial Review of PDC's to General Assembly
   b. Quarterly Activity Report

7. **Other Business** 8:25 – 8:50
   a. Roundtable Discussion by Jurisdiction
   b. Next Meeting –December 3, 2020

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

8. *** Closed Session** - * per Code of Virginia 2.2-3711 A.1. 8:50

a. Employee – Personnel
b. *Public Session Resumes

* Personnel Actions to take place in Public Session

* **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 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.

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. Votes will be taken by roll call of the members present by TJPDC staff.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

FINANCIAL REPORT

YEAR ENDED JUNE 30, 2020

TO BE UPDATED BY CLIENT

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

DIRECTORY OF PRINCIPAL OFFICIALS
AS OF JUNE 30, 2020

OFFICERS

Richard Randolph, Chairperson
Dale Herring, Vice Chairperson
Keith Smith, Treasurer

COMMISSIONERS

City of Charlottesville

Nikuyah Walker *
Lisa Green

Albemarle County

Richard Randolph*
Liz Palmer*

Fluvanna County

Tony O'Brien*
Keith B. Smith

Greene County

Dale Herring*
Andrea Wilkinson

Louisa County

Willie Gentry*
Robert Babyok*

Nelson County

Ernie Reed*
Jesse Rutherford*

* Denotes local elected official

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

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Independent Auditors' Report

To the Commissioners
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thomas Jefferson Planning District Commission, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission, as of June 30, 2020, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules related to pension and OPEB funding, on pages 4-7, 41, and 42-47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Thomas Jefferson Planning District Commission's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supporting schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated Draft, 2020 on our consideration of the Thomas Jefferson Planning District Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Thomas Jefferson Planning District Commission's internal control over financial reporting and compliance.

Charlottesville, Virginia
Draft, 2020

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2020
CHIP BOYLES EXECUTIVE DIRECTOR

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. Its purpose is to provide an overview of the financial activities of the Thomas Jefferson Planning District Commission (TJPDC) based on currently known facts, decisions, and/or conditions.

USING THIS REPORT AND FINANCIAL STATEMENTS

The annual report consists of the management's discussion and analysis, financial statements on government-wide and fund basis, supporting schedules, compliance reports, and the schedule of expenditures of federal awards. The government-wide financial statements present financial information for all activities of the TJPDC. The fund-basis financial statements concentrate on separate sets of self-balancing accounts.

FINANCIAL HIGHLIGHTS

For FY20, TJPDC had total revenues of $1,997,903 and total expenditures of $1,983,458 resulting in a general fund balance increase of $14,445. Included in revenues and expenditures are $612,060 in HOME pass-through funds. The FY20 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 66%, compared to 62% in FY19.

The General Fund

The General Fund is the general operating fund of the Commission. It is used to account for and report financial resources outside of the grant-funded programs that make up most of the budget. These consist of locality contributions, locally-funded projects, state allocation, interest earned and rental revenue from the Water Street Center and office space.

The following table (Table 1) is a summary of the General Fund's revenues and expenditures for the years ended June 30, 2020 and 2019:

TABLE 1 - GENERAL FUND REVENUE AND EXPENDITURES

	FY 2020	FY 2019	Change From FY 2019
Revenue	$ 440,676	$ 360,902	$ 79,774
Expenditures	426,231	319,350	106,881
Excess revenue over expenditures	$ 14,445	$ 41,552	$ (27,107)
Other financing sources - transfer in	-	2,291	(2,291)
Net change in fund balance	$ 14,445	$ 43,843	$ (29,398)
Fund balance, beginning	729,050	685,207	
Fund balance, ending	$ 743,495	$ 729,050	

During FY20, General Fund revenues increased by $79,774, from $360,902 in FY19 to $440,676 in FY20. Expenditures increased from $319,350 in FY19 to $426,231 in FY20. Excess revenue over expenditures for FY20 was $14,445, significantly less than the FY2020 change of $43,843, a decrease of $29,398.

FINANCIAL HIGHLIGHTS: (CONTINUED)

The General Fund: (Continued)

Primary changes between FY19 and FY20 were:

- Local contracts initiated in FY20 included the joint project Rivanna River Corridor Plan, Lovingston Nelson County CDBG plan, Albemarle Inventory, and management of the Regional Housing Partnership for a total of $139,871 in local projects.
- Revenue increased due to a new program for Watershed Improvement Planning Technical Assistance with VDEQ. Actual revenue for FY20 was $52,155 for the full fiscal year.
- Interest income decreased from $16,690 in FY19 to $10,983 in FY20, due to a decrease in prepaid contracts from local governments and changes to market conditions during FY20.
- A small increase in revenue for one month's service of $6,561 for the Rental Mortgage Relief Program initiated in FY20 but continuing into FY21. This will be a very large budget item for FY21.
- The TJPDC received $40,936 of a $100,000 grant for a Regional Affordable Housing Plan from Virginia Housing.
- Revenues and expenses nearly doubled with $116,066 in USDA Housing Preservation Grant projects.

Special Revenue Funds

Special Revenue Funds are the grant funds and other revenues dedicated to specific programs and projects. Special Revenue Funds income accounts for the vast majority of funds coming to the TJPDC. For FY20, both the transportation and HOME programs were less than $750,000 in federal funding and were not classified as major programs. HOME pass-through funds were $612,060 compared to $224,984 in FY19. Special Revenue Funds increased by $208,843 between FY20 and FY19, which represents a 15% increase.

A summary of the Commission's Statement of Activities is presented below on a full accrual basis.

TABLE 2 - STATEMENT OF ACTIVITIES

		FY 2020		FY 2019		Change From FY 2019
Federal Grant Revenues	$	1,164,089	$	721,152	$	442,937
Non-Federal Grant Revenues		393,133		627,227		(234,094)
Special Fund Revenues	$	1,557,222	$	1,348,379	$	208,843
General Fund Revenues	$	440,681	$	360,902	$	79,779
Total Revenues	$	1,997,903	$	1,709,281	$	288,622
Current Operation Expenses	$	1,399,877	$	1,375,991	$	23,886
Pass-Through Funds		612,060		224,984		387,076
Total Expenses	$	2,011,937	$	1,600,975	$	410,962
Excess of Revenues over/(under) Expenses	$	(14,034)	$	108,306	$	(122,340)
Capital Outlays and Depreciation, net		10,890		1,217		9,673
Change in Net Position	$	(3,144)	$	109,523	$	(112,667)

FINANCIAL HIGHLIGHTS: (CONTINUED)

Special Revenue Funds: (Continued)

During the fiscal year ended June 30, 2020, Special Revenue Funds income totaled $1.557 million, an increase of $208,843 from FY19's total of $1.348 million. Special Fund Revenues consisted of:

- $554,887 for transportation. This included the MPO, Rural Transportation, RideShare, and the 5th Street Trails grant. Of the total, $308,976 consisted of federal funds.
- $664,231 for the HOME program funded through the US Department of Housing and Urban Development (HUD). Of which, $52,166 was used for administrative expenses.
- $338,119 for other governmental funds, including the DHCD's CARES Act Rental Assistance, UDSA's Housing Preservation Grant, the Regional Housing Partnership and Plan, the Legislative Liaison program, and the Watershed Implementation Plan.

YEAR-END ANALYSIS OF THE COMMISSION

During FY20, the Commission's net position increased by $457,346. A summary of the Commission's Statement of Net Position is presented below:

TABLE 3 - STATEMENT OF NET POSITION

	FY 2020	FY 2019	Change From FY 2019
Current and Other Assets	$ 1,778,226	$ 1,359,549	$ 418,677
Capital Assets, net	17,838	6,948	10,890
Total Assets	$ 1,796,064	$ 1,366,497	$ 429,567
Deferred Outflows of Resources.................................	$ 49,005	$ 21,226	$ 27,779
Total Assets and Deferred Outflows	$ 1,845,069	$ 1,387,723	$ 457,346
Long-term Liabilities...	$ 52,561	$ 51,000	$ 1,561
Current Liabilities	744,783	$ 287,172	$ 457,611
Total Liabilities	$ 797,344	$ 338,172	$ 459,172
Deferred Inflows of Resources....................................	$ 22,991	$ 21,673	$ 1,318
Investment in Capital Assets	$ 17,838	$ 6,948	$ 10,890
Unrestricted Net Position	1,006,896	1,020,930	(14,034)
Total Net Position	$ 1,024,734	$ 1,027,878	$ (3,144)
Total Liabilities, Deferred Inflows and Net Position	$ 1,845,069	$ 1,387,723	$ 457,346

Total Liabilities and Net Position shows a snapshot of receivables and payables on June 30, 2020; the change from FY19 reflects an increased amount from normal years due to lower than normal liabilities.

ORIGINAL BUDGET VS FINAL BUDGET

The Commission approved equalized member assessments for FY20 based on the 2018 Provisional Weldon Cooper Population Estimates and a $0.62 per capita rate and adopted the Projected FY20 budget at their October 4, 2018 meeting to serve as the basis for budget requests to the member localities. The FY20 budget requests were slightly higher than FY19, due to population increases. The total request for Legislative Liaison was based on a per capita rate of $0.40, a change instituted with the FY18 budget. The Solid Waste total of $10,500 was unchanged from FY19, with small changes among the localities due to relative changes in population. RideShare requests were unchanged for the five participating localities, but an assessment for RideShare was also included in the budget submission to Greene County. Greene County chose not to participate in the program; locality contributions were unchanged from FY19. The budget requests also included funding for the Rivanna River Basin Commission (RRBC) for localities within the watershed (Charlottesville, Albemarle, Fluvanna and Greene). All four localities provided funding for the RRBC for FY20. Budget requests to local governments were submitted between October 2018 and January 2020. In accordance with the Bylaws, the Commission adopted the FY20 operating budget at their May 2, 2020 meeting; this was used for the submission to the Virginia Department of Housing and Community Development (DHCD) along with the FY20 Work Program. The Commission adopted the final amended budget at their March 5, 2020 meeting, reflecting updated projections of revenues and expenditures. This budget was used for the financial reporting to the Commission for FY20.

FINAL BUDGET VS ACTUAL RESULTS

A summary of the Commission's Final Budget (see page 50 for detail) is presented below:

TABLE 4 - BUDGET TO ACTUAL

		Budget		Actual	% of Budget
REVENUES (INFLOWS)					
Federal grants	$	353,450	$	552,029	156.18%
Federal pass-through		550,101		612,060	111.26%
State grants		293,549		275,871	93.98%
Localities		681,508		528,840	77.60%
Miscellaneous sources		26,800		29,103	108.59%
	$	1,905,408	$	1,997,903	104.85%
EXPENDITURES (OUTFLOWS)					
Operating expenses	$	1,314,399	$	1,371,398	104.34%
Pass-through expenses		550,101		612,060	111.26%
	$	1,864,500	$	1,983,458	106.38%

FY20 total revenues were about 105% of budgeted revenues. In general, unrealized revenues carry forward to FY21. Expenditures for TJPDC operations, taking out pass-through, represent 104% of the budget. Operating Revenues were 12% higher than budgeted.

Basic Financial Statements

Government-wide Financial Statements

Statement of Net Position
As of June 30, 2020

		Governmental Activities
Assets:		
Current assets:		
Cash and cash equivalents	$	1,066,802
Receivables, net		57,074
Due from other governments:		
Federal		243,996
State		47,064
Prepaid expenses		30,819
Total current assets	$	1,445,755
Noncurrent assets:		
Net pension asset	$	332,471
Capital assets (net of depreciation):		
Leasehold improvements, vehicles, furniture and equipment		17,838
Total noncurrent assets	$	350,309
Total assets	$	1,796,064
Deferred Outflows of Resources:		
Pension deferrals	$	34,474
Group life insurance OPEB deferrals		14,531
Total deferred outflows of resources	$	49,005
Total assets and deferred outflows of resources	$	1,845,069
Liabilities:		
Current liabilities:		
Accounts payable	$	34,155
Compensated absences		42,523
Unearned revenue		668,105
Total current liabilities	$	744,783
Noncurrent liabilities:		
Net group life insurance OPEB liability	$	52,561
Total liabilities	$	797,344
Deferred Inflows of Resources:		
Pension deferrals	$	18,310
Group life insurance OPEB deferrals		4,681
Total deferred inflows of resources	$	22,991
Net Position:		
Investment in capital assets	$	17,838
Unrestricted		1,006,896
Total net position	$	1,024,734
Total liabilities, deferred inflows of resources and net position	$	1,845,069

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities
For the Year Ended June 30, 2020

Functions/Programs	Expenses	Indirect Expense Allocation	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Position Governmental Activities
Primary Government					
Governmental activities					
Passed-through to other agencies	$ 612,060	$ -	$ -	$ 612,060	$ -
Programs administration:					
Office	761,183	(317,363)	-	-	(443,820)
Department of Transportation	242,382	152,364	-	394,746	-
Department of Housing and Urban Development	42,221	26,053	-	68,269	(5)
Department of Homeland Security	0		-	-	-
Environmental Protection Agency	34,064	22,354	-	56,418	-
Department of Housing and Community Development	3,929	2,633	-	6,562	-
Virginia Housing Development Authority	24,850	16,086		40,936	-
Virginia Department of Agriculture	108,666	7,401	-	116,067	-
Virginia Department of Rail and Public Transportation	105,077	55,054	-	160,131	-
Legislative Liaison	66,615	35,418	-	102,033	-
Total governmental activities	$ 2,001,047	$ -	$ -	$ 1,557,222	$ (443,825)
General Revenues					
Intergovernmental revenue not restricted to specific programs					$ 411,578
Revenue from use of money					29,103
Total general revenues					$ 440,681
Change in net position					$ (3,144)
Net position, beginning of year					1,027,878
Net position, end of year					$ 1,024,734

The accompanying notes to financial statements are an integral part of this statement.

DRAFT

Fund Financial Statements

Balance Sheet
Governmental Funds
As of June 30, 2020

	General Fund	Department of Transportation	HOME Department of Housing and Urban Development	CARES ACT	Other Governmental Funds	Total Governmental Funds
Assets:						
Cash and cash equivalents	$ 1,066,802	$ -	$ -	$ -	$ -	$ 1,066,802
Receivables (net of allowance for uncollectibles):						
Accounts	57,074	-	-	-	-	57,074
Due from other governments:						
Federal	-	73,504	14,163	-	156,329	243,996
State	-	34,344	-	-	12,720	47,064
Due from other funds	-	52,097	6,426	443,438	-	501,961
Prepaid items	30,819	-	-	-	-	30,819
Total assets	$ 1,154,695	$ 159,945	$ 20,589	$ 443,438	$ 169,049	$ 1,947,716
Liabilities:						
Accounts payable and accrued expenses	$ 9,791	$ -	$ 20,589	$ -	$ 3,775	$ 34,155
Due to other funds	347,920	-	-	-	154,041	501,961
Unearned revenue	53,489	159,945	-	443,438	11,233	668,105
Total liabilities	$ 411,200	$ 159,945	$ 20,589	$ 443,438	$ 169,049	$ 1,204,221
Fund Balance:						
Nonspendable:						
Prepaid items	$ 30,819	$ -	$ -	$ -	$ -	$ 30,819
Committed:						
Capital reserve	224,484	-	-	-	-	224,484
Unassigned	488,192	-	-	-	-	488,192
Total fund balance	$ 743,495	$ -	$ -	$ -	$ -	$ 743,495
Total liabilities and fund balance	$ 1,154,695	$ 159,945	$ 20,589	$ 443,438	$ 169,049	$ 1,947,716

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of June 30, 2020

Total fund balance for governmental funds (Exhibit 3)			$	743,495
Total net position reported for governmental activities in the statement of net position are different because:				
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:				
Depreciable capital assets, net of accumulated depreciation	$	17,838		
Total capital assets				17,838
The net pension asset is not an available resource and, therefore, is not reported in the funds.				332,471
Items related to measurement of the net pension and GLI OPEB liability are considered deferred outflows or deferred inflows and will be amortized and recognized in pension and GLI expense over future years.				
Pension deferrals - Deferred outflows				34,474
Group life insurance OPEB deferrals - Deferred outflows				14,531
Pension deferrals - Deferred inflows				(18,310)
Group life insurance OPEB deferrals - Deferred inflows				(4,681)
Long-term liabilities applicable to the Commission's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Balances of long-term liabilities affecting net position are as follows:				
Net group life insurance OPEB liability	$	(52,561)		
Compensated absences		(42,523)		
Total long-term liabilities				(95,084)
Total net position of governmental activities (Exhibits 1 and 2)			$	1,024,734

The accompanying notes to financial statements are an integral part of this statement.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION **Exhibit 5**

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2020

	General Fund	Department of Transportation	HOME Department of Housing and Urban Development	CARES ACT	Other Governmental Funds	Total Governmental Funds
Revenues:						
Federal Grants:						
Commission	$ -	$ 308,976	$ 52,166	$ 6,562	$ 184,325	$ 552,029
Pass-Through	-	-	612,060	-	-	612,060
State Grants	75,971	158,964	-	-	40,936	275,871
Other:						
Localities	335,607	86,937	-	-	106,296	528,840
Revenue from the use of money and property	29,098	-	5	-	-	29,103
Total revenues	$ 440,676	$ 554,877	$ 664,231	$ 6,562	$ 331,557	$ 1,997,903
Expenditures:						
Current:						
Administrative	$ 426,231	$ -	$ -	$ -	$ -	$ 426,231
Department of Transportation	-	394,746	-	-	-	394,746
Department of Housing and Urban Development	-	-	664,231	-	16,103	680,334
Environmental Protection Agency	-	-	-	-	56,418	56,418
Department of Housing and Community Development	-	-	-	6,562	-	6,562
Virginia Housing Development Authority	-	-	-	-	40,936	40,936
Virginia Department of Agriculture	-	-	-	-	116,067	116,067
Virginia Department of Rail and Public Transportation	-	160,131	-	-	-	160,131
Legislative Liason	-	-	-	-	102,033	102,033
Total expenditures	$ 426,231	$ 554,877	$ 664,231	$ 6,562	$ 331,557	$ 1,983,458
Excess (deficiency) of revenues over (under) expenditures	$ 14,445	$ -	$ -	$ -	$ -	$ 14,445
Net changes in fund balance	$ 14,445	$ -	$ -	$ -	$ -	$ 14,445
Fund balance at beginning of year	729,050	-	-	-	-	729,050
Fund balance at end of year	$ 743,495	$ -	$ -	$ -	$ -	$ 743,495

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2020

Net change in fund balance - total governmental funds (Exhibit 5)	$	14,445
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital outlays		14,916
Depreciation expense		(4,026)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. Details of this adjustment consist of the change in deferred inflows of resources related to the measurement of the net pension asset and net group life insurance OPEB liability.		
Change in deferred inflows of resources related to measurement of net pension asset		(1,637)
Change in deferred inflows of resources related to measurement of net group life insurance OPEB liability		319
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:		
Change in net pension asset		(52,909)
Change in net group life insurance OPEB liability		(1,561)
Change in deferred outflows of resources related to measurement of net pension asset		24,535
Change in deferred outflows of resources related to measurement of net group life insurance OPEB liability		3,244
Change in compensated absences		(470)
Change in net position of governmental activities (Exhibit 2)	$	(3,144)

The accompanying notes to financial statements are an integral part of this statement.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Thomas Jefferson Planning District Commission (Commission) conform to generally accepted accounting principles (GAAP) applicable to governmental units promulgated by the Governmental Accounting Standards Board (GASB). The following is a summary of the more significant polices:

A. Financial Reporting Entity

As required by generally accepted accounting principles, these financial statements present the Commission and its component units. There are no such component units that are required to be included in the Commission's financial statements.

The Commission has been organized by the governing authorities of the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson and the City of Charlottesville pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number Ten by planning, encouraging, and assisting governmental subdivisions to plan for the future.

B. Basic Financial Statements — Government-wide Statements

The Commission's basic financial statements include both government-wide (reporting the Commission as a whole) and fund financial statements (reporting the Commission's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Commission's general administrative services are classified as governmental activities. The Commission has no business-type activities at this time.

In the government-wide statement of net position, both the governmental and business-type activities columns (if any) are presented on a consolidated basis by column and are reported on a full accrual economic resource basis which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Commission's net position is reported in three parts – net investment in capital assets, restricted net position, and unrestricted net position.

The government-wide statement of activities reports both the gross and net cost of each of the Commission's functions. The functions are also supported by general government revenues. The statement of activities reduces gross expenses (including depreciation) by related program revenues and operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

The net costs (by function) are normally covered by general revenue (intergovernmental revenues, interest income, etc.).

The Commission allocates indirect costs using a specific percentage of use method.

This government-wide focus is on the sustainability of the Commission as an entity and the change in the Commission's net position resulting from the current year's activities.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Commission are reported in individual funds in the fund statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Commission:

Governmental Funds:

The focus of the governmental funds measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Commission:

1. *General Fund* is the general operating fund of the Commission. It is used to account for and report all financial resources except those required to be accounted for in another fund.

2. *Special revenue funds* are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenses for specified purposes.

Major and Nonmajor Funds:

All funds are classified as either major or nonmajor. The following criteria are used when determining the fund types:

1. The General Fund is always classified as major.

2. All other major funds have assets, liabilities, revenues, or expenditures that are at least 10% of the corresponding element total (i.e., assets, liabilities, etc.) for all funds of that category or type (i.e., total governmental or enterprise funds). In addition, the same element that met the 10% criterion is at least 5% of the corresponding element total for all governmental and enterprise funds combined.

The Commission's funds are classified as follows:

Fund	Brief Description
Major:	
General	See above for description.
Special Revenue Funds:	
Department of Transportation	Accounts for and reports revenues and expenses restricted for the purposes of various projects funded by the Department of Transportation.
HOME Department of Housing and Urban Development	Accounts for and reports revenues and expenses restricted for the purpose of HOME program.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basic Financial Statements – Fund Financial Statements: (Continued)

Major and Nonmajor Funds: (Continued)

Fund	Brief Description
CARES ACT	Accounts for and reports revenues and expenses restricted for the CARES ACT.
Special Revenue Funds:	
Virginia Department of Rail and Public Transportation	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Department of Rail and Public Transportation.
Department of Homeland Security	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Department of Homeland Security.
Environmental Protection Agency	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Environmental Protection Agency.
Virginia Housing Development Authority	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Housing Development Authority.
Virginia Department of Agriculture	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Department of Agriculture.
Legislative Liaison	See Note 13–Local Legislative Liaison note.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. *Accrual* – Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. *Modified Accrual* – The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after the year end. Expenses are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that debt service expenditures as well as expenditures related to compensated absences, and claims and judgments are recognized when due.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

E. Budgets and Budgetary Accounting

The following procedures are used by the Commission in establishing the budgetary data reflected in the required supplementary information:

1. Prior to due dates for budget submissions to localities, the Executive Director submits to the Commission a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.

2. After the budget is approved by the Commission, it is presented to the local governing bodies within its jurisdiction for approval of appropriations to the Commission.

3. The budget amounts depend on the staff securing grants and contracts throughout the year; therefore, appropriate budget revisions are proposed and approved by the Commission during the year. The Commission adopts a working budget for the fiscal year beginning July 1 at their May meeting, per the Bylaws. The Commission adopts the final budget for use in financial reporting at the February, FY20 meeting.

4. The approved budget is utilized as a management control device.

5. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

6. All budgetary data presented in the accompanying financial statements represents both the original and revised budgets as of June 30.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Cash and Cash Equivalents

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, and all highly-liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

State statutes authorize the Commission to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, and the Local Government Investment Pool.

Money market investments, participating interest-earning investment contracts (repurchase agreements) that have a remaining maturity at time of purchase of one year or less, nonparticipating interest-earning investment contracts (nonnegotiable certificates of deposit (CDs)) and external investment pools are measured at amortized cost. All other investments are reported at fair value.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

H. Receivables and Payables

Outstanding balances between funds at the end of the fiscal year are reported as due to/from other funds. No allowance for uncollectibles is included in the receivables, due to the limited exposure related to the contractual nature of governmental receivables.

I. Prepaid Items

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

J. Net Position

Net Position is the difference between a) assets and deferred outflows of resources and b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

K. Net Position Flow Assumption

Sometimes the Commission funds outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

L. Capital Assets

Property and equipment are recorded at the original cost. Depreciation is computed by the straight-line method over the estimated useful lives of the assets as follows:

Office furniture and equipment	3 - 10 years
Vehicle	5 years
Website	3 years
Leasehold improvements	Remaining life of lease

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

M. Unearned Revenue

The Commission reports unearned revenue on its statement of net position. Unearned revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received by the Commission before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Commission has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

N. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission has one item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension asset and net OPEB liability and contributions to the pension and OPEB plans made during the current year and subsequent to the net pension asset and net OPEB liability measurement date. For more detailed information on these items, reference the related notes. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has one type of item that qualifies for reporting in this category. Certain items related to the measurement of the net pension asset and net OPEB liability are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

O. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and the additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

P. OPEB

Group Life Insurance

The Virginia Retirement System (VRS) Group Life Insurance (GLI) Program provides coverage to state employees, teachers, and employees of participating political subdivisions. The GLI Program was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. The GLI Program is a defined benefit plan that provides a basic group life insurance benefit for employees of participating employers. For purposes of measuring the net GLI Program OPEB liability, deferred outflows of resources and deferred inflows of resources related to the GLI OPEB, and GLI OPEB expense, information about the fiduciary net position of the VRS GLI Program OPEB and the additions to/deductions from the VRS GLI OPEB's net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. Fund Balance

The Commission reports fund balance in the required classifications. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are only reported in the general fund.

NOTE 2–DEPOSITS AND INVESTMENTS:

Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized. No deposits exceed FDIC insurance limits.

Investments

Statutes authorize the Commission to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

The Commission does not have a policy related to credit risk of debt securities.

The Commission's rated debt investments as of June 30, 2020 were rated by Standard & Poor's and the ratings are presented below using Standard & Poor's rating scale.

Rated Debt Investments' Values

	Fair Quality Ratings	
Rated Debt Investments	**AAAm**	**AAf**
Virginia Investment Pool	$ 590,350	$ -
Total	$ 590,350	$ -

Investment maturities in years:

Investment Type	Fair Value	Less Than 1 Year
Virginia Investment Pool	$ 590,350	$ 590,350
Total	$ 590,350	$ 590,350

Redemption Restrictions: Commission is limited to two withdrawals per month.

Fair Value Measurements: Fair value of the Virginia Investment Pool is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Commission has measured fair value of the above investments at the net asset value (NAV).

NOTE 3–ACCOUNTS RECEIVABLE AND DUE FROM OTHER GOVERNMENTS:

Accounts and due from other governments are as follows:

Federal Government:		
Department of Transportation	$	73,505
Department of Housing and Urban Development		127,268
Environmental Protection Agency		43,223
Total Federal Government	$	243,996
State:		
Department of Transportation	$	7,100
Virginia Housing Development Authority		12,720
Department of Rail and Public Transportation		27,244
Total State	$	47,064
Accounts Receivable:		
Nelson Business Assessment	$	2,406
Albemarle Facilitation		4,704
Louisa		10,253
VAPDC-ED		7,838
RR Planning		20,442
TJCLT		9,657
Other		1,774
Total Accounts Receivable	$	57,074

NOTE 4–INTERFUND OBLIGATIONS:

Interfund obligations arise due to timing differences between the receipt of restricted funds and their use.

	Interfund Receivable	Interfund Payable
General Fund	$ -	$ 347,920
Department of Transportation	52,097	-
HOME Department of Housing and Urban Development	6,426	-
CARES Act	443,438	-
Nonmajor Governmental Funds	-	154,041
Total	$ 501,961	$ 501,961

NOTE 5–CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
Governmental Activities:				
Capital assets, being depreciated:				
Office furniture and equipment	$ 76,763	$ 9,176	$ 11,384	$ 74,555
Vehicle	31,734	-	-	31,734
Website	7,830	5,740	-	13,570
Leasehold improvements	11,993	-	-	11,993
Total capital assets being depreciated	$ 128,320	$ 14,916	$ 11,384	$ 131,852
Less accumulated depreciation for:				
Office furniture and equipment	$ 69,815	$ 4,026	$ 11,384	$ 62,457
Vehicle	31,734	-	-	31,734
Website	7,830	-	-	7,830
Leasehold improvements	11,993	-	-	11,993
Total accumulated depreciation	$ 121,372	$ 4,026	$ 11,384	$ 114,014
Total capital assets being depreciated, net	$ 6,948	$ 10,890	$ -	$ 17,838
Governmental activities capital assets, net	$ 6,948	$ 10,890	$ -	$ 17,838

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
Office administration	$ 4,026
Total governmental activities	$ 4,026

NOTE 6–COMPENSATED ABSENCES:

The Commission employees earn sick leave at the rate of ten hours per month and may accumulate a maximum of 480 hours (60 days). No benefits or pay are received for unused sick leave upon termination. The amount of annual leave earned by an employee each month, with the exception of the Executive Director, depends upon the number of years the permanent full-time and part-time staff were employed by the Commission, as noted below. The Executive Director's leave is set by the Commission as part of the employment contract.

Years of Services	Days Per Month	Days of Annual Leave Per Year
0-5	1	12
6-10	1 1/4	15
Over 10	1 1/2	18

NOTE 6–COMPENSATED ABSENCES: (CONTINUED)

An employee may accumulate a maximum of 30 days of annual leave. At the time of separation of employment, the employee will be compensated for the accumulated leave balance. Accrued annual leave was $42,523 as of June 30, 2020. The following is a summary of changes in accrued annual leave for the year ended June 30, 2020:

Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
$ 42,053	$ 470	$ -	$ 42,523

NOTE 7–COMMITMENTS/CONTINGENT LIABILITIES:

Federal programs in which the Commission participates were audited in accordance with the provisions of the Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Pursuant to the provisions of this circular, all major programs and certain other programs were tested for compliance with applicable grant requirements.

Additionally, the federal government may subject grant programs to additional compliance tests, which could result in disallowed expenditures. In the opinion of management, any future disallowances of grant program expenditures would be immaterial.

NOTE 8–PENSION PLAN:

Plan Description

All full-time, salaried permanent employees of the Thomas Jefferson Planning District Commission are covered by a VRS Retirement Plan after six months of employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

NOTE 8–PENSION PLAN: (CONTINUED)

Benefit Structures

The System administers three different benefit structures for covered employees – Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

a. Employees hired before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of service credit or age 50 with at least 30 years of service credit. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of service credit or age 50 with at least 10 years of service credit. Hazardous duty employees (law enforcement officers, firefighters, and sheriffs) are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit.

b. Employees hired on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013 are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of service credit or when the sum of their age plus service credit equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit. Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit.

c. Non-hazardous duty employees hired on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 – April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of service credit, or when the sum of their age plus service credit equals 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

NOTE 8—PENSION PLAN: (CONTINUED)

Average Final Compensation and Service Retirement Multiplier

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total service credit. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.70% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% or 1.85% for hazardous duty employees as elected by the employer. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% or 1.85% for hazardous duty employees as elected by the employer. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of service credit are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of service credit are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

Employees Covered by Benefit Terms

As of the June 30, 2018 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Number
Inactive members or their beneficiaries currently receiving benefits	8
Inactive members:	
Vested inactive members	6
Non-vested inactive members	9
Inactive members active elsewhere in VRS	9
Total inactive members	24
Active members	11
Total covered employees	43

NOTE 8–PENSION PLAN: (CONTINUED)

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Commission's contractually required employer contribution rate for the year ended June 30, 2020 was .79% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Commission were $4,812 and $8,299 for the years ended June 30, 2020 and June 30, 2019, respectively.

Net Pension Asset

The net pension asset is calculated separately for each employer and represents that particular employer's total pension asset, less that employer's fiduciary net position. For Thomas Jefferson Planning District Commission, the net pension asset was measured as of June 30, 2019. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2018 rolled forward to the measurement date of June 30, 2019.

Actuarial Assumptions - General Employees

The total pension liability for General Employees in the Commission's Retirement Plan was based on an actuarial valuation as of June 30, 2018, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2019.

Inflation	2.5%
Salary increases, including inflation	3.5% – 5.35%
Investment rate of return	6.5%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of pension liabilities.

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – General Employees: (Continued)

Mortality rates:

All Others (Non-10 Largest) – Non-Hazardous Duty: 15% of deaths are assumed to be service-related

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

All Others (Non-10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decreased rate from 7% to 6.75%

NOTE 8–PENSION PLAN: (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public Equity	34.00%	5.61%	1.91%
Fixed Income	15.00%	0.88%	0.13%
Credit Strategies	14.00%	5.13%	0.72%
Real Assets	14.00%	5.27%	0.74%
Private Equity	14.00%	8.77%	1.23%
MAPS - Multi-Asset Public Strateg	6.00%	3.52%	0.21%
PIP - Private Investment Partners	3.00%	6.29%	0.19%
Total	100.00%		5.13%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.63%

* The above allocation provides a one-year return of 7.63%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. The VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation.

NOTE 8–PENSION PLAN: (CONTINUED)

Discount Rate

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; the Commission was also provided with an opportunity to use an alternative employer contribution rate. For the year ended June 30, 2019, the alternate rate was the employer contribution rate used in FY 2012 or 100% of the actuarially determined employer contribution rate from the June 30, 2017 actuarial valuations, whichever was greater. From July 1, 2019 on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability (Asset)

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2018	$ 1,587,695	$ 1,973,075	$ (385,380)
Changes for the year:			
Service cost	$ 45,609	$ -	$ 45,609
Interest	109,185	-	109,185
Changes of assumptions	51,616	-	51,616
Differences between expected and actual experience	8,945	-	8,945
Contributions - employer	-	2,951	(2,951)
Contributions - employee	-	29,018	(29,018)
Net investment income	-	131,859	(131,859)
Benefit payments, including refunds of employee contributions	(55,827)	(55,827)	-
Administrative expenses	-	(1,299)	1,299
Other changes	-	(83)	83
Net changes	$ 159,528	$ 106,619	$ 52,909
Balances at June 30, 2019	$ 1,747,223	$ 2,079,694	$ (332,471)

NOTE 8–PENSION PLAN: (CONTINUED)

Sensitivity of the Net Pension Asset to Changes in the Discount Rate

The following presents the net pension asset of the Commission using the discount rate of 6.75%, as well as what the Commission's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

		Rate	
	1% Decrease	Current Discount	1% Increase
	(5.75%)	(6.75%)	(7.75%)
Commission's Net Pension Liability (Asset)	$ (97,318)	$ (332,471)	$ (517,105)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2020, the Commission recognized pension expense of $29,475. At June 30, 2020, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 4,381	$ -
Change in assumptions	25,281	-
Net difference between projected and actual earnings on pension plan investments	-	18,310
Employer contributions subsequent to the measurement date	4,812	-
Total	$ 34,474	$ 18,310

NOTE 8–PENSION PLAN: (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

$4,812 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

Year ended June 30		
2021	$	28,938
2022		(18,108)
2023		(551)
2024		1,073
Thereafter		-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2019 Comprehensive Annual Financial Report (CAFR). A copy of the 2019 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

NOTE 9–DEFERRED COMPENSATION PLAN:

During the year ended June 30, 1998, the employees of the Commission adopted a Section 457 Deferred Compensation Plan. The Commission delegates administrative and investment responsibilities for its 457 Plan assets to a third-party administrator. Based on an analysis of GASB Statement No. 32, it appears the Commission does not have to report these assets on their financial statements.

Employee contributions to this plan for the year ended June 30, 2020 were $23,750. There were no matching contributions.

NOTE 10–UNEARNED REVENUE:

The details of unearned revenue at June 30, 2020 are as follows:

Fund Name		Amount
General Fund	$	53,489
Department of Transportation		159,945
CARES ACT		443,438
Other Governmental Funds		11,233
	$	668,105

NOTE 11–LITIGATION:

As represented by management, there were no lawsuits pending which would materially affect the Commission's financial position as of the date of these financial statements.

