

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/83582377747?pwd=NlFzamFQNmM0RDdIRDNSQWlpRjVrQT09&from=addon>

Meeting ID: 835 8237 7747

Passcode: 177392

By call-in 1 301 715 8592#

1. **Call to Order** 7:00-7:00
 - a. Notice of Electronic Meeting and Commissioner and Public Protocol
2. **Matters from the Public** 7:00 – 7:05
 - 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)
3. **Presentations**
 - a. Introduction of Commission Members 7:05 – 7:15
4. *** Consent Agenda** 7:15 – 7:20

Action Items:

 - a. * Minutes of December 3, 2020 Meeting
 - b. * CY 2021 Schedule
5. *** Resolutions** 7:20– 7:25
 - a. Submission of FY22 Rideshare Funding Application
 - b. Regional Transit Visioning Plan Grant
 - c. Albemarle Transit Planning Grant
6. **New Business** 7:25 – 8:00
 - a. * Quarterly Financial Reports
 - i. December Dashboard Report
 - ii. December Profit & Loss Statement
 - iii. December Balance Sheet
 - iv. December Accrued Revenue Report
 - b. Presentation of Draft FY21 Amended Final Budget
 - c. CDBG Regional Priorities Due March 26, 2021
7. **Executive Director's Report** 8:15 – 8:25
 - a. Monthly Report
 - b. Quarterly Activity Report
 - c. Final Regional Rental & Mortgage Relief Program
 - d. Regional Housing Partnership - Porchlight
8. **Other Business** 8:25 – 8:50
 - a. Roundtable Discussion by Jurisdiction
 - b. Next Meeting –March 4, 2021



9. *** Closed Session - * per Code of Virginia 2.2-3711 A.1.** 8:50
 a. Employee – Individual Employee(s) Discussion
 b. *Public Session Resumes

* Personnel Actions to take place in Public Session

10. *** Appointment of Interim Executive Director**
 *** 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.tjpd.org within 10 days of the meeting.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, December 3, 2020

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Chip Boyles, Executive Director	✓
Michael Payne	✓	David Blount, Deputy Director / Legislative Director	✓
Rory Stolzenberg	✓	Christine Jacobs, Chief Operating Officer / Housing Director	✓
Albemarle County		Don Reed, Finance Director	
Ned Gallaway		Sandy Shackelford, Planning/Transportation Director	
Donna Price (8:00)	✓	Jessica Ballering, Planner II	
Fluvanna County		Shirese Franklin, Planner II	
Tony O'Brien		Dominique Lavorata, Planner I/Legislative Aide	✓
Keith Smith, Treasurer	✓	Nick Morrison, Planning/Environ. Program Manager	
Greene County		Sara Pennington, TDM/Rideshare Program Manager	✓
Dale Herring, Chair	✓	Lucinda Shannon, Transportation Program Manager	✓
Andrea Wilkinson	✓	Gretchen Thomas, Administrative Assistant	
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok (7:31)	✓	Sean Tubbs, Independent Journalist, Citizen	✓
Willie Gentry	✓	Peter Stephenson, VSRA	✓
Nelson County			
Jesse Rutherford, Vice Chair	✓		
Dylan Bishop	✓		

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 December 9, 2020 at https://www.youtube.com/watch?v=R5z_4BYjh8o&feature=youtu.be&ab_channel=TJPDC-MPO

1. **CALL TO ORDER:**

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Dale Herring, presided and called the meeting to order at 7:00 pm. Christine Jacobs read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. **MATTERS FROM THE PUBLIC:**

- a. **Comments by the Public:** None
- b. **Comments provided via email, online, web site, etc.:** None



3. PRESENTATIONS:

- a. Association for Commuter Transportation (ACT) 40 Under 40 Awards:** Mr. Boyles shared that Sara Pennington was awarded the ACT's 40 Under 40 Award.
- b. Regional Legislative Priorities** – David Blount gave an update on the 2021 legislative program, provided a preview of the upcoming General Assembly convening, and discussed a recent legislative issue concerning the ability for counties to collect revenue for cigarette taxes.
- c. Chesapeake Bay Watershed Implementation Plan (WIP):** Dominique Lavorata provided an overview of the Watershed Implementation Plan, to include details on the purpose of the plan, specifics of the current contract, and progress on the required program deliverables.

4. CONSENT AGENDA: Action Items

- a. Minutes of November 5, 2020 Meeting**
- b. Monthly Financial Reports**
 - i. October Dashboard Report
 - ii. October Profit & Loss Statement
 - iii. October Balance Sheet
 - iv. October Accrued Revenues Report

Motion/Action: On a motion by Andrea Wilkinson, seconded by Jesse Rutherford, the Commission unanimously approved both the minutes of the October 1, 2020 meeting and the October financial reports.

5. RESOLUTIONS:

None

6. NEW BUSINESS:

- a. Regional Rental and Mortgage Relief Program (RMRP) Update:** Christine Jacobs provided an overview of the RMRP program, to include: a summary of the current regional program (RMRP 1.0), RMRP data by locality, the Virginia Department of Housing and Community Developments plans for the next phase of the program (RMRP 2.0), and potential concerns with the transition.

7. EXECUTIVE DIRECTOR'S REPORT:

- a. General Report:** Mr. Boyles provided an update on: the current and future remote work plans for TJPDC staff, the application and process for grant funding for a US Rt 29 corridor plan, an overview of major programs and initiatives of the TJPDC staff, and anticipated delivery of a draft FY22 budget.

8. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates on current issues in their locality.
- b. Next Meeting:** February 4, 2021

ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Michael Payne, the Commission unanimously voted to adjourn the December 3, 2020 Commission meeting at 8:29 pm.

Commission materials and meeting recording may be found at www.tjpd.org

**Thomas Jefferson Planning District Commission
CY2021 Meeting Dates/Times**

Thursday, February 4, 2021 7:00 pm – 9:00 pm
Thursday, March 4, 2021 7:00 pm – 9:00 pm
Thursday, April 1, 2021 7:00 pm – 9:00 pm
Thursday, May 6, 2021 7:00 pm – 9:00 pm
No June Meeting
Thursday, July 1, 2021 7:00 pm – 9:00 pm
Thursday, August 5, 2021 7:00 pm – 9:00 pm
Thursday, September 2, 2021 7:00 pm – 9:00 pm
Thursday, October 7, 2021 7:00 pm – 9:00 pm
Thursday, November 4, 2021 7:00 pm – 9:00 pm
Thursday, December 2, 2021 7:00 pm – 9:00 pm
No January Meeting



RESOLUTION

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the need for a strong car pool rider matching program, and

WHEREAS, the Commission is also aware of the need to stress transportation alternatives to single occupant vehicles, and

WHEREAS, the Commission has been asked by regional local governments to include the RideShare program in its program area, and

WHEREAS, since March, 2020, Rideshare and Van Pooling activities have decreased due to the Global Pandemic of COVID-19; and

WHEREAS, during this same period, Remote Work and Work from Home activities have exponentially increased; and

WHEREAS, Remote Work promotion and support is a primary activity of the Rideshare Program; and

WHEREAS, 80% funding for all such activities are available through the Virginia Department of Rail and Public Transportation; and

WHEREAS the 20% match is required from the participating local governments within the region; and

WHEREAS, any participating local governments that do not match all or a portion of their prorated contribution may have their local per capita contribution to the TJPDC utilized to provide their match requirement; and

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Charles P Boyles, II is authorized, for and on behalf of the Commission, hereafter referred to as THE PUBLIC BODY, to execute and file an application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as THE DEPARTMENT for a grant of financial assistance for the amount of \$139,358 to defray the costs borne by THE PUBLIC BODY for amounts as may be awarded, and to authorize Sara Pennington RideShare Program Manager to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that THE PUBLIC BODY will provide funds in the minimum amount of \$34,840, which will be used to match the state funds in the ratio as required in such act, that the records of receipts of expenditures audit by THE DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to THE PUBLIC BODY shall be used only for such purposed as authorized in the Code of Virginia.

The undersigned duly qualified and acting for the Commission of THE PUBLIC BODY certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 5th day of March 2020.

ATTESTED:

Charles P Boyles, II, Director

DATE: February 4, 2021



WHEREAS, the Regional Transit Partnership of the Thomas Jefferson Planning District Commission recommended the application in February, 2020 to the Virginia Department of Rail and Public Transportation for the funding for the development of a Regional Transit Visioning Plan;

WHEREAS, the Regional Transit Visioning Plan would provide a high-level assessment of current conditions and future needs for public transit options throughout the entire region with special emphasis on the urban growth areas; and

WHEREAS, the Thomas Jefferson Planning District Commission would serve as facilitators, program managers and community engagement assistance for a selected transit consultant selected through DRPT's contracted vendor list; and

WHEREAS, the Regional Transit Partnership shall act as the Steering Advisory Panel for this effort; and

WHEREAS, the Virginia Commonwealth Transportation Board in December, 2020 approved a \$175,000 DRPT grant to be matched with \$175,000 of local funds for a \$350,000 Regional Transit Visioning Plan project; and

WHEREAS, local transit partners of Albemarle County and the City of Charlottesville have agreed to fund the 50% match of \$175,000 equally over the two-year period of FY21 and FY22; and

NOW THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission authorizes the Executive Director to execute this grant agreement with DRPT and to execute funding Memorandum of Understandings with Albemarle County and the City of Charlottesville for their match requirements.

