

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/84338890056?pwd=MHFnaVFxMWg0eVEzTWx6dVhsYmFFZz09>

Meeting ID: 843 3889 0056

Passcode: 079489

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 Sandy Shackelford)
- 3. Presentations**
 - a. **PUBLIC HEARING** – FFY21 HOME Annual Action Plan – Shirese Franklin 7:05 – 7:35
 - b. Urban Rivanna River Plan Update – Sandy Shackelford
 - c. Legislative Update – David Blount
- 4. * Consent Agenda** 7:35 – 7:40

Action Items:

 - a. * Minutes of April 1, 2021 Meeting
 - b. * Quarterly Financial and Activities reports
 - i. March Dashboard Report
 - ii. March Profit & Loss Statement
 - iii. March Balance Sheet
 - iv. March Accrued Revenues Report
 - v. Quarterly Activities Report
- 5. * Resolutions** 7:40 – 8:00
 - a. HOME Annual Action Plan FY2022 - Resolution
 - b. FY22 Operating Budget, Revenues, and Work Plan - Resolution
 - c. Resolution to Issue Request for Proposals for Strategic Planning Consultant for the Central Virginia Regional Housing Partnership
 - d. Resolution to Issue Request for Proposals for Marketing Agency to create Rideshare Marketing Materials
- 6. New Business** 8:00 – 8:05
 - a. Presentation of TJPDC Officer Slate from Nominating Committee for FY22
- 7. Interim Executive Director's Report** 8:05 – 8:15
 - a. Monthly Report (click here for report)

8. Other Business

8:15 – 8:50

- a. Roundtable Discussion by Jurisdiction
- b. Next Meeting –June 3, 2021

Items for Next Meeting:

- i. Election of TJPDC Officers
- ii. PUBLIC HEARING, IGR, and Approval of Pre-Application Resolution – Housing Preservation Grant
- iii. Watershed Improvement Plan (WIP) Update
- iv. State Master Agreement - DRPT Funding
- v. Interim Executive Director Review

***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.

MEMO

To: TJPDC Commissioners
From: Shirese Franklin
Date: May 6, 2021
Re: HOME Consortium FY21-22 Action Plan

Purpose: The one-year Action Plan for the next program year (July 1, 2021, to June 30, 2022) guides the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME Investment Partnership funds in the Planning District, received from the U.S. Department of Housing and Urban Development (HUD). The five-year Consolidated Plan for 2018 to 2022 was adopted in 2018, establishing broad five-year goals for CDBG and HOME funds, and the Action Plan identifies actions to take furthering progress toward those broad goals. Applicable goals and related actions for the HOME program are:

- Preserve Existing Supply of Affordable Housing – rehabilitate homeowner-occupied homes
- Expand the Affordable Housing Stock - build new units for ownership or rental; provide down-payment/closing cost assistance to first-time homebuyers.

Background: Each year, federal funds are allocated for the HOME and CDBG programs. Allocations for the coming year are: \$676,615, which provides \$84,576.88 to each locality and \$101,492.25 for a Community Housing Development Organization (CHDO) project, as well as administrative funds for planning and administrative work carried out by the TJPDC. The Action Plan will be entered into IDIS, HUD's online reporting system, by May 15, and a hard copy will be submitted no later than August 16.

Issues: A public comment period and two public hearings are required as part of the process. The purpose of this public hearing is to receive input on HOME activities planned for next year. The City of Charlottesville held a public hearing on May 3, 2021. The public comment period began on March 26 and continued through April 26.

Action Needed: The Commission needs to conduct a public hearing at the May 6 meeting and offer its own comments on the Plan for incorporation prior to submission. The Commission will be asked to approve the Plan at the May 6, 2021, meeting.

Effective Date: The FY21-22 Program Year begins July 1, 2021.

TJPD HOME Consortium

HUD HOME INVESTMENT
PARTNERSHIP

May 6, 2021





HOME Investment Partnership Program

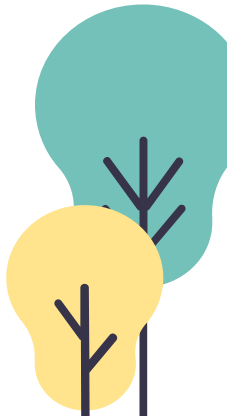
The Home Investment Partnerships Program (*HOME*) is a federal grant program through Housing and Urban Development (*HUD*) providing grant funds on a reimbursable basis to provide decent affordable housing to low-income households, expend the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation.



How can HOME funds be used?

The Home Investment Partnerships Program (*HOME*) is a federal grant program through Housing and Urban Development (*HUD*) providing grant funds on a reimbursable basis to provide decent affordable housing to low-income households, expend the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation.