NOTE 12–COST ALLOCATION BASIS - INDIRECT COSTS AND FRINGE BENEFITS:

Indirect costs are those costs which are not readily identifiable within a particular program but, nevertheless, are necessary to the general operation and the conduct of the activities it performs. Allocations from the General Fund and to the Special Revenue Funds are made based on a ratio of indirect costs to the individual program's direct costs associated with salaries and fringe benefits (personnel costs). The rate is determined by a relation of total administrative costs to program salary costs. Program salary costs are calculated as follows:

Total personnel costs (salaries and fringes)
Less: Administrative personnel costs
Less: Contractual personnel costs

This ratio is calculated on an annual basis. The rate used during the fiscal year ended June 30, 2020 was 67%, for billing purposes.

The actual indirect cost rate for the fiscal year ended June 30, 2020 was 66% and was calculated as follows:

Indirect costs	$	461,866	=	66%
Individual programs' personnel costs		700,796		

NOTE 13–LOCAL LEGISLATIVE LIAISON:

The Liaison reports regularly to the local governments during the General Assembly session and when studies are undertaken by the General Assembly and are pertinent to local government interests. The Liaison prepares a Legislative Program in consultation with the localities who subsequently adopt the Program. This Program is fully funded by the six participating members (Charlottesville, Albemarle, Fluvanna, Greene, Louisa, and Nelson), with additional appropriations from local government funds. The Program is located at the Planning District at the localities' request. The Liaison is generally supervised by the Executive Director, but receives direction from the local governments.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN):

Plan Description

The Group Life Insurance (GLI) Plan was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS GLI Plan upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Plan. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured plan, it is not included as part of the GLI Plan OPEB.

The specific information for GLI OPEB, including eligibility, coverage and benefits is described below:

Eligible Employees

The GLI Plan was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the plan. Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.

NOTE 14–GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Benefit Amounts

The GLI Plan is a defined benefit plan with several components. The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled. The accidental death benefit is double the natural death benefit. In addition to basic natural and accidental death benefits, the plan provides additional benefits provided under specific circumstances that include the following: accidental dismemberment benefit, safety belt benefit, repatriation benefit, felonious assault benefit, and accelerated death benefit option. The benefit amounts are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value. For covered members with at least 30 years of service credit, the minimum benefit payable was set at $8,000 by statute in 2015. This will be increased annually based on the VRS Plan 2 cost-of-living adjustment calculation. The minimum benefit adjusted for the COLA was $8,463 as of June 30, 2020.

Contributions

The contribution requirements for the GLI Plan are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI Plan was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% x 60%) and the employer component was 0.52% (1.31% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2020 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the Group Life Insurance Plan from the entity were $2,832 and $3,287 for the years ended June 30, 2020 and June 30, 2019, respectively.

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Plan OPEB

At June 30, 2020, the entity reported a liability of $52,561 for its proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2019 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation performed as of June 30, 2018, and rolled forward to the measurement date of June 30, 2019. The covered employer's proportion of the Net GLI OPEB Liability was based on the covered employer's actuarially determined employer contributions to the GLI Plan for the year ended June 30, 2019 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2019, the participating employer's proportion was 0.00323% as compared to 0.00333% at June 30, 2018.

For the year ended June 30, 2020, the participating employer recognized GLI OPEB expense of $2,082. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

NOTE 14–GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Plan OPEB: (Continued)

At June 30, 2020, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 3,496	$ 681
Net difference between projected and actual earnings on GLI OPEB program investments	-	1,080
Change in assumptions	3,318	1,585
Changes in proportion	4,885	1,335
Employer contributions subsequent to the measurement date	2,832	-
Total	$ 14,531	$ 4,681

$2,832 reported as deferred outflows of resources related to the GLI OPEB resulting from the employer's contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

Year Ended June 30	
2021	$ 1,053
2022	1,053
2023	1,511
2024	1,928
2025	1,256
Thereafter	217

NOTE 14–GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2018, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2019. The assumptions include several employer groups as noted below. Salary increases and mortality rates included herein are for relevant employer groups. Information for other groups can be referenced in the VRS CAFR.

Inflation	2.5%
Salary increases, including inflation:	
Locality - General employees	3.5%-5.35%
Investment rate of return	6.75%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of OPEB liabilities.

Mortality Rates – Non-Largest Ten Locality Employers – General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

NOTE 14–GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Non-Largest Ten Locality Employers – General Employees (Continued)

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decreased rate from 7% to 6.75%

NET GLI OPEB Liability

The net OPEB liability (NOL) for the GLI Plan represents the plan's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2019, NOL amounts for the GLI Plan are as follows (amounts expressed in thousands):

		Group Life Insurance OPEB Program
Total GLI OPEB Liability	$	3,390,238
Plan Fiduciary Net Position		1,762,972
Employers' Net GLI OPEB Liability (Asset)	$	1,627,266
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability		52.00%

The total GLI OPEB liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System's notes to the financial statements and required supplementary information.

NOTE 14–GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on the System's investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System's investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	34.00%	5.61%	1.91%
Fixed Income	15.00%	0.88%	0.13%
Credit Strategies	14.00%	5.13%	0.72%
Real Assets	14.00%	5.27%	0.74%
Private Equity	14.00%	8.77%	1.23%
MAPS - Multi-Asset Public Strategies	6.00%	3.52%	0.21%
PIP - Private Investment Partnership	3.00%	6.29%	0.19%
Total	100.00%		5.13%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.63%

*The above allocation provides a one-year return of 7.63%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. The VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation.

Discount Rate

The discount rate used to measure the total GLI OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ended June 30, 2019, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2019 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those

NOTE 14–GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Discount Rate (Continued)

assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

Sensitivity of the Employer's Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate

The following presents the employer's proportionate share of the net GLI OPEB liability using the discount rate of 6.75%, as well as what the employer's proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

		Rate	
	1% Decrease	Current Discount	1% Increase
	(5.75%)	(6.75%)	(7.75%)
Commission's proportionate share of the Group Life Insurance Program Net OPEB Liability	$ 69,050	$ 52,561	$ 39,188

GLI Plan Fiduciary Net Position

Detailed information about the GLI Plan's Fiduciary Net Position is available in the separately issued VRS 2019 Comprehensive Annual Financial Report (CAFR). A copy of the 2019 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/pdf/publications/2019-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Revenues, Expenditures and Change in Fund Balance -
Budget and Actual - Governmental Funds
For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
Revenues				
Federal Grants:				
Commission	$ 430,537	$ 353,450	$ 552,029	$ 198,579
Pass-Through	631,082	550,101	612,060	61,959
State Grants	328,550	293,549	275,871	(17,678)
Other:				
Localities	620,491	681,508	528,840	(152,668)
Revenue from the use of money	22,800	26,800	29,103	2,303
Total revenues	$ 2,033,460	$ 1,905,408	$ 1,997,903	$ 92,495
Expenditures				
Current:				
Administrative	$ 524,124	$ 480,768	$ 426,231	$ 54,537
Department of Transportation	714,221	433,663	394,746	38,917
Department of Housing and Urban Development	456,906	486,906	680,334	(193,428)
Department of Homeland Security	-	-	-	-
Environmental Protection Agency	-	63,555	56,418	7,137
Department of Housing and Community Development			6,562	
Virginia Housing Development Authority	-	61,399	40,936	20,463
Virginia Department of Agriculture	59,870	59,870	116,067	(56,197)
Virginia Department of Rail and Public Transportation	177,070	177,070	160,131	16,939
Legislative Liaison	101,269	101,269	102,033	(764)
Total expenditures	$ 2,033,460	$ 1,864,500	$ 1,983,458	$ (118,958)
Excess (deficiency) of revenues over (under) expenditures	$ -	$ 40,908	$ 14,445	$ (26,463)
Net change in fund balance	$ -	$ 40,908	$ 14,445	$ (26,463)
Fund balance, beginning of year	729,050	729,050	729,050	-
Fund balance, end of year	$ 729,050	$ 769,958	$ 743,495	$ (26,463)

The budgetary data presented above is on the modified accrual basis of accounting which is in accordance with generally accepted accounting principles.

Schedule of Changes in Net Pension Liability (Asset) and Related Ratios
For the Measurement Dates of June 30, 2014 through June 30, 2019

	2019	2018	2017	2016	2015	2014
Total pension liability						
Service cost	$ 45,609	$ 47,097	$ 43,503	$ 56,311	$ 50,141	$ 69,411
Interest	109,185	102,465	102,011	96,363	94,691	87,524
Differences between expected and actual experience	8,945	4,016	(21,557)	(14,126)	(61,088)	-
Changes in assumptions	51,616	-	(58,077)	-	-	-
Benefit payments, including refunds of employee contributions	(55,827)	(59,339)	(59,462)	(56,246)	(63,463)	(45,653)
Net change in total pension liability	$ 159,528	$ 94,239	$ 6,418	$ 82,302	$ 20,281	$ 111,282
Total pension liability - beginning	1,587,695	1,493,456	1,487,038	1,404,736	1,384,455	1,273,173
Total pension liability - ending (a)	$ 1,747,223	$ 1,587,695	$ 1,493,456	$ 1,487,038	$ 1,404,736	$ 1,384,455
Plan fiduciary net position						
Contributions - employer	$ 2,951	$ 9,937	$ 9,145	$ 18,635	$ 20,868	$ 37,157
Contributions - employee	29,018	29,495	25,481	24,742	27,522	32,439
Net investment income	131,859	137,364	204,382	29,062	73,203	218,230
Benefit payments, including refunds of employee contributions	(55,827)	(59,339)	(59,462)	(56,246)	(63,463)	(45,653)
Administrative expense	(1,299)	(1,180)	(1,183)	(1,033)	(1,005)	(1,145)
Other	(83)	(122)	(181)	(12)	(16)	11
Net change in plan fiduciary net position	$ 106,619	$ 116,155	$ 178,182	$ 15,148	$ 57,109	$ 241,039
Plan fiduciary net position - beginning	1,973,075	1,856,920	1,678,738	1,663,590	1,606,481	1,365,442
Plan fiduciary net position - ending (b)	$ 2,079,694	$ 1,973,075	$ 1,856,920	$ 1,678,738	$ 1,663,590	$ 1,606,481
Commission's net pension liability (asset) - ending (a) - (b)	$ (332,471)	$ (385,380)	$ (363,464)	$ (191,700)	$ (258,854)	$ (222,026)
Plan fiduciary net position as a percentage of the total pension liability	119.03%	124.27%	124.34%	112.89%	118.43%	116.04%
Covered payroll	$ 632,061	$ 634,356	$ 539,257	$ 517,609	$ 563,802	$ 615,185
Commission's net pension liability (asset) as a percentage of covered payroll	-52.60%	-60.75%	-67.40%	-37.04%	-45.91%	-36.09%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions - Pension
For the Years Ended June 30, 2011 through June 30, 2020

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2020	$ 4,812	$ 4,812	$ -	$ 544,700	0.88%
2019	8,299	8,299	-	632,061	1.31%
2018	10,718	10,718	-	634,356	1.69%
2017	11,001	11,001	-	539,257	2.04%
2016	19,773	19,773	-	517,609	3.82%
2015	21,536	21,536	-	563,802	3.82%
2014	37,157	37,157	-	615,185	6.04%
2013	42,416	42,416	-	702,256	6.04%
2012	30,492	30,492	-	680,616	4.48%
2011	27,056	27,056	-	603,927	4.48%

Current year contributions are from Thomas Jefferson Planning District Commission's records and prior year contributions are from the VRS actuarial valuation performed each year.

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decreased rate from 7% to 6.75%

Schedule of the Commission's Share of Net OPEB Liability
Group Life Insurance Program
For the Measurement Dates of June 30, 2017 trhough June 30, 2019

Date (1)	Employer's Proportion of the Net GLI OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability (6)
2019	0.00323%	$ 52,561	$ 632,061	8.32%	52.00%
2018	0.00333%	$ 51,000	$ 634,356	8.04%	51.22%
2017	0.00292%	$ 44,000	$ 539,257	8.16%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions
Group Life Insurance Program
For the Years Ended June 30, 2017 through June 30, 2020

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2020	$ 2,832	$ 2,832	$ -	$ 544,700	0.52%
2019	3,287	3,287	-	632,061	0.52%
2018	3,324	3,324	-	634,356	0.52%
2017	2,822	2,822	-	539,257	0.52%

Schedule is intended to show information for 10 years. Information prior to the 2017 is not available. However, additional years will be included as they become available.

Notes to Required Supplementary Information
Group Life Insurance Program
For the Year Ended June 30, 2020

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decreased rate from 7% to 6.75%

OTHER SUPPLEMENTARY INFORMATION

Supporting Schedules

Schedule of Expenditures - General Fund
For the Year Ended June 30, 2020

Administrative		
Current Operating:		
Salaries and fringe	$	490,409
Contractual		47,447
Insurance		4,281
Subscriptions and publications		1,525
Dues		7,540
Advertising		693
Supplies		9,301
Copier		2,940
Meetings		6,968
Rent		89,636
Janitorial service		6,961
Postage		1,230
Travel		6,406
Professional development		15,012
Telephone		7,030
Audit and legal		15,525
Indirect costs allocation		(317,363)
Equipment use and maintenance		30,690
Total expenditures	$	426,231

Schedule of Indirect Costs
For the Year Ended June 30, 2020

Administrative		
Current operating:		
Personnel	$	258,558
Postage		1,231
Subscriptions and publications		163
Supplies		9,226
Travel		4,924
Audit/legal services		15,500
Advertising		608
Professional meetings and development		13,150
Contractual services		37,425
Dues		7,540
Insurance/bonding		3,781
Printing and copier		2,377
Rent		71,516
Janitorial		6,961
Equipment repair/maintenance/use		18,346
Meeting expenses		3,530
Telephone		7,030
Total indirect costs	$	461,866

Schedule of Individual Programs' Personnel Costs
For the Year Ended June 30, 2020

Total Salaries and Fringes:		
Salaries	$	797,369
Fringe benefits		168,893
Total	$	966,262
Less Administrative Personnel Costs:		
Administration	$	253,832
Network support		4,726
Total Administrative Personnel Costs	$	258,558
Less Contractual Personnel Costs:		
Stanardsville TAP	$	5,794
5th Street Hub & Trails		1,114
Total Contractual Personnel Costs	$	6,908
Total Individual Programs' Personnel Costs	$	700,796
Calculation of indirect cost rate:		
Indirect Costs /		461,866
Individual Programs' Personnel Costs		700,796
Indirect cost rate		66%

Schedule of Grant Contracts
For the Year Ended June 30, 2020

Grant or Contract	Grant-Contract Start Date	Grant-Contract End Date	Grant-Contract Total	Year to Date FY20	Grant-Contract To Date	Budgeted Amount For Fy21	Grant-Contract Remaining
MPO-FTA	07/01/19	06/30/20	$ 97,475	$ 97,479	$ 97,479	$ -	$ (4)
MPO-PL	07/01/19	06/30/20	184,419	184,417	184,417	-	2
HOME TJPDC	07/01/19	06/30/20	61,207	52,160	52,160	9,047	-
HOME PASS-THROUGH	07/01/19	06/30/20	612,065	612,065	612,065	-	-
HOUSING HPG	07/01/19	06/30/20	18,459	19,152	19,152	-	(693)
HPG PASS-THROUGH	07/01/19	06/30/20	92,491	96,916	96,916	-	(4,425)
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	75,971	75,971	-	-
RIDESHARE	07/01/19	06/30/20 *	177,070	160,129	160,129	16,404	537
RURAL TRANSPORTATION	07/01/19	06/30/20 *	58,000	55,635	55,635	-	2,365
RTP-TDM	07/01/19	06/30/20	50,000	27,997	27,997	22,003	-
CACF GREENWAYS GRANT	07/01/17	10/15/19 *	40,320	4,102	39,566	-	754
LOVINGSTON	11/01/18	06/30/20	35,000	10,673	13,673	21,327	-
SOTTSVILLE PLAN	07/01/19	01/01/20	4,000	4,000	4,000	-	-
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	40,604	45,450	-	-
TJPDC CORPORATION	07/01/19	06/30/20	2,629	2,629	2,629	-	-
LEGISLATIVE LIAISON	07/01/19	06/30/20	101,269	101,268	101,268	-	1
VAPDC-ED	07/01/19	06/30/20 *	53,952	52,949	52,949	-	1,003
SOLID WASTE	07/01/19	06/30/20	10,500	6,743	6,743	3,757	-
RIVANNA RIVER CORRIDOR	07/01/19	06/30/20	87,464	33,165	33,165	55,299	(1,000)
RRBC	07/01/19	06/30/20 *	10,500	8,275	8,275	-	2,225
WIP PHASE II	06/01/18	12/31/20	123,500	52,154	116,291	7,206	3
TJCLT	10/19/17	10/19/20	57,166	57,166	57,166	-	-
REGL HSG PLAN	10/31/18	06/30/20 *	70,875	40,938	55,714	15,052	109
RHP PASS-THROUGH	10/31/18	06/30/20	54,125	-	54,125	-	-
MEMBER PER CAPITA	07/01/19	06/30/20 *	156,968	156,715	156,715	-	253
WATER STREET CENTER	07/01/19	06/30/20	3,570	3,570	3,570	-	-
OFFICE LEASES - RENT	07/01/19	06/30/20	14,550	14,550	14,550	-	-
OFFICE LEASES - DIRECT COSTS	07/01/19	06/30/20	-	-	-	-	-
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	5,888	17,883	7,644	(27)
RMRP	07/01/19	12/31/20	-	6,562	6,562	-	(6,562)
5TH STREET TAP	11/16/16	10/01/20	27,352	3,112	22,764	4,502	86
5TH STREET TAP PASS THROUGH	11/16/16	10/01/20	572,528	-	85,964	486,004	560
BANK INTEREST	07/01/19	06/30/20	12,000	10,982	10,982	-	1,018
TOTAL			$ 2,936,375	$ 1,997,966	$ 2,291,925	$ 648,245	$ (3,795)

* Funds are available for completion of the project.

COMPLIANCE

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Commissioners
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thomas Jefferson Planning District Commission as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Thomas Jefferson Planning District Commission's basic financial statements and have issued our report thereon dated Draft, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Thomas Jefferson Planning District Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Thomas Jefferson Planning District Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charlottesville, Virginia
Draft, 2020

Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance

To the Commissioners
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

Report on Compliance for Each Major Federal Program

We have audited Thomas Jefferson Planning District Commission's (a nonprofit organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Thomas Jefferson Planning District Commission's major federal programs for the year ended June 30, 2020. Thomas Jefferson Planning District Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each Thomas Jefferson Planning District Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Thomas Jefferson Planning District Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Thomas Jefferson Planning District Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, Thomas Jefferson Planning District Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of Thomas Jefferson Planning District Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Thomas Jefferson Planning District Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control* over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Uniform Guidance*. Accordingly, this report is not suitable for any other purpose.

Charlottesville, Virginia
Draft, 2020

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Expenditures to Subrecipients
Primary Government:				
Department of Housing and Urban Development:				
Direct Payments:				
HOME Investment Partnerships Program	14.239	N/A	$ 664,226	$ 612,060
Pass-Through Payments:				
Virginia Department of Housing and Community Development:				
Community Development Block Grants/Entitlement Grants	14.218	Not Available	16,103	-
Total Department of Housing and Urban Development			$ 680,329	$ 612,060
Department of Transportation:				
Pass-Through Payments:				
Virginia Department of Transportation:				
Highway Planning and Construction	20.205	EN07-039-118,P101, C501	$ 222,330	$ -
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	FTA VA-80-0019-00	86,646	-
Total Department of Transportation			$ 308,976	$ -
Environmental Protecton Agency:				
Direct Payments:				
Chesapeake Bay Program	66.466	N/A	$ 52,155	$ -
Department of Agriculture:				
Pass Through Payments:				
Virginia Department of Agriculture:				
Rural Housing Preservation Grants	10.433	Not Available	$ 116,067	$ -
Department of Treasury:				
Pass-Through Payments:				
Virginia Department of Housing and Community Development:				
COVID-19 - Coronavirus Relief Fund	21.019	Not Available	$ 6,562	$ -
Total Expenditures of Federal Awards			$ 1,164,089	$ 612,060

Note 1 - Basis of Accounting

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Thomas Jefferson Planning District Commission under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Thomas Jefferson Planning District Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Thomas Jefferson Planning District Commission.

Note 2 - Summary of Significant Accounting Policies

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

(3) The Commission did not elect to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

Note 3 - Subrecipients

Of the federal expenditures presented in the Schedule, the Commission provided federal awards to subrecipients as follows:

CFDA Number	Program Name	Amount provided to subrecipients
14.239	HOME Investment Partnerships Program	$ 612,060
	Total	$ 612,060

Note 4 - Relationship to Financial Statements

Federal expenditures, revenues and capital contributions are reported in the Commission's basic financial statements as follows:

Intergovernmental federal revenues per the basic financial statements:	
Primary government:	
Department of Transportation	$ 308,976
HOME Department of Housing and Urban Development	664,226
CARES ACT	6,562
Other Governmental Funds	184,325
Total primary government	$ 1,164,089
Total federal expenditures per the Schedule of Expenditures of Federal Awards	$ 1,164,089

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2020

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	No

Identification of major programs:

CFDA #	Name of Federal Program or Cluster
14.239	HOME Investment Partnerships Program

Dollar threshold used to distinguish between Type A and Type B programs	$750,000
Auditee qualified as low-risk auditee?	No

Section II - Financial Statement Findings

There are no financial statement findings to report.

Section III - Federal Award Findings and Questioned Costs

There are no federal award findings and questioned costs to report.

Section IV - Prior Year Audit Findings

None

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Draft Minutes, October 1, 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
Tony O'Brien – Fluvanna County (7:23)
Donna Price – Albemarle County
Bob Babyok – Louisa County
Michael Payne – City of Charlottesville (7:10)
Willie Gentry – Louisa County
Rory Stolzenberg – City of Charlottesville

Commissioners Absent:
None

Staff Present:
Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer

Guests Present:
Sean Tubbs, Independent Journalist, 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 October 3, 2020 at https://tjpdc.org/meeting-agendas/tjpdc-20201001/

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: None

b. Comments provided via email, online, web site, etc.: None

3. Consent Agenda: The consent agenda consisted of the draft minutes from the September 3, 2020 Commission Meeting and the Financial Report through August 31, 2020. Both items on the consent agenda were considered in one vote

Action Items:

a. Minutes of the September 3 Commission Meeting:
b. August Financial Reports:

- **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes of the September 3, 2020 meeting and the August Financial Reports, as presented**. Commissioner Stolzenberg was not present for the vote.

4. Resolutions:

a. FY21 Department of Housing and Community Development Funding Agreement: Mr. Boyles shared that DHCD has historically provided the TJPDC with agency funding of $75,971. There was an increase approved for FY21, however, the budget crisis that occurred due to the Pandemic saw the increase removed. In return for the funding, the TJPDC completes an annual strategic plan, as well as a report of accomplishments for the fiscal year. Funding can be used for regional planning.

- **On a motion by Andrea Wilkinson, seconded by Willie Gentry, the Commission unanimously approved the Commonwealth of Virginia, Department of Housing and Community Development Financial Assistance Funding Agreement.**

5. New Business:

a. Rental & Mortgage Relief Program Update: Christine Jacobs gave an overview of the Emergency Rent and Mortgage Relief Program (RMRP). She noted that the overall data, contained in the attached Summary Data report, was through 9.22.20 and that the numbers changed hourly. She shared that an additional $305,000 in reimbursement has been requested from DHCD. She also shared that the TJPDC has been approved for up to $1,350,000 in funding, to date. Ms. Jacobs shared that the program guidelines had been updated to allow 100% of rent/mortgage in arrears to be covered by RMRP funds as well as both the current month's rent/mortgage and the next month's rent if applying after the 15th of the month. She shared that DHCD also instituted a Landlord Program through Virginia Housing where landlords could apply on behalf of their tenants. Christine fielded several questions from the Commissioners on the progress of the program. A brief discussion was had on how the localities could support the program and their residents. There was also a brief discussion on the different average household payments by locality. Ms. Jacobs shared that requests from households were increasing due to the updated program guidelines. She also noted that Charlottesville's data was slightly skewed because they have an additional Pathways program that offers financial support to residents. For example, the number of pending applicants in Charlottesville is likely less than the data indicates because many of those pending clients have received support from another program but remain as pending in the system should they re-approach RMRP for future assistance.

b. TJPDC Project Update Mr. Boyes presented a high-level update on the major projects and programs of the TJPDC, following the handout provided in the Commission Packet.

- The TJDPC Website is expected to be presented to the Commission in November. The site will use updated technology and have a new, fresher look.
- The Regional Housing Partnership's affordable housing search tool is scheduled to roll-out in November. It will have both for rent and for sale affordable housing included. Mr. Boyles shared an example: https://dchousingsearch.org. Property owners will be able to list their units for free. It will also include a regional housing informational hub, to include resources and programs available in each locality and the state. There will be an affordability calculator for families to determine how much home they can afford. Mr. Boyles shared that a funding request was sent out to the local governments and that Albemarle and Nelson had committed funding. He also shared that was a grant request out that would match local contributions.
- The Annual financial audit will be presented in the November meeting. Robinson, Farmer, Cox worked in the office for 3 days and the audit progressed smoothly.

- The CEDS grant application was submitted to the US EDA for a comprehensive Economic Development Strategic Plan. The TJPDC is partnering with the Rapidan/Rappahannock PDC for a $250,000 super-regional plan.
- The TJPDC is working with the Charlottesville Area Alliance on a 5-year action plan to create an age-friendly community.
- The TJPDC completed a grant application for Louisa County to receive funding to increase voter participation. Louisa was awarded the grant funding.
- The TJPDC is administering the Nelson CARES Small Business Assistance Grant Program. Over 25 letters of interest were received. The TJPDC will send out 11 award letters in the coming week.
- The TJPDC is working with Nelson County of a GO Va grant for marketing and business rejuvenations to get through the pandemic.
- The TJPDC is also working with Nelson on a CDBG downtown revitalization application to DHCD. The application was successfully submitted in the past week. The CDBG application was a planning grant for a visualization and action plan for Nelson County to work on revitalizing downtown Lovingston.
- The Rivanna River Summit, with Albemarle Supervisor Ann Malek, had over 50 participants. It included a great conversation, with action items to come, for the entire watershed area.
- The Regional Housing Partnership is holding a fall virtual speaker series in lieu of an in-person conference. Over 40 participants joined an economist out of Northern Virginia to discuss the impacts of COVID on the housing market. There will be a November and December event and details can be found on the Regional Housing Partnership's page of the TJPDC website.
- The TJPDC is completing a plan in Zion Crossroads to address transportation and land use needs. VDOT consultants completed the initial work. The project is now working with the public to see the possibility for roadway and transportation improvements in concord with land use recommendations.
- The TJPDC will be completing a North 29 corridor plan north of Airport Road into Greene County. The purpose of the plan is to identify transportation needs.
- The Regional Broadband Partnership will hold its first stakeholder meeting in October.
- TJPDC Planner, Nick Morrison, completed Albemarle's Infrastructure Inventory (3^{rd} phase/neighborhood), which included a GIS assessment of infrastructure with conditions. This will provide a quick-reference to the planning department when making capital improvement decision.
- The Rivanna River Corridor Plan continues to progress. TJPDC staff posted information poster along the Rivanna Trail which receive 30 responses from the public with feedback.
- The Hazard Mitigation Plan is kicking off and TJPDC staff has begun to work with localities.
- The Cherry Avenue Plan for the City of Charlottesville is complete and will go to the Planning Commission in November for consideration.

Commissioner Gallaway asked for an update on whether the rural transit funding from DRPT had been held back by the state. Mr. Boyles responded that the TJPDC staff are monitoring that through the Commonwealth Transportation Board. He expects it to be on the October or November agenda. The General Assembly has not adopted a revised budget so the Transportation Board has not adopted their budget. Mr. Boyles noted that, to date, the holdback money has not been committed anywhere else.

6. Executive Director's Report:

a. Executive Director's Report: Mr. Boyles shared that the TJPDC had a net gain of $11,000, which is good for this time of year since the PDC does not receive local or state money early in the year. The Accrued Revenue report shows that there is enough grant money to cover expenses through the year. It is possible that some projects will be pushed into next year, which will help FY22 projections.

b. Agenda Items FY2: Mr. Boyles reviewed the FY21 Commission schedule to indicate that there were important meetings coming up that would require a quorum and 1 representative from each jurisdiction. He advised that the Audit review would be presented in November. He says the CAPER, HOME Annual Action Plan and Budget come at the same time every year. He also noted that Albemarle and Charlottesville had a November 5 deadline for local contribution requests. If Commissioners have a specific topic that they would like covered, they should notify Mr. Boyles

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle County: Mr. Gallaway shared that the Albemarle Board of Supervisors had a board retreat focused on board governances and reviewed processes and procedures. The board received an update on the Community Development work plan and the progress on large projects. The board is in preparation for the upcoming budget and strategic planning. All supervisors are curious to see the impacts to last fiscal year due to the Coronavirus Pandemic. He noted the removal of the confederate statue outside of Court Square. The statue went to Shenandoah Valley Battlefields and was selected from a dozen applicants. Supervisor Price shared that the Board was expecting to get a draft of the housing policy recommendations. She also shared her support for the Fluvanna traffic circle.

- Nelson County: Mr. Rutherford shared that Broadband continues to be a huge topic. They are rolling out more fiber with the goal to get to all households in Nelson County within the next 2 years. He said the Cooperative covers 85% of the County so the Supervisors are targeting the remaining 15%. Mr. Rutherford thanked TJPDC staff for their work on the Lovingston CDBG project. He noted that there were morale issues in the school system and an increase of foster children in the County needing support. Ms. Bishop added that, while they lost funding that would have been for a Comprehensive Plan update, they are having preliminary talks with staff to break down items that can begin now. She also shared that they are working on going through their special use permit applications list, which is backed-up due to the Pandemic.

- Louisa County: Mr. Gentry said the Supervisors were getting more serious about Broadband and committing funding. He shared that they have had several solar projects that were all successful (except for one due to improper buffers). He said the school system is doing extremely well and appreciates all of the effort that has been put it to make it so. Finally, he shared that Lake Anna has been doing very well as folks are seeking opportunities outside of urban areas during the Pandemic. Mr. Babyok shared that Louisa County received a grant prepared by the TJPDC for funding to increase voting. He shared that over 1700 people had voted early, which is an average of 150 people/day in one location at the Administration building. The County will be opening a new location nearer to the end of the month. He continues to be frustrated by the lack of Census participation, sharing that the County receives $2,000 per man, woman, and child for the next 10 years.

- Fluvanna: Mr. O'Brien shared that they have been promoting the elections as much as possible. He said that they are benefitting from general growth near Zion Crossroad and are pleased to have good access to Broadband. Mr. Smith shared that the new round-about is routing traffic around at Lake Monticello road and Route 53. He noted that it should be wrapped up by November 1st and that it was the first SmartScale project in Virginia. He also shared that a multi-family developer/builder was working on a 150 rental unit development with affordable housing. Finally, he shared that the Thomas Jefferson Community Land Trust is currently in discussion with Piedmont Housing Alliance for a merger.

- Greene County: Ms. Wilkinson shared that the TJPDC helped Ruckersville with a Small Area Plan that was continuing to receive support and making progress through the Ruckersville Advisory Council. She discussed two small public green spaces near the Visitor Center and near the Food Lion off of Route 29. Mr. Herring shared that the new EMS would start operations later in the month. They are now fully staffed. He noted that the County is in litigation with the Rappahannock Service Authority due to requesting a withdrawal that was denied. The school system is now operating in a Hybrid attendance model. As the Director of Technology for the school system, he said there were challenges with access for their small division. Finally, he shared that an EMS study was completed and provided at no charge by the state.

- City of Charlottesville: Mr. Payne shared that there was an uptick in local cases of Coronavirus due to the University of Virginia beginning classes. The City continues to partner with Albemarle County and UVA to keep restrictions in place to slow the spread of the virus. The school system is examining options for returning to in person classes. It has been difficult to navigate for teachers and families. The City would soon be finalizing their next round of CDBG funding and the City contributed money to their Pathways Fund to support the Rent and Mortgage Relief Program. The Comprehensive Plan and Housing Plan with a zoning rewrite is making progress. He is excited to hear the Community Land Trust news as it is a reliable tool to address affordable housing issues. Hotel/lodging has taken a bigger hit than expected and there are continued concerns about the fall with outdoor seating and the impact on restaurants and local businesses. Chair Herring introduced Mr. Stolzenberg as the new City of Charlottesville Commissioner. Mr. Stolzenberg introduced himself as a software engineer and Planning Commissioner. He is looking forward to learning more about the work of the TJPDC and the surrounding localities.

Mr. Smith reminded the Commission that they used to rotate locations for the monthly meetings. He suggested that they continue to do that.

Mr. Herring shared that with the change in environment, that he did not foresee the schools going back to not offering a virtual component. He also noted expectations that Black Friday would be impacted by the Pandemic.

b. Next Meeting – November 5, 2020

Mr. Boyles thanked the commissioners for 100% attendance and shared how helpful it was for staff.

Adjournment:

- **On a motion by Jesse Rutherford, seconded by Mr. Obrien, the Commission unanimously voted to adjourn the meeting at 8:19 pm.**

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

for the City of Charlottesville and the Thomas Jefferson HOME Consortium

Reporting Period: July 1, 2019 - June 30, 2020

Prepared by
Thomas Jefferson Planning District Commission
P.O. Box 1505
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and the

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Goals for the HOME program are focused on assisting first-time homebuyers, preserving existing housing stock by rehabilitating owner-occupied homes, and developing new housing units for home ownership or rental. HOME Consortium activities are carried out through non-profit housing foundations in the region: the Albemarle Home Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), the Nelson County Community Development Foundation (NCCDF), and Skyline CAP (serving Greene County). HOME funds are often combined with other funding, extending the reach and effectiveness of the program.

The City of Charlottesville (the City) seeks proposals for the use of its HOME funds through a competitive process. City projects in the Program Year 2020 (PY 2020) Action Plan consisted of major housing rehabilitation projects through Albemarle Housing Improvement Program (AHIP).

The HOME CHDO set-aside funds are allocated to a locality on a rotation basis, to provide funding for development of one or more new housing units, either rental units or homes for purchase. For PY19, it was Louisa County's turn in the rotations. The CHDO project consisted of acquisition of land and construction of a rental of a rental property. Skyline CAP is moving forward with construction of two single-family homes. The environmental review has been completed, including submission of builder plans and elevations to satisfy the condition from the Department of Historic Resources (DHR), since the property is located within the Stanardsville Historic District. Skyline CAP has acquired the land and submitted materials to Greene County to divide the parcel into two building lots. Skyline CAP has been undertaking outreach to identify a potential first-time homebuyer for one of the units.

The region has a high level of capacity to carry out these housing projects. HOME funds in turn contribute to the stability and sustainability of the housing foundations in the region. Progress toward goals set forth in the five-year Consolidated Plan and one-year Action Plan has been steady and positive. Overall, HOME funds are meeting critical needs in our region.

Goals for the CDBG program are focused on supporting job improvement through job training, providing access to quality childcare, providing technical assistance for microenterprises, supporting homeless persons and their transition to independence through re-entry support, and supporting infrastructure improvements to make public spaces more accessible. Activities for the year included assisting 20 low/moderate income persons with business development (technical assistance) and 20 low/moderate income persons with basic literacy instruction; 1-2 major homeowner rehabilitations (combined with HOME funds); and providing 27-28 homeless persons access to services through a coordinated entry system.