APPROVED, this 4th day of February, 2021 by the Commission being legally assembled.

Dale Herring, Chair

Date



WHEREAS, the Regional Transit Partnership of the Thomas Jefferson Planning District Commission recommended the application in February, 2020 to the Virginia Department of Rail and Public Transportation for the funding for the development of an Albemarle County Transit Expansion Feasibility Study and Plan;

WHEREAS, the Feasibility Study and Plan would provide a detail assessment of current conditions and immediate needs for public transit options in the areas of Albemarle County specific to Route 29 North, Pantops and Thomas Jefferson's Monticello; and

WHEREAS, the immediate goal of the study is to identify appropriate methods of transportation, to document need and financial feasibility and to prepare a grant application to DRPT expected in February, 2022 for funding for an operational demonstration funding grant to implement a transit service in these three areas of Albemarle County; and

WHEREAS, the Thomas Jefferson Planning District Commission would serve as facilitators, program managers and community engagement assistance for a selected transit consultant selected through DRPT's contracted vendor list; and

WHEREAS, an advisory panel selected by Albemarle County shall act as the Steering Advisory Panel for this effort; and

WHEREAS, the Virginia Commonwealth Transportation Board in December, 2020 approved a \$53,108 DRPT grant to be matched with \$53,107 of local funds for a \$106,215 Albemarle County Transit Expansion Feasibility Study and Plan project; and

WHEREAS, local transit partner of Albemarle County has agreed to fund the 50% match of \$53,107 over the two-year period of FY21 and FY22; and

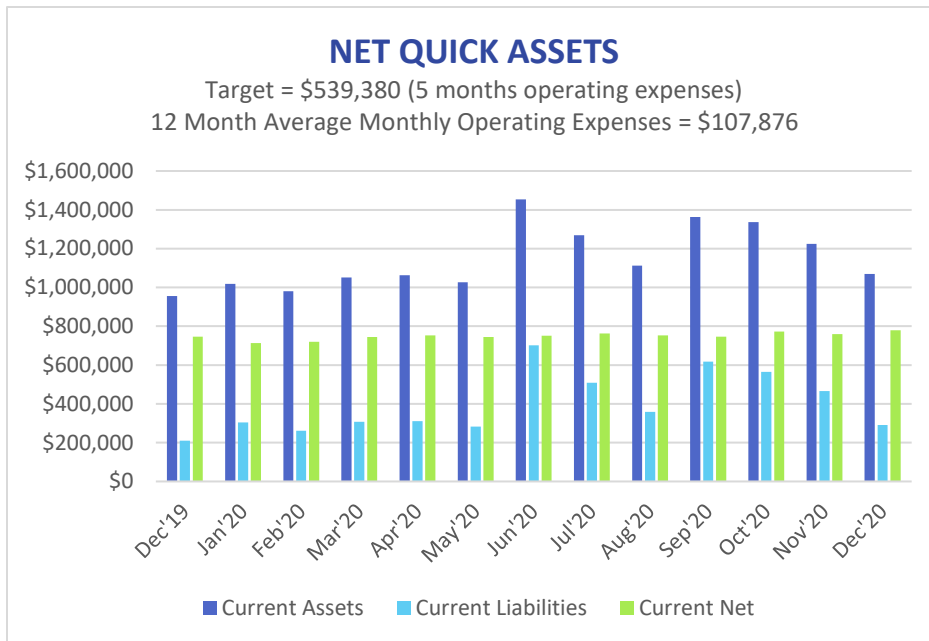
NOW THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission authorizes the Executive Director to execute this grant agreement with DRPT and to execute funding Memorandum of Understandings with Albemarle County for their match requirements.

APPROVED, this 4th day of February, 2021 by the Commission being legally assembled.

Dale Herring, Chair

Date

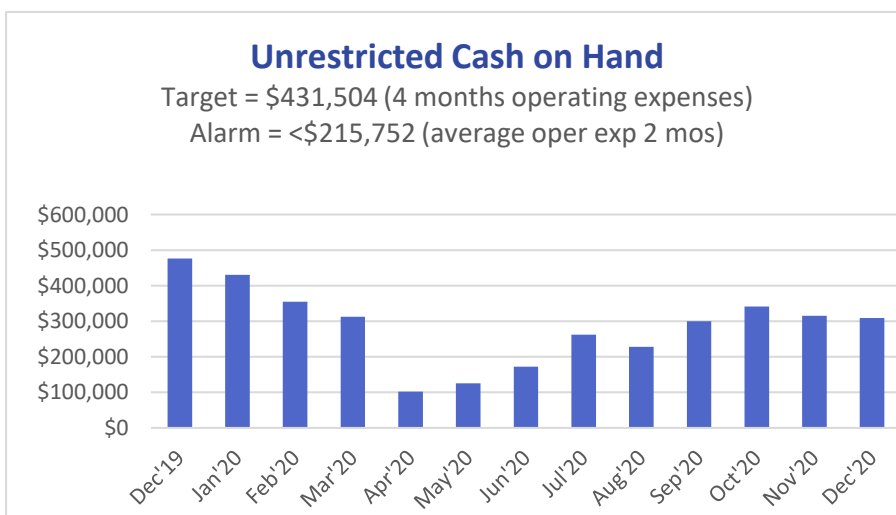
FINANCIAL DASHBOARD Through December 31, 2020



Monthly Net Quick Assets

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
Oct'20=\$773,192
Nov'20=\$759,492
Dec'20= \$779,233

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 7.22 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$107,876. The 3-month average of expenses is \$108,027. Actual operating expenses for December were \$108,094 compared to \$113,581 in November. Capital reserves = \$779,233-\$539,380 = \$239,853.



UNRESTRICTED CASH ON HAND

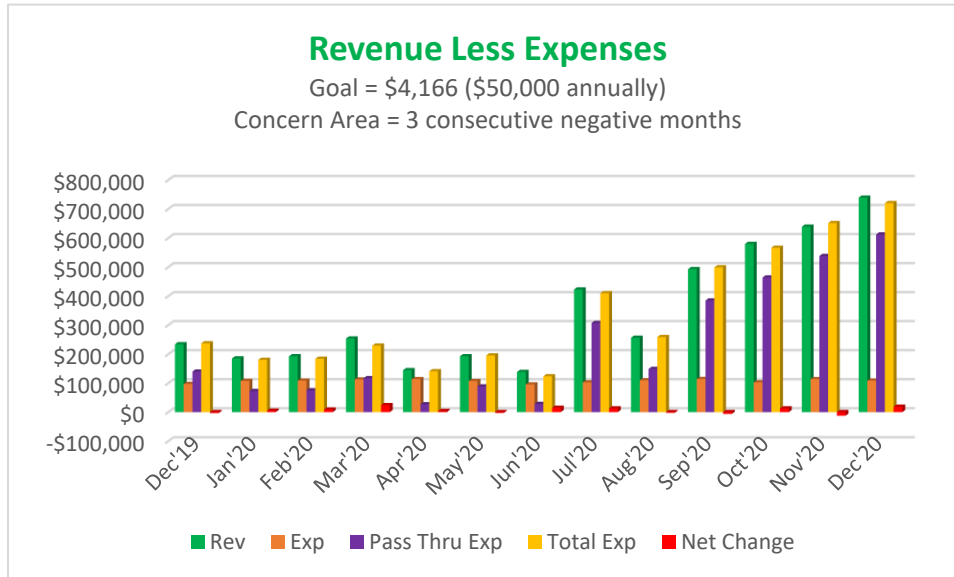
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 \$308,759 represents

FINANCIAL DASHBOARD Through December 31, 2020

2.86 months of operating expenses. Unrestricted cash has increased from an April level of \$102,049 to \$308,759 at the end of December.



Monthly Net Revenue

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)
Oct'20=	\$12,874
Nov'20=	(\$12,407)
Dec'20=	\$18,723

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 net gain in December of \$18,723 resulting in a net gain of \$ 34,114 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 but ended December 30th. The Accrued Revenue Report shows available funds of \$112,549 per month for FY21. Actual operating expenses for December were \$108,094.