- New construction
- Rehabilitation
- Down payment assistance
- Rental assistance
- Site improvements
- Acquisition of property
- Relocation costs
- Project related soft costs
- Activities of Community Development Housing Organizations (*CHDOs*)
- Program administration, planning, capacity building (*up to 15% of the budget*)



How do these Grants make a difference in our area?

The HOME program serves the TJPDC HOME Consortium which consists of the City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The City of Charlottesville is the lead entity for the consortium and TJPDC HOME Consortium administers the HOME funds in the area. The TJPDC Consortium receives about \$600,000 each year. Which is available to the locality's chosen subrecipients:

Charlottesville: Habitat and PHA

Albemarle County: AHIP

Fluvanna: Fluvanna/Louisa Housing Foundation

Greene: Skyline Cap

Louisa: Fluvanna/Louisa Housing Foundation

Nelson: Nelson County Community Development Foundation



FY21 WINS!

In FY21, \$471,917.61 of HOME funds have been used to assist 35 families and build 3 new affordable units in our area.

Locality	Funds	Use
Charlottesville	\$183,276.24	22 families helped
Albemarle	\$159,205.58	12 families helped
Fluvanna	\$0.00	-
Greene	\$3,584.38	Toward construction of 2 new affordable units
Louisa	\$119,206.41	Toward construction of 1 new affordable unit
Nelson	\$6,645.00	1 family helped



FY22 GOALS

Locality	Funds/Use
Charlottesville	• Use \$23,242 to complete 20 homeowner rehabilitations for homes deemed substandard. • Use \$37,352 for one major energy efficiency rehab. • Use \$24,000 for 4 low- to moderate-income down payment assistance activities
Albemarle	• Use \$84,576.87 to complete 5 major home rehabilitations for homes deemed substandard
Fluvanna	• Use \$29,576.87 to complete 4 home rehabilitations • Use \$55,000 toward constructing a low-income senior community
Greene	• Use \$10,000 to assist two first-time homebuyers • Use \$74,576.87 to construct one affordable unit
Louisa	• Use \$84,576.87 to acquire land and construct one affordable rental unit
Nelson	• Use \$50,000 to construct one affordable rental unit • Use \$34,576.88 to rehabilitate a maximum of six substandard homes



Thank you!

Questions?

Contact: Shirese Franklin
Planner II
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(434) 422-4080



**FY 21 - 22
ACTION PLAN
for the
CITY OF CHARLOTTESVILLE
and the
THOMAS JEFFERSON HOME
CONSORTIUM**

**Adopted by the
Thomas Jefferson Planning District Commission**



**Adopted by the
City Council**



I. INTRODUCTION

The Consolidated Plan for 2018-2022 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District and in the City of Charlottesville. The Action Plan for FY 2021-2022 re-affirms the goals expressed in the region's Consolidated Plan, which was developed and adopted in May 2018. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2021 to June 30, 2022 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2021-2022 are linked to the priority 5-Year Goals set forth in the Consolidated Plan.

Summary of Local Goals from the 2018 Consolidated Plan and FY 21-22 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2020-2021 HOME activities is "Decent Housing" and the Outcome is "Affordability"

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Locality: City of Charlottesville			
Lack of Jobs paying sufficient wages	Support programs which increase and improve job opportunities	Provide workforce development tutoring skills for 30 illiterate City residents	CDBG: \$25,000
Housing conditions are substandard and not energy efficient	Provide rehabilitative services to 60 homes that are deemed substandard.	20 Homeowner rehabilitations	CDBG: \$65,199.32 HOME: \$23,242.00
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 25-30 homes per year	1 major homeowner rehabilitations.	HOME: \$37,352.00
First time HB opportunities, housing cost-burden	Enable 7-10 eligible low/moderate income families per year to become homeowners.	Provide down payment assistance to 4 low/moderate income families	HOME: \$24,000