Activities were carried out through sub-recipients that serve City residents. CDBG projects are consistent with annual City Council priorities that are established one-year prior to the beginning of the program year. The City seeks proposals for use of its CDBG funds through a competitive request for proposal process.

Refer to the CDBG and HOME charts which outline the PY19 goals and outcomes for the CDBG and HOME program.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Enhance & Improve Access to Neighborhood Amenities	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	0	0.00%	2204	0	0.00%

Ensure Housing is to Accessible Residents	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Other	Other	1	0	0.00%			
Expand the Affordable Housing Stock	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Rental units constructed	Household Housing Unit	20	3	15.00%	0	3	
Expand the Affordable Housing Stock	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Homeowner Housing Added	Household Housing Unit	2	1	50.00%	5	1	20.00%
Expand the Affordable Housing Stock	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Direct Financial Assistance to Homebuyers	Households Assisted	64	0	0.00%			
Foster Small and Local Business Development	Non-Housing Community Development	CDBG: $	Businesses assisted	Businesses Assisted	100	22	22.00%	20	0	0.00%

Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Rental units rehabilitated	Household Housing Unit	0	1		0	1	
Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Homeowner Housing Rehabilitated	Household Housing Unit	110	8	7.27%	20	6	30.00%
Support Homeless and Transition to Independence	Homeless Non-Housing Community Development	CDBG: $ / HOME: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Support Homeless and Transition to Independence	Homeless Non-Housing Community Development	CDBG: $ / HOME: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	753	753.00%	27	552	2,044.44%
Support Homeownership for First-time Homebuyers	Affordable Housing	CDBG: $ / HOME: $	Direct Financial Assistance to Homebuyers	Households Assisted	64	0	0.00%			

Support Investments that Aid Fair Housing Choice	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / HOME: $	Other	Other	1	0	0.00%			
Support Mental Health & Substance Abuse Services	Homeless Non-Housing Community Development	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	0	0.00%			
Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	378	47	12.43%	27	18	66.67%

Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $	Businesses assisted	Businesses Assisted	100	0	0.00%			
Sustainability, Energy Eff, & Environ. Stewardship	Affordable Housing Non-Housing Community Development	CDBG: $ / HOME: $	Other	Other	1	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As identified in the Consolidated Plan, the most prevalent housing problem in the region is high housing cost burden, with more pressures on renters than homeowners. Substandard conditions remain, especially in rural areas, and energy inefficiency add to cost burdens. The HOME program has focused its efforts on substantial rehabilitation of owner-occupied homes, including addressing energy efficiency, and on providing affordable rental units. PY19 HOME projects also included adding a new affordable homeowner unit to assist with the high housing cost burden problems that exist in the region and work toward providing down-payment assistance for first time homebuyers

A primary driver of housing need is a lack of jobs in the region that pay sufficient wages to support a family. In the City, there is a large need for job training to match residents with the current and projected skills needed by employers in the region. Microenterprise training is an economic development tool for creating and growing jobs. In addition to job training and microenterprise assistance, there is a large need for quality childcare to be able to retain a job.

A review of the PY19 outcomes shows the City and Thomas Jefferson HOME Consortium are making good progress towards addressing the objectives identified in the plan. Some projects that were awarded funding in PY19 are still underway, and outcomes will be reported when projects are complete in future program years.

For PY19, completed HOME projects included one first-time homebuyer assistance project, development of four new rental units, and ten (10) homeowner rehabilitation projects, for a total of 15 units. For CDBG projects the City worked with sub recipients to implement public service and economic development projects. Economic development accomplishments for microenterprises are expected to have successes and growth far beyond PY17. Public service partners provided workforce development training, re-entry services to persons with criminal background history, as well as childcare subsidies to assist with job retention for persons who are low to moderate income. In addition to public service and economic development activities, through the Belmont Priority neighborhood set-aside, the City also supported infrastructure improvements to enhance sidewalk accessibility by making sidewalks more accessible for pedestrians.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	252	11
Black or African American	448	4
Asian	8	0
American Indian or American Native	8	0
Native Hawaiian or Other Pacific Islander	3	0
Total	**719**	**15**
Hispanic	45	0
Not Hispanic	791	15

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Fifty-eight percent (58%) of CDBG beneficiaries and fifty-six percent (56%) of HOME beneficiaries were minorities.

Note, for CDBG, the count breakdown for Race data equals the count breakdown for Ethnicity. Low to moderate area (LMA) projects, such as the 10th & Page infrastructure project, does not include race/ethnicity data in outcomes. HOME figures are based on head of household only.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	393,152	232,310
HOME	public - federal	588,830	385,457
Other	public - local	5,053,326	2,235,355

Table 3 - Resources Made Available

Narrative

The “other” category represents the Charlottesville Affordable Housing Fund (CAHF) and HOME Program Income (PI). In 2019, CAHF supported activities such as: the City’s free paint program (for income eligible homeowners), permanently supported housing for homeless individuals, down payment assistance, homeowner rehab and emergency repair, new construction of rental housing, new construction of homeowner units, rental assistance/relief and real estate tax relief programs for the elderly and disabled, and veterans, a landlord risk reduction fund, and acquisition for new affordable housing homeowner units.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
10th and Page			
Albemarle County	8	21	Three HR completed and five underway
Belmont			
City of Charlottesville	44	35	CDBG plus two Home projects and nine DPA underway
Fifeville			
Fluvanna County	9	21	Completed two new rentals
Greene County	11	4	Acquired land for two new rental homes
Louisa County	18	12	one homeowner rehab and one new rental unit
Nelson County	9	7	Four homeowner rehabs, one new rental unit, and one DPA completed
Ridge			
Rose Hill			

Table 4 – Identify the geographic distribution and location of investments

Narrative

The HOME entitlement is split evenly amongst the six localities of the HOME Consortium. The planned percentages of allocations above were based on budgeted entitlement amounts, including expected Program Income. The City of Charlottesville receives all CDBG funds. Louisa County was allocated the 15% CHDO set-aside for PY19. Actual percentages of the allocations were based on vouchers processed through IDIS for the period July 1, 2019 through June 30, 2020, including CDBG, HOME EN and CR, and HOME PI.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

In addition to the Charlottesville Affordable Housing Fund (CAHF) expenditures described above, leveraged resources include Indoor Plumbing funds, Housing Preservation Grant funds, weatherization funds, and Regional Homeownership Center funds.

HOME match is provided through a number of sources. The present value of money of subprime mortgages through Habitat for Humanity constitutes the largest component of match. Though not all HOME-assisted, all Habitat projects are HOME eligible. For the 2018 program year, match has been calculated for the period from July 1, 2018 to September 30, 2018 to get match calculations aligned with the Federal Fiscal Year. Match in past years has been reported for the Consortium's HOME program year. Between July 1 and September 2018, Habitat closed on 2 homes providing a total match amount of $123,880. Other local match applied to completed projects included local funds of $174,617, private grants of $97,798, homeowner cash of $10,400 applied to HOME activities. These amounts were drawn from completion report data reported by sub-recipients on an activity basis.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	8,577,845
2. Match contributed during current Federal fiscal year	409,249
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	8,987,094
4. Match liability for current Federal fiscal year	54,276
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	8,932,818

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
19.01 NON	07/30/2019	46,029	0	0	0	0	0	46,029
19.02 NON	07/31/2019	47,501	0	0	0	0	0	47,501
19.03 NON	07/31/2019	54,839	0	0	0	0	0	54,839
19.04 NON	08/07/2019	33,852	0	0	0	0	0	33,852
19.05 NON	08/07/2019	55,954	0	0	0	0	0	55,954
19.06 NON	08/16/2019	44,745	0	0	0	0	0	44,745
19.07 NON	08/16/2019	44,430	0	0	0	0	0	44,430
IDIS 1783	10/02/2018	67,100	0	0	0	0	0	67,100
IDIS 1785	01/02/2019	3,000	0	0	0	0	0	3,000
IDIS 1787	12/31/2018	3,902	0	0	0	0	0	3,902
IDIS 1789	11/27/2018	1,106	0	0	0	0	0	1,106
IDIS 1793	12/20/2018	1,000	0	0	0	0	0	1,000
IDIS 1825	05/02/2019	3,000	0	0	0	0	0	3,000
IDIS 1826	07/17/2019	2,500	0	0	0	0	0	2,500
IDIS 1828	07/17/2019	1,685	0	0	0	0	0	1,685
IDIS 1833	09/04/2019	500	0	0	0	0	0	500

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period $	**Amount received during reporting period $**	**Total amount expended during reporting period $**	**Amount expended for TBRA $**	**Balance on hand at end of reporting period $**
8,577,845	409,249	54,276	0	8,932,818

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	**Minority Business Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Contracts						
Dollar Amount	532,205	0	0	0	0	532,205
Number	10	0	0	0	0	10
Sub-Contracts						
Number	15	0	0	2	0	13
Dollar Amount	73,690	0	0	5,025	0	68,665

	Total	**Women Business Enterprises**	**Male**
Contracts			
Dollar Amount	596,896	0	596,896
Number	25	0	25
Sub-Contracts			
Number	0	0	0
Dollar Amount	0	0	0

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	**Minority Property Owners**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	15	0	0	2	0	13
Dollar Amount	73,690	0	0	5,025	0	68,665

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	**Total**	**Minority Property Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

OMB Control No: 2506-0117 (exp. 06/30/2018)

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	32	16
Number of Special-Needs households to be provided affordable housing units	0	2
Total	**32**	**18**

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	5	4
Number of households supported through Rehab of Existing Units	19	10
Number of households supported through Acquisition of Existing Units	5	1
Total	**29**	**15**

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Goals for the HOME program are focused on assisting first-time homebuyers, preserving existing housing stock by rehabilitating owner-occupied homes, and developing new housing units for home ownership or rental. HOME Consortium activities are carried out through non-profit housing foundations in the region: the Albemarle Home Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), the Nelson County Community Development Foundation (NCCDF), and

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Activities were carried out through sub-recipients that serve City residents. CDBG projects are consistent with annual City Council priorities that are established one-year prior to the beginning of the program year. The City seeks proposals for use of its CDBG funds through a competitive request for proposal process.

Refer to the CDBG and HOME charts below which outline the PY19 goals and outcomes of the CDBG and HOME programs.

Discuss how these outcomes will impact future annual action plans.

Some of the PY19 unmet goals will be met during the PY20 program year. The global health pandemic, Coronavirus, delayed sweveral projects throughout the region. Outcomes will not have an impact on future annual action plans, however, they will have an impact on future CAPERs.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	556	5
Low-income	14	8
Moderate-income	0	2
Total	**570**	**15**

Table 13 – Number of Households Served

Narrative Information

The Thomas Jefferson Area Coalition for the Homeless (TJACH) serves as the lead agency for the Continuum of Care. TJACH reports that for the Program Year ending June 30, 2020, 267 people accessed emergency shelter services and 127 people received homeless prevention services (all of which successfully prevented the household from entering homelessness). Additionally, 96 people who were formerly homeless received permanent housing services last year. 552 people received an intake appointment as part of the Coordinated Entry System and referrals for services including but not limited to emergency shelter, job/employment training resources, food, medical care, mental health care, substance use treatment, and housing assistance.

HOME figures are based on head of household only, per IDIS report PR 23.

For CDBG, 97.36% were extremely low income, 2.64% were low income, and 0% were moderate income. There were an additional 12 individuals from the vulnerable illiterate population served.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The Thomas Jefferson Area Coalition for the Homeless (TJACH) Continuum of Care seeks to establish and maintain a coordinated system of care so that homelessness in our region is rare, brief and nonrecurring. TJACH has adopted a housing first approach to quickly connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

A Community Case Review convenes two times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by TJACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community's By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed. Additionally, particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively.

A coordinated assessment process is used to determine eligibility for available services, collect required data, and develop case plans for individuals and families experiencing homelessness. Coordinated assessment is available every day at The Haven and relevant forms are posted to the TJACH website (www.tjach.org) so that service providers outside The Haven may access continuum services. Households can also call the City of Charlottesville Dept. of Human Service's Community Resource Line to schedule a homeless intake appointment either in-person or via phone.

TJACH uses the Vulnerability Index – Service Provision Decision-Making Assessment Tool (VI-SPDAT) as its primary assessment tool for coordinated assessment purposes. Additionally, we collect HUD-required data elements and complete a housing barrier assessment and housing plan during intake appointments.

TJACH homelessness service providers collect required data elements and enter data into HMIS on a weekly basis to ensure close to real-time community level data and on-time reporting to local, state and federal stakeholders.

Region Ten PATH Program, The Haven, and On Our Own provide street outreach to individuals and families experiencing homelessness, with a focus on those who do not have shelter, to provide them with information and access to services. Region Ten conducts in-reach with Western State Hospital and Haven staff conducts in-reach to the jail to assist with transitions and community reintegration. Region Ten PATH program conducts in-reach at The Haven, Mohr Center and Virginia Supportive Housing to engage guests in mental health treatment and care.

Addressing the emergency shelter and transitional housing needs of homeless persons

PACEM provides a seasonal, low-barrier emergency shelter to individuals from late October to mid-April using host church sites for shelter and meals. PACEM provides coordinated assessment services to those individuals and families that seek shelter but have not completed a coordinated assessment at The Haven.

Families in Crisis provides emergency hotel/motel vouchers to families experiencing homelessness and complete a coordinated assessment packet.

Salvation Army provides high-barrier emergency shelter services year-round for individuals and families experiencing homelessness that can maintain sobriety and are looking for work or are working.

Shelter for Help in Emergency provides emergency shelter services year-round for women and children fleeing domestic violence, referred by other emergency shelters and emergency room staff.

Monticello Area Community Action Agency Hope House provides transitional housing and supportive services with a preference for households with children where one adult is working.

These resources provide adequate shelter services to the community in need during the season in which the low-barrier shelter operates. During the warmer months, there are individuals that struggle to identify adequate resources. A day shelter operates daily to provide basic and respite care to all, regardless of whether they are engaged in other shelter services within the continuum.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Prevention staff coordinates activities in communication with area emergency assistance providers including Alliance for Interfaith Ministries (AIM), CARES, Love, Inc., departments of social services, and area churches whenever possible. During PY 2020, 111 people across 66 households were supported with homelessness prevention services.

The Haven provides prevention services and subsidies to individuals and families in order to avoid the need for emergency shelter stays. Rental subsidies and utility payments are provided to those individuals and families determined eligible through the use of a validated, structured decision-making tool. Priority is given to those households with a previous experience of literal homelessness. The Haven uses a service approach focused on providing the least amount of subsidy necessary to avoid literal homelessness and will make use of all available informal and mainstream resources in this effort. Ongoing eligibility for subsidies will be assessed every 90 days, at a minimum. Monthly case management will be provided to develop and implement a housing stability plan.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Haven provides housing navigation services to assist individuals and families experiencing homelessness to identify available low-income housing resources and negotiate leases. The Housing Navigator also develops relationships with area landlords and provides education on available rental subsidy programs to housing organizations.

The Haven provides rapid re-housing services to quickly connect individuals and families experiencing literal homelessness to permanent housing. Rental arrearages and utility bills may be paid if they represent an actual barrier to permanent housing. Rental subsidies may be provided to ensure housing stability. Ongoing eligibility is determined every 90 days. Monthly case management is provided to develop and implement a housing stability plan. The Community Case Review Team assists in this effort by reviewing, developing, and implementing housing stabilization plans. During PY 2020, 59 people were served through Rapid Re-Housing.

The Departments of Social Services (DSS) participate in Community Case Review, Service Provider Council and TJACH Governance Board. Service providers work cooperatively with DSS workers to ensure that households experiencing homelessness have access to case management, adult and child protective services, foster care prevention activities, and mainstream benefits including SNAP, SSI/SSDI and Medicaid.

Homelessness Service Providers work collaboratively with area schools, ReadyKids, Jefferson Area Board of Aging, Piedmont Housing Alliance, Habitat for Humanity, Albemarle Housing Improvement Program, and other mainstream providers as a matter of course to assist people experiencing homelessness get or remain stably housed.

A Community Case Review convenes two times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by TJACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community's By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed. Additionally, particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively.

Region Ten operates a HUD-funded permanent supportive housing program for about 38 chronically homeless individuals. Community Case Review prioritizes the most vulnerable individuals with the longest histories of homelessness for this program when there are openings.

Virginia Supportive Housing's, The Crossings, provides 30 units of permanent supportive housing for chronically homeless individuals in partnership with the Albemarle County Department of Housing and the Charlottesville Redevelopment and Housing Authority.

The Continuum of Care now includes 153 Permanent Supportive Housing beds, including 25 units that service Veterans.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

For more than 60 years, the Charlottesville Redevelopment and Housing Authority (CRHA) has taken great pride in being the primary provider of "housing of first opportunity" in the Charlottesville community. As such, the CRHA continues to strive tirelessly and passionately to be *a resident-centered organization committed to excellence in providing affordable quality housing, revitalizing communities, and promoting upward mobility and self-sufficiency through partnerships in the public and private sectors.* As an organization, the CRHA subscribes to a "Residents First!" philosophy that is grounded on relationships that develop and thrive only when mutual respect, dignity and commitment is afforded one another.

CRHA continues to work in partnership with the Public Housing Association of Residents (PHAR), the City of Charlottesville and the Charlottesville Area Community Foundation (CACF) through a 3 year, $283,000 CACF "Strengthening Systems" grant designed to improve the capacity, governance, resident engagement and working relationships between PHAR and CRHA. This effort includes cooperative redevelopment planning and implementation through a resident driven approach.

In fiscal year 2020, the City Council approved:

- Continued funding of $750,000 for the Charlottesville Supplemental Rental Assistance Program. This program, managed and administered by CRHA, provides city-funding for housing vouchers for low-income housing assistance. The City Council has also approved a projected commitment of an additional $3.6 million in funding for this program over the next four fiscal years.
- $3,000,000 in funding for Public Housing Redevelopment. This funding is intended to support the capital costs associated with the redevelopment of public housing properties. The City Council has also approved a projected commitment of an additional $12,000,000 in funding over the next four fiscal years for continued redevelopment.

CRHA entered into a redevelopment partnership agreement with a development partner and PHAR in fiscal year 2019 with first priority of redevelopment to be the renovation of the 105-unit Crescent Halls and construction of 62 new units on vacant land at South 1st Street. The City's approval of $3 million in CIP funding in FY20 for public housing redevelopment and a projected commitment of an additional $12 million in CIP funding over the next four fiscal years helped to leverage LIHTC approval of these two projects.

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

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

Public Housing residents continue to be actively engaged in redevelopment planning. The CRHA Board of Commissioners has approved a Redevelopment Committee which includes residents and PHAR staff and board members to guide redevelopment activities and make recommendations to the CRHA Board.

CRHA is also looking at the redevelopment potential on various public housing properties to develop mixed-income housing which includes low-income homeownership opportunities.

CRHA is also currently undergoing a amendment to the HCV Administrative Plan to revamp the HCV Homeownership program.

Actions taken to provide assistance to troubled PHAs

In December 2018, CRHA was designated Troubled on HUD's Office of Field Operation's PHARS Troubled list. In May 2019, the City was notified that HUD would be conducting an independent assessment of CRHA. Eventually the City received a report of the findings dated September 26, 2019. The City is currently in discussions with HUD and CRHA as to the terms of the Recovery Agreement.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Analysis of Impediments to Fair Housing Choice (AI): The AI was updated in 2018 as a supplement to the Consolidated Plan.

City - Comprehensive Plan Update/Zoning Ordinance Re-Write and Affordable Housing Strategy: On 2/4/2019, the City Council resolved to consolidate the comprehensive plan update, re-write of the Zoning Ordinance and competition of the Affordable Housing Strategy. To this end, Council approved approximately $975,183 to complete the project. In November of 2019, the City executed a contract with Rhodeside and Harwell, Incorporated (RHI) to retain the services of the consulting firm to assist staff in completing the Comprehensive Plan, Affordable Housing Strategy, and rewrite of the Zoning Ordinance. The project is currently underway and expected to be completed in late fall of 2021. The resulting document would have recommendations designed to spur development of affordable housing, eliminate existing land use and zoning barriers to development of affordable housing, and encourage mixed-use development supported by public transportation.

City of Charlottesville's Strategic Investment Area Implementation and Form-based Code: The City conducted a public hearing on November 12, 2019 on the draft Form-Based Code; however, on February 3, 2020, the City Council voted to defer action and requested a review by RHI Consultant team hired to update the City's comprehensive plan, prepare affordable housing strategy and re-write the zoning ordinance. On a related note, the City continues its effort to support development and redevelopment activities in the SIA. More recently, in conjunction with PHAR and a committee of community stakeholders, CRHA has embarked on significant redevelopment planning efforts. In support of these efforts, the City of Charlottesville approved $3 million in 2019/2020 fiscal year to support CRHA's rehabilitation of the 105 units at Crescent Halls and the development of Phase I of the South 1st Street (62 units). The City also earmarked $1.5 million to support the development of Phase II of South 1st Street that would result in additional 113 affordable units.

The City Council also approved $5.9 million for the redevelopment of the Phase I of the Piedmont Housing Alliance (PHA)'s Friendship Court Redevelopment project. The fund will be used to leverage Low Income Housing Tax Credit (LIHTC) project (150 units), and associated infrastructure. Ground breaking is scheduled in fall of 2020.

Other assistance included funding to support TING providing free installation of internet services to public housing residents; and miscellaneous redevelopment planning support. The City has also proposed millions in funding over the next five years to continue to support public housing redevelopment efforts.

The City continues funds annually to support Supplemental Rental Assistance Program administered by CRHA. This voucher program provides approximately 75 vouchers, annually, for households who are homeless and for Housing Choice Voucher Program eligible households.

Albemarle County – Housing Policy: The County is in the process of updating its affordable housing policy, adopted in 2004 and tweaked in 2015. Staff is presenting the draft policy and implementation plan to the Planning Commission and Board of Supervisors in August and October 2020. It is anticipated the final draft will be presented to the Board of Supervisors in December 2020/January 2021 for final approval.

Other Actions

Albemarle County â¿¿ Resolution in Collaboration with Habitat for Humanity: The County of Albemarle is partnering with Habitat for Humanity on phase 1 of the Southwood Mobile Home Park redevelopment project. To support the project, the County has committed $3.4 million in cash contributions and property tax rebates. An additional $1 million in CDBG grant funding is also anticipated. Thomas Jefferson Planning District Commissionâ¿¿s Central Virginia Regional Housing Partnership (CVRHP): The CVRHP began convening in January of 2019. In April of 2019, the CVRHP released a Comprehensive Regional Housing Study and Needs Analysis which identified the number of households in the region that were cost-burdened as well as the number of units/interventions that are required to address the needs. Also in April of 2019, the CVRHP hosted the first annual Regional Housing Summit: Opening the Doors. The summit had an attendance of nearly 200 participants and included guest speakers who addressed the pressing housing needs in the region. The TJPDC continues to make progress on a Regional Housing Plan, which will include a draft housing chapter for the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson to consider in their comprehensive plans. The plan is expected to be completed by January of 2021. In the fall of 2019, the CVRHP underwent a strategic planning process to identify priority strategies that the Partnership will initiate to address housing needs in the region. Local Government Processes: Local governments recognize that approval time of permits can increase the cost of a project. They use a variety of methods to mitigate costs for projects that meet the priority needs, including expedited approvals, financial contributions, and keeping fees to a minimum. To incentivize developers to provide new affordable housing units, the City continues to offer reduced water facilities and sewer connection fees. The fee reduction applies to all new housing units affordable to households earning no more than 80% Area Median Income. In June 2017, the Charlottesville City Council approved developer fee waivers for private market developers providing on-site affordable housing units in developments that trigger the Cityâ¿¿s Affordable Dwelling Unit Ordinance requirements.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City and the HOME Consortium use HUD funds to address the needs of as many individuals as possible. They work with a wide range of community organizations to coordinate and provide services to needy individuals and families. The monthly meetings of the Housing Directors' Council and the Thomas

Jefferson Area Coalition for the Homeless address obstacles to meeting underserved needs through cooperation and coordination. As a result of the Department of Justice settlement, Virginia has revised its waivers, which will assist people with developmental disabilities access housing and services in the least restrictive setting. Region Ten, the region's Community Services Board, manages the waiver waiting list. City of Charlottesville and Thomas Jefferson Planning District Commission PY19 CDBG and HOME funds were used to address various community identified needs outlined within the five-year 2018 Consolidated Plan. City CDBG funds were used to address public service needs including support for the homeless and those at risk of homelessness, workforce development and support for programs that aid in self-sufficiency, and workforce development. Funds were also used to support economic development activities to assist entrepreneurs launch their own microenterprises through technical assistance. HOME funds were used to support homeowner rehabilitation within the City of Charlottesville. The Thomas Jefferson Planning District Commission utilized HOME funds

The City of Charlottesville has retained the services of RHI consulting team to update its comprehensive plan; re-write the Zoning Ordinance and complete the Affordable Housing Strategy. This consolidated project will have several recommendations designed to address obstacles to meeting the needs of underserved population. The Steering Committee for this project includes representatives from several neighborhood groups, business community, public housing, and housing advocate groups, nonprofit and faith-based organizations, etc.

The City of Charlottesville continues to explore ways to meet the needs of underserved populations. The City Council has provided funding to support the redevelopment initiatives by the Charlottesville Redevelopment Housing Authority (CRHA) and the Piedmont Housing Alliance (PHA). The funds were earmarked for the CRHA's Crescent Halls rehabilitation and South 1st Street projects; and PHA's Friendship Court redevelopment initiative. Other actions included Supplemental Rental Assistance Program administered by CRHA, Small Business and Minority Business support and assistance program, down payment assistance, scattered site rehabilitation and emergency repair program/homeownership opportunities and home improvement assistance program administered.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Building inspectors and local housing rehabilitation agencies have received training to allow them to evaluate, treat and/or remove lead paint hazards in our communities. Inspectors evaluate each job before the rehabilitation begins. Grant funding is used to pay for stabilization, interim controls and/or removal of lead-based hazards, which will continue to reduce lead paint concerns.

The notification, "Watch Out for Lead-Based Paint Poisoning" is given to all persons assisted, even if the residence was constructed after 1978, since it serves as a good information and educational tool. Detection and remediation of lead-based paint in residences constructed before 1978 is to occur while rehabilitating homes and this is done in compliance with subpart J of 24 CFR Part 35. This can include paint stabilization, interim controls and/or abatement depending upon the circumstances and level of investment. In cases where lead-based paint is suspected, a certified laboratory, Aqua Air Laboratories in Charlottesville, is used to make this determination.

Data from the Health Department indicate that reported cases of Elevated Blood Lead Levels of 5 µg/dL or higher for calendar year 2016 totaled 26 cases in children aged 15 or younger throughout the Thomas Jefferson Health District: 8 in Albemarle, 11 in Charlottesville, 1 in Greene, 4 in Louisa and 2 in Nelson. There were no cases of elevated blood lead levels in children reported from Fluvanna County. For 2016, elevated blood lead levels are defined as greater than or equal to 5 µg/dL. Previous years were defined as levels of 10 µg/dL. The change in the standard has resulted in a higher number of cases than in past years. In the last CAPER, 8 total cases were reported from February 2015 through January 2016, which was lower than the previous year's regional total of 11. All cases are followed to be sure levels are coming down to normal or at least steadily improving. Houses being purchased with the down payment and closing cost assistance program to first-time homebuyers also must be reviewed for lead based paint.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The Central Virginia Partnership for Economic Development (CVPED) provides staff support for the Piedmont Workforce Network (PWN), including the local Workforce Investment Board and WIA service providers.

Network2Work at PVCC, is a job network that connects job seekers to the skills and resources they need to become valued employees and helps employers find the quality employees they need for their companies.

The City of Charlottesville, through CDBG economic development funds, supported projects to help low-income entrepreneurs launch their businesses and low-income microenterprises strengthen and grow. Through public services funds, CDBG projects address workforce development directly.

The City continues its GO program which is a jobs-driven training program. To expand the training offerings, a GO Skilled Trades Academy was also piloted in January 2018 in order to provide basic foundations in the skilled trades due to all of the upcoming development projects in the area. FY19 funds benefited two training cohorts through the GO Trades program, equipping individuals with the training and education they needed to begin entry level careers in the skilled trades. Also, slightly outside the realm of jobs-driven workforce training, the OED launched GO GED Pathways in November 2017 at the request of City Council. The program is six weeks in length and offers a supportive environment where individuals obtain GED test preparation training, as well as workplace readiness skills/career coaching and a CPR/first aid certification. The goal upon completion of the program is not employment. Instead, the focus is on getting individuals back into the classroom to begin steps towards taking the GED, which is critical to better employment.

The lack of transportation can be a serious barrier to employment. The Charlottesville Transit Center is a transit transfer facility just off the downtown mall. Albemarle County launched the 29 Express commuter bus route in May 2016. This service is operated by JAUNT and runs from the Forest Lakes/Hollymead area to UVA and the Downtown Library. UVA employees and students ride free and fares are $1.50 for everyone else. The route begins at 7:00am and 8:00am and returns at 4:40pm and 5:20pm.

Charlottesville and Albemarle County, working with the Metropolitan Planning Organization (MPO), created the Regional Transit Partnership (RTP), which began meeting in August 2017.

The Regional Transit Partnership (RTP) serves as an official advisory board, created by the City of Charlottesville, Albemarle County and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters.

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Actions Continued:

There are four main goals of the Partnership, including:A. Establishing Strong Communication: The Partnership will provide a long-needed venue to exchange information and resolve transit-related matters.B. Ensuring Coordination between Transit Providers: The Partnership will allow transit providers a venue to coordinate services, initiatives and administrative duties of their systems.C.Set the Regions Transit Goals and Vision: The Partnership will allow local officials and transit staff to work together with other stakeholders to craft regional transit goals. The RTP will also provide, through MPO staff and updates of the Transit Development Plans (TDPs), opportunities for regional transit plannin g.D. Identify Opportunities: The Partnership will assemble decision-makers and stakeholders to identify opportunities for improved transit services and administration, including evaluation of a Regional Transit Authority (RTA).Formal agreements for specific funding and service responsibilities between CAT, JAUNT, Charlottesville, Albemarle County and UVA are in place. The RTP completed development of a Memorandum of Understanding to serve as the funding formula first formal funding agreement between Charlottesville Area Transit and Albemarle County, adopted in May 2019.The Monticello Area Community Action Agency (MACAA) has been serving low-income families since 1965. MACAA serves the City of Charlottesville, and the Counties of Albemarle, Fluvanna, Louisa and Nelson. MACAA offers a variety of programs and skill development initiatives for families and individuals below 125% of the federal poverty level. Its programs include Head Start for 3 and 4-year-olds, Project Discovery promoting academic achievement in high school, Hope House providing family stabilization for homeless families, Rural Outreach. Rural Outreach offices in Fluvanna, Louisa and Nelson Counties provide crisis intervention to families through assistance with food, clothing, and financial help for rent, utilities and other emergencies while assessing their needs and linking them to other resources for in-depth services.â¿

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The use of HOME funds is coordinated through the monthly meetings of the Housing Directors Council, with projects carried out by non-profit housing foundations or community action agencies. This structure promotes regional cooperation and encourages creative use of the funds and leveraging of other funding to maximize the impact of HOME funds. HOME funds contribute to the capacity and stability of the housing foundations. The City defined non-housing community development needs through the Comprehensive Planning process. The City of Charlottesville has also placed a strong emphasis on citizen participation in the planning process, particularly for affordable housing, neighborhood priorities, and public services.

Institutional structure and capacity are also provided through the Thomas Jefferson Coalition for the Homeless (TJACH), the Thomas Jefferson Community Land Trust (TJCLT), Habitat for Humanity, and non-profit housing foundations in the 5 counties. Piedmont Housing Alliance has created housing opportunities in the region for more than 30 years, with an award-winning and HUD-approved housing counseling program, financing for home ownership and housing development as a U.S. Treasury-certified Community Development Financial Institution (CFDI), and property management and housing development to create and maintain high-quality affordable housing options, as the only regional CHDO. The City's Housing Advisory Committee (HAC) also meets to carry out City Council's charge to further affordable housing within the City.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

A number of social service and housing agencies are involved in serving special needs populations throughout the region, including the Jefferson Area Board for Aging (JABA), the Arc of the Piedmont for people with developmental disabilities, Region Ten Community Services Board for people with mental illness and substance abuse and the Independence Resource Center.

As central Virginia's designated Area Agency on Aging for Planning District 10, JABA provides a wide range of services that support seniors and adults with disabilities so they can stay healthy, safe and independent for as long as possible, preventing or delaying the need for institutionalization in long-term care facilities. JABA partners with senior housing providers in Charlottesville (Timberlake Place, Woods Edge, and Park View Apartments) and in Nelson County (Ryan School Apartments). Regular JABA health screenings and services are provided by JABA nurses at Park View at South Pantops, Ryan School Apartments and Woods Edge Apartments.

There are two LIHTC housing projects in Albemarle County that are nearing the end of their 30-year extended use period. The first of these is Wilton Farm Apartments, which has been in service since 1992 and has a total of 144 low-income units.

The Region Ten Community Services Board provides comprehensive diagnosis, treatment and training for persons with Serious Mental Illness and chemical dependence for persons within the Planning District. Region Ten administers Continuum of Care (CoC) Permanent Supportive Housing projects, using a scattered site model, serving 30 people. Region Ten also serves 67 people with housing in apartments or Single Room Occupancy (SRO) units with funding through the Virginia Department of Behavioral Health and Developmental Services (DBHDS). A grant from the City of Charlottesville funds 10 housing slots for people who are homeless. Region Ten administers about 220 Housing Choice Vouchers. Region Ten provides case management services.

The Thomas Jefferson Health District administers the Housing Opportunities for People With AIDS (HOPWA) program with long-term or short-term assistance. Qualification for the program is based on a diagnosis of HIV and income. Although this is part of the Continuum of Care, the program does not have a preference for those who are or have been homeless.

The Thomas Jefferson Health District provides testing, screening, advocacy, housing assistance and case management for people with HIV or those at high risk for HIV infection. The Health District also houses the SSI/SSDI Outreach Access and Recovery (SOAR) program. SOAR is a national program designed to increase access to the disability income benefit programs administered by the Social Security Administration for eligible adult who are experiencing or at risk of homelessness and have a mental illness, physical impairment or co-occurring substance use disorder. The Thomas Jefferson Health District partnered with TJACH to hire a full time SOAR Benefits Coordinator to work with our local homeless population to obtain their Social Security Benefits.

For people with disabilities, housing foundations in the Counties and projects funded through the Charlottesville Affordable Housing Fund (CAHF) in the City include necessary accessibility features as part of the scope of work for rehabilitation and emergency repair projects. Funds may be drawn from a variety of sources. Agencies such as JABA, Region 10, and Community Services Housing, Inc provide services to the special needs population.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

See table attached. The City continues its support of affordable housing through the following policies/programs:

- Charlottesville Supplemental Rental Assistance Program (CSRAP) –To increase housing choice for the City's extremely-low and low-income households, the Charlottesville City Council approved the creation of a City-funded rental assistance program. The City allocated $750,000 for the CSRAP which includes funding for administration for CRHA to address concerns identified by HUD. For the CSRAP vouchers, the CRHA continues to administer this program.
- The City has approved the creation of a landlord risk mitigation fund to encourage market rate landlords to offer affordable rental housing to low-income households.
- The City of Charlottesville has provided several years of funding for five units at The Crossings at Fourth and Preston.
- Design4Life Cville Program
- Reduced Water and Sewer Connection Fee Program for affordable housing units. The water

facility fee for connecting a unit of affordable housing to the city water system with a 5/8" meter shall be $800.00. The sewer facility fee for connecting a unit of affordable housing to the city sewer system with a 5/8" meter shall be $800.00. An applicant for the reduced water facility fee or sewer facility fee agrees to pay the difference between the reduced water facility fee and the standard water facility fee, or the reduced sewer facility fee and the standard sewer facility fee – so long as the unit is affordable.