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

Balance Sheet Prev Year Comparison

As of December 31, 2020

	Dec 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	563,852.59	438,536.58	125,316.01
1189 · Capital Reserve	239,291.00	248,338.00	-9,047.00
Total Checking/Savings	803,143.59	686,874.58	116,269.01
Accounts Receivable			
1190 · Receivable Grants	239,953.15	234,599.38	5,353.77
Total Accounts Receivable	239,953.15	234,599.38	5,353.77
Other Current Assets			
1310 · Prepaid Rent	1,875.00	2,343.74	-468.74
1330 · Prepaid Insurance	14,984.22	11,985.60	2,998.62
1360 · Prepaid Other	10,139.70	16,426.70	-6,287.00
Total Other Current Assets	26,998.92	30,756.04	-3,757.12
Total Current Assets	1,070,095.66	952,230.00	117,865.66
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	123,885.29	111,737.79	12,147.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-116,757.99	-122,936.89	6,178.90
Total Fixed Assets	21,500.41	5,382.40	16,118.01
TOTAL ASSETS	1,091,596.07	957,612.40	133,983.67
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	32,894.76	35,560.11	-2,665.35
Total Accounts Payable	32,894.76	35,560.11	-2,665.35
Credit Cards			
2155 · Accounts Payable Credit Card	2,693.88	3,606.58	-912.70
Total Credit Cards	2,693.88	3,606.58	-912.70
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	255,274.29	208,177.65	47,096.64
Total Other Current Liabilities	255,274.29	208,177.65	47,096.64
Total Current Liabilities	290,862.93	247,344.34	43,518.59
Long Term Liabilities			
2200 · Leave Payable	48,464.36	33,965.94	14,498.42
Total Long Term Liabilities	48,464.36	33,965.94	14,498.42
Total Liabilities	339,327.29	281,310.28	58,017.01
Equity			
3000 · General Operating Fund	478,863.42	443,826.61	35,036.81
3100 · Restricted Capital Reserve	239,291.00	248,338.00	-9,047.00
3600 · Net Investment in Fixed Assets	0.00	1,051.18	-1,051.18
Net Income	34,114.36	-16,913.67	51,028.03
Total Equity	752,268.78	676,302.12	75,966.66
TOTAL LIABILITIES & EQUITY	1,091,596.07	957,612.40	133,983.67

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
December 2020

11:00 AM
01/26/21
Accrual Basis

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	668,418	97,131	2,771,002	582,785	1,165,569
4120 · State Funding Source	28,641	29,552	127,715	177,311	354,622
4130 · Local Source	28,517	41,204	169,255	247,226	495,278
4131 · Event Sponsors & Fees	0	0	0	0	0
42000 · Local Match Per Capita	13,152	17,182	77,357	90,424	158,365
4280 · Interest Income	106	833	933	5,000	10,000
Total Income	738,833	185,903	3,146,263	1,102,746	2,183,834
Gross Profit	738,833	185,903	3,146,263	1,102,746	2,183,834
Expense					
61000 · Personnel	84,608	88,536	509,301	508,045	1,032,784
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	64	159	977	952	1,904
62392 · Subscriptions, Publications	84	46	298	275	550
62393 · Supplies	2,108	928	3,560	5,579	11,200
62394 · Audit -Legal Expenses	0	0	15,551	16,500	16,500
6240 · Advertising	416	1,936	2,520	11,618	24,061
62404 · Meeting Expenses	36	857	1,119	5,143	10,286
62410 · TJPDC Contractual	5,116	3,419	29,113	24,078	46,100
6281 · Dues	580	818	4,279	4,910	9,820
62850 · Insurance	481	282	2,887	1,645	3,336
62890 · Printing/Copier	1,306	387	2,948	2,321	4,642
63200 · Rent Expense	7,940	7,860	49,631	47,160	94,319
63210 · Equipment/Data Use	4,356	1,483	16,640	8,900	17,800
63220 · Telephone Expense	551	489	3,654	2,931	5,862
63300 · Travel-Vehicle	393	1,828	4,284	11,019	22,080
6345 · Janitorial Service	0	827	1,678	4,960	9,920
6390 · Professional Development	55	1,495	1,698	8,972	17,944
Total Expense	108,094	111,350	650,139	665,008	1,329,108
Net Ordinary Income	630,740	74,553	2,496,123	437,738	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	21,895	48,356	314,903	290,139	580,277
8399 · Grants Contractual Services	590,121	22,871	2,147,106	137,225	274,449
Total Other Expense	612,016	71,227	2,462,009	427,363	854,726
Net Other Income	(612,016)	(71,227)	(2,462,009)	(427,363)	(854,726)
Net Income	18,723	3,325	34,114	10,375	0

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	GRANT TO DATE	GRANT- CONTRACT REMAINING FY21	NOTES
																		AMOUNT FOR FY22			
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802	9,138	6,223	5,937							50,355			50,355	52,269	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137	15,077	15,088	13,302							96,692			96,692	90,934	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101	4,195	3,524	1,065							23,677		9,047	23,677	31,751	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531	51,807	44,498	21,895							307,110			307,110	273,167	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256	811	416							7,232			7,232	21,424	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550		14,713		13,475							40,877			40,877	150,166	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331	6,331	6,331							37,985			37,985	37,986	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	141,477	10,121	10,263	8,865	9,904	9,124	10,007							58,284			58,284	83,193	Rideshare TDM Program Marketing & Management
Pass Through	07/01/20	06/30/21	26,913													0			0	26,913	Potential contract for marketing plan
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113	2,144	828							19,105			19,105	38,895	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	50,000	726	2,850	2,644	6,642	1,381	1,919							16,162		0	16,162	33,838	Regional Transit Partnership
RTP Pass Through	07/01/20	06/30/21	0													0			0	0	Grant Match if needed
LOVINGSTON	11/01/18	06/30/21	23,192	2,234	470	1,355	424	215	315							5,013	15,753	0	20,766	2,426	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			4,910		3,622	1,325							15,000			15,000	0	CARES Business Grants Admin
Pass Thorughs	08/12/20	12/31/20	335,000				123,113	81,887	130,000							335,000			335,000	0	CARES Business Grants Pass Through
TJPCD 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	6,967	6,798	7,232							44,652			44,652	57,519	David & Dominique Legis Operations
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,324	4,262	4,167	4,167	4,282							25,369			25,369	24,631	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329	161	59	25							1,237		0	1,237	9,263	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449	8,155	3,473	9,257							30,107	33,165	0	63,272	24,192	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969	444	165	42							3,520			3,520	6,980	Rivanna Commission
WIP PHASE III	06/01/18	12/30/20	52,000	2,801	3,144	2,761	2,786	2,761								14,253	0	0	14,253	37,747	Chesapeake Watershed Assistance to DEQ
Hazard Mitigation		06/30/21	31,920						1,760							1,760			1,760	30,160	24 month planning project resiliency
Haz Mit Pass Through		06/30/21	0													0	0		0	0	
TJCLT	10/19/17	01/31/21	83,645	7,508	7,911	3,996	3,914	3,453	2,918							29,700			29,700	53,945	Full Time TJCLT ED Services beginning 1/1/21
AFFORDABLE HSG	07/01/20	06/30/21	37,250					7,200	28,442							35,642			35,642	1,608	Regional Housing Partnership
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302	4,009	1,974	1,797							16,801	55,823	0	72,624	23,251	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	13,152	13,152	13,152							77,358			77,358	81,007	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		1,000	200							4,050			4,050	9,180	Rental Fees
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682	258	86								1,781	17,856	0	19,637	5,863	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	90,838	14,457	4,847	8,045	9,862	15,487	31,578							84,276	6,562		90,838	0	Regional Rent Relief Grants COVID Admin
RMRP Pass Through			1,746,143	213,729	121,047	283,527	274,321	411,374	431,231							1,735,229			1,735,229	10,914	RMRP Pass Through Grants
5TH STREET TAP	11/16/16	10/01/20	37,697													0	20,731	16,966	20,731	0	VDOT Bike Path Grant
5th STREET TAP Pass Through	11/16/16	10/01/20	162,303													0	88,758	0	88,758	73,545	VDOT Bike Path Design & Constr
REGIONAL TRANSIT GRANT	01/01/21	06/30/22	40,650															24,000	0	16,650	
Regional Pass Through	01/01/21	06/30/22	309,350															209,450	0	99,900	
ALBEMARLE TRANSIT GRANT	01/01/21	12/31/21	10,835															7,100	0	3,735	
Albemarle Transit Pass Through	01/01/21	12/31/21	95,380															63,745	0	31,635	
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171	182	138	106							933			933	1,167	Investment Pool Savings Income
TOTAL			5,201,830	422,462	253,663	492,214	579,234	646,135	738,837	0	0	0	0	0	0	3,132,545	293,123	330,308	3,425,668	1,445,854	
																		Pass-through funds		\$666,240	
Op Expenses																		Contract funds			
3 month average																		TJPCD Available Funds		\$779,614	
last month																		Available funds per month		\$129,935.67	