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Risk of homelessness, cost-burdened renters, doubling-up, substandard housing, segregation	Support redevelopment of public and/or other subsidized housing to reintegrate those properties into existing neighborhoods. Where applicable, support resident bill of rights as formally adopted.	Assist 16 low income residents with Resident-involved redevelopment.	CDBG: \$34,000.00
Lack of training provided by employers	Conduct training sessions	Assist 15-20 low/moderate income persons with business development (technical assistance)	CDBG: \$61,294.28
Transportation access barriers	Support Infrastructure Improvements	Provide streetscape improvements to improve pedestrian safety in the Ridge Street neighborhoods	CDBG: \$156,247.20
Lack of safe public spaces	Collaborate to Fund Projects Expand Financing Capacity	Provide neighborhood improvements to improve public safety in the Ridge Street neighborhoods	CDBG: \$156,247.20
Locality: Albemarle County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Create affordable homeownership opportunities	Construct affordable owner-occupied units and associated infrastructure	20 homes	CDBG \$1,000,000 DHCD \$1,250,000 Local funds \$906,667
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 40 – 50 homes per year	35 to 45 homes	Seniors Safe at Home, church and private donation, County funding
Housing conditions are substandard and not energy efficient.	Leverage a variety of funds to rehabilitate 8 to 10 owner-occupied homes per year.	5 (HOME) 8 to 10 other funding	HOME \$84,576.87 Private donations County funding
Locality: Fluvanna County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
First-time HB	Enable 5 eligible families to become homeowners	Provide down-payment assistance to 1 family	FLHF Funds: \$15,000
Multiple needs	Home solutions for 15 elderly in the community	Monetary assistance to local volunteer groups for ten housing repair or accessibility modification	State EmHR FLHF Funds
Housing conditions are substandard and not energy efficient.	Rehabilitate 4 homes that are deemed substandard	Identify and create a plan for major home rehabilitations	HOME: \$29,576.87; PI: \$50,000
Risk of homelessness, housing options	Create new rental units affordable to low-income residents of Fluvanna County, target Columbia & Bremono Bluff	Develop plan for small house community, potentially geared toward meeting community needs for the elderly. Purchase lot.	HOME \$55,000 FLHF Funds: \$25,000
Housing conditions are substandard and not energy efficient.	Provide emergency repairs for 50 homes per year	Perform emergency Home Repairs on 50 homes	FLHF Funds: \$70,000 TJPDC-HPG State EmHR
Locality: Greene County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Risk of homelessness, doubling up, discrimination	Encourage development of 1-2 affordable rental units per year. AFFH activities.	Provide Fair Housing workshops and individual information for a minimum of 20 individuals.	Virginia Housing/HUD
First-Time Homebuyers, cost-burden	Enable 1-2 eligible families per year to become homeowners.	Assist two 1st time homebuyers with down payment and/or closing cost support	HOME \$10,000
Create more affordable housing options	Develop, or support the development of, up to 2 affordable housing options.	Build up to 1 affordable home for 1 st time homebuyer	HOME \$74,576.87
Housing conditions are substandard and not energy efficient.	Rehabilitate 5-10 substandard homes per year with an emphasis on those lacking complete plumbing or accessibility.	Rehab up to ten (10) homes in FY21, up to \$30,000.	Grant funds, In-kinds
Locality: Louisa County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Housing conditions are substandard and not energy efficient.	Rehabilitate 1-2 homes per year that are deemed substandard	Develop new policies and procedures to expand success of Repair program; identify homes that require significant rehab and identify funding	HPG Sale of FLHF owned homes; PI: \$50.00
Risk of homelessness, cost-burden, doubling up	Create 5 new rental units affordable to low income residents of Louisa County	Purchase lot and build one new rental unit	HOME: \$84,576.88 FLHF Funds: \$85,000
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 100 homes per year	Perform Emergency home repairs on 100 homes	FLHF Funds TJPDC-HPG State EmHR
First-time HB	Enable 5 eligible families to become homeowners	Provide down payment assistance to 3 families	Louisa County FLHF Funds
Risk of homelessness, housing options, ex-offender re-entry	Continue operation of transitional home to meet emergency community needs	Continue operation of Transition Home to meet emergency community needs	FLHF Funds: \$15,000
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 100 homes per year	Perform Emergency home repairs on 100 homes	FLHF Funds: \$70,000 TJPDC-HPG State EmHR
First-time HB	Enable 5 eligible families to become homeowners	Provide down payment assistance to 3 families	Louisa County FLHF Funds
Risk of homelessness, housing options, ex-offender re-entry	Continue operation of transitional home to meet emergency community needs	Continue operation of Transition Home to meet emergency community needs	FLHF Funds
Locality: Nelson County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Risk of homelessness, cost-burden	Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.	Develop one additional rental unit on NCCDF land	HOME funds \$50,000; PI \$5,000
Housing conditions are substandard and not energy efficient.	Rehabilitate 4-6 substandard owner-occupied homes per year with an emphasis on those without complete indoor plumbing.	Rehabilitate 4-6 substandard owner-occupied homes with emphasis on accessibility and lacking complete indoor plumbing.	HOME funds \$34,576.88; PI \$10,000

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
First-time HB, cost-burden	Assist 1-2 First-Time Homebuyers with an emphasis on those who have received home ownership counseling.	Assist 1 – 2 First Time Homebuyers with closing cost assistance, home ownership counseling.	Program Income \$20,000

II. RESOURCES

A. Federal

This plan is based on allocations for PY21 figures: Charlottesville’s FY 20-21 CDBG Entitlement Grant was \$427,176 and HOME funds for the region were \$676,615.00. The breakdown of Consortium estimated funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	\$67,661.50
HOME Program Funds:	\$507,461.25
Albemarle:	\$84,576.87
Charlottesville:	\$84,576.88
Fluvanna:	\$84,576.87
Greene:	\$84,576.87
Louisa:	\$84,576.88
Nelson:	\$84,576.88
CHDO Set-Aside (15%)	\$101,492.25
Total:	\$676,615.00

The sub-recipients in the HOME Consortium currently have **\$135,000** in program income on hand. These funds are programmed for PY21 projects as follows.