- Free Paint Program – This program offers paint, primer, and up to 8 tubes of caulk to low-income Charlottesville homeowners who are looking to decorate the exterior of their home, including siding, trim, porches, and roofs.
- Real Estate Tax Relief, Tax Exemption, and Rental Relief Programs for the Elderly or Permanently Disabled and/ Veterans
- Charlottesville Housing Affordability Tax Grant Program (CHAP) where individuals may qualify for a grant of $500, $750, $1000 or full tax abatement depending on the Federal Adjusted Gross Income. The grant would be applied to the second half real estate tax bill.
- City of Charlottesville BankOn Program consists of one-on-one financial counseling, financial literacy seminars, a bank referral network and a microloan program. BankOn has provides financial education to over 200 Charlottesville area residents since its inception, helped over 100 residents open affordable deposit accounts, and provided numerous low-interest loans.
- The City of Charlottesville Office of Human Rights has developed a 3-panel brochure on Fair Housing in Charlottesville to help people understand their rights and protect themselves from discrimination.
- The City retained the services of the consulting firm to assist staff in completing the Comprehensive Plan, Affordable Housing Strategy, and rewrite of the Zoning Ordinance. The project is currently underway and expected to be completed in late fall of 2021. The resulting document would have recommendations designed to spur development of affordable housing, eliminate existing land use and zoning barriers to development of affordable housing, and encourage mixed-use development supported by public transportation

County Housing Programs:

- Albemarle County Housing Choice Voucher Program
- Fluvanna, Greene, Nelso, and Louisa County support non-profit housing subrecipients: Albemarle Home Improvement Program (AHIP), Skyline Comunity Action Partnership, Fluvanna/Louisa Community Foundation (FLHF), and the Nelson County Community Foundation. These agencies provide housing programs to assist persons who are elderly and/or have a disability. Most also provide housing counseling and credit repair programs.

Additional Actions to Overcome effects of any impediments identified in jurisdictions:

â¿¢ Albemarle County Housing Choice Voucher ProgramOther Efforts (Not by municipalities)-
MACAA provides services including the Hope House, Project Discovery, and Head Start-
Financial literacy programs are managed by Charlottesville Abundant Life Ministries (CALM) and

PHA. - The City of Promise is an initiative based on the Harlem Childrenâ¿¿s Zone model that continues to serve City residents living in the 10th & Page Neighborhood. - Habitat for Humanity continues to work with the International Rescue Committee to place refugees in homes as partner families. - The Thomas Jefferson Community Land Trust sold 4 units of permanently affordable housing in the Charlottesville area. - Skyline CAP partners with the Greene Chapter of Habitat for Humanity to provide home repairs. The Nelson County Community Development Foundation has secured funding from local churches to serve as the match for home repair projects using Housing Preservation Grant funding.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Charlottesville performs on-site monitoring visits on an annual basis for projects that have been completed during the program year with assistance from the finance department. Consistent with previous years, City staff will review sub-recipient program files to ensure compliance with CDBG requirements and to verify that the benefit standard was being met. Projects that are found to be in violation or whose files were missing pertinent information will receive notices from the City and will be provided an opportunity to address and correct any problems. The City will conduct follow-up monitoring visits to ensure corrective actions are carried out. Monitoring results are taking into CDBG/HOME Taskforce consideration during the following years' CDBG and HOME request for proposals.

TJPDC carries out HOME desk reviews throughout the year, with oversight from the Finance Director and Executive Director. On-site monitoring of all sub recipients is done on an annual basis and includes monitoring of program activities and financial management. On-site visits are not required for sub recipients with no staffing changes, with no significant change in the type of projects carried out, and who have no outstanding findings from previous monitoring visits or financial audits. No sub-recipient will go more than three years without an on-site monitoring visit. The only monitoring visits for the PY19 program year ending June 30, 2020 year was with the Piedmont Housing Alliance (PHA). The City of Charlottesville has new staff on June 2019 filing the Grants Coordinator position; prior City staff was retained on a part-time basis to help with the transition and TJPDC has also worked closely with new staff. The Thomas Jefferson Planning District Commission has a new HOME Partnership administrator.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

A public comment period is being held from September 4 to September 18, 2020, advertised in the Daily Progress on September 4, 2020. The draft CAPER was also made available at City Hall, on the City of

Charlottesville website and on the Thomas Jefferson Planning District Commission (TJPDC) website. The September 21 City Council Meeting also included a virtual public hearing for the CAPER, as well as the September 3rd TJPDC virtual public commission meeting. The Housing Directors discussed sections of the CAPER at their September 15 virtual monthly meeting. Input was requested and received from the Thomas Jefferson Area Coalition for the Homeless (TJACH), the Charlottesville Redevelopment and Housing Authority (CRHA), Piedmont Housing Alliance (PHA), the Jefferson Area Board for Aging (JABA), the Thomas Jefferson Health District and Region Ten.

One public comment was received during the September 21, 2020 City Council meeting. Brandon Collins, director of Public Housing Association of Residents placed emphasis on the need for Section 3 priorities. City Council PY19 and PY20 priorities include Section 3. PHAR direcotor also identifies how the CDBG and HOME application process tends to be confusing an vague. Staff has restructed the Request for Proposal process in PY19 and PY20 to increase transparncy.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

For PY19, there have been no changes in the jurisdiction's program objectives. City Council has continued to keep the same priorities, based upon Consolidated Plan goals and strategic plan.

The PY19 City Council Prioities as as follows, passe September 17, 2018:

1. Affordable Housing (priority for households at 0-50% AMI)
2. Support for the Homeless and those at risk of homelessness
3. Workforce Development (support for programs that aid in self-sufficiency, including but not limited to quality childcare)
4. Microenterprise Assistance
5. Mental Health and Substance Abuse Services

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

HOME-assisted rental units are owned and managed by sub-recipients of the Charlottesville HOME Consortium. Sub-recipients share a role in the administration of the HOME program, including inspection of rental units. For units with tenants using Housing Choice Vouchers, which constitute the majority of rental units, Charlottesville HOME Consortium Sub-recipients have reciprocal agreements to perform inspections on units owned and managed by another sub-recipient. For HOME-assisted units with no rental assistance, the sub-recipient performs inspections at least annually to identify any maintenance issues, and to replace smoke detectors and filters. Inspections may be done more frequently, if there is a concern about the tenant.

Most HOME assisted rental units are single family homes or duplexes. Some larger rental projects have been undertaken: AHIP rehabilitated an existing apartment building in 2004, with 10 HOME-assisted units. The Fluvanna/Louisa Housing Foundation developed a four-unit rental “Evergreen Place” in 2014, consisting of single-bedroom, handicap-accessible units near the Town of Louisa, with solar-panels to keep utility costs low. affordable housing opens. Skyline CAP purchased and renovated existing buildings into five rental apartments, with the project completed in May 2013 with 3 units occupied. The last unit was rented in August 2014. Skyline CAP completed an additional acquisition and rehabilitation project in Piedmont Housing Alliance completed the renovation of Crozet Meadows with 27 HOME-assisted units in September 2010 and Monticello Vista Apartments with 5 HOME-assisted units in August 2010, both as Low Income Housing Tax Credit (LIHTC) projects. Units are inspected quarterly by PHA staff using the REAC inspection form, with additional inspections by the Virginia Housing Development Authority (VHDA), an independent inspection contractor through the Virginia Department of Housing and Community Development (DHCD), and by HUD. All rental units are inspected annually, including the City - and County-assisted units at the Crossings.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

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Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

$44,727.76 was applied to 9 HOME activities: 5 Homeowner rehab, 3 rental projects and 1 homebuyer, as listed in the attached table: Program Income (PI) Applied in PY19.

Of the 9 clients helped, 5 were homeowners, 3 were tenants, and 1 was a homebuyer. 1 had income below 30%, 4 had income between 30 to 50%, 3 had income between 50 and 60%, and 1 had income between 60 and 80%.

4 households were black and 5 were white.

5 households were elderly, 2 were single parents, and 2 were a two-parent household.

IDIS	Activity	Locality	PI Applied	Tenant or Owner	% AMI	Race	Hispanic	Notes
1826	HR	NELSON	$1,125.00	O	30 to 50%	White	No	Elderly
1828	HR	LOUISA	$10,338.75	O	0 to 30%	White	No	Elderly
1829	R	FLUVANNA	$2,000.00	T	50 to 60%	Black	No	Single Parent
1830	R	FLUVANNA	$2,000.00	T	50 to 60%	Black	No	Single Parent
1833	HB	CHARLOTTESVILLE	$5,650.00	O	60 to 80%	White	No	Two Parents
1836	HR	NELSON	$4,209.00	O	30 to 50%	White	No	Elderly
1845	R	LOUISA	$17,000.00	T	50 to 60%	White	No	Two Parents
1848*	HR	ALBEMARLE	$1,399.01	O	30 to 50%	Black	No	Elderly
1874	HR	NELSON	$1,006.00	O	30 to 50%	Black	No	Elderly
TOTAL			$44,727.76					

*NOTE: Activity 1848 has a remaining PI Balance of $6,100.99. The project stalled completion in PY19 due to work stoppage caused by the Coronavirus pandemic. It is currently on track to be finished in PY20.

2019 PI Table

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Localities provide annual support to regional non-profits to address affordable housing. In-kind contributions, such as the donation of land and the waiver of local fees, are another way in which localities support affordable housing in the Planning District. Local governments have shown a consistent commitment to affordable housing programs, with an emphasis on the rehabilitation of substandard housing units and promotion of first-time homebuyer programs. The HOME Consortium and the City of Charlottesville partner with many private, non-profit organizations including Habitat for Humanity and private businesses, particularly private lenders including Fannie Mae, Bank of America, and several locally-owned banks. All sub-recipients carry out emergency repairs, drawing on a variety of funding streams.

Piedmont Housing Alliance (PHA) is a regional non-profit organization with a comprehensive menu of affordable housing services. PHA's mission is to create housing opportunities and build community through education, lending, and development. Certified HUD Housing Counselors provide a continuum of educational services on the road to home ownership, including financial education and financial coaching, pre-purchase and post-purchase counseling and education, credit counseling, mortgage default and foreclosure prevention counseling, along with fair housing education and counseling. PHA also accesses financial resources to support clients' financial capability and housing they can afford, including lending for down payment assistance for home purchase and for affordable housing development, and providing access to low-cost mortgage financing. Piedmont Housing has provided $9.7 million in down payment assistance, from a variety of sources, to bridge the home ownership affordability gap in our community. In FY20 we have administered over 5.6 million in VHDA's reduced-interest rate money which reduces a first-time homebuyers VHDA loan interest rate by 1.0%. Piedmont Housing is the only local administrator of those funds. Piedmont Housing also builds and manages affordable housing, currently managing and/or owning rental housing that is affordable for 604 households total. 249 households in the City of Charlottesville, 323 households in Albemarle County and 32 households in Nelson County.

PHA provided one on one counseling and group education to over 900 households in FY20. Piedmont Housing is the local administrator of VHDA's RUAM program which provides funding to make accessibility modifications to their rental homes. Due to the impacts of COVID 19 this program was paused in March of 2020. Every April, Piedmont Housing Alliance provides a free and open to the public training that fills Fair Housing CEU requirements for property managers, in FY20 we had an audience of 36.

PHA continues progress towards a transformational redevelopment of Friendship Court Apartments, focused on working with an amazing design team, inclusive of residents and community advocates on the Friendship Court Advisory Committee, to refine, evolve, and implement the plan for redevelopment. With a successful 2019 LIHTC award in hand, preparations are currently under way to start construction on Phase 1 in the fall of 2020. Since May the Advisory Committee has met at least monthly to prepare for the Phase 1 construction start and to kick off the planning process for Phase 2. By the time Phase 1 is complete in early 2022, Phase 2 will be preparing to break ground. In addition, PHA is working on the design of the Friendship Court Community Resource Center (CRC) which will house an early childhood learning center, community center, Piedmont Housing's permanent headquarters, and office space for nonprofit organizations. The CRC is scheduled to start construction in 2021.

Attachment

Actions to Address Impediments to Fair Housing Choice

2019 Impediments and Plan of Action			
Impediment	**Description**	**Proposed Action**	**Actions in PY19**
Rental Affordability	Lack of rental units affordable to low income households Increased competition for limited number of rental units Insufficient rental relief programs High up-front costs, including application fee, security deposit, 1st & last month rent	Increase the # of affordable rental units Provide incentives for development of affordable rental units Provide rental assistance locally	FLHF – 2 rental units completed Alb Co – incentivized 96 units at Brookdale and up to 80 LIHTC units in Southwood City- provided locally funded vouchers Skyline CAP subsidized rent for 4 households. PHA continues to work toward redevelopment of Friendship Court and is working on a LIHTC development as part of Habitat's Southwood redevelopment plan. NCCDF - purchased another affordable rental unit in 2020 and continues to work to bring more landlords and units into the affordable housing offering.
Homeownership Affordability	Low wages, and tight credit markets limit HO options for a broad range of households Increases in property taxes compromise affordability	Provide workforce programs to improve job skills & assist in job placement Continue & expand tax relief programs	City - GO Programs continue to provide training and assistance with job placement PVCC's Network2Work program has served 903 job-seekers pursuing family-sustaining jobs. To date, 85 percent of the job-seekers who complete the program are employed, and 59 percent of those jobs pay $25,000 or more. Albemarle County provided $1.035 million in real estate tax relief for elderly and/or disabled homeowners in FY19/20

Regulatory Barriers and Community Resistance	Land use codes and ordinances affect housing location & affordability Lack of clear definition of affordable housing	Revise codes & ordinances Develop definition of aff hsg & articulate community benefits	Albemarle County has completed drafting a new set of housing policy recommendations to address the full range of housing needs. The Regional Housing Partnership (RHP) has begun writing a regional housing plan. NCCDF - strives to be a partner in County Comprehensive planning efforts to assure Affordable housing is addressed in terminology and in land use codes.
Impediment	**Description**	**Proposed Action**	**Responsible Parties**
Discrimination in the Rental & Homeowner Market	Overt or covert discrimination against renters & homebuyers on the basis of race and ethnicity, family status, and disability Predatory lending practices Lack of reasonable accommodations	Eliminate all discrimination in housing Raise awareness of fair housing laws Provide counseling and advocacy Promote VHDA's Rental Unit Accessibility Modification Grant	Non-profit housing counseling programs continue to address fair housing. PHA provided one-on-one counseling and group education to over 900 households in PY20. PHA also provided public training to 36 people that meets the Fair Housing CEU requirement for property managers. Skyline CAP conducted workshops and 1:1 counseling
High Debt-to-Income Ratios and Foreclosures	Difficulties for families to come up with down payment assistance to due credit issues	Credit repair programs Housing counseling Lease to own options	Skyline CAP resolved 3 foreclosures and we have a credit repair program as well. FLHF have provided a credit repair program.
Economic and Racial Disparities	Concentration of low-income and racial minority students into certain	Increase transit option to expand geographic	Local governments, Local school boards, non-profit organizations

among Schools	schools and districts may compromise school quality and exacerbate housing segregation among families	opportunities Educate landlords Encourage neighborhood economic and racial integration for families with children, especially in the City of Charlottesville and urbanized Alb County	International Rescue Committee
Impediment	**Description**	**Proposed Action**	**Accomplishments for PY18**
Lack of Housing Accessible to People with Disabilities and People Aging in Place	Lack of reasonable accommodations &housing designed with accessibility features, accessible units can be expensive Lack of senior housing that is income-accessible	Renovate existing homes Build accessible new homes Provide ramps Identify people with needs & refer to local programs	AHIP Seniors Safe at Home completed 99 rehab and emergency repairs FLHF worked with local community groups to rehab a home for an elder with disabilities FLHF completed one housing rehab under the Granting Freedom program Skyline CAP completed 3 ramps NCCDF - completed 9 projects to rehab elderly and/or disable housing 7 of which directly addressed accessibility.
Language and Cultural Barriers	Language differences can be a means for housing discrimination; immigrants may lack knowledge of housing and financing options; cultural differences yield neighbor and landlord tension Large family size	Reduce cultural and linguistic barriers to housing access Engage different groups in conversations about differences and	International Rescue Committee Creciendo Juntos & other non-profits Schools

		similarities	
Educational Barriers	Lack of financial literacy Lack of knowledge of fair housing rights	Financial education & counseling Provide information and education	Local housing counselors, Piedmont Housing Alliance, other non-profit orgs, Legal Aid
Access to Services	Access to transportation, employment & child care can limit housing choices in the City where most services are available	Workforce training Expanded transit options Self-sufficiency training & assistance	City GO Programs PVCC's Network2Work program using award-winning technology to match job-seekers with the training and supports they need to be successful. Network2Work@PVCC connects job-seekers to state-funded skills training; operates a loaner fleet of vehicles that job-seekers can use until they can afford to purchase their own vehicle; offers bus passes; assists job-seekers restore suspended licenses; and connects job-seekers to employers paying family-sustaining wages.PVCC's Network2Work program has expanded and added volunteers; have received donations of cars to provide transportation to workers while they save for their own

PR 23 CDBG Summary of Accomplishments

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2019

DATE: 09-14-20
TIME: 8:15
PAGE: 1

CHARLOTTESVILLE

Count of CDBG Activities with Disbursements by Activity Group & Matrix Code

Activity Group	Activity Category	Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Economic Development	Micro-Enterprise Assistance (18C)	1	$9,375.00	0	$0.00	1	$9,375.00
	Total Economic Development	1	$9,375.00	0	$0.00	1	$9,375.00
Housing	Rehab; Single-Unit Residential (14A)	1	$0.00	1	$0.00	2	$0.00
	Total Housing	1	$0.00	1	$0.00	2	$0.00
Public Facilities and Improvements	Neighborhood Facilities (03E)	1	$93,626.08	0	$0.00	1	$93,626.08
	Street Improvements (03K)	1	$2,651.18	2	$0.00	3	$2,651.18
	Sidewalks (03L)	2	$13,561.00	0	$0.00	2	$13,561.00
	Total Public Facilities and Improvements	4	$109,838.26	2	$0.00	6	$109,838.26
Public Services	Employment Training (05H)	0	$0.00	4	$9,237.00	4	$9,237.00
	Other Public Services Not Listed in 05A-05Y, 03T (05Z)	0	$0.00	2	$21,565.04	2	$21,565.04
	Total Public Services	0	$0.00	6	$30,802.04	6	$30,802.04
General Administration and Planning	General Program Administration (21A)	1	$61,027.45	1	$21,267.38	2	$82,294.83
	Total General Administration and Planning	1	$61,027.45	1	$21,267.38	2	$82,294.83
Grand Total		7	$180,240.71	10	$52,069.42	17	$232,310.13

CHARLOTTESVILLE

CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Economic Development	Micro-Enterprise Assistance (18C)	Persons	9	0	9
	Total Economic Development		9	0	9
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	0	2	2
	Total Housing		0	2	2
Public Facilities and Improvements	Neighborhood Facilities (03E)	Public Facilities	0	0	0
	Street Improvements (03K)	Persons	0	7,400	7,400
	Sidewalks (03L)	Persons	2,240	0	2,240
		Public Facilities	0	0	0
	Total Public Facilities and Improvements		2,240	7,400	9,640
Public Services	Employment Training (05H)	Persons	0	29	29
	Other Public Services Not Listed in 05A-05Y, 03T (05Z)	Persons	0	753	753
	Total Public Services		0	782	782
Grand Total			2,249	8,184	10,433

CHARLOTTESVILLE

CDBG Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic Persons	Total Households	Total Hispanic Households
Housing	White	0	0	2	0
	Total Housing	0	0	2	0
Non Housing	White	252	27	0	0
	Black/African American	448	12	0	0
	Asian	8	1	0	0
	American Indian/Alaskan Native	8	2	0	0
	Native Hawaiian/Other Pacific Islander	3	0	0	0
	American Indian/Alaskan Native & White	1	1	0	0
	Asian & White	1	1	0	0
	Black/African American & White	15	0	0	0
	Amer. Indian/Alaskan Native & Black/African Amer.	2	0	0	0
	Other multi-racial	53	1	0	0
	Total Non Housing	791	45	0	0
Grand Total	White	252	27	2	0
	Black/African American	448	12	0	0
	Asian	8	1	0	0
	American Indian/Alaskan Native	8	2	0	0
	Native Hawaiian/Other Pacific Islander	3	0	0	0
	American Indian/Alaskan Native & White	1	1	0	0
	Asian & White	1	1	0	0
	Black/African American & White	15	0	0	0
	Amer. Indian/Alaskan Native & Black/African Amer.	2	0	0	0
	Other multi-racial	53	1	0	0
	Total Grand Total	791	45	2	0

CHARLOTTESVILLE

CDBG Beneficiaries by Income Category

	Income Levels	Owner Occupied	Renter Occupied	Persons
Non Housing	Extremely Low (<=30%)	0	0	567
	Low (>30% and <=50%)	0	0	3
	Mod (>50% and <=80%)	0	0	0
	Total Low-Mod	0	0	570
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	570

PR 26 CDBG Financial Summary Report

	Office of Community Planning and Development	DATE:	09-30-20
	U.S. Department of Housing and Urban Development	TIME:	9:48
	Integrated Disbursement and Information System	PAGE:	1
	PR26 - CDBG Financial Summary Report		
	Program Year 2019		
	CHARLOTTESVILLE , VA		

PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	649,067.98
02 ENTITLEMENT GRANT	393,152.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	3,841.08
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,046,061.06
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	169,431.30
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	2,634.66
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	172,065.96
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	62,878.83
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	9,811.40
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	244,756.19
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	801,304.87
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	169,431.30
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	2,634.66
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	172,065.96
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2017 PY: 2018 PY: 2019
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,189,617.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,189,617.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	30,802.04
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	13,324.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	14,845.96
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	58,972.00
32 ENTITLEMENT GRANT	393,152.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	73.91
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	393,225.91
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	62,878.83
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	9,811.40
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	72,690.23
42 ENTITLEMENT GRANT	393,152.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	3,841.08
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	396,993.08
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	18.31%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	1	1760	6372845	10th & Page Priority Neighborhood	03E	LMA	$93,626.08
					03E	Matrix Code	$93,626.08
2016	2	1759	6372845	10th & Page Priority Neighborhood	03K	LMA	$2,651.18
					03K	Matrix Code	$2,651.18
2018	7	1824	6322178	Belmont Priority Neighborhood	03L	LMA	$13,561.00
2018	7	1824	6343128	Belmont Priority Neighborhood	03L	LMA	$3,702.20
2018	7	1824	6353881	Belmont Priority Neighborhood	03L	LMA	$4,579.00
2018	7	1824	6363832	Belmont Priority Neighborhood	03L	LMA	$11,134.80
					03L	Matrix Code	$32,977.00
2019	15	1838	6343128	Literacy Volunteers Basic Literacy Instruction	05H	LMC	$2,743.00
2019	15	1838	6353881	Literacy Volunteers Basic Literacy Instruction	05H	LMC	$5,197.00
2019	15	1838	6372845	Literacy Volunteers Basic Literacy Instruction	05H	LMC	$1,297.00
					05H	Matrix Code	$9,237.00
2019	17	1842	6343128	TJACH Coordinated Entry System	05Z	LMC	$10,744.60
2019	17	1842	6353881	TJACH Coordinated Entry System	05Z	LMC	$7,245.54
2019	17	1842	6372845	TJACH Coordinated Entry System	05Z	LMC	$3,574.90
					05Z	Matrix Code	$21,565.04
2019	18	1839	6322178	CIC Entrepreneur Workshop	18C	LMC	$6,250.00
2019	18	1839	6372845	CIC Entrepreneur Workshop	18C	LMC	$3,125.00
					18C	Matrix Code	$9,375.00
Total							$169,431.30

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	15	1838	6343128	Literacy Volunteers Basic Literacy Instruction	05H	LMC	$2,743.00
2019	15	1838	6353881	Literacy Volunteers Basic Literacy Instruction	05H	LMC	$5,197.00
2019	15	1838	6372845	Literacy Volunteers Basic Literacy Instruction	05H	LMC	$1,297.00
					05H	Matrix Code	$9,237.00
2019	17	1842	6343128	TJACH Coordinated Entry System	05Z	LMC	$10,744.60
2019	17	1842	6353881	TJACH Coordinated Entry System	05Z	LMC	$7,245.54
2019	17	1842	6372845	TJACH Coordinated Entry System	05Z	LMC	$3,574.90
					05Z	Matrix Code	$21,565.04
Total							$30,802.04

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	8	1792	6322178	Admin & Planning	21A		$20,486.97
2019	20	1840	6364080	Admin & Planning	21A		$7,657.11
2019	20	1840	6364081	Admin & Planning	21A		$17,392.38
2019	20	1840	6364107	Admin & Planning	21A		$5,610.87
2019	20	1840	6372845	Admin & Planning	21A		$11,731.50
					21A	Matrix Code	$62,878.83

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
Total							$62,878.83

PR 83 CDBG Performance Measures Report

IDIS - PR83

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Performance Measures Report
Program Year 2019 CHARLOTTESVILLE,VA

DATE: 09-29-20
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Public Facilities and Infrastructure

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Number of Persons Assisted										
with new access to a facility	0	0	0	0	0	0	0	0	0	0
with improved access to a facility	0	0	0	0	0	0	0	0	0	0
with access to a facility that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	0	0	0	0	0	0	0
Number of Households Assisted										
with new access to a facility	0	0	0	0	0	0	0	0	0	0
with improved access to a facility	0	0	0		0	0	0	0	0	0
with access to a facility that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	0	0	0	0	0	0	0

Public Services

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Number of Persons Assisted										
with new (or continuing) access to a service	0	0	0	552	0	0	18	0	0	570
with improved (or continuing) access to a service	0	0	0	0	0	0	0	0	0	0
with new access to a service that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	552	0	0	18	0	0	570

IDIS - PR83

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Performance Measures Report
Program Year 2019 CHARLOTTESVILLE,VA

DATE: 09-29-20
TIME: 8:20
PAGE: 2

Public Services (continued)

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Number of Households Assisted										
with new (or continuing) access to a service	0	0	0	0	0	0	0	0	0	0
with improved (or continuing) access to a service	0	0	0	0	0	0	0	0	0	0
with new access to a service that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	0	0	0	0	0	0	0

Economic Development

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Total Number of Businesses Assisted	0	0	0	0	0	0	0	0	0	0
Of Total										
New businesses assisted	0	0	0	0	0	0	0	0	0	0
Existing businesses assisted	0	0	0	0	0	0	0	0	0	0
Number of business facades/buildings rehabilitated	0	0	0	0	0	0	0	0	0	0
Assisted businesses that provide a good or service to service area/neighborhood/community	0	0	0	0	0	0	0	0	0	0
Total Number of Jobs Created	0	0	0	0	0	0	0	0	0	0
Types of Jobs Created										
Officials and Managers	0	0	0	0	0	0	0	0	0	0

Economic Development (continued)

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Professional	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0
Sales	0	0	0	0	0	0	0	0	0	0
Office and Clerical	0	0	0	0	0	0	0	0	0	0
Craft Workers (skilled)	0	0	0	0	0	0	0	0	0	0
Operatives (semi-skilled)	0	0	0	0	0	0	0	0	0	0
Laborers (unskilled)	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0
Of jobs created, number with employer sponsored health care benefits	0	0	0	0	0	0	0	0	0	0
Number unemployed prior to taking jobs	0	0	0	0	0	0	0	0	0	0
Total Number of Jobs Retained	0	0	0	0	0	0	0	0	0	0
Types of Jobs Retained										
Officials and Managers	0	0	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0	0	0

Economic Development (continued)

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Technicians	0	0	0	0	0	0	0	0	0	0
Sales	0	0	0	0	0	0	0	0	0	0
Office and Clerical	0	0	0	0	0	0	0	0	0	0
Craft Workers (skilled)	0	0	0	0	0	0	0	0	0	0
Operatives (semi-skilled)	0	0	0	0	0	0	0	0	0	0
Laborers (unskilled)	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0
Of jobs retained, number with employer sponsored health care benefits	0	0	0	0	0	0	0	0	0	0
Acres of Brownfields Remediated	0	0	0	0	0	0	0	0	0	0

Thomas Jefferson Planning District Commission

A RESOLUTION

AUTHORIZING SUBMITTAL OF THE 2019-2020 CONSOLIDATED ANNUAL PERFORMANCE

AND EVALUATION REPORT (CAPER)

WHEREAS, under title l of the Housing and Community Development Act 1974, as amended, the Secretary of the Department of Housing Development (HUD) has made grants available to the City of Charlottesville to implement Community Development Block (CDBG) program; and

WHEREAS, under title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, HUD has made grants available to the Thomas Jefferson Planning District Commission HOME Consortium to implement the HOME Investment Partnership (HOME) Program; and

WHEREAS, under 24 CPR Part 91.520 Entitlement Communities shall submit a Consolidated Annual Performance and Evaluation Report 90 days after the completion of the most recent program year unless so waived because of special exception; and

WHEREAS, such Special Exception for submission was granted for the year 2020 due to the COVID-19 pandemic emergency declaration; and

WHEREAS, the Consolidated Annual Performance and Evaluation Report was available for comment for a period of fifteen (15) days, and an advertised public hearing has been held to review the administration of the CDBG and HOME programs.

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission:

1. That the 2019-2020 Consolidated Annual Performance and Evaluation Report for the Thomas Jefferson Planning District Commission HOME Consortium is hereby approved in all aspects

2. That the Executive Director is hereby authorized and directed to submit the Consolidated Annual Performance and Evaluation Report on or about November 9, 2020.

3. That Shirese Franklin, TJPDC Housing Planner, is hereby authorized to submit corrections and/or additional information as required by HUD.

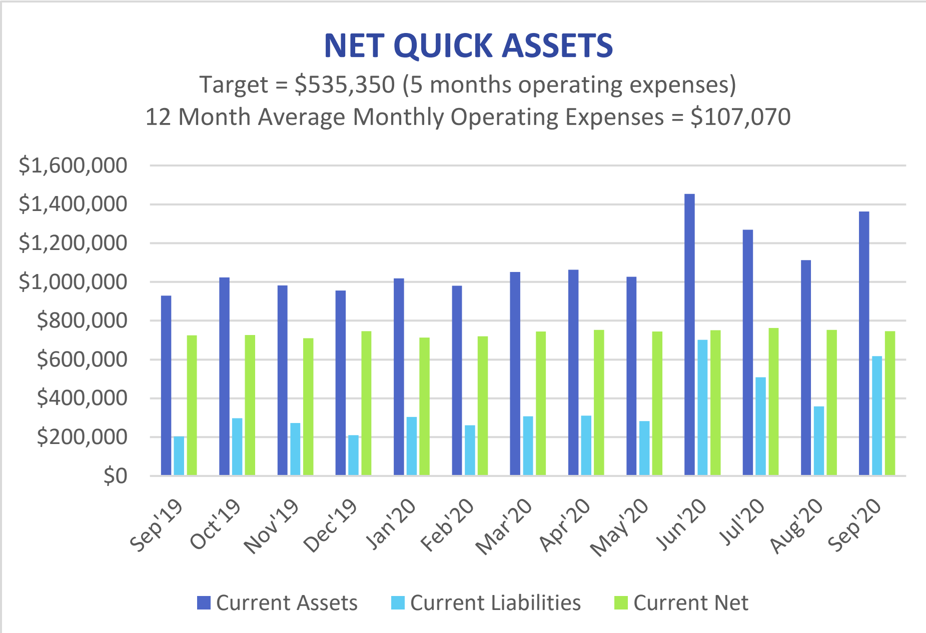
Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of November 5, 2020 via Zoom electronic means, a quorum being present.

________________________	____________________________
Charles P Boyles, II	Dale Herring
Executive Director	Chair

Date __________________

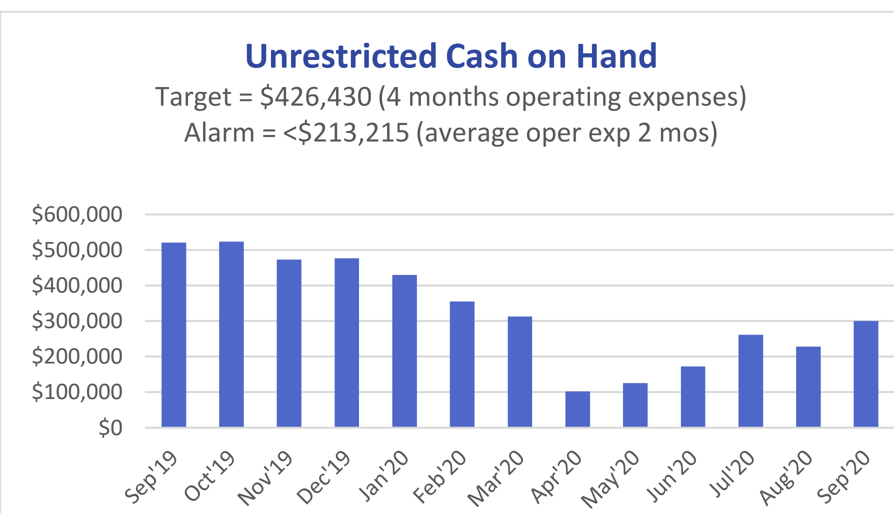
Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through September 30, 2020



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
May’20=$744,520
Jun’20 = $751,339
Jul’20= $761,878
Aug’20=$753,340
Sep’20=$746,274

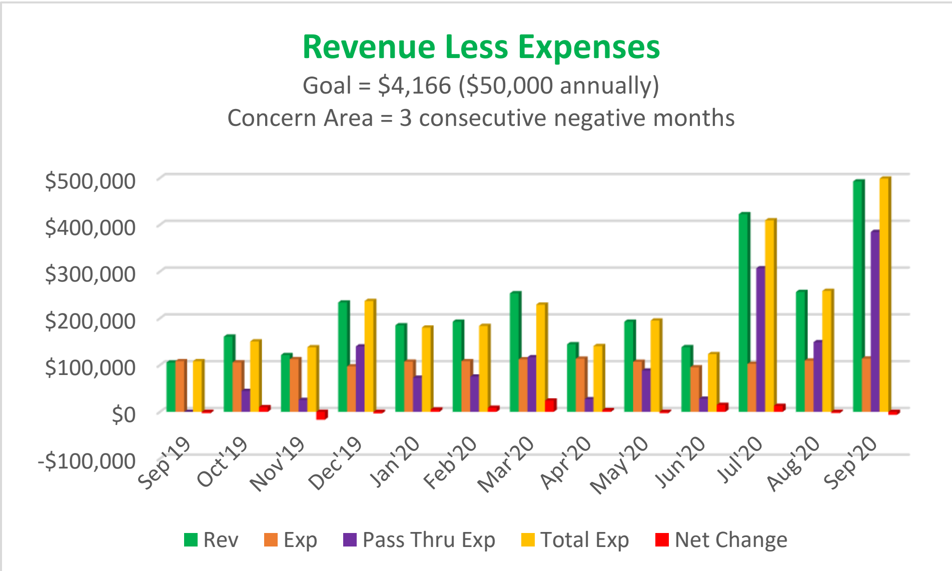
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred 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 under 7 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses increased to $107,070. The 3-month average of expenses is $108,803. Actual operating expenses for September were $114,080 compared to $109,676 in August. Capital reserves = $746,274-$535,350 = $210,924.



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 $299,705 represents 2.8 months of operating expenses. Unrestricted cash has increased from an April level of $102,049 to $299,705 at the end of September.