2/4/2021

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<i>FY20 Actual</i>	<i>Bud FY21 Projected</i>	<i>FY21 Operating</i>
Federal	\$1,170,710	\$1,165,569	\$3,368,299
State	\$276,948	\$354,622	\$355,009
Local	\$390,375	\$495,278	\$493,915
Local per capita	\$156,717	\$158,365	\$158,365
Interest Income	\$10,983	\$10,000	\$2,000
Rent Income	\$0	\$0	\$10,000
Grant & Reserves Transfer	\$0	\$0	\$8,120
Total Revenue	\$1,940,812	\$2,183,834	\$4,395,708
Operating Expenses			
Personnel Costs			
Salaries			\$797,959
Fringe and Release			\$203,699
Total Personnel	\$966,262	\$1,032,784	\$1,001,658
Other Costs			
Overhead			
Postage	\$1,298	\$1,904	\$1,776
Subscriptions	\$1,525	\$550	\$650
Supplies	\$9,424	\$11,200	\$8,128
Audit-Legal	\$15,525	\$16,500	\$18,000
Advertising	\$20,042	\$24,061	\$16,283
Meeting Expenses	\$8,741	\$10,286	\$6,259
TJPDC Contractual	\$50,921	\$46,100	\$95,308
Dues	\$10,654	\$9,820	\$9,915
Insurance	\$4,281	\$3,336	\$3,336
Printing/Copy	\$4,887	\$4,642	\$6,948
Rent	\$92,604	\$94,319	\$94,820
Equip/Data Use	\$20,796	\$17,800	\$26,100
Capital & Leases	\$0	\$0	\$0
Telephone	\$7,426	\$5,862	\$7,742
Travel-Vehicle	\$15,002	\$22,080	\$19,802
Janitorial	\$6,961	\$9,920	\$9,920
Professional Development	\$18,651	\$17,944	\$8,516
Total Other Costs	\$288,738	\$296,324	\$333,503
TOTAL OPERATING EXPENSES	\$1,255,000	\$1,329,108	\$1,335,161
Net Ordinary Income - Pass Through \$	\$750,733	\$854,726	\$3,060,547
Other			
HOME Pass Thru	\$612,065	\$580,277	\$580,277
HPG, HazMit, RRBC, TDM, Solic	\$104,804	\$274,449	\$2,156,212
HPG & RTP	\$0	\$0	\$232,212
Total Other Expenses	\$716,869	\$854,726	\$2,968,701
Net Other Income	-\$716,869	-\$854,726	-\$2,968,701
Net Income	\$33,864	\$0	\$91,846

FY21 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Locality and State Revenue							\$0
Charlottesville				\$30,554			
Albemarle				\$67,356			
Fluvanna				\$16,549			
Greene				\$12,375			
Louisa				\$22,333			
Nelson				\$9,198			
Legislative Liaison			\$102,171				
State Contribution - DHCD		\$75,971					
WSC & Offices						\$10,000	
Interest Income					\$2,000		
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	\$91,221	\$11,403					
PL Funding	\$161,178	\$19,447					
RTP			\$50,000				\$0
Albemarle Transit Plan		\$1,867	\$1,867				
Regional Plan		\$8,325	\$8,325				
Rideshare							
Rideshare VDPRT		\$111,216	\$26,836				\$3,425
Clean Commute Day			\$825				
TJPCD Rural Transportation							
Rural Admin	\$11,600						
Rural Transportation Planning	\$46,400						
Other Programs							
Stanardsville			\$7,644				
CEDS Regional	\$0		\$0				\$0
VAPDC			\$50,647				
Nelson CARES	\$15,000						
Housing and Non-Profit							
HOME Consortium Admin	\$64,475						
Housing Preservation	\$17,769						
TJCLT			\$83,645				
Regional Housing Plan		\$26,063					
Lovingson CDBG	\$4,698		\$1,927				
Rental Assistance	\$84,278						
Affordable Housing	\$16,000	\$5,300	\$0				
Environment							
RRBC			\$4,033				
Solid Waste			\$5,335				
Haz Mit Grant	\$25,200	\$6,720	\$0				
Rivanna Committee Alb Cville			\$54,834				
WIP DEQ	\$50,997						
Pass Through Revenue							
Consortium HOME Pass Through	\$580,277						
Housing Preservation Pass Thru	\$100,677						
RRBC			\$6,468				
Rental Assistance Grants	\$1,735,229						
RTP			\$0				\$0
Alb Transit		\$15,817	\$15,817				
Regiona Transit Vision		\$49,950	\$49,950				
Nelson CARES	\$335,000		\$0				
MPO	\$5,600	\$1,400	\$0				\$0
Solid Waste			\$5,165				
Rideshare TDM		\$21,530	\$5,383				
Lovingson CDBG	\$13,700		\$0				
Affordable Housing Program	\$9,000		\$13,043				\$4,695
Total Revenues by Category	\$3,368,299	\$355,009	\$493,915	\$158,365	\$2,000	\$10,000	\$8,120
Sum Total of Revenues							\$4,395,708

1/30/2019 Estimates			0.62 Local		Local	Local	0.4								0.75		0.25
Pop.	% Pop.	Per capita	Rideshare	Solid Waste	RRBC	Leg Liaison	Total Contr	Per capita	Rural	MPO	Haz	Balance	Regional	Local			
Charlotte	49,281	19.29%	\$30,554	\$7,331	\$2,540	\$1,337	\$19,712	\$61,475	\$30,554	\$0	-\$11,759	\$0	\$18,796	\$14,097	\$4,699		
Albemarle	108,639	42.53%	\$67,356	\$15,876	\$5,560	\$6,210	\$43,456	\$138,458	\$67,356	-\$2,620	-\$20,492	\$0	\$44,244	\$33,183	\$11,061		
Fluvanna	26,692	10.45%	\$16,549	\$3,999	\$1,370	\$1,897	\$10,677	\$34,492	\$16,549	-\$3,261	\$0	\$0	\$13,288	\$9,966	\$3,322		
Greene	19,959	7.81%	\$12,375	\$2,997	\$1,030	\$1,056	\$7,984	\$25,441	\$12,375	-\$2,472	\$0	\$0	\$9,902	\$7,427	\$2,476		
Louisa	36,021	14.10%	\$22,333	\$5,274	\$0	\$0	\$14,408	\$42,015	\$22,333	-\$4,278	\$0	\$0	\$18,056	\$13,542	\$4,514		
Nelson	14,836	5.81%	\$9,198	\$2,335	\$0	\$0	\$5,934	\$17,468	\$9,198	-\$1,869	\$0	\$0	\$7,329	\$5,497	\$1,832		
	255,428	100%	\$158,365	\$37,812	\$10,500	\$10,500	\$102,171	\$319,349	\$158,365	-\$14,500	-\$32,251	\$0	\$111,614	\$83,711	\$27,904		



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: February 4, 2021

Re: Final Amended Budget FY21

Purpose: To present the amended FY21 budget, to be used as the basis for financial reports throughout the year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget for approval in March, to serve as the budget for financial reports through the year. At the March 4, 2021 meeting, the Commission will consider the amended budget for FY21.

In your agenda packet is the Amended FY21 Budget. For your reference, the FY20 Actual, FY21 Original and FY21 Recommended Amended operating budgets are included.

Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY21 Budget:

The Recommended Amended FY21 Budget incorporates changes to revenue and expense assumptions from the FY21 Budget adopted at the May meeting and adjusted to include changes that have occurred during the first half of FY21.

Changes to revenue in the Amended FY20 budget include:

- Substantial increase in federal revenues of \$2,202,730
 - Rental Relief Program funded with federal CARES of approximately \$1,813,890
 - Increase in federal local CARES funds for the RHP affordable housing web site of \$25,000
 - Lovington CDBG Planning Grant of \$20,325
 - Nelson County CARES Grant Program of \$350,000
- State revenues of \$ 355,000 remained constant.
- Local contract revenues remained constant at \$494,000
 - TJCLT contract from part time to full time
- Decrease in Interest Income of \$8,000

- Virginia Investment Pool average dropped from over 2% to less than 1% rate of return
- Increase of \$8,120 in reserve transfer for a refund for cancelled Housing Summit expenses that had been accounted for in FY20 and for a one-time approved carry-over funding for Rideshare from FY20 balance (COVID related).