2021-2022 HOME Projects
Projected use of Program Income Currently On-Hand

Project	Program Income
Charlottesville Rehab	\$0.00
Charlottesville First-Time Homebuyer	\$0.00
Albemarle Homeowner Rehab	\$0.00
Fluvanna Rehab	\$50,000.00
Fluvanna New Construction	\$0.00
Greene FTHB New Home Construction	\$0.00
Greene New Construction	\$0.00
Louisa Rehabilitation	\$50,000.00
Louisa Assistance to First Time Homebuyers	\$0.00
Louisa New Rental Units	\$0.00
Nelson Rehabilitation	\$10,000
Nelson New Rental Units	\$5,000
Nelson First-Time Homebuyer	\$20,000
TOTAL	

III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2021-2022 (beginning July 1, 2021). These projects reflect a one-year implementation plan consistent with the five-year goals approved in the 2018 Consolidated Plan, which are included above in the Introduction to this Action Plan.

Albemarle County

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: \$84,576.87.

Charlottesville

- Complete 21 housing rehabilitation projects for low to moderate-income homeowners in substandard housing in the City of Charlottesville. Estimated HOME investment: \$60,594.00.
- Provide down payment assistance to 4 low/moderate income families Estimated HOME investment: \$24,000.
- CDBG projects are listed in the attached budget.

Fluvanna

- Perform four rehabs on one home. Estimated HOME investment: \$29,576.87.
- Acquire one lot for affordable rental units: Estimated HOME investment: \$55,000.

Greene

- Create one affordable home for purchase by first-time homebuyer. Estimated HOME investment: \$74,576.87.
- Assist two 1st time homebuyers with down payment and/or closing cost support: Estimated HOME investment: \$10,000.

Louisa

- Purchase lot and build one new rental unit: Estimated HOME Investment: \$84,575.12.

Nelson

- Rehabilitate or replace 5 substandard owner-occupied homes. Estimated HOME Investment: \$32,139.20.
- Develop one affordable rental unit on NCCDF land: Estimated HOME Investment: \$52,437.67.

CHDO Set-aside:

NCCDF will purchase land and build approximately 20 units dedicated to workforce housing for qualifying (under 80% AMI) Nelson County residents. Estimated HOME investment: \$101,492.25.

Annual CHDO set-aside funds are used in just one of the six localities with the CHDO funds rotating through all six localities over a six-year period. This allows for an equal share distribution of CHDO funds and provides sufficient funding for a bigger project in each locality. Funds can be used flexibly (loans, grants, or a combination of the two) at the discretion of the locality and the non-profit. Based on the rotation schedule and project readiness, Nelson County is the next locality in the CHDO rotation for 2021-2022, but may not have a project ready to move forward.

IV. GEOGRAPHIC DISTRIBUTION

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts. Each locality retains its own Program Income, so amounts vary among the localities.

In Charlottesville, the CDBG Priority Neighborhood for FY 21-22 is Ridge St for a second year. Planned projects include Traffic Calming and pedestrian accessibility improvements. All other City projects will be focused citywide.

V. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness. The Thomas Jefferson Area Coalition for the Homelessness (TJACH) adopted a revised plan in March of 2019. The revised plan provides a broad strategic vision for TJACH and the homeless service system of care including specific target reductions in homelessness subpopulations. TJACH's primary mission is to make homelessness rare, brief and nonrecurring in this community. Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

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

The Haven operates a low-barrier day shelter open seven days a week as a resource and respite center for people experiencing homelessness. Coordinated assessment is provided every day at The Haven to assess housing barriers and needs, make appropriate referrals, and connect people to prevention, rapid re-housing and permanent supportive housing resources. A PATH Street Outreach program is well-established in this community, which provides two outreach workers, one at Region Ten (full-time) and the other at On Our Own (32 hours per week). These PATH workers are responsible for conducting outreach on the streets, at soup kitchens, and at campsites where people experiencing homelessness congregate in order to assess and provide resources for people with untreated mental health issues. The PATH program participates in the bi-weekly Community Case Review to accept referrals from partner agencies and conducts weekly outreach at the local low-barrier, day shelter, The Haven. In addition, The Haven supports an outreach worker that specializes on substance abuse assessment and referral, conducting outreach at the day shelter and in public places. TJACH uses length of time homeless and overall vulnerability to determine eligibility and priority for rapid re-housing and permanent supportive housing resources and the Prevention

Vulnerability Index and Service Prioritization Decision Assistance Tool (PR VI-SPDAT) to determine eligibility and priority for prevention resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