FINANCIAL DASHBOARD
Through September 30, 2020



Monthly Net Revenue

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=	$24,130
Apr'20=	$3,722
May'20=	($2,591)
Jun'20=	$14,870
Jul'20=	$12,974
Aug'20=	($2,388)
Sep'20=	($6,222)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY21 Budget adopted is estimating a $ 0 net gain. There was a loss in September of $6,222 resulting in a net gain of $ 4,364 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets) Much higher than normal revenues and expenses are due to the RMRP Cares Act grant that began in July. The Accrued Revenue Report shows available funds of $112,549 per month for FY21. Actual operating expenses for September were $114,080. We have experienced increased one-time expenditures in August and September for Housing Website development, purchase of two laptops, audit payments and equipment, and decreased revenues due to quarterly DRPT reimbursements. We are though ahead of where we were last year through 3 months. FY20 through 3 months was ($5,674).

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
September 2020

11:39 AM
10/22/20
Accrual Basis

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	425,925	97,131	994,844	291,392	1,165,569
4120 · State Funding Source	18,052	29,551	60,556	88,655	354,622
4130 · Local Source	30,343	41,204	85,506	123,613	495,278
4131 · Event Sponsors & Fees	0	0	0	0	0
42000 · Local Match Per Capita	18,010	17,138	37,903	45,179	158,365
4280 · Interest Income	171	833	508	2,500	10,000
Total Income	492,500	185,857	1,179,316	551,339	2,183,834
Gross Profit	492,500	185,857	1,179,316	551,339	2,183,834
Expense					
61000 · Personnel	84,742	87,664	255,007	257,081	1,032,784
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	62	159	471	476	1,904
62392 · Subscriptions, Publications	0	46	184	138	550
62393 · Supplies	684	928	1,303	2,794	11,200
62394 · Audit -Legal Expenses	7,750	8,250	7,801	8,250	16,500
6240 · Advertising	499	1,936	1,500	5,809	24,061
62404 · Meeting Expenses	40	857	142	2,572	10,286
62410 · TJPDC Contractual	5,619	3,546	15,880	10,996	46,100
6281 · Dues	405	818	1,633	2,455	9,820
62850 · Insurance	481	282	1,444	800	3,336
62890 · Printing/Copier	49	387	679	1,161	4,642
63200 · Rent Expense	10,279	7,860	25,812	23,580	94,319
63210 · Equipment/Data Use	787	1,483	8,533	4,450	17,800
63220 · Telephone Expense	1,818	489	2,500	1,466	5,862
63300 · Travel-Vehicle	316	1,828	1,329	5,484	22,080
6345 · Janitorial Service	348	827	982	2,480	9,920
6390 · Professional Development	200	1,495	1,264	4,486	17,944
Total Expense	114,080	118,855	326,462	334,475	1,329,108
Net Ordinary Income	378,420	67,002	852,854	216,865	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	80,530	48,356	196,703	145,069	580,277
8399 · Grants Contractual Services	304,112	22,871	651,576	68,612	274,449
Total Other Expense	384,643	71,227	848,280	213,682	854,726
Net Other Income	(384,643)	(71,227)	(848,280)	(213,682)	(854,726)
Net Income	**(6,223)**	**(4,226)**	**4,575**	**3,183**	**0**

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

	Sep 30, 20	Sep 30, 19	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	899,267.96	475,622.30	423,645.66
1189 · Capital Reserve	210,924.00	228,470.00	-17,546.00
Total Checking/Savings	1,110,191.96	704,092.30	406,099.66
Accounts Receivable			
1190 · Receivable Grants	213,748.73	204,490.29	9,258.44
Total Accounts Receivable	213,748.73	204,490.29	9,258.44
Other Current Assets			
1310 · Prepaid Rent	0.00	3,125.00	-3,125.00
1330 · Prepaid Insurance	16,720.11	4,401.68	12,318.43
1360 · Prepaid Other	22,534.66	14,177.56	8,357.10
Total Other Current Assets	39,254.77	21,704.24	17,550.53
Total Current Assets	1,363,195.46	930,286.83	432,908.63
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	0.00	9,175.61
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,260.29	111,737.79	10,522.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-115,044.17	-122,153.35	7,109.18
Total Fixed Assets	21,589.23	6,165.94	15,423.29
TOTAL ASSETS	**1,384,784.69**	**936,452.77**	**448,331.92**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	24,627.46	16,834.68	7,792.78
Total Accounts Payable	24,627.46	16,834.68	7,792.78
Credit Cards			
2155 · Accounts Payable Credit Card	1,615.93	5,099.28	-3,483.35
Total Credit Cards	1,615.93	5,099.28	-3,483.35
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2467 · Employee Deferred Compensation	83.33	0.00	83.33
2800 · Deferred Revenue	590,185.26	183,771.01	406,414.25
Total Other Current Liabilities	590,268.59	183,771.01	406,497.58
Total Current Liabilities	616,511.98	205,704.97	410,807.01
Long Term Liabilities			
2200 · Leave Payable	45,018.30	43,581.04	1,437.26
Total Long Term Liabilities	45,018.30	43,581.04	1,437.26
Total Liabilities	661,530.28	249,286.01	412,244.27
Equity			
3000 · General Operating Fund	507,230.16	463,694.61	43,535.55
3100 · Restricted Capital Reserve	210,924.00	228,470.00	-17,546.00
3600 · Net Investment in Fixed Assets	116.78	1,401.58	-1,284.80
Net Income	4,983.47	-6,399.43	11,382.90
Total Equity	723,254.41	687,166.76	36,087.65
TOTAL LIABILITIES & EQUITY	**1,384,784.69**	**936,452.77**	**448,331.92**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

Grant or Contract	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	GRANT-CONTRACT TOTAL	JULY FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	YEAR TO DATE FY21	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY22	GRANT TO DATE	GRANT-CONTRACT REMAINING FY21	NOTES
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802										29,057			29,057	73,567	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137										53,225			53,225	134,401	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101										14,893		9,047	14,893	40,535	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531										188,910			188,910	391,367	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356										4,749			4,749	23,907	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550											12,689			12,689	178,354	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331										18,992			18,992	56,979	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	177,070	10,121	10,263	8,865										29,249		16,404	29,249	131,417	Rideshare TDM Program Marketing & Management
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054										13,020			13,020	44,980	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	33,068	726	2,850	2,644										6,220		0	6,220	26,848	Regional Transit Partnership
RTP Pass Through	07/01/20	06/30/21	16,932													0			0	16,932	Grant Match if needed
LOVINGSTON	11/01/18	06/30/21	23,192	2,234	470	1,640										4,344	15,753	0	20,097	3,095	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/21	13,735			13,385										13,385	350	0	13,735	0	Consultant Design Costs
NELSON CARES 2020	08/12/20	12/31/20	15,000		2,709	4,910														15,000	CARES Business Grants Admin
Pass Thorughs	08/12/20	12/31/20	335,000																	335,000	CARES Business Grants Pass Through
TJPDC CORPORATION	07/01/20	06/30/21	0													0			0	0	Non-profit Arm
LEGISLATIVE LIAISON	07/01/20	06/30/21	102,171	6,581	7,134	9,940										23,655			23,655	78,516	
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,167	4,262										12,596			12,596	37,404	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329										992		0	992	9,508	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449										9,222	33,165	0	42,387	45,077	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969										2,869			2,869	7,631	Rivanna Commission
WIP PHASE III	06/01/18	12/30/20	50,997	2,801	3,144	2,761										8,706	0	0	8,706	42,291	Chesapeake Watershed Assistance to DEQ
Hazard Mitigation		06/30/21	31,040													0			0	31,040	24 month planning project resiliency
Haz Mit Pass Through		06/30/21	0													0	0		0	0	
TJCLT	10/19/17	06/30/21	26,985	7,508	7,911	3,996										19,415			19,415	7,570	Contract for Admin Land Trust
AFFORDABLE HSG																0			0	0	Regional Housing Partnership
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302										9,021	55,823	0	64,844	31,031	Regional Housing Plan Grant
RHP PASS-THROUGH	10/31/18	06/30/21	54,125													0	54,125		54,125	0	Housing Plan Contract with others
MEMBER PER CAPITA	07/01/20	06/30/21	158,365	9,946	9,946	18,010										37,902			37,902	120,463	Local Govt Annual Contributions
WATER STREET CENTER	07/01/20	06/30/21	0													0			0	0	Rental Fees
OFFICE LEASES - RENT	07/01/20	06/30/21	13,230	950	600	1,300										2,850			2,850	10,380	Rental Fees
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682										1,437	17,856	0	19,293	6,207	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	67,500	14,541	4,847	8,046										27,434	6,562		33,996	33,504	Regional Rent Refief Grants COVID Admin
RMRP Pass Through			1,282,500	213,730	121,046	283,527										618,303			618,303	664,197	RMRP Pass Through Grants
5TH STREET TAP	11/16/16	10/01/20	0													0	0	0	0	0	VDOT Bike Path Grant
5th STREET TAP Pass Through	11/16/16	10/01/20	0													0	0	0	0	0	VDOT Bike Path Design & Constr
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171										507			507	1,593	Investment Pool Savings Income
TOTAL			**3,971,521**	**422,547**	**256,214**	**492,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,163,642**	**183,634**	**25,451**	**1,347,276**	**2,598,794**	

					Pass-through funds	$1,585,850
Op Expenses	12 month average	$107,070			Contract funds	
	3 month average	$108,803		-	TJPDC Available Funds	$1,012,944
	last month	$114,080			Available funds per month	$112,549.33

Possible new funding grants non shown: additional RMRP up to $2.2m total; CEDS $125,000; Alb Transit $107,000; Regional Transit $400,000

Possible loss: Rideshare ($100,000); HOME reduction ($100,000); HPG transfer to FY22 ($50,000)

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: November 5, 2020
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since October 1, 2020

Administration

- November 5, 2020 Meeting Agenda

1. **Call To Order**
   a. Reading of the Electronic Meeting Notice

2. **Matters from the Public**
   a. Comments from public
   b. Comments received via written and electronic communication
   c. FY20 Annual Financial Report to be presented by David Foley of Robinson Farmer Cox

   Mr. Foley will provide a summary of the draft FY20 Audit as provided in your packet. He will highlight key areas and be available for any questions that you may have. After changes have been made during the audit combining the accrual and modified accrual accounting methods to our financial accounts, the TJPDC ended FY20 with a Net Gain of $14,445. We experienced an indirect cost increase from 62% to 66% and no material weaknesses were found for yet another year.

3. **Consent Agenda**
   a. Minutes of the October 1, 2020 Commission meeting.
   b. FY20 Annual Financial Report & Audit

   Staff recommends approval of the consent agenda in one vote.

4. **Resolutions**
   a. HOME CDBG Consolidated Annual Report (attached)

   The US Housing and Urban Development's (HUD) 5-Year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.

The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community Planning and Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grants (ESG) Program, and Housing Opportunities for Persons With AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Grantee and Administrator for the Regional HOME program Consortium for our region. The CAPER includes accomplishments of the regional HOME program as well as entitlement city accomplishments for Charlottesville for the CDBG, HOPWA and ESG programs.

In 2019, the HOME Consortium had a goal of assisting 36 families and exceeded this goal with 39 families receiving assistance using a total of $385,456 in assistance.

The comment period after being publicly advertised and community meetings held, no major changes resulted.

Staff recommends approval of the HOME CDBG Consolidated Annual report.

5. New Business

a. August Financial Report

Dashboard Report

Net quick assets have decreased to $746,274. 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 $210,924. (Net Quick Assets minus 5 months operating expenses: $746,274 – $535,350 = $210,924)

Unrestricted Cash on Hand as of September 30, 2020 was $299,705 or 2.8 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at $213,749 vs $204,490 for the same time last year.

Revenue less Expenses - We had a net Loss of $6,222 for the month of September. This gives us a fiscal year net Gain of $4,364. Budgeted fiscal year gain/loss is $0. We are substantially ahead of where we were last year after July, August and September (-$5,674). We have experienced increased one-time expenditures in August and September for Housing Website development, purchase of two laptops, audit payments and equipment, and decreased revenues due to quarterly DRPT reimbursements.

Profit & Loss. Total income through September is $1,179,316. With 3 months or 25% of the fiscal year complete, we have received 54% of our total budgeted income. Total expenses are $1,174742 or 54% of the budgeted total expenses of $2,183,834. The RMRP grant and its large pass-through expenses contributes to the substantial differences of income/expenses to expected %'s.

Operating expenses for the same period are $326,462 or 25% of our total budgeted operating expenses of $1,329,108. Operating revenue through September is $ 331,036 or 25% of the budgeted operating revenue of $1,329,108.

Balance Sheet. As of September 30, 2020, we have total current assets of $1,363,195 and total fixed assets of $21,589 giving total assets of $1,384,785. Total assets are up by $448,332 from the same time last year. Again, the large difference since last year is due to the prepayment grant funds for the rental relief program.

Total liabilities have increased from a year ago by $412,244 due to the balance of RMRP grant payments with total liabilities as of September 30, 2020 of $661,530. Total Equity has increased by $36,089 to $723,254 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have $1,012,944 operating funds available in contracts and grants for the fiscal year. For the remaining 9 months, we have $112,944 available per month for operating expenses. September operating expenses were $114,080. The 12-month average is $107,070. September was high due to several large one-time expenses. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding.

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.

b. The TJPDC has been working for several months on updating our web site. You may notice that we look more like a consulting firm look than a local government look.

Our goal was to refresh the appearance and make the site more user-friendly minimizing clicks and bringing more local attractions to the site. We will continue to add changes as time permits.

c. The Regional Housing Partnership conducted a Strategic Planning Process several months ago. One of the priority action items was to create an on-line affordable housing site that would assist both persons looking for affordable housing and housing assistance programs as well as property owners who were looking to rent or sell affordable properties. The COVID-19 pandemic increased the urgency of this project and on November 12th, the RHP will roll out a web site that provides a search tool to find both rental and ownership units. The site will include governmental and non-profit programs to assist families in their search for housing assistance. We have received approval or tentative commitments from Albemarle County, City of Charlottesville, Nelson County, Fluvanna County and Louisa County. All jurisdictions were asked to contribute on a per capita basis from CARES Act funds. TJPDC also received a grant from the Charlottesville Area Community Foundation to support the ongoing web site. Staff will provide you a viewing of the draft site.

d. The TJPDC continues to administer the Regional Rental& Mortgage Relief Program through sub-grantees in the region. We have received grant approvals of $1,800,000 for the region. Allotments have been made to each jurisdiction based upon a per capita formula. Christine Jacobs will provide an overview of the agenda report and how both the CARES Act RMRP and the State funded RMRP 2.0 will continue.

6. Executive Director's Monthly Report

The TJPDC staff have received inquiries of the status of our agency name of "Thomas Jefferson" Planning District Commission. Several area agencies and a church have recently changed their name away from Thomas Jefferson. Before we moved forward on this consideration, we wanted direction from the Commission of how you may want us to consider. We have in the past considered both a change from Thomas Jefferson as well as change from Planning District Commission to either Regional Commission or Regional Council. Should you desire staff to pursue options, we could report back to you in February. There is no January meeting.

a. All PDC's across the Commonwealth, including the TJPDC provide the Virginia Department of Housing and Community Development an annual report of activities undertaken within their region assisting local and state government. DHCD in turn consolidates and provides a biennial report of activities by PDC's to the Governor and General Assembly. I have provided you a copy of this report for 2019 and 2020. This provides a very good summary of PDC history, funding and activities collectively and individually. The top five areas of activity are broadband, economic development, workforce development, COVID-19 Pandemic, and Transportation. You may notice that the TJPDC does work in areas not shown in the report. This is the first year for this reporting tool and older data and misunderstood data was reported. It will become more accurate with time.

b. For your review and questions is our quarterly summary activity report.

7. **Other Business**

8. **Closed Session**
   a. There is a possibility for the need for a closed session personnel matter. It is not likely that it will be needed at this time, but in case, the Chair and I placed on the agenda.

9. **Adjourn**

SUMMARY OF TJPDC ACTIVITIES SINCE October 1, 2020

TJPDC staff continue to spend limited time working in the office with the rest of each work day working remotely. Technology advancements and education on our part is making this work seamlessly. Safety precautions have been introduced when workers are in the office. There are no outside meetings, masks are required outside of private office spaces, staff desks have been rearranged to meet safe distancing practices, hallways and other limited space areas have been closed, point of contact areas have been minimized and PPE and informational materials have been posted throughout the building and at entry points and entry points have been limited. Working remotely did identify some technology issues with older laptops and we had to order two new laptops to replace units that were five years old. Staff expects to continue these hours and precautions through the Thanksgiving holiday. On November 30th, we are planning a full return to the office while continuing to offer a scheduled remote work policy. We continue to watch state, governmental and school practices as guidance.

Three transit related projects that the TJPDC and the Regional Transit Partnership are partners in are expected for approval at the December Commonwealth Transportation Board meeting. One is a project of the Afton Express implementing a public transit service between Augusta County and Albemarle County and City of Charlottesville. The second is a Regional Transit Visioning Plan to assess through study and community input the provision of regional public transit services throughout our region in partnership with CAT, Jaunt, UTS, Rideshare, and private carriers, such as Uber, Lyft, e-bikes, etc. Lastly, the CTB will be considering a Transit Feasibility Study to expand transit services in Albemarle County for the areas of North 29, Pantops and Monticello. If awarded, the TJPDC will administer the two planning grants.

The first steering committee for the Regional Broadband Partnership was held by David Blount and Dominique Lavorata on October 22nd. There was a very good turnout of local government officials, private providers, and elected officials. A topic to be pursued is a regional mapping by location and internet speed of each address. Albemarle County is working with UVA to complete an assessment of the County and TJPDC is looking into expanding to the rest of the region. This data may be used to obtain funding to fully map infrastructure in relation to the most needed services and share with providers for planning future expansion and grants. Many local governments are using CARES Act funds to expand their coverage when there are existing connections allowing a quick and easy expansion prior to December 30th.

Please contact me or any staff member with questions that you may have for on any of the reports provided.

Biennial Report to the Governor and General Assembly on

VIRGINIA'S PLANNING DISTRICT COMMISSIONS FOR FISCAL YEARS 2019 AND 2020

Department of Housing and Community Development
Commonwealth of Virginia

September 2020

Table of Contents

BIENNIAL REPORT ON VIRGINIA'S PLANNING DISTRICT COMMISSIONS
FY 2019 & FY 2020

Executive Summary

For every biennium, the Director of the Department of Housing and Community Development (DHCD) is required to prepare a biennial report to the Governor, General Assembly, and other specified state agencies regarding the activities and other information deemed appropriate by the Director concerning Planning District Commissions (PDCs) and their compliance with their duties established in the Regional Cooperation Act (§15.2-4200 et seq). In order to comply with this reporting requirement, DHCD requires each PDC to submit an annual report by September 1st of each year regarding the activities for each PDC during the most recent fiscal year. It should be noted that this annual report collection process was revised for this biennium in order to refine the data collection process.

Planning District Commissions were established to encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance. The Regional Cooperation Act lists 12 specific duties related to this overall purpose. In support of this effort, the Commonwealth of Virginia funds PDCs, largely based on population size. This funding is significantly leveraged with additional support at the local, state, federal, and other level. At the median level, state funding is leveraged and multiplied about 25 times over through PDC efforts to access other funding opportunities from a variety of sources.

Based on the data provided in their annual reports for FY 2019 and FY 2020, all 21 PDCs have demonstrated compliance with the duties of the Regional Cooperation Act. They have done extensive work in formulating regional strategic plans, including the identification of significant priority topic areas for their regions. Furthermore, they have met the obligation of their duties in a variety of functional areas, especially Transportation, Environment, and Economic Development. It should be noted that the Regional Cooperation Act does not require that each PDC conduct activities in every functional area. Rather, each PDC is challenged to tailor its services to meet the diverse needs of its member localities. Nevertheless, for each duty listed in the Regional Cooperation Act, all or nearly all PDCs had some level of activity with respect to that duty during FY 2019 and FY 2020.

In conclusion, the PDCs should be commended for the value that they bring to addressing regional issues. A sampling of highlights for each PDC that demonstrate this value are included near the conclusion of this report.

Introduction

Section 36-139.6 of the Code of Virginia contains numerous provisions regarding the Director of the Department of Housing and Community Development's oversight of Planning District Commissions (PDCs) within Virginia. Among those provisions is the duty of the Director "...to prepare a biennial report to the Governor and the General Assembly which identifies the activities and other information deemed appropriate by the Director concerning (PDCs), including findings as to (PDCs) which are not complying with Chapter 42 (§ 15.2-4200 et seq.) of Title 15.2...." In accord with that responsibility, §15.2-4215 of the Code of Virginia requires each PDC to submit an annual report - in a format prescribed by the Department - that "shall contain at a minimum a description of the activities conducted by the (PDC) during the preceding fiscal year, including how the commission met the provisions of this chapter, and information showing the sources and amounts of funding provided to the commission." The following report has been assembled to satisfy that responsibility.

It should be noted that for purposes of this biennium's report, the annual report questionnaire was modified slightly from its prior form. Comparisons may still be made to varying degrees with information from this and future biennial reports to previous biennial reports, but not all comparisons are possible. Additional context, when appropriate, regarding some of these modifications to the annual reports is summarized by footnote in relevant sections of the body of this report. Requests for additional information concerning this matter may be directed to the Department of Housing and Community Development (DHCD).[1]

Overview of Planning District Commissions

Purpose

Virginia has 21 PDCs – voluntary associations of local governments intended to foster intergovernmental cooperation by bringing together local elected and appointed officials and involved citizens to discuss common needs and determine solutions to regional issues.[2] [3]

The Virginia General Assembly created the statutory framework for the creation of the PDCs in 1968 through the passage of the Virginia Area Development Act. In 1995, the General Assembly modified the Area Development Act through the adoption of the Regional Cooperation Act (Chapter 42, Title 15.2, Code of Virginia). The Regional Cooperation Act articulates that PDCs were created to encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance. This cooperation is intended to help local governments solve their problems by enhancing the ability to recognize and analyze regional opportunities and take account of regional influences in planning and implementing public policies and services.

Virginia's PDCs represent a diverse array of regions across the Commonwealth: from the Rural Horseshoe that runs down the Shenandoah Valley to Southwest and Southside Virginia across to the Eastern Shore

[1] A copy of the report questionnaire has been included as an Appendix to this report (See Appendix A)
[2] In 2017, Chapter 42 of Title 15.2 was amended to also allow for federally recognized Indian tribes within the boundaries of such PDCs to elect to become part of a PDC at any time (Chapter 377, 2017 Acts of Assembly)
[3] A complete listing of the PDCs and their member jurisdictions is provided in Appendix L.

and the Urban Crescent extending from the Washington DC Metro Region down Interstate 95 and eastward to Hampton Roads. Populations served by PDCs range from a low of 44,371 to a high of 2,520,543.[4] Consequently, the issues that they address in light of their duties vary greatly.

Duties

The Regional Cooperation Act establishes numerous responsibilities for PDCs in alignment with their purpose. This includes the following 12 general duties:

1. To conduct studies on issues and problems of regional significance;
2. To identify and study potential opportunities for state and local cost savings and staffing efficiencies through coordinated governmental efforts;
3. To identify mechanisms for the coordination of state and local interests on a regional basis;
4. To implement services upon request of member localities;
5. To provide technical assistance to state government and member localities;
6. To serve as a liaison between localities and state agencies as requested;
7. To review local government aid applications as required by § 15.2-4213 and other state or federal law or regulation;
8. To conduct strategic planning for the region as required by §§ 15.2-4209 through 15.2-4212;
9. To develop regional functional area plans as deemed necessary by the commission or as requested by member localities;
10. To assist state agencies, as requested, in the development of substate plans;
11. To participate in a statewide geographic information system, the Virginia Geographic Information Network, as directed by the Department of Planning and Budget; and
12. To collect and maintain demographic, economic and other data concerning the region and member localities, and act as a state data center affiliate in cooperation with the Virginia Employment Commission.

In addition to those 12 duties, and in greater elaboration of bullet number eight listed above, §15.2-4209 of the Code of Virginia requires 20 of the 21 PDCs to prepare and adopt a regional strategic plan.[5] Development of the regional strategic plan requires participation from local governing bodies, the business community, citizen organizations, and other interested parties. The strategic plan is required to include regional goals and objectives, strategies to meet those goals, and mechanisms for measuring progress. The intent of the plan is to help promote the orderly and efficient development of the physical, social, and economic elements of the planning district.

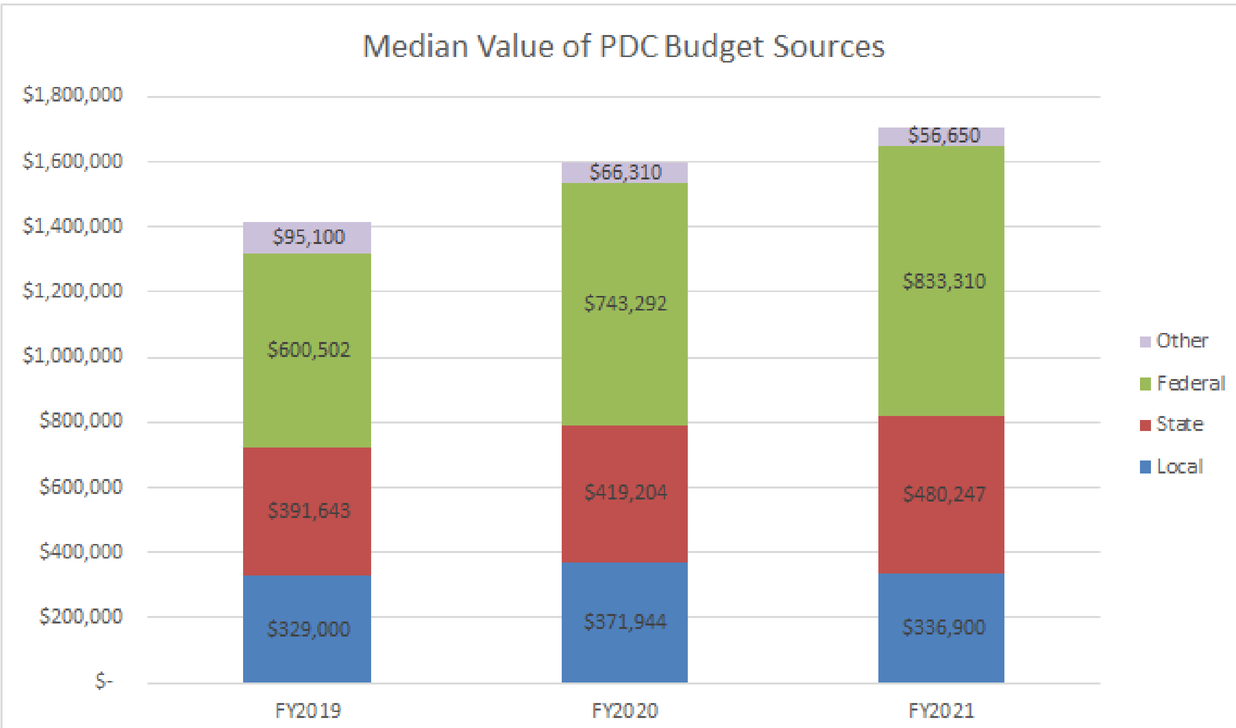
Funding

In support of these duties, for FY FY2019 and FY 2020 the General Assembly appropriated $1,785,321 annually to the Department of Housing and Community Development (DHCD) for distribution to the 21 PDCs. Additional details within the Appropriations Act specify funding allocations to each PDC. The

[4] Based on Weldon Cooper Center population data requested from each PDC as part of their annual report.
[5] For any PDC in which regional planning also is conducted by multi-state councils of government, this requirement is optional.

amounts appropriated to individual PDCs range from $75,971 to $151,943. Eighteen PDCs receive an appropriation of $75,971, while the remaining three most populated PDCs receive larger appropriations.[6]

Additional PDC funding comes from a variety of sources at the federal, state, local, and non-governmental organization level.[7] For fiscal years 2019, 2020, and their proposed 2021 budgets, the majority of PDC funding appears to come from federal sources, followed by state, local, and then other sources as shown by the following bar chart.



As it relates to the $1,785,321 in annual funding provided by the Commonwealth, there is strong evidence that this base funding invested by the Commonwealth is leveraged by PDCs to secure other resources beyond this allocation. As it relates to the median of this value for all 21 PDCs, for every dollar in state funding in support of the Regional Cooperation Act, PDCs secured an additional $25 in funding from other sources. At its highest for individual PDCS, this multiple exceeds $100 for some fiscal years, and even at its lowest multiplier the state funding is still multiplied about five times over. Most importantly this Commonwealth investment can be used as match by regions to secure additional federal funding in

[6] The Richmond Regional PDC receives $113,957 annually, while the Hampton Roads PDC and Northern Virginia Regional Commission each receive $151,943 annually.

[7] While prior biennial reports requested that PDCs provide a copy of their most recent and upcoming fiscal year budgets, this biennial report includes newly requested information regarding a summary level breakdown of their budget based on the following sources: (1) local, (2) state, (3) federal, and (4) others. For all fiscal years reported by PDCs, the most recent data provided by the PDC was used. In any case where precise amounts were provided, they were rounded up to the nearest dollar. In some cases, additional analysis of budgets that were provided by PDCs was needed in order to produce the proportional breakdown.

support of regional priorities and efforts. The largest source of funding for PDCs on average is federal funding.

	Value of Multiplier to Regional Cooperation Act State Funding		
Fiscal Year	Median	Highest	Lowest
FY 2019	$ 26.60	$ 94.54	$ 5.16
FY 2020	$ 25.08	$ 114.90	$ 4.28
FY 2021	$ 28.75	$ 107.46	$ 4.37

On a per capita basis, Regional Cooperation Act funding translates into a median value of $0.32 allocated to each PDC. Because PDC populations vary significantly, this also yields a per capita high of $1.71 and low of $0.06.[8]

Historically speaking, PDC funding was highest in FY 2008 when $2,463,771 was allocated; therefore, the annual amounts appropriated for FY 2019 and FY 2020 is $678,450 – or 27.5 percent – less than what was appropriated for FY 2008. While the state budget approved in April 2020 would have increased this appropriation amount based on the strong value provided by PDCs, the increase was unallotted due to the ongoing impacts to the state budget because of COVID-19 pandemic.

Summary Data FY 2019 & FY 2020

The annual report format requires the PDCs to consider four elements of performance. Each PDC is asked to document progress in developing and implementing strategic planning in the planning district; to describe all activities accomplished with respect to the duties assigned under the Regional Cooperation Act; to highlight successes and achievements of special note with regional efforts in cooperation; and to submit a work program for the coming year that includes a budget and a list of member jurisdictions and commission members. The responses for Fiscal Years 2019 and 2020 are summarized on the pages that follow. Tables depicting the wide range of activities performed by each PDC relative to the individual elements required by the Regional Cooperation Act appear in Appendices B through K.

Regional Strategic Planning

Section 15.2-4209 of the Code of Virginia establishes the requirement for PDCs to prepare and adopt a regional strategic plan, which shall "concern those elements which are of importance in more than one of the localities within the district." Furthermore, §15.2-4209 includes various elements and processes that are required in the development of such plans, including:

- Regional goals and objectives;
- Strategies to meet those goals and objectives;

[8] See Appendix M for more details.

- Mechanisms for measuring progress;
- Various subjects necessary to promote the orderly and efficient development of the physical, social, and economic elements of the district; and
- Input from a wide range of organizations in the region, including local governing bodies, the business community, and citizen organizations.

Each PDC was asked to document progress in developing and implementing strategic planning in the planning district. As for FY2021, every PDC required to have a regional strategic plan had done so or was in the process of revisions to existing regional strategic plans.[9] Additionally, the PDCs provided extensive information summarizing the process involved with development of their plans, persons and organizations involved, priorities contained within the plans, and the status of activities identified in the plans that had been undertaken or were planned to be undertaken.[10] Overall, Virginia's PDCs are successfully meeting the obligations of this duty.

Based on the information gathered on regional strategic planning activities, the following word cloud summarizes some of the most important issues for PDCs based on their FY 2019 and FY 2020 responses.[11]

The following five topics appear to be the most consistent, high-priority issues for PDCs based on the word cloud analysis:

1. Broadband	4.The COVID-19 Pandemic
2. Economic Development	5. Transportation
3. Workforce Development	

9 In some cases, PDCs used the assemblage of several reports and plans, such as the Comprehensive Economic Development Strategy (CEDS) to satisfy the requirements of having a strategic plan.

10 For additional details on the information collected on this activity, please contact DHCD staff.

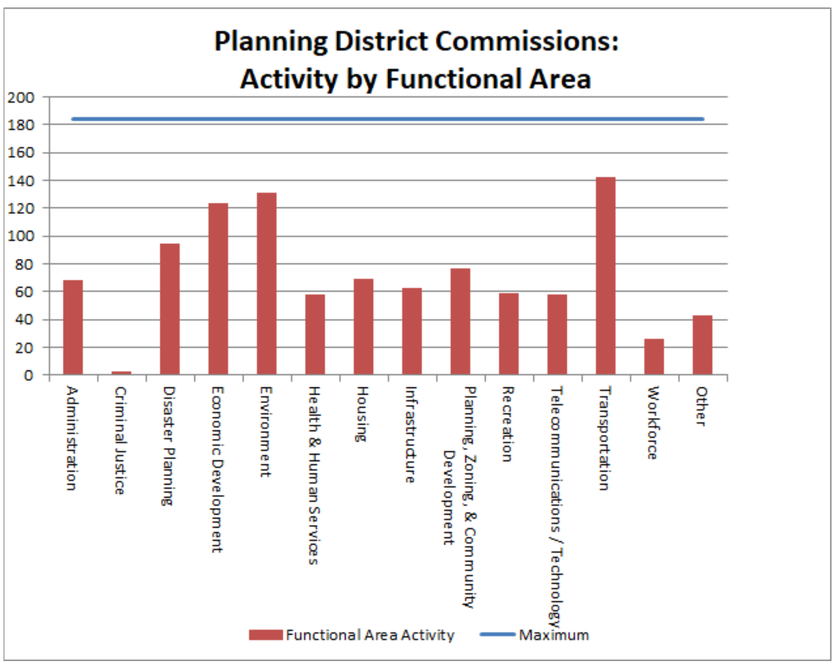
11 Some modification to PDC responses was warranted in order to produce the word cloud analysis. These revisions included: (1) removal of "stop" words, (2) stemming, (3) indicating when certain words go together as phrases, and (4) grouping synonyms into one word.

Duties Performed

The PDCs were asked a series of standard questions related to activities accomplished over the biennium pursuant to the duties assigned under the Regional Cooperation Act ("the Act").[12] These activities were broken down into the following functional areas:[13]

Administration	Infrastructure
Criminal Justice	Planning, Zoning, & Community Development
Disaster Planning	Recreation
Economic Development	Telecommunications/Technology
Environment	Transportation
Health & Human Services	Workforce
Housing	Other

Each PDC was required to provide at least one example for every activity they had within the individual functional areas by duty. These examples were recorded and a summary table was produced for each of the individual responsibilities.[14] The following series of charts summarizes those responses by duty and functional area. Additional explanation regarding each chart is included, as needed.



[12] While these activities have already been listed, it is important to note that for this new version of the biennial report, DHCD staff provided additional elaboration and interpretation for some of the duties, especially because no such definition existed within State Code. For example, a definition was provided for "regional functional area plan." For more details on this additional elaboration, please see the annual report questionnaire in Appendix A.

[13] DHDC staff also provided additional definitions for each of these functional area categories. Please see the annual report questionnaire in Appendix A for more details.

[14] The summary tables can be seen in greater detail in the Appendix B through Appendix K.

Overall, PDCs provided numerous examples that demonstrated their fulfillment of their duties and within numerous functional areas. The top three most frequent functional areas for PDC activity for all duties occurred within Transportation, Environment, and Economic Development. Conversely, the categories of Workforce and Criminal Justice appeared to have very little activity over the course of the biennium.