Changes to expenses in the FY20 budget include

- Decreased salaries and benefits to adjust for one open position (the ED for 4 ½ months) during FY21.
- Decreased supplies, travel, meeting and professional development due to the limited opportunities due to COVID restrictions.
- Decreased advertising as DRPT decreased their funding to reduce the advertising for Rideshare during the pandemic.
- Increased contractual expenses as TJPDC staff worked from home requiring additional computer and software set-up and ongoing maintenance and troubleshooting by our IT consultant, NWG.
- Increase in equipment, software and data use to purchase four new laptops due to older units being unable to run newer software and applications required for remote working.
- Increase in Telephone and Data Use for reimbursement to staff for voice and data capabilities at home.
- The largest increase was the unanticipated award of the Regional Rental & Mortgage Relief Program. We expended \$1,723,195 in Pass Through funds to area non-profits to distribute to eligible families and for management of the program. The TJPDC received \$90,695 for administrative expenses.

Overall, we expect revenues to exceed expenditures by \$91,846 for the year.

Several projects will extend from FY21 into FY22. Staff is working on additional potential grant applications and projects for FY22.

Staff is working on the FY22 Budget to be delivered to you in April. The excess revenues accumulated in FY21 may be required to be used to balance the FY22 budget. I expect in FY22 and/or FY23, as federal deficits are addressed and as COVID related programs go away, federal, state and local programs will experience a decrease in funds available for programs that the TJPDC normally deliver. The regional cigarette tax program could be a sustainable program for the TJPDC to offset these other potential losses.

Recommended Motion by Commission: To approve the amended final FY21 Budget for use in approved expenditures, financial reporting and auditing.



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

December 30, 2021

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2021 Virginia CDBG Program Regional Priorities

This memo serves as notice to each Planning District Commission of DHCD's progress in updating the 2021 CDBG Program Design. The regional priorities are a scoring component of the CDBG competitive review process, and applicant localities are asked to contact their respective PDC as part of the application process. A signed Letter of Interest or Commitment from the PDC should be submitted with the application. Following review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 26, 2021**:

A prioritized list of the CDBG Project Types and Activity Categories.

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.

A list of CDBG proposals expected to originate in your District in 2021.

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2021. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2021 project applications. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

**2021 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2021 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: _____

Priority (1 is highest, 3 is lowest)

#1 #2 #3

☐ ☐ ☐ Comprehensive Community Development

☐ ☐ ☐ Housing – Housing Rehabilitation

☐ ☐ ☐ Community Service Facility

☐ ☐ ☐ Public Infrastructure

☐ ☐ ☐ Economic Development – Business District Revitalization

Expected 2021 CDBG Proposals:

MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: February 4, 2021
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since December 3, 2020

Administration

- February 4, 2021 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

3. Presentations

- a. Introduction of new Commission members as appointed by local member governments.

4. Consent Agenda

- a. Minutes of the December 3, 2020 Commission meeting.
- b. Calendar Year 2021 Commission Meeting Schedule
 - 1. Meeting monthly except for January and July

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. FY22 Rideshare Grant Application
The TJPDC applies and normally receives an annual grant from the Department of Rail and Public Transportation for the TJPDC's Rideshare and Transportation Demand Management program. Because of the decrease in activity due to COVID-19 and subsequent revenue shortfalls, this program has decreased funding from previous years but is expected to resume to full funding in FY23. The Rideshare and Van Pooling activities of the program have been reprioritized to promotion, education and advocacy of Remote Work and Work from Home activities. The grant application is due on February 1, 2021. **Staff recommends a Motion to approve the FY22 Rideshare grant application in an amount of \$139,358 with a local match provided by the member local governments of \$34,840.**

- b. The TJPDC received the award of a \$175,000 from DRPT for the development of a regional transit visioning plan as recommended by the Regional Transit Partnership. There is a 50% match of \$175,000 to be provided by Albemarle County and City of Charlottesville over a two fiscal year period. The regional visioning plan will be coordinated with work being completed by Charlottesville Area Transit, Albemarle County and Jaunt to produce a vision and direction to improve public transit within the region and especially in the urban ring area. The TJPDC will receive approximately \$35,000 to manage and provide community engagement for the project. TJPDC staff recommends you **approve the Regional Transit Visioning Plan grant award resolution in an amount of \$350,000.**
- c. The TJPDC received the award of an Albemarle County Transit Expansion Study from DRPT in the amount of \$106,215 to be matched 50% by Albemarle County. This study is to develop the financial feasibility of new transit services, of some type in the areas of Route 29 north, Pantops and Monticello. The end product of the study is to prepare a grant application by February 1, 2022 to submit to DRPT to apply for a demonstration grant to fund the implementation of the transit services to be recommended in the feasibility study. TJPDC is expected to receive approximately \$12,000 to manage the facilitate, manage and provide community engagement for the project. Staff recommends to **approve the Resolution for the Albemarle County Transit Expansion Study.**

6. New Business

- a. December Quarterly Financial Report

Dashboard Report

Net quick assets have increased to \$779,233. 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 \$239,853. (Net Quick Assets minus 5 months operating expenses: \$779,233 – \$539,380 = \$239,853)

Unrestricted Cash on Hand as of December 31, 2020 was \$308,759 or 2.86 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 \$239,953 vs \$234,599 for the same time last year.

Revenue less Expenses - We had a net Gain of \$18,723 for the month of December. This gives us a fiscal year to-date net Gain of \$34,114. Budgeted fiscal year gain/loss is \$0. We expect operating expenses to decrease with the upcoming personnel transitions and limited work due to COVID resulting in an amended budget net gain of \$91,846.

Profit & Loss. Total income through December is \$3,146,263. With 6 months or 50% of the fiscal year complete, we have received 144% of our total budgeted income. Total expenses are \$ 3,112,148 or 142% 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 budgeted amounts. The amended FY21 budget presented tonight for a March approval will reconcile and amend to more accurate projections.

Operating expenses for the same period are \$650,139 or 49% of our total budgeted operating expenses of \$1,329,108. Operating revenue through October is \$ 684,254 or 51.5% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of December 31, 2020, we have total current assets of \$1,070,096 and total fixed assets of \$21,500 giving total assets of \$1,091,596. Total assets are up by \$133,984 from the same time last year.

Total liabilities have increased from a year ago by \$58,017 with total liabilities as of December 31, 2020 of \$339,327. Total Equity has increased by \$75,967 to \$752,269 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. This report has been revised to account for several recent new contracts and contract amendments to include TJCLT amendment, 5th Street Bike/Ped Smart Scale award, Rideshare funding revision, and adding the two transit planning grants. With these amendments, we currently have \$779,614 operating funds available in contracts and grants for the fiscal year. For the remaining 6 months, we have \$129,936 available per month for operating expenses. December operating expenses were \$108,094. The 12-month average is \$107,876. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses should decrease with staff changes beginning in February.

Staff recommends a Motion to accept the Financial Reports through December, 2020 as presented.

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 draft FY21 Amended Budget is presented for your review, questions and comments. Approval is requested at the March Commission Meeting. The approved amended budget will be the final approved budget for FY21 to be utilized for final auditing purposes unless amended prior to June 30th. (We do not usually have to amend after the March approval.) This amended budget allows staff to make changes of budgeted revenues and expenses after 6 months of actual expenses and new contract awards. An FY21 Amended Budget Cover Sheet provides more details of the recommended changes. FY21 will be a very positive financial year for the TJPDC.

- c. The Department of Housing and Community Development who administers the Federal Community Development Block Grant program asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asks local governments and area housing agencies for notice of anticipated CDBG application for FY22. As of the end of January, we have been notified of potential projects to include a Louisa County Planning & Infrastructure Grant for affordable housing, a Nelson County grant for downtown revitalization, an Albemarle County acquisition and redevelopment grant for an affordable housing project, and one Scottsville redevelopment project. We ask that you share with your local staff to let us know of any potential CDBG applications so that they may be considered in your prioritization approval at your March Commission meeting.
- d. The TJPDC has completed the regional administration of the Regional Rental & Mortgage Relief Program through sub-grantees in the region. We have received grant approvals of \$1,813,890 for the region. We were able to expend \$1,624,356 of that amount in direct rent and mortgage relief assistance by December 30, 2020. Allotments have been made to each jurisdiction based upon a per capita formula until the last month when all remaining funds were available regionwide first come first serve to expend the funds by December 30th. TJPDC admin revenue is 5% of the final total award. Christine Jacobs will provide an overview of the report and how both the CARES Act RMRP and the State funded RMRP 2.0 will continue.