This community maintains four emergency shelter programs including a high barrier shelter at the Salvation Army, a low barrier seasonal shelter at PACEM, a domestic violence shelter at Shelter for Help in Emergency and a small shelter dedicated to homeless and runaway youth. As documented in the Needs Assessment and Market Analysis, emergency shelters are currently adequately providing for the needs of homeless individuals. However, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. Specifically, these needs could be met by converting existing transitional housing beds to dedicated emergency shelter beds for families and by expanding access to emergency financial assistance programs. In the meantime, this community uses funds from the Virginia Homelessness Solutions Program administered by the Virginia Department of Housing and Community Development to provide emergency hotel/motel vouchers to families experiencing literal homelessness that are unable to access shelter through the Salvation Army. Transitional housing needs will be met predominantly through rapid rehousing programs. The CoC receives funding from the state's Virginia Homelessness Solutions Program grant to support an effective rapid re-housing program, based at The Haven. Support for a Housing Navigator position has been provided by the City of Charlottesville and Albemarle County human services funding process. The Monticello Area Community Action Agency (MACAA) provides transitional housing through their Hope House. Both MACAA and the Salvation Army are seeking private funds for ongoing operations. A primary goal of the system of care is to reduce the amount of time individuals and families experience homelessness and stay in shelters. Data is actively collected and reviewed on average lengths of stay in all shelters. When COVID-19 began spreading in our local communities, we shifted to meet the changing needs and began renting rooms in hotels for people with health conditions that put them at increased risk of severe illness from COVID-19. Since April of 2020, TJACH has been supporting an average of 80 people at a given time in hotels to reduce the risk of spread of COVID-19.

Helping homeless persons make the transition to permanent housing and independent living, and preventing individuals and families who were recently homeless from becoming homeless again

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we will work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A primary goal for the following year is to assess local data to determine a more strategic way to use public resources, integrate a rapid re-housing triage methodology and reduce shelter stays. Early efforts have yielded a significant increase in the amount of rapid re-housing funding from the state and from local government.

Helping low-income individuals and families avoid becoming homeless

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The State's Virginia Homelessness Solutions Program has provided funds for homelessness prevention. Local prevention funds prioritize households with a previous experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year. City of Charlottesville and Albemarle County Departments of Social Services leadership serve on CoC governance and actively work to improve access to mainstream resources for people experiencing housing crisis. Last fiscal year, the prevention program has served 117 people with a short-term subsidy to get into or remain in stable housing. 99% of these households have successfully avoided homelessness as a result.

VI. NEEDS OF PUBLIC HOUSING

Introduction

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville.

This section outlines plans to provide this resource and improve the current stock of housing.

Actions planned during the next year to address the needs to public housing

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports. CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy.

More recently, in conjunction with PHAR and a committee of community stakeholders, CRHA has embarked on significant redevelopment planning efforts. In support of these efforts, the City of Charlottesville has recently approved funding for assistance to support CRHA with operations and redevelopment. This funding includes support for Redevelopment Project Coordinator and Relocation Specialist positions; redevelopment activities associated with Crescent Halls; professional surveying and environmental survey services; relocation and moving services for Crescent Halls residents; "parallel track"/repairs and rehab at other sites; redevelopment legal counsel redevelopment admin/overhead costs; funding to support TING providing free installation of internet services to public housing residents; and miscellaneous redevelopment planning expenses. The CRHA has closed on South First Street Phase 1 and anticipates closing on Crescent Halls on March 15, 2021. We will begin working on planning for the next public housing redevelopment project. The goal of redevelopment is to transform the public housing sites into vital mixed-income and mixed-use (where appropriate) communities to the greatest extent possible, while maintaining a respectful relationship with the surrounding neighborhoods. The City has also proposed \$15 million in funding over the next five years to continue to support public housing redevelopment efforts.

The Charlottesville Affordable Housing Fund has reserved funds (and proposed future funding) for a Supplemental Rental Assistance Program administered by CRHA. This voucher program provides approximately 75 vouchers, annually, for households who are homeless and for Housing Choice Voucher Program eligible households.

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

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

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to examine the potential

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

CRHA continues to work with Habitat for Humanity of Greater Charlottesville and Piedmont Housing Alliance to help public housing residents and other interested eligible households identify and locate other housing options. Working to develop these public and private partnerships helps to provide the community with greater housing choices and better quality of life.

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to give preference to homeless individuals in its public housing and housing voucher programs, as a way of helping local residents transition to permanent housing.

The CRHA has revised its Administrative Plan to incorporate the HCV Homeownership Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The recovery agreement has been executed by the City of Charlottesville, CRHA and the Field Office.

VII. BARRIERS TO AFFORDABLE HOUSING

Introduction

This section describes actions planned to remove or ameliorate barriers to affordable housing in the one year period. The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

Charlottesville continues to complete the update of its Comprehensive Plan, Affordable Housing Strategy as well as re-write its Zoning Ordinance. The City has retained the services of RHI Consultant Team to assist staff in completing the projects. These initiatives are designed to provide policies that will spur creation of more affordable housing in the city. The Housing Needs Assessment, completed in 2018, continues to inform the development of these initiatives.