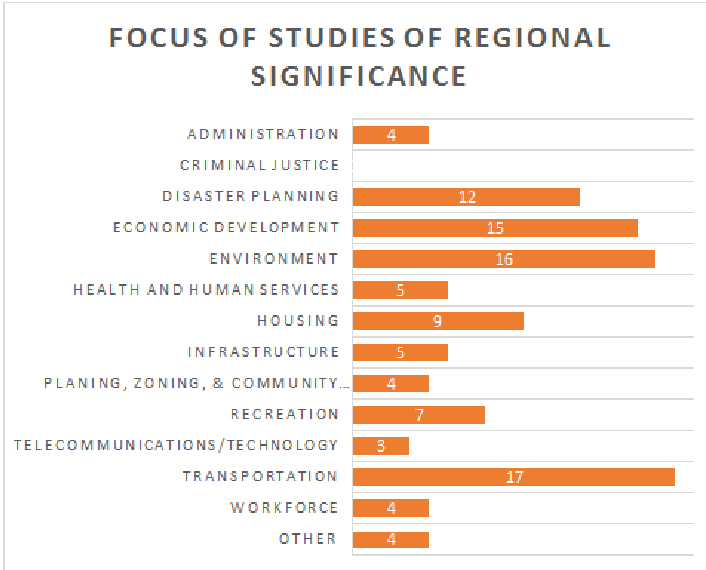
Furthermore, nearly every PDC provided at least one example of an activity within one of their assigned duties, as demonstrated by the following table. The Regional Cooperation Act does not require that PDCs have an activity for every category annually, so this would be expected, especially for some of the categories that would require the preliminary action of another party, such as review of a local government aid application.

Duty	Number of PDCs w/ Activity
Conduct studies on issues and problems of regional significance	21
Identify and study potential opportunities for state and local cost savings and staffing efficiencies through coordinated governmental efforts	20
Identify mechanisms for the coordination of state and local interests on a regional basis	21
Implement services upon request of member localities	21
Provide technical assistance to state government and member localities	21
Serve as a liaison between localities and state agencies as requested	21
Review local government aid applications as required by § 15.2-4213 and other state or federal law or regulation	20
Develop regional functional area plans as deemed necessary by the commission or as requested by member localities	20
Assist state agencies, as requested, in the development of substate plans	21

To conduct studies on issues and problems of regional significance

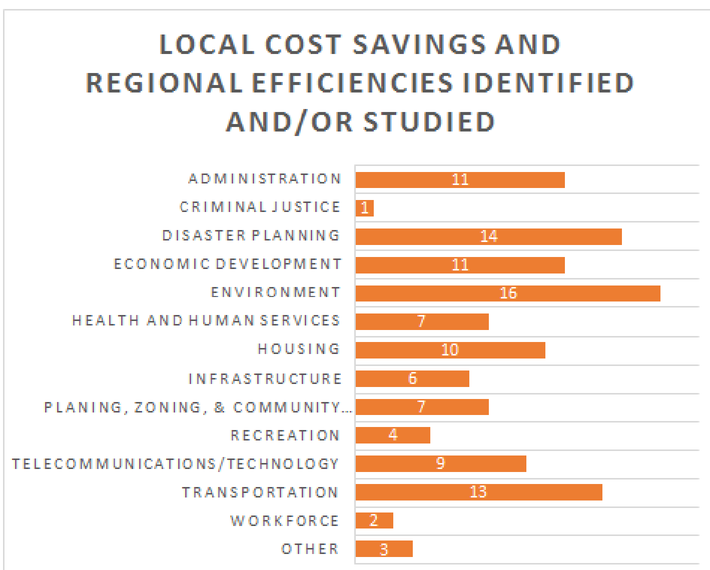
As previously reported, all 21 PDCs reported examples of activities regarding this duty.[15] Transportation was the functional area for which the greatest number of PDCs had an activity, followed by Environment and Economic Development. Criminal Justice, again, had no activity for this specific duty. Many other functional areas had activity by five or fewer PDCs.

[15] For purposes of this question, additional context was provided so that only studies involving two or more localities would be considered as having regional significance.

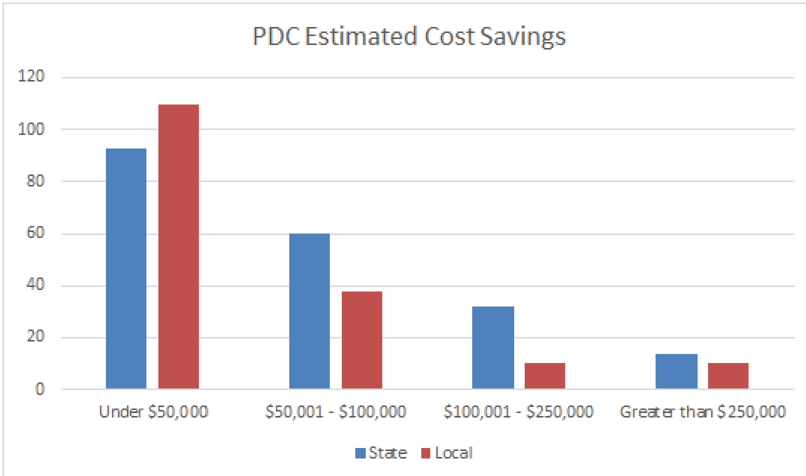


To identify and study potential opportunities for local cost savings and staffing efficiencies through coordinated local government efforts.

During FY 2019 and FY 2020, 20 PDCs reported having at least one activity in this duty by functional area. Environment followed by Disaster Planning and Transportation were the most common functional areas where PDCs fulfilled this duty.

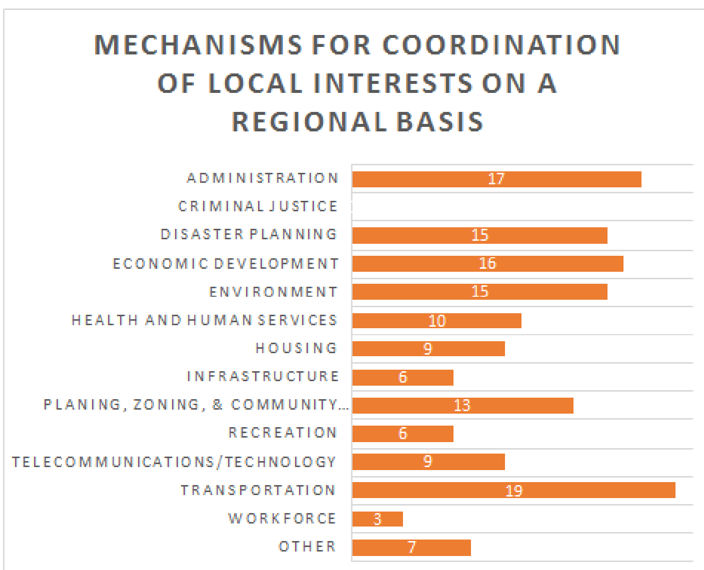


As a component of the annual report, PDCs were asked to estimate the local and state level costs savings that were attributable to the activities they reported as examples within this duty. Accordingly, PDCs estimated a significant volume of cost savings as a result of this duty at the state and local level. For example, 60 examples were provided by PDCs with estimated local savings in the $50,000 - $100,000 range while those examples also estimated an additional 38 counts of savings at the state level.[16]



To identify mechanisms for the coordination of state and local interests on a regional basis.

During the biennium, all PDCs reported examples of activity in mechanisms for coordinating state and local interests on a regional basis.[17] Transportation was the highest functional area reported by 17 PDCs followed by Administration and Economic Development. No examples of activity in Criminal Justice were provided, and Workforce was only reported by three PDCs.

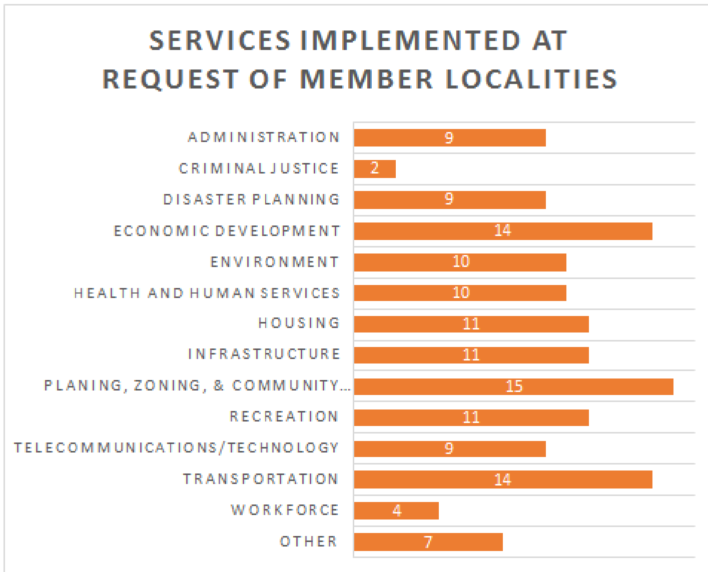


[16] It should be noted that these estimates were optional and additional information requesting cost savings methodology was not required. Additional, more thorough evaluation of the activities listed by the PDCs would be needed in order to determine their true cost savings. For additional details, please see Appendix C.

[17] For this question, mechanisms were defined as "procedures, committees, subcommittees, websites, and other structural processes and resources."

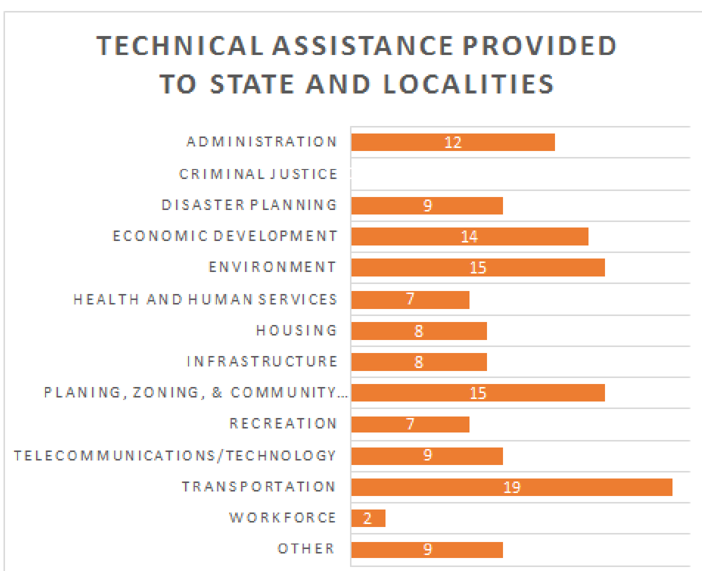
To implement services and to provide technical assistance upon request of member localities.

All 21 PDCs reported examples of activity with this duty. Planning, Zoning, and Community Development was reported as the most common functional area based on 15 PDCs responding. This was followed by Economic Development and Transportation with 14 PDCs reporting. Conversely, Criminal Justice was reported with the lowest level of functional area activity followed by Workforce.



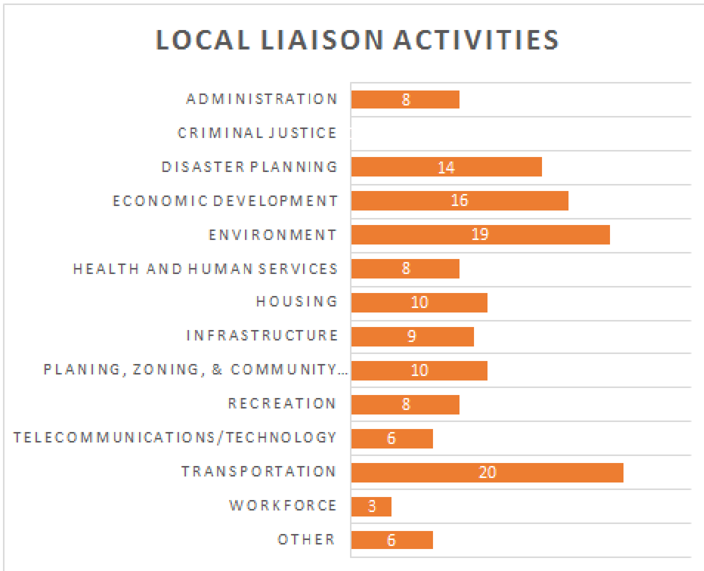
To provide technical assistance to state government and member localities

Again, all 21 PDCs reported having activity related to this duty over the last biennium. Transportation scored highest with 19 PDCs reporting an example. Planning, Zoning, and Community Development and Environment were reported at the next highest level at 15. Again, Criminal Justice was not reported by any PDCs in this duty, followed by the Workforce functional area that was reported by only two PDCs.



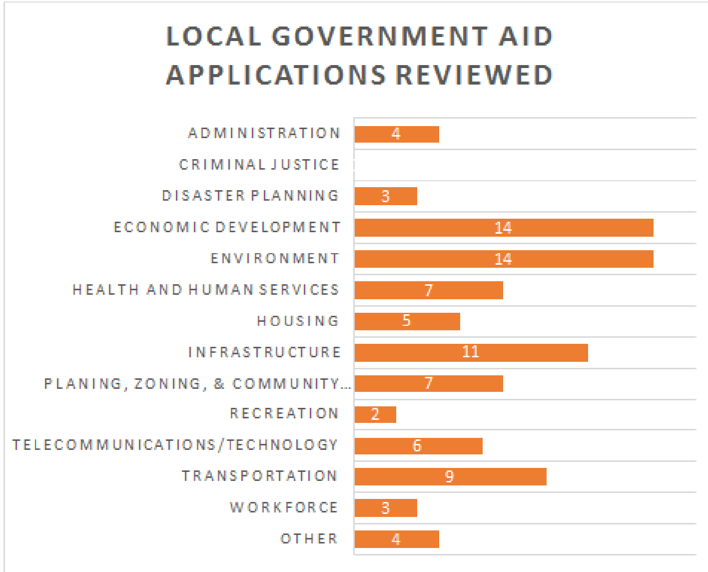
To serve as liaison between localities and state agencies as requested.

Every PDC reported having activity meeting the requirements of this duty. Nearly every PDC reported having an activity in the Transportation functional area of this responsibility. This was followed closely by Environment, which had 19 PDCs reporting. Economic Development rounded out the top three functional areas for this duty. On the opposite end, again, no activity was reported in the Criminal Justice functional area, which was also, again, followed by Workforce with only three PDCs reporting an activity.



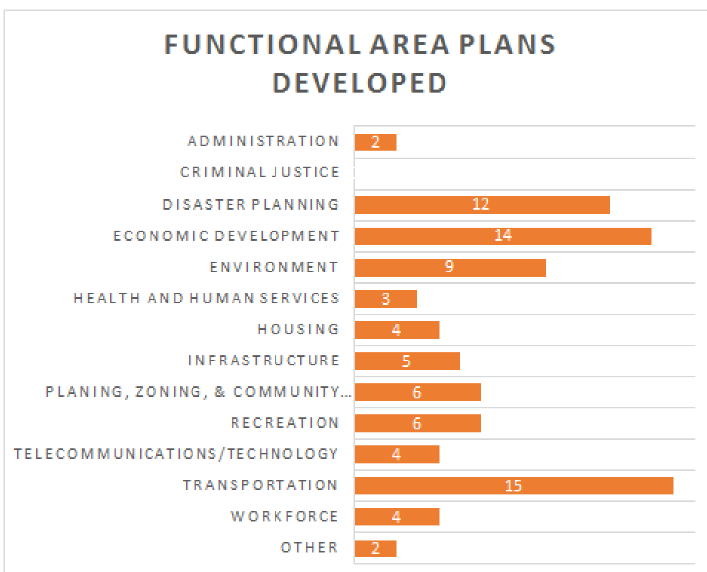
To review local government aid applications as required by §15.2-4213, Code of Virginia and other state or federal law or regulation.

Twenty PDCs reported activity in a functional area of this duty. Economic Development and Environment were the most common functional area among 14 PDCs. Infrastructure was the third most common functional area. Again, there were no activities reported in Criminal Justice. Recreation (2), Workforce (3), Disaster Planning (3), Other (4), Administration (4), and Housing (5) all were less common functional areas.



To develop regional functional area plans as deemed necessary by the commission or as requested by member localities.

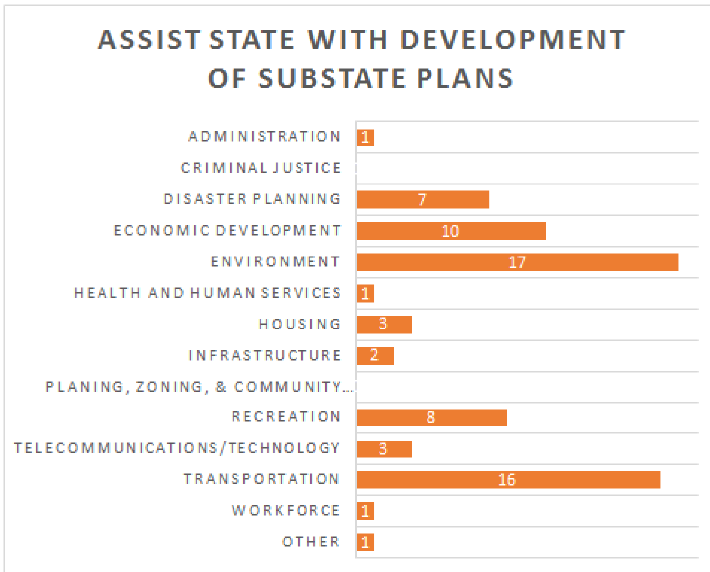
During FY 2019 and FY 2020, 20 of the 21 PDCs reported having activity related to this duty.[18] Transportation, Economic Development, and Disaster Planning were the most common functional areas reported by PDCs. Criminal Justice was not reported by any PDC while Other, Administration, Health and Human Services, Telecommunications/Technology, Housing, Workforce, and Infrastructure were reported by five or fewer PDCs.



[18] For purposes of this question, the annual report questionnaire was updated to include the definition of regional functional-area plan: "a plan to address, service, need, or opportunity in a functional area (including, but not limited to, the available (categories)) that encompasses or involves two or more localities."

To assist state agencies, as requested, in the development of substate plans.

All 21 PDCs reported assisting state agencies in the development of substate plans during FY 2019 and FY 2020. Environment was the most common functional area, followed by Transportation and then Economic Development. There was no reported activity by and PDC in the Criminal Justice and Planning, Zoning, and Community Development categories, while many other remaining categories, except for Recreation and Disaster Planning, also were reported less commonly.



To participate in a statewide geographic information system, the Virginia Geographic Network, as directed by the Department of Planning and Budget.

Twenty of the 21 PDCs reported having activity meeting this duty during the biennium.

To collect and maintain demographic, economic and other data concerning the region and member localities and act as a state data center affiliate in cooperation with the Virginia Employment Commission.

All 21 PDCs reported activity relating to collecting and maintaining demographic, economic, and other data in addition to serving as an affiliate state data center with the Virginia Employment Commission.

PDC Highlights for FY 2019 & FY 2020

In addition to providing data responsive to each of the requirements contained in the Act and reported on above, DHCD requests that each PDC highlight its successes and achievements with respect to regional cooperative efforts in each year's annual report to the agency. The following sections feature selected highlights that were submitted from each PDC.

Accomack-Northampton Planning District Commission (A-NPDC)

Regional Planning of a Sewer Transmission Line Consolidating Town and County Wastewater Treatment

The Towns Mayors of the Eastern Shore convened with the House Representative in spring 2018 to discuss needed infrastructure on the Eastern Shore. The counties and other local officials were also requested to attend. Together the local officials determined that sewer has become the most pressing issue for their town's development and retention of businesses. A small working group formed of the Town of Exmore, Town of Onancock, Accomack County and Northampton County as well as interested community leaders. A-NPDC also attended these meetings. At the first meeting, the issues were discussed. The Onancock Treatment Plant is permitted for 750,000 gpd but using less than a third of capacity and the Town of Exmore's has a need to build a new treatment plant but does not have any potential land for a new plant. Community leaders determined the most feasible option was to build a sewer transmission line to the Onancock Treatment Plant from the Town of Nassawadox, just south of Exmore, in Northampton to the Town of Accomac, just north of Onancock, in Accomack. Led by the community leaders and in cooperation with local officials, Hampton Roads Sanitation District (HRSD) was invited to come and speak to the group. HRSD was willing to help. They indicated a study was needed. This led to the County of Accomack, County of Northampton, Town of Exmore, Town of Onancock, Riverside Shore Memorial Hospital, and Heritage Hall to contribute $10,000 each toward the study. A-NPDC supported the effort by providing the Weldon Cooper Center 2050 population projections for the counties and prepared all of the 2050 population projections for the towns in the study. A-NPDC also wrote and was awarded the first Eastern Shore GO Virginia application which included $49,000 toward the completion of the study. HRSD has now expressed interest in building the $24 million transmission line using their capital program and local officials are working on transferring the Onancock Treatment Plant to HRSD which will require the repayment of $4.5 million in debt and petitioning the circuit court for inclusion in HRSD's service area.

A-NPDC COVID-19 Pandemic Assistance

On March 17, 2020, A-NPDC officially closed the lobby to the public due to the COVID-19 pandemic but staff were already prepared and started to immediately respond to assist the community. A-NPDC staff had been preparing for the virus since February when reports showed its spread around the world. Programmatic changes included the opening of the Section 8 Waiting List in February so the pandemic would not disrupt the Section 8 HCV operations and research was also done to determine steps that could be taken to stop unnecessary inspections in people's homes. Inside the building, cleaning supplies had been purchased in bulk and all touch surfaces throughout the building were cleaned twice a day starting the last week of January and humidifiers were set up in all public areas in the building in early February. A staff meeting was held in February to inform the staff of the virus, and inform them what steps would be taken should it outbreak in the USA and share the known research that was starting to come out regarding it. On March 16, 2020, A-NPDC held a Commission meeting and obtained a continuing resolution so operations could continue and would not be disrupted by the end of the fiscal year. A-NPDC reached out to all their partners to participate in a community needs survey, asked the public to participate in a broadband virtual needs survey and businesses to participate in an economic disruption survey. Eight A-NPDC staff persons, using these surveys as a basis, starting writing COVID-19 applications for assistance for the community. By July 1, 2020, this effort had resulted in a total of 9 successful applications from four federal or state agencies for $802,647 of COVID-19 assistance for homeless persons, individuals & families, increased housing counseling services, the Eastern Shore of Virginia Coalition Against Domestic Violence, the Eastern Shore Chamber of Commerce and the Chincoteague Chamber of Commerce. Additionally, in

FY21 one outstanding application will address the needs of multiple smaller community organizations; including neighborhood groups, the Food Bank and volunteer organizations.

Central Shenandoah Planning District Commission (CSPDC)

Bath-Highland Broadband Authority

Reliable high-speed Internet access is now essential for businesses, education, healthcare, emergency services, and the daily activities of residents. In response to this need, the Bath-Highland Network Authority was created in 2017 to seek broadband solutions and funding opportunities for the counties of Bath and Highland. The Authority is made up of representatives from Bath County, Highland County, and the Town of Monterey and held its first organizational meeting in January of 2019. The CSPDC acts as the fiscal agent and provides staff support to the Authority.

Agricultural Enterprise Center

As Virginia's largest agricultural region, the CSPDC pursued funds to conduct a feasibility study to determine if developing a certified, commercial, shared-use Agricultural Enterprise Center in the region is practical and viable. The study will identify best uses and will outline a sustainable business model including financial, organizational, and growth implementation plans. In January 2020, the GO Virginia Region 8 Council awarded $85,000 in funding towards the project. An $85,000 grant through USDA's Local Foods Promotion Program is being used as matching funds. The study has a designated project team and recently signed a contract with a consultant service.

Central Virginia Planning District Commission (CVPDC)

Comprehensive Economic Development Strategy

In August 2018 the U.S. Economic Development Administration (EDA) approved the Region 2000 Comprehensive Economic Development Strategy and the Region 2000 CEDS Implementation Action Plan. Both documents serve as the region's combined five-year roadmap to diversify and strengthen the region's economic vitality. The CEDS outlines five (5) goals and eleven (11) strategies, or initiatives, to capitalize and expand the region's economic base. Throughout the year, the CVPDC has led events to advance the CEDS. One such event was the Harnessing the Power of Rivers as an Economic Development Catalysts public event and special training for area planners. National leader Mike Gaymon led the event to highlight the ways in which communities overcome environmental and infrastructure challenges to create river-focused commercial and recreational development.

Town of Bedford Bicycle and Pedestrian Plan

Central Virginia PDC staff assisted the Town of Bedford create a Bicycle and Pedestrian Plan. The Plan provides a prioritized guide to the Town's governing body on improving bicycling and walking throughout the Town. Plan implementation will contribute to a healthier, safer, and dynamic community. The pedestrian and bicycle guidance process included extensive community input through a public survey, public meetings, and existing conditions analysis. Prioritized improvement recommendations presented will improve the walking and bicycling capacity and connectivity throughout the Town of Bedford and increase transportation options to residents of all ages. The plan was submitted to Town officials in the Spring of 2019.

Commonwealth Regional Council (CRC)

Comprehensive Economic Development Strategy (CEDS)

The CRC completed a Comprehensive Economic Development Strategy (CEDS) through funding from EDA. The CRC staff provided in-kind support to the Berkley Group (consultant) and the CEDS Committee in gathering data to complete the CEDS which includes a hard copy document, pamphlet and website. The CEDS process included holding sessions with the CEDS Committee to guide the process and collect input. A separate stakeholder meeting was also held with key stakeholders of the region to gather input. The CRC staff also assisted in collecting public input by facilitating input sessions at Chamber of Commerce Meetings throughout the district and also attending a Board of Supervisors Meeting to present the CEDS and collect input. The CEDS was approved by the CRC in April of 2019. The CEDS has been submitted to EDA for approval.

Grant Application Assistance

The CRC assisted localities and nonprofits with 10 successful grant applications, totaling $498,012 in funding for projects such as emergency response equipment, emergency planning activities, housing studies, dam safety studies, dry hydrants, and COVID19 PPE. Pending funding requests total $22,544,958.. We were very proud to assist Lunenburg and Prince Edward counties in putting together Regional Applications for Assistance to Firefighter Grants to purchase COVID19 PPE for both counties Fire Departments and Rescue Squads. This was a quick turnaround as the application period was only two weeks. Both applications were awarded.

Crater Planning District Commission (CPDC)

Fort Lee Economic Impact Analysis

A regional collaboration of the Crater PDC and the region's economic development marketing organization resulted in the March, 2020 Economic Impact Analysis of Fort Lee, Virginia. Fort Lee is located entirely within Prince George County along State Route 36 between the cities of Hopewell and Petersburg and is the "logistics capital of the Army and home to the Army Logistics University. It is also home to the Combined Arms Support Command, the Defense Contract Management Agency, and the Defense Commissary Agency Headquarters and, as such, it hosts thousands of military and civilian personnel, contractors, and students each year. The installation's operations and spending by personnel, contractors and students generate significant economic impact in this region. When you combine the jobs, purchases of local goods and services, defense contracts, employees living and shopping throughout the region, students and trainees requiring accommodations off post, and family members coming here to visit, Fort Lee accounts for 10.1 percent of this region's 2019 GDP, a total economic impact of $2.5 million, and supporting 23,483 jobs here. There are more than 5,000 civilians working at Fort Lee and the average annual wage is $66,257, while the average annual wage in the region is $46,252. The PDC and Virginia's Gateway Region realized that there had been no update of the installation's economic impact since 2012, which was triggered by a doubling of the size of the installation as a result of federal Base Realignment and Closure actions in 2005. Funding for the study was provided by the PDC and Gateway with no necessary contributions from the individual localities. This information is very important to prospective employers considering a location in the region, as well as the localities as they undertake financial planning.

Commonwealth Center for Advanced Logistics Systems (CCALS) Update

The Commonwealth Center for Advanced Logistics Systems (CCALS) is a collaborative "birthed" by the Crater Planning District Commission ten years ago. It was identified as a significant opportunity after the Base Realignment & Closure (BRAC) actions of 2005 made Fort Lee the "Logistics Capital of the Army". The U. S. Army Logistics University is located at Fort Lee. That action along with the recognition of the District becoming the heart of an expanding logistics region within the Richmond Metropolitan Area and its connectivity to Hampton Roads made a very compelling case for a center of excellence in logistics: (a) its location within 750 miles of two thirds of the U. S. population; (b) accessibility to the growing Port of Virginia (2 hrs. via Routes 460 or 58), which became more significant with the opening of the Panama Canal; (c) the District's excellent road and rail network: I-95, I-85, Routes 288, 460, 58, and the intersection of CSX and Norfolk Southern lines at Collier Yard; (d) Fort Lee and the Army Logistics University; and (e) large distribution facilities here: AMAZON (3 locations), Wal-Mart, Food Lion, Aldi, Perdue, Boar's Head. In addition to the Crater PDC, CCALS collaborative network has grown to include Fort Lee; Virginia State, Virginia Commonwealth, Longwood and Old Dominion Universities and the University of Virginia; the Port of Virginia; Virginia Economic Development Partnership, Virginia Chamber of Commerce, and private logistics companies. These collaborations offer business and government agencies with significant logistics functions research and development options that promise cost-cutting, acceleration of new discoveries and delivery of transformative results to the technology, transportation, human and other systems that enable logistics. During the 2020 session of the Virginia General Assembly, CCALS was brought under the new Virginia Innovation Partnership Authority (VIPA), which was created to oversee and support research, development and commercialization, as well as related investment and seed-stage funding. It will be responsible for developing an Innovation Index for the Commonwealth. The VIPA will identify Virginia's entrepreneurial strengths, talents and resources that make it a unique place to grow and attract technology-based firms, and to build attract and retain innovation and high technology jobs, and enhance and expand scientific and technological research and commercialization. This action will provide CCALS with its base operating funds and provide many opportunities for additional collaboration and research opportunities. The CCALS office is within the PDC office. Additionally, the Commonwealth Center for Advanced Manufacturing (CCAM), the Crater District's other applied research center of excellence, was also brought under the Virginia Innovative Partnership Authority.

Cumberland Plateau Planning District Commission (CPPDC)

InvestSWVA

The PDC's Executive Director serves on the Advisory Council for a new marketing initiative to boost economic development opportunities in PDCs One, Two and Three in Southwest Virginia. lnvestSWVA is a strategic economic development marketing operation driven by a private company, Coalfield Strategies, LLC, in partnership with members of the General Assembly from the region. It is complementary to efforts of state and regional economic development interests, and will work in tandem with Virginia Economic Development Partnership (VEDP), GO Virginia Region One Council, Virginia Coalfield Economic Development Authority (VCEDA}, Virginia's Industrial Advancement Alliance (VIAA}, the Tobacco Region Revitalization Commission (TRRC}, and the local economic development offices in the region, as well as the three PDCs. The seed funding for the initiative is coming from TRRC, with a private match from Point Broadband, LLC. Point Broadband, the Cumberland Plateau 's private partner in its fiber system, is a leader in fiber broadband technology and is committed to improving the economic vitality of the region. The funding is for two years, making the initiative aggressive, focused, and dependent on results. lnvestSWVA will focus on energy innovation and the "future of work" in Southwest Virginia - attracting and retaining young talent by focusing on high-tech and high-wage jobs, a key GO Virginia Region One priority. lnvestSWVA will target four industry clusters featured in the GO Virginia Region One's "Growth and Diversification Plan," including: advanced manufacturing; agriculture and forestry and food and beverage manufacturing; information and emerging technologies; and, energy and minerals. A key component of the initiative includes a strategic partnership with the Northern Virginia Technology Council (NVTC}, the trade association for the technology community in Northern Virginia which serves about 1,000 companies and organizations. The lnvestSWVA team will partner with NVTC to market remote employment opportunities in Southwest Virginia to NVTC member companies. Additionally, the lnvestSWVA team will work in collaboration with the Southwest Virginia Technology Council (SWVTC}, GO Virginia, the University of Virginia's College at Wise (UVA-Wise), the Virginia Community College System and the region's private higher education institutions to ensure a coordinated workforce development strategy.

Cumberland Plateau Broadband Expansion Project

In response to Governor Northam's stated priority of universal broadband coverage across the Commonwealth and the support of the General Assembly in providing $35 million for the FY21 VATI Program, the PDC and its private partner, Point Broadband, worked to develop an aggressive plan to expand broadband services across our four counties. They then worked to inform local leaders of this plan and gain support for a major VATI application. The plan would provide high-speed internet service to over 14,000 passings at very low per household cost. A VATI application was worked on in the Spring and early Summer of 2020 to be submitted on August 17, 2020. If funded, the Cumberland Plateau will be able to make a major leap toward universal coverage in our rural, mountainous communities. This will help address three major needs – more telework, telemedicine and virtual education opportunities. To emphasize the importance of this broadband expansion effort, the Cumberland Plateau Board of Directors committed $1.0 million to add to over $26.0 million committed by Point Broadband.

George Washington Regional Commission (GWRC)

Continuum of Care COVID-19 Homelessness Services

The Continuum of Care (CoC) continued to support efforts to end homelessness in the region. This year, in addition to obtaining over $1.5 million for homeless services through traditional funding sources, the CoC also obtained over $1 million in COVID19 funding to provide emergency shelter and housing during the pandemic. The CoC also updated its strategic plan.

Economic Development Efforts

In the area of economic development, GO Virginia Region 6 awarded eight new projects, including three specific to COVID-19 relief efforts, and supported the continuation of eight previously funded projects. This is a significant increase over previous years. In addition, through Good Jobs Here, GWRC held three events to discuss and determine how to bring good jobs to the Fredericksburg region and then developed a community-based, regionally focused economic development plan. We will move this forward using the community impact model and in partnership with the Fredericksburg Regional Alliance, our local educational institutions, and the Fredericksburg Area Chamber of Commerce.

Hampton Roads Planning District Commission (HRPDC)

Hampton Roads 2045 Long Range Transportation Plan (LRTP)

Since the adoption of the Hampton Roads 2040 LRTP on July 21, 2016, HRTPO staff has been working on updating the regional LRTP to the planning horizon of 2045. During FY 2019, HRTPO staff completed an update of Transportation Analysis Zone (TAZ) boundaries (small geographic areas used to analyze travel behavior), and worked with the HRPDC and regional stakeholders to develop socioeconomic data for the years 2015 and 2045 by TAZ for the Hampton Roads Metropolitan Planning Area. This data provides the basis for modeling roadway conditions for the base year and the year 2045 through the travel demand forecasting process. In addition to this work, HRTPO staff has been coordinating with VDOT staff to update the regional travel demand model to improve the forecasting tool to include new features such as an income component for Environmental Justice analysis and the ability to model connected/autonomous vehicles. Also during FY 2019, HRTPO staff conducted public outreach via surveys to solicit input on regional priorities and collect candidate projects to analyze as part of the 2045 LRTP. HRTPO staff has also been working with stakeholders to update the Project Prioritization Tool (Tool used to evaluate candidate transportation projects). Finally, in coordination with the Regional Connectors Study (RCS), a framework for Scenario Planning has been developed. For this effort, the HRTPO is utilizing exploratory scenario planning to investigate how the region may develop over the next 25 years, analyzing candidate projects across multiple plausible alternative futures in order to identify the projects that perform best regardless of the scenario modeled. Developing this Scenario Planning Framework included working with regional stakeholders to update regional land use data, identify drivers/forces of change in the region, and develop scenario narratives, and growth scenarios. HRTPO staff provided a robust amount of data to support the development of land use and economic models.

Offshore Wind

Offshore wind energy is a rapidly growing global industry that creates electricity from large wind turbines installed in coastal waters. The industry is poised for significant growth in the U.S., and Virginia has the potential to become a national leader in the offshore wind industry. Over the last year, the HRPDC has played a leading role in helping Hampton Roads and Virginia take advantage of this opportunity. It has led regional outreach efforts including the development and distribution of education and advocacy materials; the creation of a webpage on Virginia's offshore wind opportunity; and participation in a webinar series organized by the Virginia Sierra Club.