7. Executive Director's Monthly Report

- a. The TJPDC staff continues to work intermittently from the office and remotely. Staff expects to begin a formal schedule of ½ the staff present two to three days per week at the office beginning March 15th.
- b. The TJPDC has amended its staffing agreement with the Thomas Jefferson Community Land Trust effective January 1, 2021 as the TJCLT transitions to the Piedmont Housing Alliance. TJPDC and TJCLT have contracted to now provide one full time staff person to serve as the TJCLT Executive Director. The agreement includes office space and is billed at program rates for 40 hours per week.
- c. The draft FY21 Amended Budget will be delivered to the Commission in February for a March approval. The draft FY22 Operating Budget will be delivered to the Commission in April for a May approval.
- d. Staff is working with VDOT on a combined TJPDC and MPO project of a US 29 North Corridor Plan. This is a combined Albemarle and Greene County project.
- e. Regional Cigarette Tax Program - A meeting is scheduled with area managers and finance directors in early February. Staff has conferred with legal counsel and is expecting to present a proposal to the Commission to offer the regional administration of the cigarette tax collection, enforcement and management for participating localities within and outside of our immediate region.
- f. Commonwealth Transportation Board met in January to receive VDOT recommendations for FY22 Smart Scale. The TJPDC region received 14 of the 20 recommended projects for the Culpeper District. While there is no direct funding for the TJPDC, this is a huge success for our transportation planners. Also, approved in the Six Year Improvement Plan included the Staunton to Charlottesville Transit Service, Albemarle Transit Plan and Regional Transit Plan. Indirect to us is funding for CAT, Jaunt and Greene Area Transit.

- g. Water Street Center – No public meetings have been allowed in Water Street Center since the pandemic declaration. TJPDC will be allowing the United Way, following very strict protocols for safety and cleaning, be using the Water Street Center to provide their annual Tax Filing program for eligible families. The Water Street Center will be unavailable for any other use from February 1st through April 15th. (Unless the TJPDC Commission decides to hold in-person meetings, which there is a cleaning protocol to take place before and after that meeting.)

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- 9.** The Commission is asked for a Closed Session to discuss the resignation of the Executive Director and transition to an Interim Director. After discussion, the Commission may consider in open session, a Resolution appointing the Interim Director. The required motion and vote are included in the agenda packet.
- 10.** Consider a resolution appointing an Interim Executive Director.

The next Commission meeting is March 4, 2021.

Adjourn

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities October through December 2020

Environment:

The contract for the 2020 **Chesapeake Bay Watershed Implementation Planning (WIP) Assistance program** was submitted to the Virginia Department of Environmental Quality (DEQ) on December 31. The WIP page on the TJPDC website has undergone significant modifications to improve access to WIP materials for DEQ and regional stakeholders. Staff presented at a County and City Water Quality meeting in December, followed by a similar contract overview with the TJPDC Commission. Staff continues to work alongside the Rivanna Stormwater Education Partnership (RSEP) to continue the #LoveYourWatershed social media campaign. The local watershed cleanup with RSEP, Rivanna Conservation Alliance (RCA), Three Notch'd Brewing (3NB), and the TJPDC took place on November 6. Finally, the 3NB CARES community program is planning a Spring launch for a “Watershed” beer Round-Up campaign with RSEP. Those proceeds will go to furthering RCA’s Rivanna maintenance and outreach efforts.

The **Rivanna River Basin Commission (RRBC)** continues to provide technical steering assistance to the WIP contract. The RRBC Facebook page and website continue to be the primary location for social media and marketing content, as well as informational guides created by RSEP and other affiliated environmental groups.

The **Regional Natural Hazard Mitigation Plan** commenced with a kick-off meeting of the working group in mid-November. This meeting served as the formal start of the planning process and enabled the working group, consisting of stakeholders throughout the region, to review the proposed project timeline and scope of work. Based on the working group’s suggestion, it will meet monthly throughout the duration of the project. In December, the group met to review the hazard threat matrix identified in the 2018 plan and to provide guidance to staff on additional stakeholders to include on the working group. Staff also has worked closely with its State and Federal partners to identify hazard mitigation training opportunities and resources that could assist in future planning efforts.

Housing:

The **Rent and Mortgage Relief Program (RMRP)** has shifted to being a state-run program. Through the summer and fall, the TJPDC served as the administrator of the program in our region, with program funding distributed to partner agencies, who then used this federal CARES Act funding to make rent or mortgage payments on behalf of qualifying households. The region utilized \$1.625 million in emergency relief, serving 571 unique households with an average payment of \$2,100 per household request. Relief payments could pay rent or mortgage in arrears since April 1 through December 31, for eligible individuals and families who experienced a COVID-related loss of income. For phase two of the RMRP program, the Virginia Department of Housing and Community Development has contracted with DEVAL to serve as the single point of intake for all households in the Commonwealth. Further, they have contracted with Virginia Housing to serve as the point of intake for landlords applying on behalf of their tenants. For more information, visit <https://www.dhcd.virginia.gov/rmrp>.

The **Central Virginia Regional Housing Partnership (RHP)** debuted the “Regional Housing Locator” website in November with an exciting new look and name, *PorchLightVA*. This online platform will feature both for sale and rental affordable housing listings. It also will feature a regional housing resource site which collates existing housing-related programs and services by locality, region, state and nation. Visit porchlightva.org to check out the new tool in our region.

The RHP also has completed the **Fall Speaker Series**, “Navigating Today’s Affordable Housing.” The series was sponsored by the Charlottesville Area Association of Realtors (CAAR) and Virginia Housing and was hosted by the RHP. Topics in the series included: The Impact of COVID-19 on the Charlottesville Area Housing Market, Regional Housing Strategies and Policies, an Introduction to the Housing Resource/Locator Service, and the Conversion of Existing Structures for Homeless/Permanent Supportive Housing Solutions. The CVRHP Events Committee is in the process of planning a Spring 2021 Virtual Educational Series. For more information or to suggest a housing-related topic for discussion in the virtual series, contact lsullivan@tjpd.org.

The **HOME** program has distributed \$105,420 in funds to our sub-grantees. The funds went toward down payment assistance for first-time homebuyers, home rehabilitation projects, and building new affordable units in our urban and rural communities. The **Housing Preservation Grant** program has distributed \$24,038 in funds to our sub-grantees for home rehabilitation projects in our rural communities.

The **Thomas Jefferson Community Land Trust (TJCLT)** had a successful Fall with funding raising from private sector sources. There are two major projects underway, one in the City and one in Albemarle County, for a combined build of 21 Land Trust homes. Land Trust homes are maintained under permanent affordability (90 years or more) to homebuyers earning 60 to 80% of Area Median Income.

Legislative Services:

Local governing bodies in the region approved the **2021 TJPDC Legislative Program** at meetings during November and December. The program was revamped this year to focus on fewer top priorities and to also take positions on a shorter list of topics of prime importance to local governments. “Support for Recovering Communities” during the ongoing public health emergency is the top priority of the program for the 2021 General Assembly session, followed by “Budgets and Funding” and “Broadband.” The TJPDC localities and their staffs helped shape this program, which will inform our legislators and help guide lobbying efforts during the 2021 session. The legislative services program also worked with several localities to shape their local legislative position statements and bill requests for this year.

Various state level meetings were monitored during the quarter, including the House and Senate budget retreats, the Joint Money Committees, and the Virginia Freedom of Information Advisory Council. The Director of Legislative Services also participated virtually in the Virginia Association of Counties Annual Conference and the Virginia Municipal League Annual Conference, facilitated the October meeting of the Mayor & Chairs/CAOs and participated in meetings with Fluvanna and Louisa Counties and their state and federal legislators. He also continues to serve as the Executive Director for the Virginia Association of Planning District Commissions.

Local/Regional Support:

The TJPDC hosted an initial meeting of an exploratory committee for a **Regional Broadband Partnership (RBP)**. This initial step to shaping an RBP was to help determine the direction of an RBP, and to assist in designing the structure, function and objectives of such a partnership.

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**. We are awaiting word on application approval, and if approved, the Department of Commerce would pay 80% of project costs, with the local match being 20%.

The TJPDC continued administering the **Nelson CARES 2020** business assistance grant program for Nelson County. The program directed grants to eligible small businesses in Nelson that experienced business interruption due to required closures as a result of the COVID-19 emergency. Nelson County identified \$350,000.00 in emergency relief funds to support small businesses that were directly affected by the pandemic. The program assisted 52 unique businesses with one-time grants to cover critical business expenses or a loss of income related to the pandemic.

The **Zion Crossroads Small Area Plan** continues to move forward. In December, Kittelson & Associates, Inc. launched a virtual workshop and MetroQuest survey to get public feedback on needed transportation system improvements. The survey and workshop closed on January 11, and the next steps will be to analyze the public feedback and develop draft recommendations.

The TJPDC hosted a December webinar on **local cigarette taxation authority**. Counties have new authority to levy a local tax on cigarettes, effective July 1. The Treasurer for Charlottesville, which already taxes cigarettes, gave an overview of the City's program and answered questions about implementing the tax. Staff is exploring implementing such a taxation program in our region, and had discussions with a representative of the Northern Virginia Cigarette Tax Board, which administers cigarette taxes for 19 localities in that region.