The current COVID-19 situation has affected the City's revenue stream and may delay the City's ability to meet its affordable housing priorities. However, the City continues its funding commitment to affordable housing development. In FY 2021, the City Council allocated more than \$2.4 million to support the creation of affordable housing, and the City Council is proposing to continue its investment in the affordable housing creation in the 2021/22 budget. Funding will provide financial support for Phase I and Phase 2 of the Piedmont Housing Alliance's (PHA) Friendship Court Redevelopment project, and Charlottesville Redevelopment Housing Authority's (CRHA) redevelopment activities, among other projects. The current PHA's 11.75-acre site has 150 units and after the redevelopment plan is fully implemented, there will be approximately 450 units, most of which will be affordable largely to households at 30 to 80% AMI. The City will continue its financial support through the Charlottesville Affordable Housing Fund (CAHF) to programs such as homeownership, first time home buyers down payment assistance, owner-occupied rehabilitation assistance, energy conservation assistance, and other initiatives through its nonprofit partners. In addition, funding will continue to support the Supplemental Rental Assistance Program administered by the CRHA. Approximately, \$2,595,000 has been appropriated by the City over the last 3 program years to assist low-income households and homeless

persons with their rental assistance needs.

While the City was not able to fund the Charlottesville Affordable Housing Fund (CAHF) in FY21, an end-of-year allocation of FY19 funding provided \$700,000 in housing assistance. This funding will be used to support COVID-relief housing assistance to low-income households to address rental assistance, homelessness, re-entry assistance and mortgage assistance. This funding, combined with the \$581,723 CDBG-CV funds received by the City will continue to assist numerous City households.

Actions it planned 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.

Analysis of Impediments to Affordable Housing Update

The City's Affirmatively Furthering Fair Housing requirements has been postponed until October 2022. The Analysis of Impediments to Fair Housing Choice (AI) has been updated and approved by the City Council in March 2019, as a supplement to the Consolidated Plan. Actions in FY 21-22 to address impediments identified in the AI are included as an attachment to this plan.

Albemarle County – Resolution in Collaboration with Habitat for Humanity

The County of Albemarle received two planning grants funded through CDBG to assist Habitat for Humanity in community organizing and developing plans for the first phase of the Southwood Mobile Park redevelopment. An action plan has been developed with steps leading to construction beginning in early 2021.

Central Virginia Regional Housing Partnership

CVRHP launched with the help of the Blueridge Group, the newly branded PorchLight VA regional housing locator tool in November of 2020. This tool currently features available affordable rental units in the region, with the for-sale portion of the site launching at a future date. A collated list of resources by locality is also included

In lieu of the 2020 Central Virginia Regional Housing Summit, the Central Virginia Regional Housing Partnership offered a free virtual Speaker Series titled "Navigating Today's Affordable Housing." The Fall Speaker series was underwritten by the Charlottesville Area Association of REALTORS® (CAAR) and the Virginia Housing and hosted by the Central Virginia Regional Housing Partnership and the Thomas Jefferson Planning District Commission. Considering the success of the Fall Speaker Series, the RHP Events Committee decided to continue hosting online events through the summer.

CVRHP are creating a Regional Affordability Housing Plan. Each locality (the City of Charlottesville, and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson) will have dedicated chapters that address affordable housing within their jurisdiction that feeds into addressing creating affordable housing throughout the region. Draft chapters for Greene County, Louisa County, and Nelson County are now complete and have been reviewed by the Strategies and Analysis Committee. Staff created an online survey to review the draft recommendations and attempt to prioritize the identified affordable housing strategies, however, discussions on how best to proceed with prioritization are on-going. Drafts of Albemarle and Fluvanna County will be made available to the Strategies and Analysis Committee at their March meeting for review. Staff also met with City of Charlottesville staff to discuss incorporating the City's affordable housing policy into the regional template. The regional chapter will be drafted following review of the Albemarle and Fluvanna chapters.

City - Comprehensive Plan Updates

The City staff is currently working with the RHI Consultant Team to update the Comprehensive Plan, which provides a vision for the City's future growth and specific guidance on land use policies, development patterns, and infrastructure and public facility investments. The Plan update and wholesale Zoning Ordinance rewrite will be informed by the City's affordable housing strategy, policy and program recommendations.

City - Comprehensive Housing Strategy

The City of Charlottesville, in partnership with the HAC, RHI Consultant Team and Comp Plan Steering Committee affordable, is working to develop a comprehensive affordable housing strategy for the City. The overall goals of the housing strategy are to 1) identify specific targets and means to meet affordable housing unit production and preservation based on household income, 2) identify specific regulatory tools and developer incentives to support and encourage the provision of new affordable housing units within the City, and 3) ensure equitable development throughout the City's neighborhoods.