Offshore wind has also been a priority of the HRPDC's legislative agenda. HRPDC leadership and staff have met with members of the General Assembly to talk about offshore wind issues, written a joint letter with the Northern Virginia Regional Commission to every member of Virginia Senate and House of Delegates supporting offshore wind development, discussed Virginia's offshore wind opportunity with the Virginia Beach City Council, and provided several updates on offshore wind activities to the HRPDC Board. In addition, HRPDC Executive Director Bob Crum serves on the Executive Committee of the Commonwealth Offshore Wind Task Force, and HRPDC staff helped the region's economic development organization, The Hampton Roads Alliance, win a $529,788 Go Virginia grant to develop and promote Hampton Roads as a supply chain hub for the offshore wind industry on the East Coast.

LENOWISCO Planning District Commission (LPDC)

Project Homestead

Project Homestead is a new, unique approach to facilitating in migration to Southwest Virginia. Funding from the Department of Mines Minerals and Energy is going to allow the development of homesites, on AML property, to be marketed to individual who are willing to relocate to Southwest Virginia. The intent is that once they have resided at the homesite for a certain length of time, they will then be given the actual parcel of land. The project is still in its early stages, but assistance is being provided with community design by Virginia Tech. The following link to an article in Virginia Business goes into more detail regarding the initiative: http://www.virginiabusiness.com/news/article/grant-would-be-utilized-to-create-homesites

Regional Broadband Efforts

We have assisted several regional partnerships in securing funding through both state (DHCD) and federal sources to continue to build on our regional broadband/wireless network that serves the entire LENOWISCO District. Utilizing public and private partnerships we are continuing to provide new service to areas that are underserved or not served at all. As part of this initiative, LENOWISCO… utilized funding from the Virginia Coalfield Coalition to start a project that will provide free WIFI service in the downtown districts of all 15 of our incorporated towns as well as several other high use public areas. This project was funded in January 2020 and had 12-month project schedule. With the onset of COVID -19 we have accelerated the project and should have the project complete within the next 60 days. Presently, 12 of the 15 localities are up and running

Middle Peninsula Planning District Commission (MPPDC)

Regional Legislative Priorities

MPPDC considers its enabling legislation as a guide to how to improve the region. As such, MPPDC has institutionalized a legislative process that identifies public policy issues and conversion into GA Bill which yields strategic regulatory/policy/study changes at the State and Federal level. This process utilizes an annual collection of all public policy needs that are reviewed in the fall by our Delegate for conversion into targeted legislation to address specific rural coastal needs. This process has allowed for better communication with local governments and better General Assembly outcomes for Middle Peninsula Planning District 18. Legislative success is critical to implementation of programs, services and financing of public need.

Coastal Resilience Marketplace

Recently, MPPDC launched the nation's first incentivized coastal resilience marketplace, the Middle Peninsula Fight The Flood program (www.FightTheFloodVA.com) which supports the ongoing MPPDC water quality and resiliency program. The Fight The Flood (FTF) program was developed to advance and enhance the way coastal resilience activities occurred in the region by introducing a programmatic solution which resolves the disorganized and piecemealed approach resilience activities have occurred to date. The FTF program goals are to generate and facilitate community resiliency by addressing flooding issues while also enhancing water quality, and to encourage economic growth by targeting and attracting businesses to provide flood mitigation products and services for flood-prone properties, including shorelines and buildings to provide access to services and funding to protect water quality and resiliency against coastal flooding. It is anticipated that the program will accelerate the advancement of resilience activities in the region, provide new business and employment opportunities for the region, and serve as a model for resilience for coastal communities nation-wide and beyond

Mount Rogers Planning District Commission (MRPDC)

Bland County ARC POWER

The PDC worked with Bland County and GigaBeam Networks to submit an ARC POWER application for $459,764 that was approved in February 2019. The project will help construct a 33-mile fiber run that will be used to supply broadband to businesses in Bland County, Virginia. Specifically, the fiber run will start in Rocky Gap and go south through Bastian and on to Bland along the Route 52 corridor. Once the fiber construction is finished, GigaBeam will use wireless technology to reach additional locations off Route 52. This project is the top priority for Bland County in the PDC's Comprehensive Economic Development Strategy (CEDS) and directly aligns with the region's Stronger Economies Together economic development plan. The project will provide direct access to fiber to 37 businesses in Bland County.

Southwest Virginia Water/Wastewater Construction Fund

The Southwest Virginia Water/Wastewater Construction Fund provided $571,000 to localities, which was matched with over $4.5 million in local and other state funds and improved water service to 6,534 residences, 51 business, and 1 other (community facility) and improved wastewater service to 4,553 residences, 232 businesses, and 15 other (community facilities) connections. This improved service level helped create 10 new jobs and retain 300 existing jobs. The PDC also recaptured unused funds of $274,460 from 2018 and 2019 and reallocated them within the region to create new wastewater service to 16 residences, improve water service to 5,262 residences, 520 businesses, and 30 other connections (community facilities) and improve wastewater service to 3,336 residences, 610 businesses, and 8 other (community facilities) connections. This improved service helped serve organizations, including the River North Correctional Center in Independence, that were able to retain 1,737 existing jobs. These reallocated funds were matched with over $1 million from the localities and other state resources.

New River Valley Planning District Commission (NRVPDC)

Prices Fork Community Kitchen Implementation

The purpose of this project is to renovate the former kindergarten room and cafeteria/gymnasium of the Old Prices Fork Elementary School to re-use an existing landmark to support the creation of a new, multi-use village center in historic Prices Fork Village that will revitalize the rural agricultural community, as well as provide new resources and services that will strengthen and enrich the entire New River Valley.

The Commission will be administering this grant as applicant: handling all grant administration as well as sub-contracting with two additional project partners to complete the grant deliverables. Outcomes include the renovation of the former Prices Fork Elementary School into a shared-use commercial incubator kitchen and construct client/tenant spaces for food entrepreneurs. Benefits include the creation of 20 jobs, two businesses, and 25 businesses served or improved.

Giles County Broadband Expansion

The Regional Commission is helping Giles County administer a grant award from the Virginia Telecommunications Initiative broadband program with the County receiving over $580,000 in funding from the Virginia Department of Housing and Community Development. This project aims to provide broadband internet to unserved and underserved portions of Giles County. Gigabeam Networks, a local internet service provider, is collaborating on the project as well and matched $266,265 in funding towards the effort. Once completed, over 2,300 additional households and 60 businesses within the County will have access to much needed broadband services.

Key Investments:

- $589,444 from DHCD
- $266,265 from Gigabeam

Northern Neck Planning District Commission (NNPDC)

Regional Sites, Buildings, and Infrastructure Study

The Northern Neck PDC received a GOVA Grant from the Mary Ball Washington Region #6 to perform a region-wide Sites, Buildings & Infrastructure Study. The Study looked at the feasibility and site selection for locating commerce and business sites in Westmoreland County, Richmond County and Lancaster County. Preliminary Engineering Reports were performed on the Montross Water System and Callao Sewer System focusing on capacity issues. This study was in response to regional and state economic development plans that cite the need for additional commerce & business sites in the region.

Westmoreland Workforce Training Center

The Northern Neck PDC partnered with Westmoreland County, Rappahannock Community College, Workforce Development Board & Carry-On Trailer to establish the Westmoreland Workforce Training Center. The WWTC offers various workforce training primarily focusing on welding and machinery training. Funding for this initiative came from the partners, as well as grants from GOVA/Mary Ball Washington Region #6 and the USDA.

Northern Shenandoah Valley Regional Commission (NSVRC)

Strasburg to Broadway Rail Trail

NSVRC has engaged Shenandoah County, its six towns, Rockingham County, two of its towns, and a citizen-initiated advocacy group to develop an economic feasibility analysis for a 37-mile rail trail from Strasburg to Broadway. 100% of the local governments in the service area provided fiscal and moral support for the project, with all 8 mayors present at a summit aimed at establishing a strategy to bring the trail to fruition. Coordinating the political will to provide fiscal support for such a unique analysis across 10 independent local jurisdictions was truly a feat of regional collaboration.

COVID-19 Pandemic Response

The Commission's role as a convener has provided value to the region during the COVID-19 pandemic. The Commission convened the local health system CEO, health district director, and local government

CAOs on weekly video calls for briefings and a coordinated response. Once established, the calls were then handed off for coordination by the health system, and have grown to include additional community leaders, like pastors, business owners, and nonprofit directors.

Northern Virginia Regional Commission (NVRC)

Autonomous Vehicle Project

Worked with the United States Army and the Virginia Department of Transportation to successfully implement an autonomous vehicle project on the grounds of Joint Base Myer Henderson Hall. The vehicle operated on the grounds of the base carrying passengers for the entire Summer of 2019. The data from the project will be used to study the further use of such vehicles in the Commonwealth.

COVID-19 Pandemic Response

The Northern Virginia Regional Commission has coordinated region wide conference calls/virtual twice weekly meetings with Mayors and Chairs of the region with Chief Administrative Officers related to COVID19 pandemic. Conversations have included the Governor and other top State officials to inform and advise on different strategies being undertaken to fight the pandemic. Coordinated efforts have led to Northern Virginia successfully bending the infection curve.

Rappahannock-Rapidan Regional Commission (RRRC)

Regional Utility Scale Solar Assessment

In response to numerous active applications in the region for large scale solar developments in predominantly rural, agricultural portions of the region, RRRC completed a region-wide Solar analysis utilizing existing research and a GIS-based assessment process. The assessment combined wide-ranging land suitability needs and constraints for large-scale solar facilities, existing transmission infrastructure, and generalized local input on how and where solar development should occur. The assessment did not identify where solar development should be sited within the region but provided local governments and stakeholders with an idea of where solar development may be more likely to occur based on the existing research and available data.

RRRC staff completed best practice research, data collection, and gathered feedback from local stakeholders during the development of the assessment. The analysis resulted in a regional map and summary pamphlet showing likely areas for large-scale solar projects. The analysis resulted in a calculation of 119.5 square miles of likely solar development areas in the region, or 6.1% of the region's total area. Findings also noted that proximity to existing substations and high-capacity transmission lines are a limiting factor for defining likely development areas and that additional local knowledge and input is required for making decisions on individual large-scale solar projects.

RRRC Active Transportation Plan

In December 2019, the Rappahannock-Rapidan Regional Commission adopted the region's first Active Transportation Plan. RRRC worked with local and regional stakeholders to develop the plan in 2018 and 2019, which builds on previous regional bicycle and pedestrian infrastructure inventories completed in 2007 and 2012. The plan identifies existing and planned bicycle, pedestrian, blueway and equestrian infrastructure within the Rappahannock-Rapidan region and also identifies local priorities and potential long-term projects that advance the effectiveness of the regional active transportation system. Projects of regional significance are identified as are implementation strategies and probable funding sources.

The Active Transportation Plan aims to support and provide context to the continued development of a regionally integrated active transportation system and identifies five goals for a regional active transportation system:

- Enhance connectivity
- Improve safety
- Encourage the development of an interconnected, multi-locality active transportation network
- Support economic development and tourism through investments in the active transportation system
- Develop and more accessible and equitable active transportation network

The plan can be used as a tool for localities that have already made investments in active transportation, as well as for localities that may be considering where active transportation infrastructure may fit into their short, mid, and long-range planning goals. Local decisions will guide the overall implementation of any recommendations in the Active Transportation Plan or other locally-specific plans, though opportunities to consider multi-jurisdictional projects are also highlighted in the plan.

Richmond Regional Planning District Commission (RRPDC) (aka "PlanRVA")

COVID-19 Regional Response Fund

PlanRVA and the Emergency Management Alliance of Central Virginia formed a partnership with our local Community Foundation for a greater Richmond in September 2018 to establish the Central Virginia Emergency Preparedness and Disaster Relief Fund. It was activated for the first time in March 2020 to support emerging community needs in the wake of the COVID-19 public health and economic crisis. During the last 20 weeks, the Fund has generated more than $6 million dollars in contributions and distributed $4.5 million in grants for relief and response efforts throughout the region. Funding has provided support to programs and initiatives in the following localities: Counties of Amelia, Ashland, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Louisa, New Kent, Powhatan, Prince George, and Sussex; and the Cities and Towns of Ashland, Colonial Heights, Hopewell, Petersburg, and Richmond. Guided by a committee of philanthropic, corporate and public sector representatives, grant review has been continuous and responsive as needs have evolved over time. Initially, the Fund focused its support for local nonprofit and government organizations that were addressing the urgent health and safety needs of residents most affected by COVID-19. Projects included moving our street homeless population into appropriate shelter, helping charitable clinics shift their services to a telehealth model, and providing food access particularly to families who rely heavily on the school system to provide their children with basic needs and suddenly did not have that accessibility. In June, the Fund's priorities expanded to include recovery efforts, including getting people back to work, helping them remain stable in their homes, and supporting school systems with technology and training as they plan for reopening.

Ashland Trolley Line Trail

PlanRVA is working with the National Park Service's Rivers, Trails, and Conservation Assistance (RTCA) program to guide the counties of Hanover and Henrico and the Town of Ashland as they formulate plans for the proposed 12.5-mile Ashland Trolley Line Trail from Ashland to the City of Richmond. The concept corridor of the trail essentially follows the historic railway and street car line which ran north from a rail station at 814 Broad Street in Richmond along Brook Turnpike (Road) through Lakeside into Ashland from Richmond from 1907 to 1933. This trolley line section is the northernmost portion a more extensive 41-mile Ashland to Petersburg Trail recently proposed by VDOT. The Ashland Trolley Line Trail corridor traverses urban, suburban, rural, and small-town landscapes, travelling through open fields and forests, along stream corridors, and utility corridors, and adjacent to roadways. This varied design pallet sets an intriguing backdrop for different design approaches which are being explored with the NPS assistance that will engage the Virginia Chapter of the American Society for Landscape Architects and Virginia Tech School of Landscape Architect to support a Design Sketchbook of conceptual ideas, trail treatments, features, and amenities. The first phase of the trolley line trail is under construction by the Town of Ashland consisting of a 1.3-mile boardwalk along Walder Road connecting to Hanover County's Ashland Trolley Line Trail Park which carries the first half-mile of the potential trail. Emerging from the forested landscape into open fields some of which intersect with the Dominion power line easement and merge into the small hamlet of Elmont, the trail provides another opportunity for community interpretation and connection. The crossing of the Chickahominy River brings the trail from Hanover into Henrico County. Remains of the trolley line bridge structures exist, but structural piers for a new bridge will require replacement. An application for funding of the new bridge crossing was prepared by the RRTPO for submission as a regional project under VDOT's Smart Scale program. Although a significant portion of the Trolley Line Trail is proposed to be an off-road greenway trail, segments will need to be routed along roadways due to land use, terrain, property ownership or other issues. A variety of options for those areas include paved road shoulders, shared lanes, dedicated bike lanes, cycle tracks, restriping and road diets, and separated shared use paths adjacent to the roadway. The Henrico County section of the trail will traverse several different roadways and bring the trail users into Lakeside connecting across Lakeside Avenue into the City of Richmond through Bryan Park. The Bellevue Avenue bridge over 1-95 provides easy access into the Northside connecting the trolley line portion into the southernmost portion of the Ashland to Petersburg Trail. The Ashland Trolley Line Sketch Book is intended to set forth guidelines that can provide inspiration for the overall Ashland to Petersburg trail.

Roanoke Valley-Alleghany Regional Commission (RVARC)

Comprehensive Economic Development Strategy

The Regional Commission serves as the coordinator of the EDA designated Economic Development District and maintains the regional Comprehensive Economic Development Strategy. The CEDS is a regional strategy which reflects local economic development needs and priorities and is designed to diversify and strengthen the regional economy.

The CEDS Strategy Committee continued to incorporate a series of familiarization tours in FY19-20. These events give members an opportunity to visit localities throughout the region and included a tour of downtown Vinton to see the progress that has been made on the town's downtown revitalization that was partially funded by a VA DHCD CDBG grant. Committee members had an opportunity to visit sites (via Town Bus) including the Vinton Library, Rosie's Gaming Emporium, Lancelot Sports Complex, Billy Byrd Apartments, Vineyard Station (Vinton Motors redevelopment), and Twin Creeks Brewing Company.

Additions to the 2020 CEDS included a rewrite of workforce training section by Virginia Career Works Blue Ridge Region, the new Virginia Mountains region tourism brand, and The Gauntlet comprehensive business development program, updated demographics with new data from JobsEQ, an updated SWOT analysis and Goals & Strategies, new projects highlighting inter-municipal cooperation (Roanoke Valley

Housing Study, Alleghany/ Covington Revenue Sharing Agreement, Western Virginia Regional Industrial Facilities Authority, and Regional Career and Technical Education Study), updated Project Package listing, a GO Virginia section, and an Opportunity Zone summary.

Regional Career and Technical Education Study

RVARC staff are working with the Virginia Career Works Blue Ridge Region to develop a Regional Career and Technical Education Study. The purpose of this study is to 1) conduct an assessment of the current operations, future plans, demands, and needs of career and technical education and workforce development (CTE) programs being offered in the Roanoke Valley and Alleghany Highlands (LWIA III); and 2) produce recommendations for a research-based direction for CTE programs that meet the business/industry needs of this community.

Findings will be presented in four sections: 1) workforce/program analysis, comparing workforce needs to existing CTE and workforce development programs in the region, highlighting gaps and duplications in workforce training identified; 2) effective CTE practices, programs, and initiatives in the region, representing strengths and opportunities for further development; 3) areas of concern in local/regional CTE practices and programs, representing weaknesses and potential opportunities for improvement; and 4) potential models for CTE programs and initiatives to consider when developing recommendations.

The draft CTE Study and its recommendations were under review in June 2020. It is expected that the study will be finalized by the end of Summer 2020.

Southside Planning District Commission (SPDC)

SOVA Innovation Hub

In April 2019, Mid-Atlantic Broadband (MBC) and Microsoft announced a new venture to construct a multi-use facility known as the Southern Virginia (SOVA) Innovation Hub in downtown South Boston. It will house a new headquarters for MBC and will provide office, co-working and meeting/conference space with incubator support services for start-up companies as well as new companies locating into the region that require temporary office space while their manufacturing facilities are being built. As a key partner, Microsoft plans to leverage the space to provide digital skills training and career pathway readiness in partnership with local community colleges and higher education centers through their TechSpark program. MBC was awarded a GOVA Region 3 capacity building grant in October 2018 to assist with and Economic Impact Analysis. The Southside PDC on behalf of the South Boston IDA applied for a VBAF Site Assessment and Planning Grant in March 2019, which was ultimately awarded in August 2019. MBC will invest over $5 million to build this new facility, and it is anticipated to be complete around late summer 2020. It will be the first new building constructed in downtown South Boston in over 40 years.

COVID Small Business Recovery Grants

Southside PDC staff on behalf of Mecklenburg, Halifax, and Brunswick Counties applied to DHCD for COVID-19 Small Business Recovery Assistance through the Community Development Block Grant (CDBG) Program. A total of three grant requests were submitted, one for each county to provide $550,000 in grant dollars per county to award to eligible small businesses in amounts up to $10,000 in rent/mortgage relief for three to six months. All three grants were awarded.

Thomas Jefferson Planning District Commission (TJPDC)

Long Range Transportation Plan and Jefferson Area Bicycle and Pedestrian Plan

The Policy Board of the Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO) formally adopted the 2045 Long Range Transportation Plan (LRTP) at their May 22, 2019 meeting, culminating work over the past two years. The LRTP is a federally-mandated plan that looks ahead three decades to assess future priority transportation projects for the Charlottesville-Albemarle MPO area. The plan includes all transportation modes (roadways, transit, rail, bicycle, pedestrian, and air). Projects identified in the LRTP were developed using both technical evaluation tools (travel demand modeling and mapping) and through a robust public engagement effort. Outreach included four open houses, two public hearings, and other opportunities for comments during the two-year process of updating the plan. The Jefferson Area Bicycle and Pedestrian Plan was incorporated into the 2045 LRTP as adopted. A set of performance measures, created using federal resources, public comment, and committee input, was used to produce quantitative values for project scenarios. Public engagement was augmented through a two-year Strengthening Systems Grant through the Charlottesville Area Community Foundation (CACF) to Build a Regional Bicycle and Pedestrian Transportation Network. As part of that work, the Piedmont Environmental Council (PEC) and the TJPDC worked with communities in the Charlottesville and Albemarle urban area to envision a comprehensive network of bicycle and pedestrian trails and greenways.

Rent and Mortgage Relief Program (RMRP)

In partnership with the Virginia Department of Housing and Community Development, and with the cooperation of community partners, the TJPDC undertook administration of the Rent Commonwealth of Virginia PDC Annual Report and Mortgage Relief Program (RMRP) near the end of the fiscal year. The program, funded with federal CARES Act monies distributed to the Commonwealth of Virginia, will make rent and mortgage payments that are in arrears for eligible individuals or families who have experienced a loss of income due to COVID-19. Area partners include the United Way of Greater Charlottesville (for the City of Charlottesville and Albemarle County), the Monticello Area Community Action Agency (for Fluvanna, Greene and Louisa Counties), and the Nelson County Community Development Foundation (for Nelson County). Up to $2.2 million is expected to be available in our region as demands are met, with income guidelines based on federal HUD area median-income levels. The program will reach individuals and families throughout the region by direct assistance from the listed community partners.

West Piedmont Planning District Commission (WPPDC)

Berry Hill Connector Road Funded

In June 2019, the Commonwealth Transportation Board (CTB) rendered a final determination of transportation projects to be funded across the state, and the Berry Hill Connector Road in Pittsylvania County was among the projects chosen. The Danville Metropolitan Planning Organization (MPO), staffed by the West Piedmont Planning District Commission (WPPDC), submitted the application for the connector road in August 2018, requesting about $31 million. While the cost of the project is over $33 million, more than $2.5 million is being funded through other sources. The application scored well, ranking third out of 28 applications submitted in VDOT’s Lynchburg District, and 52nd out of 433 project applications statewide. Additionally, the project received the highest economic development score in the state due to the vast amount of developable land at the nearby Southern Virginia Mega Site at Berry Hill, which the project will serve.

The importance of the connector road cannot be understated, as it will provide a more direct route from the Danville Expressway (US Route 29/58) to the 3,500-acre industrial park. The Southern Virginia Mega Site at Berry Hill is one of the largest industrial sites on the East Coast, comprising 12 individual development sites, priming the industrial park for investment and further development. The industrial park is anticipated to initially employ 2,500, but at full build-out, the facility is projected to accommodate 11,500 jobs. In addition to the benefits of the connector road noted herein, it will greatly enhance the marketability of the site.

Initially recommended for funding through Smart Scale, the majority of the funding will be provided by Route 58 Corridor Development Funds, part of the bond funds identified for the roadway and for specific projects that support this corridor. The connector road is anticipated to be completed in 2025. The successful Smart Scale application submitted by the Danville MPO, highlighted the need for these funds that otherwise would not have been made available.

Regional Childcare Study

Last fall in collaboration with the Harvest Foundation, the City of Martinsville and Henry County, and more than 30 regional stakeholders representing local, regional and state agencies, the PDC assisted with a childcare study for the area. Working with the Foundation's consultant, Communities Consulting, the PDC provided mapping, data analyses, demographic statistics, and other technical assistance as part of the working group. In conjunction with the consultant, the Childcare Committee developed an Early Childhood Education and Services Plan which established four goals to improve the quality of care and services provided. These goals included:

- Access and Affordability to utilize public subsidies, increase the quality of licensed centers, and support a greater number of home-based providers.
- Coordination to formulate a centralized informational hub with a responsive, inclusive, and accessible system for understanding eligibility and accessing existing resources.
- Workforce Development to create a viable career pathway for existing child care educators and new entrants into the field by offering convenient, high quality credentialing and rewarding participants with wage bonuses and increases.
- Quality Public/Private Center to create a new facility to increase capacity for high quality accessible care for up to 250 young children in the region. However, with the recent impacts from the ongoing COVID-19 pandemic, further evidence shows that the smaller childcare facilities have survived during these challenging times. For now, this goal is being re-evaluated to potentially create several smaller facilities throughout the County and City as opposed to one large, centralized structure.

In addition, PDC staff provided mapping and technical assistance to the Harvest Foundation, the City and the County for an Appalachian Regional Commission grant application in January to implement part of the Plan. The requested $216,880 ARC funds will assist with the workforce development goal to improve and expand early childhood education businesses and increase the number of trained/credentialed professionals to deliver high-quality childcare. Efforts to advance the childcare initiative continue and the PDC stands ready to provide further assistance

Conclusion

It is important to note that, while the Regional Cooperation Act articulates specific duties of the PDCs, it does not require that each PDC conduct activities in every functional area. Rather, each PDC is challenged to tailor its services to meet the diverse needs of its member localities. Based on their 2019 and 2020 annual reports, Virginia's planning district commissions are meeting the goals as well as the overall intent and specific requirements of the Regional Cooperation Act. Virginia's PDCs are providing critical leadership to advance regional cooperation in the Commonwealth.

Appendices

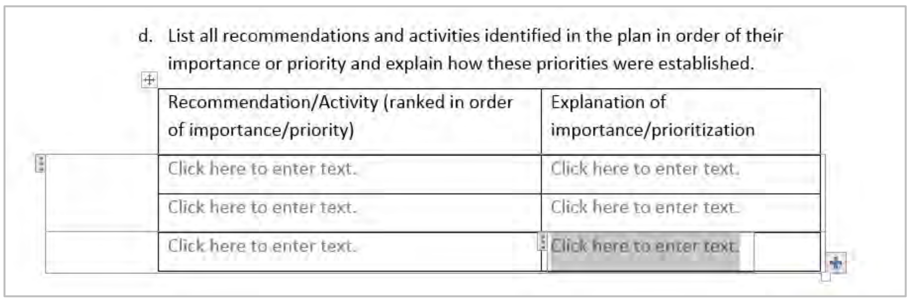
Appendix A

PDC Annual Report Questionnaire

General Instructions:

Please answer the following questions using the text boxes and tables provided.

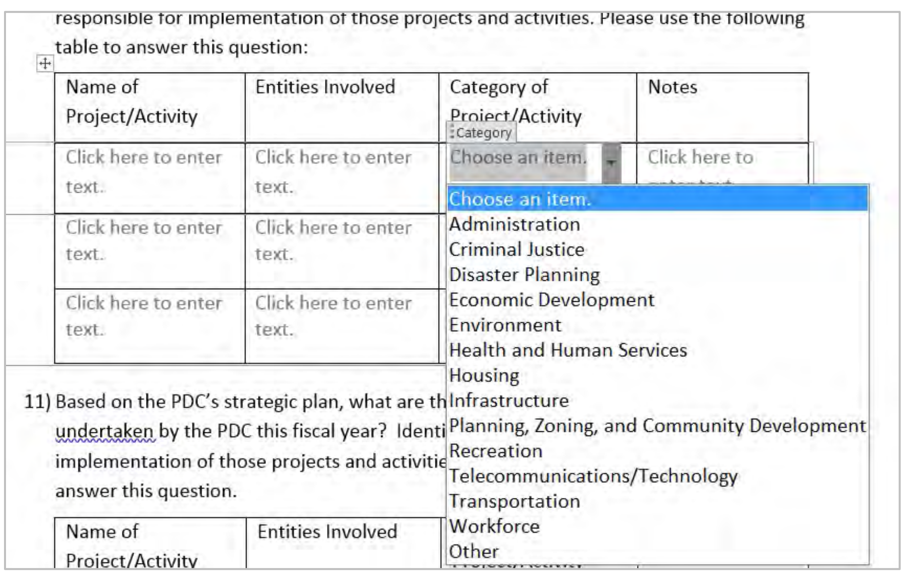
For any of the questions involving a table, if additional rows are needed, please click your mouse in one of the fillable cells of the table. You will then see a blue plus sign appear on the right side of the row in which you clicked. Please click on that blue plus sign to add another row. Please see the following screenshot as an example.


d. List all recommendations and activities identified in the plan in order of their importance or priority and explain how these priorities were established.

Recommendation/Activity (ranked in order of importance/priority)	Explanation of importance/prioritization
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Figure 1: In the above image, clicking the mouse in one of the table cells results in a blue plus sign appearing on the right side of the table to the right of the cell row that was clicked. Clicking on the blue plus sign will create another row for this table.

Many of the questions containing tables will ask you to provide a category of a project, activity, plan, etc. using a drop-down menu of predefined categories contained in the table's cell (i.e. "Choose an item"). Please select the category that best represents the project, activity, plan, etc. listed.


responsible for implementation of those projects and activities. Please use the following table to answer this question:

Name of Project/Activity	Entities Involved	Category of Project/Activity	Notes
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to
Click here to enter text.	Click here to enter text.		
Click here to enter text.	Click here to enter text.		

Category

Choose an item.
Administration
Criminal Justice
Disaster Planning
Economic Development
Environment
Health and Human Services
Housing
Infrastructure
Planning, Zoning, and Community Development
Recreation
Telecommunications/Technology
Transportation
Workforce
Other

11) Based on the PDC's strategic plan, what are th undertaken by the PDC this fiscal year? Identi implementation of those projects and activitie answer this question.

Name of Project/Activity	Entities Involved

Figure 2: In the above image, a drop-down menu of categories appears after clicking on the downward facing arrow next to the "Choose and item" field.

For clarity, definitions for each category are provided below; however, these categories are not meant to be comprehensive so please consider using the “Other (Please Specify)” category and the adjacent “Notes” cell to provide additional context whenever needed.

Category	Definition	Category	Definition
Administration	General organizational and operational matters related to the management and delivery of public services.	Infrastructure	Activities or projects related to public facilities designed for the delivery, collection, treatment, or storage of various local public services, including but not limited to water, sewer, electricity, natural gas, etc.
Criminal Justice	Law enforcement, judicial proceedings, detainment, rehabilitation, and prevention of criminal activity.	Planning, Zoning, and Community Development	Growth management, development, preservation, and redevelopment tools that regulate and shape the built environment and the uses contained therein.
Disaster Planning	Efforts to plan for, prevent, and effectively respond to natural and manmade disasters or emergencies.	Recreation	Activities to promote rest, leisure, or physical activity in a variety of public venues including parks, trails, historic resources, and natural areas.
Economic Development	Efforts to study, promote, and enhance local or regional economies.	Telecommunications / Technology	Infrastructure specifically dedicated to information technology and the processing, delivery, or storage of such information.
Environment	Efforts to study, protect, or preserve natural amenities including forest, timberland, bodies of water, and sources of other important or strategic natural resources.	Transportation	Infrastructure and services designed for the movement of people, goods, and services through a variety of modes (e.g. pedestrians, bicycles, automobiles, transit, etc.)
Health & Humans Services	Efforts to improve, sustain, or protect physical and/or mental health, social welfare, and public health of the community.	Workforce	Efforts to study and/or engage local labor forces to address employment needs and other matters to sustain or enhance commerce
Housing	Efforts to study, promote, sustain, or develop temporary or permanent shelter and living accommodations for individuals or groups.	Other	Please specify in the adjacent “Notes” cell.

Planning District Commission Annual Report

1) Please upload a one-page cover letter signed by your organization's Executive Director summarizing the annual report responses and identifying any other matters the PDC would like to highlight that may not be captured by the annual report questions.

2) Please use the following table to identify the PDC's member jurisdictions and the name of their representative.

Name of Locality/Entity	Name of Representative for Locality/Entity	Title of Representative
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

a. Have any member jurisdictions withdrawn or no longer formally participate with the PDC during the past fiscal year (ending 7/1/2020)? Please identify these jurisdictions and indicate when such change occurred.

Click here to enter text.

b. Have any Native American tribes joined the PDC (pursuant to [§ 15.24203 of the Code of Virginia]) during the past fiscal year (ending 7/1/2020)? Please identify these tribes and indicate when they joined.

Click here to enter text.

3) What is the latest [Weldon Cooper population estimate] for the PDC?

Click here to enter text.

4) Please upload a copy of the PDC's budget from the most recent (ending 7/1/2020) and current fiscal (ending 7/1/2021) years in CAMS and complete the following information related to the PDC's annual budget:

Fiscal Year	Total Budget Amount	Total Budget Amount	Total Budget Amount	Total Budget Amount	Total Budget Amount	Notes

		from Local Sources	from State Sources	from Federal Sources	from other Sources	
FY Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	
FY Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	

5) Has the Charter or Bylaws been amended in the past fiscal year (ending 7/1/2020)? If yes, please email updated document to DHCD Staff.

Click here to enter text.

6) Please upload a copy of the PDC's Work Plan/Program in CAMS.

Element #1: Successes and achievements

7) Please list and describe 3-5 successes and achievements of special note with regional efforts in cooperation over the last fiscal year (ending 7/1/2020). List these highlights in order of their importance to your PDC/region. Keep in mind that one or two highlights from each PDC will be selected for inclusion in the biennial report on PDCs that is submitted to the Governor and General Assembly. **Answers that are too succinct or similar to answers from recent past reports will likely lead to follow-up questions by DHCD staff.**

Click here to enter text.

Element #2: Strategic Planning

8) Pursuant to § 15.2-4209 of the Code of Virginia, "Except in planning districts in which regional planning also is conducted by multi-state councils of government, each planning district commission shall prepare a regional strategic plan for the guidance of the district." Has a regional strategic plan been adopted? (Please mark an "X" next to your answer.)

a. ( ) Yes

b. ( ) Yes- Revision, amendment, or rewrite in progress

c. ( ) No- However adoption is in progress

i. Please explain why adoption has not occurred.

Click here to enter text.

d. ( ) No- Exempted from requirement by law

i. Pursuant to § 15.2-4209 (B) of the Code of Virginia, preparation of such a regional strategic plan is optional. Please explain why the PDC has not considered this option.

Click here to enter text.

9) Please describe the status of the PDC's regional strategic planning activities by answering the following questions.

a. What was the adoption/revision date for the PDC's existing strategic plan?

Click here to enter text.

i. If the adoption date is greater than 5 years old, § 15.2-4212 of the Code of Virginia requires revision and formal approval of such plan. Please describe the efforts the PDC has made to comply with this requirement.

Click here to enter text.

b. How was the strategic plan developed?

Click here to enter text.

c. Who (persons and organizations) was involved?

Click here to enter text.

d. What are the highest priority recommendations and activities that are identified in the plan?

Click here to enter text.

i. How were these priorities established?

Click here to enter text.

10) During the past fiscal year (ending July 1, 2020), what projects and activities listed in the regional strategic plan have been implemented or are underway?

Click here to enter text.

11) What projects and activities from the regional strategic plan does the PDC intend to undertake this upcoming fiscal year (FY2021)?

Click here to enter text.

12) Please list the most important issues for the region.

Click here to enter text.

Element #3: Duties Performed

The following questions seek to address § 15.2-4208 of the Code of Virginia, which establishes the general duties of PDCs. **For each of the following questions (13 – 21), please provide at least one example for each category (listed on Page 2 of the General Instructions) for which the PDC had an activity. There is no requirement to have an activity for every category listed.**

13) List **studies with regional significance** that the PDC has conducted (either initiated or completed) over the last fiscal year (ending 7/1/2020). For purposes of regional significance, please identify only those studies that involve two or more localities. Please use the following table to answer this question and choose the category that best describes the study.

Name of Study	Category of Study	Status of Study (Initiated/Completed)	Notes
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

14) Address how the PDC has **identified and studied opportunities for local cost savings and staff efficiencies through coordinated governmental efforts** over the last fiscal year (ending 7/1/2020). If possible, please estimate the state and local savings over the last fiscal year as a result of these efforts. Please use the following table to answer this question and choose the category that best describes the study.