Transportation:

The **Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO)** Policy Board met in December and approved UPWP and Title VI updates, and discussed the Asset Condition and Safety Target options for the next update. MPO staff met with all three MPO committees to discuss Safety Targets and the MPO's options and responsibilities. Staff also prepared a performance measures overview for CAMPO. Finally, an Electric Vehicle Charging Station Needs Assessment has been drafted and is in the process of being finalized. The **MPO Technical Committee (MPO Tech)** met in November and also received presentations from VDOT and OIPI staff on Transportation Performance Management and the Vtrans Mid-Term Needs. The Committee also learned about changes to the PDC's Smart Scale process.

The **Rural Transportation Advisory Committee** continues to meet virtually bi-monthly. The Advisory Committee provided feedback on the updated FY21 Rural Work Program, which reallocated funds from the proposed regional freight study to the Route 29 Corridor Study (set to commence in early 2021). At its November meeting, the Committee identified topical areas of interest for future meetings, such as rural place-making.

The Department of Rail and Public Transit (DRPT) awarded the TJPDC approximately \$450,000 in **grant funding for two transit planning studies**. The Regional Transit Partnership (RTP) will serve as the official advisory committee for one of these studies (the Charlottesville and Albemarle County Regional Transit Vision Plan) and will be informed of all major steps of the other study (Albemarle County Transit Expansion Feasibility Study and Implementation Plan). The RTP met virtually in October, hearing updates from transit providers and discussing short- and long-term goals for the RTP and regional transit service.

The **Citizens Transportation Advisory Committee (CTAC)** met in November, discussing MPO performance measures and targets, as well as changes to the Smart Scale process. The group also received updates from staff on the Rivanna River Bicycle and Pedestrian Bridge feasibility study and the results of the Fall Bicycle and Pedestrian Count (see below).

Bike and Pedestrian News:

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. Staff from Charlottesville, Albemarle County, and the University of Virginia approved nine priority count locations and volunteers were recruited to count at all nine locations (and a tenth lower-priority location) for both a morning and evening count. Data was compiled into location-specific and a "summary" worksheet. The data is available on the TJPDC website at <https://tjpd.org/our-work/bike-and-pedestrian/>.

The **Bicycle and Pedestrian Coordination Committee** is discussing One Map efforts, the Bicycle and Pedestrian Count, the Bicycle and Pedestrian Bridge feasibility study, and efforts to create an extended East-West shared use path known as the Three Notch'd Trail.

The TJPDC staff collaborated with VDOT, Charlottesville and Albemarle County to host an online workshop, attended by 67 viewers, to discuss a VDOT-completed feasibility study of a possible **bicycle and pedestrian bridge over the Rivanna River** in the vicinity of Riverview Park. In addition, 25 emailed comments/questions about the study were compiled. Neither of the two route options presented garnered clear support, but those who stated their feelings about the project spoke positively about a bicycle and pedestrian crossing of the Rivanna.

RideShare:

RideShare continues to promote Telework VA! with DRPT and the Central Shenandoah Planning District Commission (CSPDC). Staff attended the Association of Commuter Transportation virtual TDM Forum, where Program Manager Sara Pennington was honored as a Top 40 Under 40 TDM Professionals. Staff continues to serve on the Community Climate Collaborative steering committee for the Better Business Challenge and in October, was the keynote speaker for its webinar, “The Cleanest Commute-Keeping Employee Vehicle Emissions Down Post-COVID with Telecommuting.” Staff completed the quarterly park and ride inventory in December and began work on another webinar to promote telework for businesses post-pandemic. Staff also has partnered with the CSPDC and UVA to explore co-working opportunities to help minimize commutes in the region, and has resumed work with the Afton Express branding and marketing in anticipation of the launch of the bus service next year.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION'S EMERGENCY RENT MORTGAGE RELIEF PROGRAM (RMRP) SUMMARY

The Thomas Jefferson Planning District Commission (TJPDC) administered the Virginia Department of Housing and Community Development's (DHCD) Emergency Rental and Mortgage Relief Program (RMRP) with Federal CARES Act funding appropriated through Congress. The TJPDC, along with its community partners, distributed emergency rent and mortgage assistance to qualifying households in the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson through November 2020. The program was designed to support and ensure housing stability in the region during the Coronavirus pandemic. RMRP is now administered by DHCD through contracts with Deval LLC and Virginia Housing.



\$1,624,356

Total Rent and Mortgage Relief Distributed in Region 10

Total Grant Award: \$1,813,890 (includes administrative expenses and program staff support)



570

Number of Unique Households who Received Support

769 Individual Payments made: 753 Rent Payments, 16 Mortgage Payments



\$2,112

Average Amount of Relief per Household Request



\$1,030,727 Relief for households at 30% or below Area Median Income

\$496,091 Relief for households between 31% and 50% Area Median Income

\$97,806 Relief for households between 51% and 80% Area Median Income



Community Partners



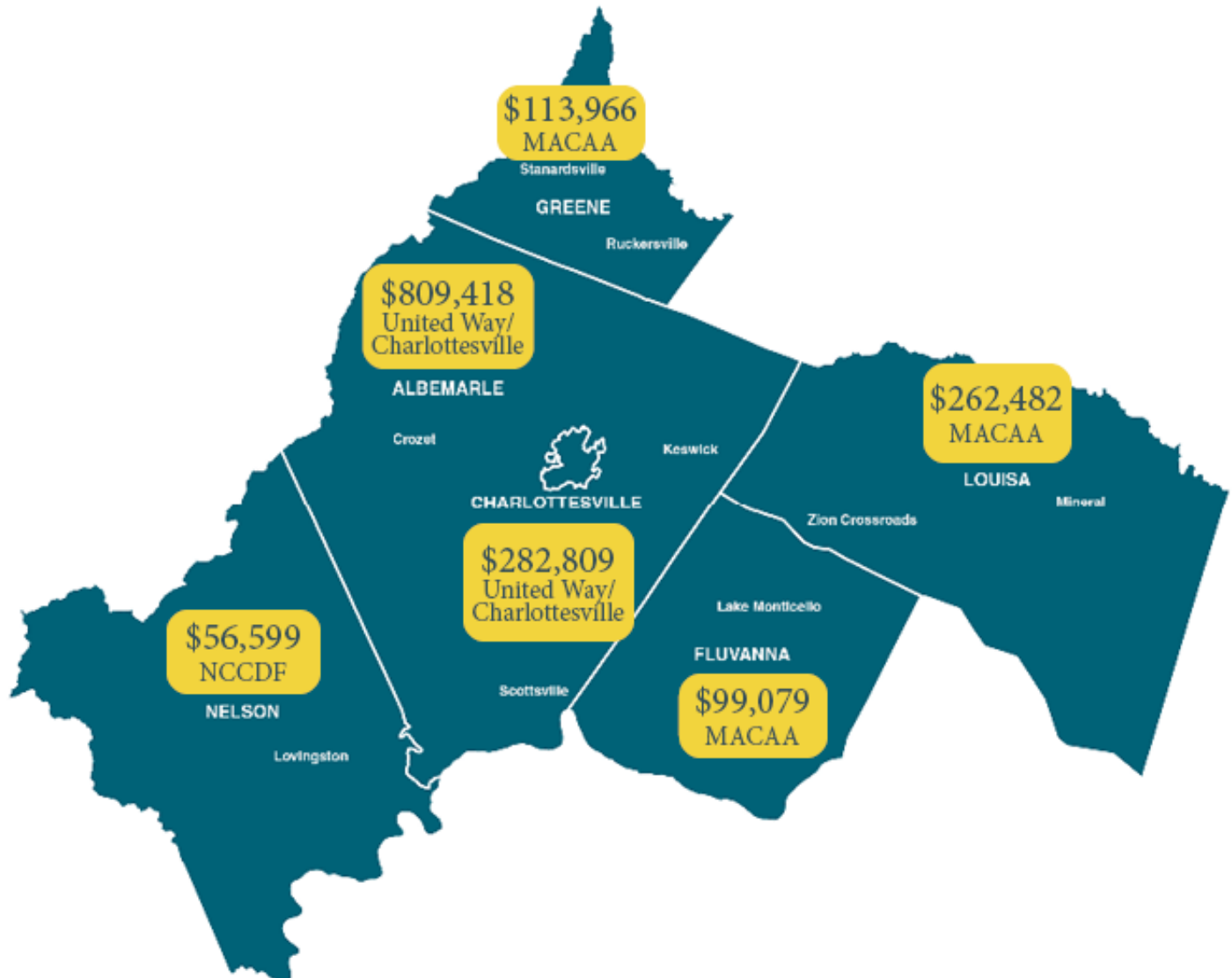
United Way of Greater Charlottesville/City of Charlottesville
Monticello Area Community Action Agency (MACAA)



Nelson County Community Development Foundation (NCCDF)

Thomas Jefferson Planning District Commission's Emergency Rent Mortgage Relief Program (RMRP)

Total Relief Distributed by Jurisdiction



To Seek Emergency Rent and Mortgage Relief:

Renters and Homeowners: Contact (703) 962-1884 or visit <https://applications.deval.us> to submit an online application

Landlords: Visit www.virginiahousing.com/rmrp to seek relief on behalf of tenants



Benefits for Property Providers

- Always FREE to list rental and for-sale properties.
- Go online or call a toll-free call center for help adding and updating listings.
- View basic listing statistics.
- Post multiple units quickly with user-friendly listing tools..
- Easily change listings from “available” to “rented” and vice versa.
- Increase your reach with an “online classifieds posting generator” that creates cut & paste versions of your listings.
- Add photos and details about amenities such as accessibility features, appliances, smoking policies, parking, and more.
- List the distance to shopping, medical facilities, and public transportation.