In October 2019, the City of Charlottesville contracted the services of Rhodeside and Harwell, Incorporated, to undertake the update of the Comprehensive Plan (including a Housing Strategy) and Zoning Ordinance Rewrite. This process – called Cville Plans Together – is being tracked on a project website, <https://cvilleplanstogether.com/>.

There are three related outcomes for this process:

- **An updated Comprehensive Plan**, which will build on the 2017-2018 Planning Commission process to include updated information based on community input.
- **An Affordable Housing Plan**, as part of the Comprehensive Plan, to create a unified strategy for housing Charlottesville's residents.
- **A zoning ordinance** that reflects the updated community land use vision and addresses other needed updates (state requirements, consistency, etc.).

The Affordable Housing Plan contains immediate, short-term, and longer-term recommendations to advance affordable housing. The development of the Charlottesville Affordable Housing Plan was a year-long effort conducted in four phases: review of existing conditions, existing programs, and previously-completed plans; discussion of community goals and priorities; development of strategies and tools; and the completion of a final plan.

The Plan is ultimately a living document to be used by City staff, housing policy advisors, and elected leadership to guide affordable housing policies and investments over the coming years. In the near term, in winter and spring 2021, the recommendations in this plan will be incorporated in revisions to the Comprehensive Plan and inform the City's zoning code rewrite.

Council's endorsement of the Affordable Housing Plan was requested as a checkpoint prior to fully incorporating the strategies within this Plan into the Comprehensive Plan and other City planning efforts in March 2021.

City of Charlottesville's Strategic Investment Area and Form-based Code

The City adopted the Strategic Investment Area (SIA) Plan in February 2014. The City completed the Form-Based Code designed to implement the SIA Plan, and adoption was tabled until it can be considered with the Zoning Ordinance revision. The recommendations included incentives for inclusion

of affordable housing units in new developments.

Actions planned to foster and maintain affordable housing

The provision and retention of affordable housing is a central theme of the 2022 Consolidated Plan. The City of Charlottesville and the Consortium will approach the issue of affordable housing from a variety of pathways, including direct provision of new affordable units, tenant-based assistance, and removal of barriers currently in existence. These barriers may be regulatory, in which case those that are within the purview of localities will be reviewed as described in this plan, or they may be cultural. Many of the goals of the plan are educational in nature, with the purpose of ameliorating community resistance to affordable housing and generating social momentum for grassroots community development.

Actions planned to reduce lead-based paint hazards

The Consolidated Plan contains several goals that address lead-based paint hazard through the rehabilitation of existing substandard homes. The overwhelming majority of homes that undergo rehabilitation were built before 1978 and can be considered high-risk for hazard. Rehabilitation activities will include abatement of lead-based hazards in compliance with federal law. Detection and removal of lead-based paint in residences constructed before 1978 is to occur while rehabilitating homes when there are children present under the age of 7 years.

The Fluvanna/Louisa Housing Foundation has a certified lead-based paint hazards trainer to assist the region's non-profit providers. Houses being purchased with the down payment and closing cost assistance program to first-time homebuyers also must be reviewed for lead based paint.

Training has been provided to building inspectors and local housing rehabilitation agencies to allow them to evaluate, treat and/or remove lead paint hazards in our communities. Inspectors evaluate each job before the rehabilitation begins. Grant funding is used to pay for removal of lead based hazards, which will continue to reduce the lead paint concerns. The notification, Watch Out for Lead-Based Paint Poisoning is given to all persons assisted, even if the residence was constructed after 1978, since it serves as a good information and educational tool.

In terms of increasing access to housing without LBP, all of the housing goals in the plan can be considered strategies toward this end. All housing units receiving assistance with CDBG or HOME funds will meet housing quality standards, and thus not contain any lead hazards. The City of Charlottesville, with its down payment and closing cost assistance program to first-time home buyers, will not approve a home if peeling paint is in evidence until it is repaired satisfactorily. This situation is identified through the Section 8 inspection.

Actions planned to reduce the number of poverty-level families

Many affordable housing and community development activities have the objective of increasing and maintaining self-sufficiency for poverty-level families. The priorities and goals identified in the Action Plan are geared toward increasing the self-sufficiency and financial independence for poverty-level families as it relates to housing/homelessness, workforce development, and economic development.

The primary anti-poverty agency serving the region is the Monticello Area Community Action Agency (MACAA), which serves Charlottesville, Albemarle, Fluvanna, Louisa and Nelson. The Skyline Community Action Program (Skyline CAP) serves Greene County in the Thomas Jefferson Planning District, and also Orange and Madison Counties in Planning District 9. Each of these agencies operates

the Head Start pre-school program, a fundamental part of the regional anti-poverty strategy. Each social service agency operates the family self-sufficiency program.