Name of Study	Category of Study	Estimated Local Savings (Pre-defined Ranges)	Estimated State Savings (Pre-defined Ranges)	Notes
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.

15) List the PDC's **mechanisms for coordinating state and local interests on a regional basis** over the last fiscal year (ending 7/1/2020). For purposes of this question, mechanisms are considered procedures, committees, subcommittees, websites, and other structured processes and resources. Please use the following table to answer this question and choose the category that best describes the mechanism.

Name of Mechanism	Category of Mechanism	Notes
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.

16) List activities where the PDC has **implemented services at the request of member localities** over the last fiscal year (ending 7/1/2020). Please use the following table to answer this question and choose the category that best describes the request.

Name of Activity	Locality/Localities requesting	Category of Request	Notes
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

17) Describe the **technical assistance the PDC has provided to state government and member localities** over the last fiscal year (ending 7/1/2020). Please use the following table to answer this question and choose the category that best describes the request.

Name/Description of Technical Assistance	State Agency/Agencies and/or Local Government(s) Involved	Category of Request	Notes
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

18) Explain how the PDC has **served as a liaison between local governments and state and federal agencies as requested** over the last fiscal year (ending 7/1/2020). For purposes of the liaison activities addressed by this question, please identify the state and federal agencies the PDC has interacted with over the last fiscal year. In circumstances where state and federal agencies are both involved (e.g. federal programs administered at the state level), please list both entities for the activity. Please use the following table to answer this question and choose the category that best describes the request.

Name of Liaison Activity	State/Federal Agency or Agencies and Local Government(s) Involved	Category of Request	Notes
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

19) Explain how the PDC has **reviewed local government aid applications** over the last fiscal year (ending 7/1/2020). For purposes of this question, please include applications to agencies of the state or federal government for loans, grants-in-aid for local projects, and as required by other state or federal law or regulation. Please use the following table to answer this question and choose the category that best describes the application.

Name of Application	Locality or Localities Requesting	State and/or Federal Agency or Agencies Involved	Category of Application	Notes
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

20) Address how the PDC has **developed regional functional-area plans as deemed necessary by the commission or upon request by member localities** over the last fiscal year (ending 7/1/2020). For purposes of this question, a regional functional-area plan is a plan to address service, need, or opportunity in a functional area (including but not limited to the available categories in the table below) that encompasses or involves two

or more localities. Please use the following table to answer this question and choose the category that best describes the plan.

Name of Plan	Localities Involved	Category of Plan	Notes
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

21) Address how the PDC has **assisted state agencies, upon request, in developing substate plans** over the last fiscal year (ending 7/1/2020). Please use the following table to answer this question and choose the category that best describes the plan.

Name of Plan	Name of State Agency	Category of Substate Plan	Notes
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

22) Has the PDC **participated in the VGIN statewide geographic information system** in the past fiscal year (ending 7/1/2020)? If no, why not?

Click here to enter text.

23) Has the PDC **served as a data center affiliate for the region and member governments** in the past fiscal year (ending 7/1/2020)? If no, why not?

Click here to enter text.

24) Notwithstanding the duties mandated in the Regional Cooperation Act that have been answered in questions 8 through 11 and 13 through 23, what other noteworthy services has the PDC provided to member localities, the Commonwealth, or other entity over the past fiscal year (ending 7/1/2020)?

Click here to enter text.

Appendix B: Studies on Issues and Problems of Regional Significance

FY 2019 & FY 2020 — **Focus of Studies of Regional Significance**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community Development	Recreation	Telecommunications / Technology	Transportation	Workforce	Other
1	LENOWISCO	X		X	X	X	X	X	X	X	X	X	X		
2	Cumberland Plateau			X	X				X			X	X		
3	Mount Rogers			X					X	X		X			
4	New River Valley	X		X	X	X	X	X	X	X	X	X	X		
5	Roanoke Valley Alleghany				X		X	X					X	X	
6	Central Shenandoah			X	X	X					X		X		
7	Northern Shenandoah Valley				X	X		X	X		X		X		
8	Northern Virginia				X	X							X		
9	Rappahannock-Rapidan			X		X		X			X		X		
10	Thomas Jefferson					X		X		X		X	X		X
11	Central Virginia	X		X	X	X							X		
12	West Piedmont			X	X	X							X		
13	Southside			X	X						X		X		X
14	Commonwealth Regional			X	X	X		X					X		
15	Richmond Regional			X		X							X		
16	George Washington Regional	X			X	X	X	X					X	X	
17	Northern Neck				X	X								X	
18	Middle Peninsula			X	X	X	X	X	X	X	X	X	X	X	
19	Crater			X	X	X							X		X
22	Accomack-Northampton			X	X	X	X	X	X		X		X		
23	Hampton Roads	X		X	X	X			X	X			X		X

Appendix C: Identify and Study Potential Opportunities for State and Local Cost Savings through Coordinated Governmental Efforts

FY 2019 & FY 2020 **Local Cost Savings and Regional Efficiencies Identified and/or Studied**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community Development	Recreation	Telecommunications / Technology	Transportation	Workforce	Other
1	LENOWISCO	X		X	X	X	X	X	X	X		X	X		
2	Cumberland Plateau			X								X			
3	Mount Rogers	X		X	X	X		X	X	X		X	X		
4	New River Valley	X		X	X	X	X	X	X	X	X	X	X	X	
5	Roanoke Valley Alleghany														
6	Central Shenandoah	X		X	X	X		X					X		
7	Northern Shenandoah Valley	X				X				X					
8	Northern Virginia					X									
9	Rappahannock-Rapidan	X		X		X	X	X				X	X		
10	Thomas Jefferson	X		X		X		X				X	X		
11	Central Virginia					X						X	X		X
12	West Piedmont			X	X	X							X		
13	Southside			X	X						X	X	X	X	
14	Commonwealth Regional	X	X	X	X	X	X	X	X	X	X	X	X		X
15	Richmond Regional			X				X					X		
16	George Washington Regional			X	X										
17	Northern Neck	X			X	X							X		
18	Middle Peninsula			X	X	X	X		X						
19	Crater	X				X				X					X
22	Accomack-Northampton	X				X	X	X			X				
23	Hampton Roads			X	X	X	X	X	X	X			X		

Appendix D: Identify Mechanisms for the Coordination of State and Local Interests on a Regional Basis

FY 2019 & FY 2020 — **Mechanisms for Coordination of Local Interests on a Regional Basis**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community Development	Recreation	Telecommunications / Technology	Transportation	Workforce	Other
1	LENOWISCO	X		X	X				X	X		X	X		
2	Cumberland Plateau			X	X				X	X	X	X	X		
3	Mount Rogers	X		X	X		X	X	X	X	X	X	X		
4	New River Valley	X		X	X	X	X	X	X	X	X	X	X	X	
5	Roanoke Valley Alleghany	X			X		X	X	X	X	X		X		
6	Central Shenandoah	X		X	X								X		
7	Northern Shenandoah Valley	X		X	X	X	X			X			X		
8	Northern Virginia	X				X							X	X	X
9	Rappahannock-Rapidan	X			X	X		X		X	X	X	X		
10	Thomas Jefferson	X		X		X		X				X	X		X
11	Central Virginia	X			X	X				X			X	X	X
12	West Piedmont	X			X								X		X
13	Southside	X		X	X	X					X	X	X		
14	Commonwealth Regional	X		X		X	X	X		X			X		X
15	Richmond Regional			X		X							X		X
16	George Washington Regional	X		X	X	X	X			X			X		X
17	Northern Neck	X			X	X	X		X			X	X		
18	Middle Peninsula	X		X	X	X	X	X		X					
19	Crater			X	X	X				X					
22	Accomack-Northampton			X	X	X	X	X				X	X		
23	Hampton Roads	X		X		X	X	X		X			X		

Appendix E: Services Implemented at Request of Member Localities

FY 2019 & FY 2020 — **Services Implemented at Request of Member Localities**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community Development	Recreation	Telecommunications / Technology	Transportation	Workforce	Other
1	LENOWISCO	X	X	X	X	X	X	X	X	X	X	X	X		
2	Cumberland Plateau				X				X	X		X			
3	Mount Rogers	X		X	X	X		X	X	X	X	X	X		
4	New River Valley	X		X	X	X	X	X	X	X	X	X	X	X	
5	Roanoke Valley Alleghany				X						X		X	X	
6	Central Shenandoah			X	X	X		X		X	X		X		X
7	Northern Shenandoah Valley	X			X			X		X				X	
8	Northern Virginia				X	X			X				X	X	
9	Rappahannock-Rapidan				X		X	X					X		
10	Thomas Jefferson								X	X					
11	Central Virginia									X	X	X	X		
12	West Piedmont				X	X	X	X	X	X	X	X	X		X
13	Southside	X			X					X	X	X	X		
14	Commonwealth Regional	X	X	X			X	X	X	X	X	X	X		X
15	Richmond Regional			X			X	X							
16	George Washington Regional						X						X		
17	Northern Neck	X				X	X			X					X
18	Middle Peninsula			X	X	X	X		X	X	X		X		X
19	Crater	X			X	X			X			X			X
22	Accomack-Northampton			X	X			X		X	X		X		
23	Hampton Roads	X		X		X	X	X	X	X					X

Appendix F: Technical Assistance Provided to State and Localities

FY 2019 & FY 2020 — **Technical Assistance Provided to State and Localities**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community	Recreation	Telecommunications / Technology	Transportation	Workforce	Other
1	LENOWISCO	X		X	X	X		X	X	X	X	X	X		
2	Cumberland Plateau			X	X	X			X	X	X	X	X		X
3	Mount Rogers			X				X		X		X	X		
4	New River Valley	X		X	X	X	X	X	X	X	X	X	X	X	
5	Roanoke Valley Alleghany	X			X	X		X		X	X	X	X	X	X
6	Central Shenandoah				X								X		
7	Northern Shenandoah Valley	X			X					X		X	X		
8	Northern Virginia					X	X						X		
9	Rappahannock-Rapidan	X		X	X	X		X		X	X	X	X		
10	Thomas Jefferson	X		X		X		X					X		
11	Central Virginia					X	X		X	X	X		X		X
12	West Piedmont	X			X	X	X						X		
13	Southside	X			X					X	X	X	X		
14	Commonwealth Regional								X	X			X		
15	Richmond Regional									X			X		
16	George Washington Regional					X	X						X		X
17	Northern Neck	X			X	X				X			X		X
18	Middle Peninsula	X		X	X	X	X		X						X
19	Crater				X	X				X		X	X		X
22	Accomack-Northampton	X		X	X	X	X	X	X	X			X		X
23	Hampton Roads	X		X	X	X		X	X	X					X

Appendix G: Serve as a Liaison Between Localities and State Agencies

FY 2019 & FY 2020 **Local Liaison Activities**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community	Recreation	Telecommunica tions / Technology	Transportation	Workforce	Other
1	LENOWISCO	X		X	X	X	X	X	X	X	X	X	X		
2	Cumberland Plateau			X	X				X	X	X		X		
3	Mount Rogers	X		X	X	X	X	X	X	X		X	X		
4	New River Valley	X		X	X	X	X	X	X	X	X	X	X	X	
5	Roanoke Valley Alleghany			X	X	X	X		X	X		X	X		
6	Central Shenandoah			X	X	X		X					X		
7	Northern Shenandoah Valley			X	X	X		X	X				X		
8	Northern Virginia					X				X			X		
9	Rappahannock-Rapidan	X		X	X	X		X			X	X	X		
10	Thomas Jefferson			X		X							X		
11	Central Virginia	X				X			X	X	X		X	X	
12	West Piedmont	X		X	X	X		X			X		X		X
13	Southside	X		X	X					X	X	X	X		
14	Commonwealth Regional				X	X							X		
15	Richmond Regional					X							X		
16	George Washington Regional				X	X	X						X		X
17	Northern Neck				X	X							X		
18	Middle Peninsula			X	X	X	X	X		X	X		X		X
19	Crater			X	X	X							X	X	X
22	Accomack-Northampton				X	X	X	X	X						X
23	Hampton Roads	X		X		X	X	X	X	X			X		X

Appendix H: Local Government Aid Applications Reviewed

FY 2019 & FY 2020 | **Local Government Aid Applications Reviewed**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community	Recreation	Telecommunica tions / Technology	Transportation	Workforce	Other
1	LENOWISCO			X	X	X	X	X	X	X	X	X			
2	Cumberland Plateau	X			X	X			X	X	X	X			
3	Mount Rogers	X			X	X			X			X			
4	New River Valley	X			X	X	X	X	X	X		X	X	X	
5	Roanoke Valley Alleghany				X	X			X						
6	Central Shenandoah					X	X						X		
7	Northern Shenandoah Valley												X		X
8	Northern Virginia														
9	Rappahannock-Rapidan				X	X			X	X			X		
10	Thomas Jefferson				X					X		X	X		
11	Central Virginia					X		X		X			X		
12	West Piedmont				X	X	X						X	X	
13	Southside				X		X	X	X			X			
14	Commonwealth Regional				X	X							X		X
15	Richmond Regional					X			X				X		
16	George Washington Regional						X		X						
17	Northern Neck			X	X	X			X						
18	Middle Peninsula	X		X	X	X	X		X						X
19	Crater				X	X								X	X
22	Accomack-Northampton							X		X					
23	Hampton Roads				X										

Appendix I: Develop Regional Functional Area Plans

FY 2019 & FY 2020 **Functional Area Plans Developed**

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community	Recreation	Telecommunica tions / Technology	Transportation	Workforce	Other
1	LENOWISCO	X		X	X	X	X	X	X	X	X	X	X		
2	Cumberland Plateau				X						X	X			
3	Mount Rogers			X	X			X	X	X		X	X		
4	New River Valley	X		X	X	X		X	X	X	X	X	X	X	
5	Roanoke Valley Alleghany				X		X						X	X	
6	Central Shenandoah			X	X	X							X		
7	Northern Shenandoah Valley												X		
8	Northern Virginia					X									
9	Rappahannock-Rapidan									X	X		X		
10	Thomas Jefferson							X					X		
11	Central Virginia				X	X							X	X	
12	West Piedmont			X	X								X		
13	Southside			X	X						X		X		
14	Commonwealth Regional			X	X								X		
15	Richmond Regional			X									X		
16	George Washington Regional														
17	Northern Neck				X	X									
18	Middle Peninsula			X	X	X	X		X	X	X			X	
19	Crater			X	X	X							X		X
22	Accomack-Northampton			X	X	X									
23	Hampton Roads			X					X	X			X		X

Appendix J: Assist State Agencies with Substate Plans

FY 2019 & FY 2020

Assist State with Development of Substate Plans

District	PDC	Administration	Criminal Justice	Disaster Planning	Economic Development	Environment	Health & Human Services	Housing	Infrastructure	Planning, Zoning, & Community	Recreation	Telecommunica tions / Technology	Transportation	Workforce	Other
1	LENOWISCO				X			X	X		X	X			
2	Cumberland Plateau			X	X								X		
3	Mount Rogers				X							X			
4	New River Valley			X	X	X		X			X	X	X	X	
5	Roanoke Valley Alleghany			X	X	X	X						X		
6	Central Shenandoah				X	X					X		X		
7	Northern Shenandoah Valley				X	X									
8	Northern Virginia					X									
9	Rappahannock-Rapidan	X		X	X	X		X			X		X		
10	Thomas Jefferson					X							X		
11	Central Virginia					X							X		
12	West Piedmont			X		X							X		
13	Southside			X							X		X		
14	Commonwealth Regional					X							X		
15	Richmond Regional					X					X		X		
16	George Washington Regional				X	X									
17	Northern Neck					X							X		
18	Middle Peninsula					X							X		
19	Crater				X	X					X		X		X
22	Accomack-Northampton			X		X							X		
23	Hampton Roads					X			X		X		X		

Appendix K: Other activities

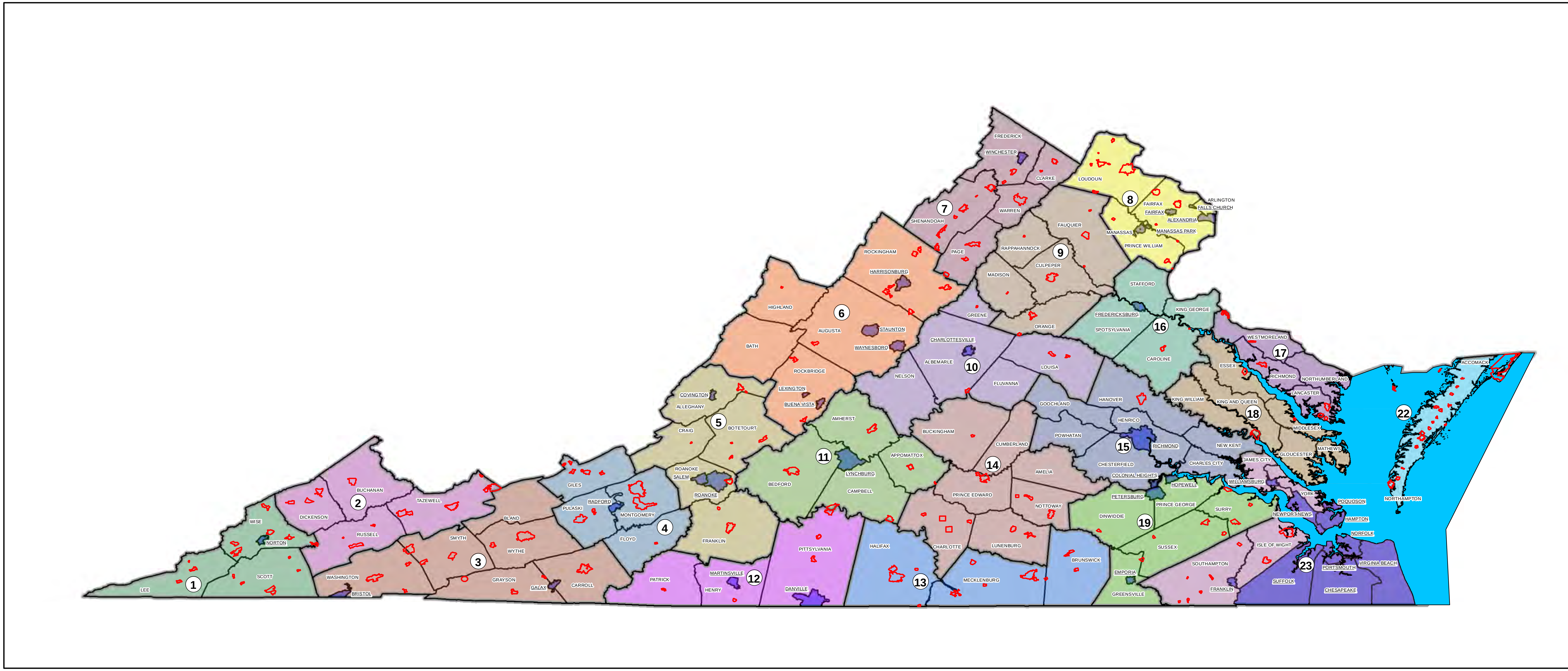
FY 2019 & FY 2020

District	PDC	Other Activities: Participate in VGIN/GIS Network	Other Activities: Data Collection & Data Center Affiliate
1	LENOWISCO	X	X
2	Cumberland Plateau	X	X
3	Mount Rogers	X	X
4	New River Valley	X	X
5	Roanoke Valley Alleghany	X	X
6	Central Shenandoah	X	X
7	Northern Shenandoah Valley	X	X
8	Northern Virginia	X	X
9	Rappahannock-Rapidan	X	X
10	Thomas Jefferson	X	X
11	Central Virginia	X	X
12	West Piedmont	X	X
13	Southside	X	X
14	Commonwealth Regional	X	X
15	Richmond Regional	X	X
16	George Washington Regional		X
17	Northern Neck	X	X
18	Middle Peninsula	X	X
19	Crater	X	X
22	Accomack-Northampton	X	X
23	Hampton Roads	X	X

Appendix L

PDCs and their Member Jurisdictions

Commonwealth of Virginia:
Cities, Counties, Towns, and Planning District Commissions



N

Cities	PDC Boundaries*	3 - Mount Rogers PDC	6 - Central Shenandoah PDC	9 - Rappahannock-Rapidan RC	12 - West Piedmont PDC	15 - Richmond Regional PDC	18 - Middle Peninsula PDC	23 - Hampton Roads PDC
Counties	1 - LENOWISCO PDC	4 - New River Valley PDC	7 - Northern Shenandoah Valley RC	10 - Thomas Jefferson PDC	13 - Southside PDC	16 - George Washington RC	19 - Crater PDC	
Towns	2 - Cumberland Plateau PDC	5 - Roanoke Valley-Alleghany RC	8 - Northern Virginia RC	11 - Central Virginia PDC	14 - Commonwealth RC	17 - Northern Neck PDC	22 - Accomack-Northampton PDC	

0 15 30 60 90 120
Miles

Source: VA Dept. of Housing and Community Development, Commission on Local Government

*Note: The Richmond Regional PDC and the Crater PDC share Chesterfield County and Charles City County.
The Middle Peninsula PDC and the Hampton Roads PDC share Gloucester County.
The Crater PDC and the Hampton Roads PDC share Surry County.
The Roanoke Valley-Alleghany RC and the West Piedmont PDC share Franklin County.

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Map Provided By
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9/28/2020

Appendix M

FY 2019 and FY 2020 State Funding and Population Served

#	PDC	FY 2019	FY 2020	Most Recent Weldon Cooper Population Estimate	Per Capita Funding
1	LENOWISCO	$ 75,971	$ 75,971	44,371	$ 1.71
2	Cumberland Plateau	$ 75,971	$ 75,971	103,756	$ 0.73
3	Mount Rogers	$ 75,971	$ 75,971	187,484	$ 0.41
4	New River Valley	$ 75,971	$ 75,971	184,532	$ 0.41
5	Roanoke Valley Alleghany	$ 75,971	$ 75,971	333,546	$ 0.23
6	Central Shenandoah	$ 75,971	$ 75,971	302,140	$ 0.25
7	No. Shenandoah Valley	$ 75,971	$ 75,971	240,663	$ 0.32
8	Northern Virginia	$ 151,943	$ 151,943	2,520,543	$ 0.06
9	Rappahannock-Rapidan	$ 75,971	$ 75,971	179,035	$ 0.42
10	Thomas Jefferson	$ 75,971	$ 75,971	257,452	$ 0.30
11	Central Virginia	$ 75,971	$ 75,971	262,428	$ 0.29
12	West Piedmont	$ 75,971	$ 75,971	238,280	$ 0.32
13	Southside	$ 75,971	$ 75,971	81,538	$ 0.93
14	Commonwealth	$ 75,971	$ 75,971	104,609	$ 0.73
15	Richmond Regional (aka "PlanRVA")	$ 113,957	$ 113,957	1,002,696	$ 0.11
16	George Washington	$ 75,971	$ 75,971	372,270	$ 0.20
17	Northern Neck	$ 75,971	$ 75,971	49,897	$ 1.52
18	Middle Peninsula	$ 75,971	$ 75,971	91,247	$ 0.83
19	Crater	$ 75,971	$ 75,971	530,142	$ 0.14
22	Accomack-Northampton	$ 75,971	$ 75,971	44,371	$ 1.71
23	Hampton Roads	$ 151,943	$ 151,943	1,729,109	$ 0.09
	Total	**$1,785,321**	**$1,785,321**	**8,860,109**	

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities

July through September 2020

Environment:

The 2021 Scope of Work for the **Chesapeake Bay Watershed Implementation Planning (WIP) Assistance program** was submitted to the Virginia Department of Environmental Quality (DEQ) on September 30. Staff continues to create Water Quality Guide booklets, which are being created as part of the WIP contract. The booklets are being distributed through social media and PDC websites. In conjunction with the Rivanna Stormwater Education Partnership (RSEP), posts are being shared on the #LoveYourWatershed social media campaign. Finally, the initial planning stages for a local watershed cleanup with RSEP and the Rivanna Conservation Alliance (RCA) have begun.

The **Rivanna River Basin Commission (RRBC)** and the TJPDC hosted a successful Fifth Annual Rivanna River Conference via Zoom in late September. Approximately 50 people participated. Septic pumping in underserved regional communities was addressed as a major topic when discussing Best Management Practices (BMPs) for Stormwater Management and their impact on overall watershed health. BMPs also were discussed in a presentation by Anne Coates of the TJSWCD. Finally, a detailed overview of the WIP contract and climate agreements was provided by James Davis Martin from DEQ. Participants also addressed other notable Rivanna topics during the Q & A portion of the event.

Work on the five-year update to the **Regional Natural Hazard Mitigation Plan** began in late July. Staff participated in a virtual webinar put on by the DEQ on the plan update process and engagement efforts that should be incorporated into the plan. Staff now is in the process of assembling a working group committee that will guide this planning process, which will commence with a kickoff meeting with the group to review the project scope of work and anticipated timelines.

Housing:

As of September 30, 2020, the TJPDC has been awarded $900,000 for the Emergency **Rent and Mortgage Relief Program (RMRP).** Funding comes from the federal CARES Act, and the TJPDC serves as the administrator of the program in our region, with program funding distributed to partners that are performing intake in each locality. Program funding is distributed on a per capita basis to make rent or mortgage payments for eligible individuals and families who have experienced a loss of income due to the pandemic. Recent program changes allow rent and mortgage payments be made for rent in arrears, the current month’s rent, and future rent payments through December. Applications will continue to be approved until November 13, when the RMRP program will transition to a new program to be determined. As of September 30, 266 families in our region have received over $529,000 of rent and mortgage support with an average payment of $1,726. The RMRP is a partnership with the Department of Housing and Community Development, and is being run in conjunction with area partners that include the City of Charlottesville’s Pathways program, the United Way of Greater Charlottesville, the Monticello Area Community Action Agency, and the Nelson County Community Development Foundation.

The **Central Virginia Regional Housing Partnership (RHP)** is working with a software company to create the “Regional Housing Locator” website. This online platform will feature affordable housing listings for both sale and for rent. It also will feature tools such as a housing affordability calculator and a listing of housing resources in the region. We have been working with the local governments and the Charlottesville Area Community Foundation to obtain the necessary dollars to fully implement it. The RHP also has kicked off a Fall Speaker Series, called “Navigating Today's Affordable Housing Virtual Series.” Registration for the events, and the recording and presentation from the September session, are available on the RHP website. The next event is a panel discussion on October 22 on the topic of “Regional Housing Strategies and Policies.” Finally, the Regional Housing Plan is actively underway, with the completion of the first locality draft chapter. Completion is slate for the December/January timeframe.

The **Thomas Jefferson Community Land Trust (TJCLT)** is engaged with engineering and permit requirements for building the next four homes in the City of Charlottesville. The Land Trust also has received grant reimbursement from Virginia Housing for completing its first Strategic Plan. Guided by this strategic plan, the Land Trust recruited two new Board members, is engaged in diversifying its funding sources and has launched a crowdfunding initiative called the "Social Equity Game" for the purposes of raising awareness of the Land Trust mission, and funding diversification.

The draft 2019-2020 program year **HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER)** was presented to the TJPD Commission in September. Fifteen activities across the region were completed for the program year beginning July 1, 2019, and ending June 30, 2020, which included 10 homeowner rehabilitation projects, one down-payment assistance project for a first-time homebuyer, construction of three new rental units and acquisition of one rental unit.

Legislative Services:

Development of the **2021 Legislative Program** got underway this quarter. With input from the local governing bodies, the program was drafted and then distributed to localities in early October, with program approval by each local governing body slated to occur in November. There also was work with several localities on their local legislative initiatives during the quarter.

A special session of the General Assembly began in August. Bills and the budget proposal were monitored and lobbied. Weekly newsletter updates also were produced. Frequent conference calls were held with other legislative liaisons. Virtual policy committee meetings and workgroup meetings of the Virginia Municipal League and the Virginia Association of Counties also were monitored. The July Mayor & Chairs/CAOs meeting also was organized and held.

Local/Regional Support:

At the direction of the TJPD Commission, the TJPDC is establishing a **Regional Broadband Partnership (RBP)**. The initial step to shaping the RBP is to have an exploratory committee help determine the direction of an RPB, and to assist in designing the structure, function and objectives of such a partnership. The TJPDC will act as the regional body to facilitate the organization and workings of the RBP, which will serve as a mechanism for knowledge-sharing and common understanding of the current and future needs of high-speed broadband services. The Partnership will enable high-level coordination, while providing a platform for information-sharing and creating a united voice to inform and advocate with stakeholders.

A joint application by the TJPDC and the Rappahannock-Rapidan Regional Commission (RRRC) was submitted to the US Department of Commerce to undertake a **Comprehensive Economic Development Strategy (CEDS) plan**. The application included 11 letters of support from localities and organizations within the two regions. Under the federal CARES Act, if awarded, the project would require an 80/20 funding allocation, with the Department of Commerce providing 80% of project costs, and the two regional bodies providing the remaining 20%. Award notification could come in November.

The TJPDC is administering a small business assistance grant program for Nelson County**. Nelson CARES 2020** will provide up to $350,000 in CARES Act funding for direct grants to small businesses located in Nelson that have experienced business interruption due to required closures as a result of the COVID-19 public health emergency. Grants will range from $1,000 to $30,000 based upon the number of full-time employees of a business to help offset temporary loss of revenue, increased costs due to mitigation measures, and other business critical operating expenses incurred due to the effects of COVID-19. Through the end of September, 11 applications had been received requesting more than $83,000 in assistance.

Activity on the **Zion Crossroads Small Area Plan** ramped up in the last quarter. Kittelson and Associates, Inc., the consultants retained for the project by VDOT, completed the initial "existing and future no-build conditions analysis" of traffic safety and performance conditions. TJPDC staff completed a survey with Fluvanna County to receive feedback from stakeholders on their preferences for future development of the area, which will supplement the work Louisa County recently conducted during its Comprehensive Plan update. The Advisory Committee, composed of representatives from both Fluvanna and Louisa Counties, met to review the findings from the Kittelson report and plan for next steps, which will include public workshops to discuss the current conditions and to identify community goals and concerns.

The **Lovingston Community Development Block Grant (CDBG) project** was completed in mid-September. As part of that project, staff developed an Economic Restructuring Report (ERR) to provide background data on existing conditions in the Village of Lovingston and to identify potential strategies to boost investment in the area. The ERR was coupled with the work completed by the consultant team from LPDA who drafted streetscape design plans and a preliminary engineering report. Staff is now in the process of compiling the ERR and the consultant design work into one, cohesive document.

Field work for the **Albemarle Community Inventory** project wrapped up in July. Staff then drafted the final report, which was completed in mid-September. The report highlights the data collection gathered from the field through a series of thematic maps displaying the location and condition of various infrastructure in the two study areas.

Transportation:

The Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO) Policy Board met in July and September. It adopted resolutions supporting 13 Smart Scale applications and endorsing the MPO's submission of three transportation projects for Smart Scale consideration (see below for further details). MPO staff also hosted a public meeting on Fontaine/US 29 Smart Scale application design updates. Following a pair of public hearings, the Transportation Improvement Plan was amended and adjusted in collaboration with VDOT. Public hearings also were held for the public participation plan, prior to the MPO Policy board approving the updated plan in September.

Additionally, the MPO disseminated the draft State Transportation Improvement Program (STIP) to the public and relevant committees for review. The MPO's website and Facebook pages were updated with notices on MPO activities and transportation in the area. Finally, an Electric Vehicle Charging Station Needs Assessment project held a kickoff meeting, developed a scope and gathered input from the two MPO committees.

The MPO submitted three **Smart Scale project applications**. Two are for projects based on the recommendations of the 29 Solutions Committee to improve transportation network performance on Route 29 near Hydraulic Road, and one is for a reconfiguration of the intersection of Fontaine Avenue and Route 29 that was requested by Albemarle County. The TJPDC also submitted four Smart Scale project applications, all on behalf of Albemarle County. Two of the projects are to construct new bike and pedestrian facilities, one is for a Park & Ride lot off of I-64 near Exit 107, and the final one is for a reconfiguration of the intersection at Frays Mill Road, Burnley Station and Route 29. TJPDC staff also provided technical support to Nelson County in its submission of three Smart Scale applications.

The **Rural Transportation Advisory Committee** met virtually for its regularly scheduled meetings in July and September. At the July 21st meeting, committee members reviewed the Rural Work Program for the upcoming fiscal year and held elections for chair and vice-chair. At the September 15th meeting, the committee was updated on the bicycle and pedestrian infrastructure assessment project (see below for more information) and the electric vehicle needs study.

The **Regional Transit Partnership (RTP)** met virtually in August to hear updates from transit providers on COVID-19 service and funding changes. The RTP subcommittees continued to work on reviving an improved regular ridership report, as well as other efforts. Additionally, TJPDC staff have been in conversations with the Community Climate Collaborative – which is engaging in equity and transit work – in order to ensure that our efforts complement, rather than duplicate, each other.

The **Citizens Transportation Advisory Committee (CTAC)** met in July and September. At the July meeting, members provided feedback on the MPO transportation one-page primers, the MPO's public participation plan and the Smart Scale applications. In September, CTAC members heard a presentation from Alleyn Harned (Executive Director of Virginia Clean Cities) regarding the new highway use fee on electric and fuel-efficient vehicles. CTAC also provided feedback on the TJPDC's electric vehicle study, the TIP, Title VI update and draft revisions to the Smart Scale application process.

***Bike and Pedestrian News*:**

TJPDC staff members are leading a **Rural Bicycle and Pedestrian Infrastructure Assessment** in the region's incorporated towns. So far, Albemarle County and Scottsville have approved the scope of work for this project, which includes an assessment of formal and informal bicycle and pedestrian infrastructure in the towns, surveys of leadership/planners and residents to better clarify town goals investment, the production of a gap report highlighting and prioritizing areas of needed investment, and the production of a solutions report identifying specific projects and funding opportunities to address gaps in infrastructure.

The MPO has restarted and refocused its **Bicycle and Pedestrian Count** to count at locations that will soon be and/or have recently undergone bicycle- and/or pedestrian-focused infrastructure improvements. Over time, these counts will capture valuable before-and-after project data that will improve planning for these vulnerable road users. Staff from Charlottesville and Albemarle County have approved the scope of work for these new counts, and will approve count locations in the next quarter.

The **Bicycle and Pedestrian Coordination Committee** met monthly over the summer. At these meetings, staff from Charlottesville, Albemarle County, UVA, VDOT, and members of the public provided feedback on the creation of a combined map of bicycle, pedestrian and trail infrastructure for the region; the bicycle and pedestrian counts; a potential VDOT-funded feasibility study for a “Three Notch’d Shared Use Path” for commuters and recreational use; the results of a VDOT-funded feasibility study regarding a bicycle and pedestrian crossing of the Rivanna River; and Smart Scale projects with significant bicycle and/or pedestrian components.

***RideShare*:**

RideShare continues to promote Telework VA! with DRPT and the Central Shenandoah Planning District Commission. Staff attended the Association of Commuter Transportation virtual international conference in August, which discussed the many ways commuter behavior has changed during the pandemic. Staff continues to serve on the Community Climate Collaborative steering committee for the Better Business Challenge, and completed the quarterly park and ride inventory. The program continues to operate with quarterly funding until final state transportation budgets have been approved.

Commission Information:

The TJPDC submitted a required annual report to the Virginia Department of Housing and Community Development (DHCD) at the end of August, which is required of each PDC. The report includes various financial, strategic/work plan information and highlights of successes and achievements of special note about regional efforts of cooperation. The report was approved by DHCD in September, which sets in motion the process for DHCD to make quarterly payments of state funding to the TJPDC.

Two new members of the TJPD Commission were present at its most recent meeting. Willie Gentry, who previously served on the Commission, is again serving as a member representing the Louisa County Board of Supervisors. Charlottesville has a new appointee as well. Rory Stolzenberg is now representing the City Planning Commission on the Commission.