Register Today

- Go to **socialserve.com/porchlightva/login** or call 1.877.428.8844 (toll free) to sign up for a free account to list properties.
- Receive a username and password.
- Log on and begin listing.

The Porch Light VA Housing Locator Is...

- A free, searchable registry of affordable housing in central Virginia funded by the Central Virginia Regional Housing Partnership.
- Powered by Emphasys Software and supported by the nonprofit Socialserve Call Center (voice and TTY, weekdays 9 a.m. to 8 p.m. Eastern Time).

Go to socialserve.com/porchlightva/login • 1-877-428-8844 • info@socialserve.com

PORCH LIGHT VA

Central Virginia Affordable Housing Locator

- Quickly update vacancy information and add photos.
- Use “cloning tools” to add listings of different bedroom types at the same complex without re-entering information.
- Easily list amenities and accessibility features.



Accessibility

* Counter/Vanity

- ☐ Standard Height Counters and Vanity
- ☐ Both Lowered With Min 27" High Knee Space
- ☐ Only Kitchen Counter Lowered With Min 27" High Knee Space
- ☐ Only Bathroom Vanity Lowered With Min 27" High Knee Space

* Door/Faucet Handles

- ☐ Non-lever handles On Doors And Faucets
- ☐ Lever Handles On Both Doors And Faucets
- ☐ Lever Handles Only On doors
- ☐ Lever Handles Only On Faucets

* Unit Entry

- ☐ Flat or no-step entry
- ☐ Ramped entry
- ☐ Ramp Can Be Provided -- No Cost
- ☐ Step(s)
- ☐ Ramp Can Be Provided -- Fee

Parking and Entrance

Parking Type:

Parking in Front of Property Entrance:

Allotted Parking Spaces:

Can More Spaces be Leased?:

Additional Parking Space Fee:

per month (if

Parking Near Public Building [i.e. Clubhouse] Entrance:

Parking Comment:

Appliances

* Stove

- ☐ Electric Stove Included
- ☐ Electric Stove Hookup
- ☐ None -- No Hookups
- ☐ Gas Stove Included
- ☐ Gas and Electric Hookups

Kitchen Options

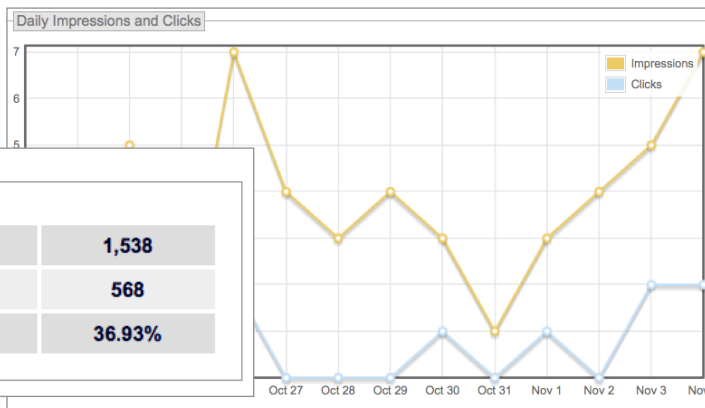
- ☐ Non-digital Kitchen Appliances [?]
- ☐ Front Controls on Stove/Cook-top [?]
- ☐ Stove Negotiable

Bathroom Options

- Track your listing activity with analytics.

Recent Daily Stats Summary

Found this property:	1,538
Viewed full listing:	568
CTR (click-through ratio):	36.93%



THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Session Draft Minutes, February 4, 2021

Minutes prepared by Sandy Shackelford, TJPDC

Commissioners Present:

Bob Babyok, Dylan Bishop, Ned Gallaway, Lisa Green, Dale Herring, Tony O'Brien, Michael Payne, Donna Price, Eric Purcell, Jesse Rutherford, Keith Smith, Andrea Wilkinson

Closed Session:

1. **Motion to Enter Closed Session:** I, _____, move that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss an individual employee assignment. Motion seconded by _____.

Roll call vote:

_____ (Aye) (Nay) Bob Babyok
_____ (Aye) (Nay) Dylan Bishop
_____ (Aye) (Nay) Ned Gallaway
_____ (Aye) (Nay) Willie Gentry
_____ (Aye) (Nay) Dale Herring
_____ (Aye) (Nay) Tony O'Brien
_____ (Aye) (Nay) Michael Payne
_____ (Aye) (Nay) Donna Price
_____ (Aye) (Nay) Jesse Rutherford
_____ (Aye) (Nay) Keith Smith
_____ (Aye) (Nay) Rory Stolzenberg
_____ (Aye) (Nay) Andrea Wilkinson

Motion (Passed) (Failed).



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

2. **Motion to Exit Closed Session:** I _____, move that the Commission exit closed session. Motion seconded by _____ for the committee to exit closed session.

Motion: (Passed) (Failed)

3. **Motion to Certify:** I _____ move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by _____ to Certify.

Roll call vote:

_____ (Aye) (Nay) Bob Babyok
_____ (Aye) (Nay) Dylan Bishop
_____ (Aye) (Nay) Ned Gallaway
_____ (Aye) (Nay) Willie Gentry
_____ (Aye) (Nay) Dale Herring
_____ (Aye) (Nay) Tony O'Brien
_____ (Aye) (Nay) Michael Payne
_____ (Aye) (Nay) Donna Price
_____ (Aye) (Nay) Jesse Rutherford
_____ (Aye) (Nay) Keith Smith
_____ (Aye) (Nay) Rory Stolzenberg
_____ (Aye) (Nay) Andrea Wilkinson

Motion (Passed) (Failed).

Certified: _____ Sandy Shackelford



Whereas, Charles P Boyles, II has served as the Executive Director of the Thomas Jefferson Planning District Commission and the Charlottesville Albemarle Metropolitan Planning Organization since April, 2014;

WHEREAS, Mr. Boyles has informed the Thomas Jefferson Planning District Commission members that he intends to resign from the Executive Director position effective February 15, 2021;

WHEREAS, Mr. Boyles has accepted a position as City Manager of the City of Charlottesville, a member local government of the Thomas Jefferson Planning District Commission; and

WHEREAS, at the Commission's direction, the Executive Director and Executive Team in 2019 reorganized staff to develop a secession plan should leadership positions become open; and

WHEREAS, in following this staffing plan, the Chief Operating Officer, Christine Jacobs, is fully prepared to fill the interim position of Executive Director effective February 15, 2021; and

WHEREAS, the Deputy Director, David Blount, is fully prepared to continue the immediate supporting role to the Executive Director while maintaining his demanding responsibilities of Regional Legislative Liaison and contractual Executive Director to the Virginia Association of Planning District Commissions; and

Whereas, the Commission received a recommendation from the senior executive team of the Thomas Jefferson Planning District Commission to appoint Christine Jacobs to provide interim Executive Director leadership during the search for the next Executive Director and to be considered at that time, if requested, as permanent Executive Director;

WHEREAS, it is also the recommendation of the senior executive team to take a slow and deliberate effort to permanently fill the position of Executive Director to allow organizational changes to occur to meet the regional service needs of the Commission as created by post-COVID 19 needs and activities;

BE IT RESOLVED, the Commission hereby appoints Christine Jacobs to serve as Interim Executive Director and to have the power and authority of Executive Director granted in State Code, the Charter, Bylaws and all resolutions of the Board, effective February 15, 2021, thereby ending the term of the previous Executive Director; and

BE IT FURTHER RESOLVED, that the position of Interim Executive Director will receive a ____% salary increase annualized for the period of time serving as Interim Executive Director and will be afforded other job-related benefits of parking, telecommunications and other direct operational expenses as provided to the current Executive Director.

APPROVED, this day of February 4, 2021 by the Commission legally assembled.

Dale Herring, Chair

Date