Other organizations and programs in the region including the Charlottesville Redevelopment and Housing Authority, Fluvanna/Louisa Housing Foundation, and the Nelson County Community Development Foundation all administer Housing Choice Voucher Programs for low-income families. Additionally, organizations like these as well as the Albemarle Housing Improvement Program and others also provide assistance to low-income families in making household repairs and installing indoor plumbing.

Finally, the region has a strong, locally administered Social Service/ Welfare Departments operating in each locality. Acting as the primary provider of state funded programming and service delivery, these local government offices help implement the regional strategy by administering strong programs with a coordinated, comprehensive approach.

The City of Charlottesville's Strategic Action Team, comprising key staff from the Departments of Economic Development, Neighborhood Development Services, Social Services, Human Services and the City Manager's Office developed the Pathways to Self Sufficiency: Growing Opportunities Report with action strategies to increase job opportunities through workforce development efforts and to reduce barriers to assist residents with retaining jobs with the ultimate goal of reducing the number of families living in poverty in the City. The report serves as an action plan for prioritizing funding for programs, including CDBG and HOME funding.

In addition to other efforts, the City has initiated effort designed to provide affordable internet access to the residents of public housing. Discussions with potential service providers is in progress. Several goals in this Consolidated Plan address the needs of people in poverty beyond their immediate housing needs. There are goals to increase job training and recruitment services, in order assist people entering the labor force and, as a result, reduce household poverty. Educational campaigns, such as fair housing law and awareness of the unique needs of people with disabilities, may open up opportunities for advancement for groups that had previously been obstructed.

The City of Charlottesville Pathways to Self-Sufficiency: Growing Opportunities Report contains a chapter that addresses affordable housing. Further, the report will help serve as a funding priority guide to ensure the City's CDBG and HOME funds are awarded in coordination with the goals set forth in the report and the Consolidated Plan.

Actions planned to develop institutional structure

The Housing Directors meet regularly to coordinate the housing programs in the region. The TJACH Governance Board and its Service Providers Council meet monthly to address the needs of the homeless and special needs populations.

The Regional Housing Partnership Advisory Board will meet twice each year, with the Executive Committee meeting bi-monthly. The RHP will also offer two housing summits each year. The RHP will focus on housing production, diversity, accessibility, cost, location, design, and increasing stability for the region's residents.

The City of Charlottesville's current Comprehensive Plan was adopted in August 2013. A broad-reaching update is underway, addressing findings from the City's Housing Needs Assessment. The Albemarle County Board of Supervisors adopted their current Comprehensive Plan on June 10, 2015, including an updated Affordable Housing Policy. The updated policy highlights the dispersal of affordable units

throughout a development and adherence to the counties design standards for development areas. State legislation that took effect on July 1, 2016 prevents the County from accepting proffers for affordable housing.

The regional Analysis of Impediments to Fair Housing Choice was updated in 2019. This assessment engaged decision-makers and the general public with the ongoing disparities that exist within the region. It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan. A table of actions to address impediments to fair housing choice is included in Appendix A.

Actions planned to enhance coordination between public and private housing and social service agencies:

There are a few umbrella organizations in the region that serve to bring together housing providers and human services and health agencies.

- *Thomas Jefferson Area Coalition for the Homeless (TJACH)*: a non-profit organization that serves as the lead for the region's Continuum of Care. The TJACH Governance Board includes representatives from the community, housing providers, representatives from Departments of Social Services, and other human services and health agencies.
- *Housing Directors Council*: includes representatives from all HOME sub-recipients
- *Jefferson Area Board for the Aging (JABA)*: JABA is working with Piedmont Housing Alliance (PHA) on a plan for continuing to keep Low-Income Housing Tax Credit properties affordable beyond the end of their affordability period.
- *Housing Advisory Committee (HAC)*: Provides City Council with recommendations regarding housing policy and affordable housing funding priorities; researches and discusses trends and ideas in affordable housing across the state and nation and ways Charlottesville can implement some of those new ideas.

The consortium will continue to collaborate with community partners that provide housing and social services to the community. The City will continue to coordinate efforts through subrecipient partners who are internal and external to local government. The agencies listed under the consultation section of the Consolidated Plan will be included in the citizen engagement process for future action plans.

VIII. CITIZEN PARTICIPATION

Citizen participation was a central component of the Consolidated Plan update, completed in August 2018. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans. For this Action Plan, a draft for public comment was made available on March 29, 2021 for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Tuesday, March 30, 2021, issue of the Daily Progress, the newspaper of general circulation in the region. The draft plan for public comment was also distributed by e-mail: Agencies and Organizations - The Charlottesville Health Department of the Thomas Jefferson Health District, United Way, Independence Resource Center, County of Albemarle, Salvation Army, Region Ten Community Services, Monticello Area Community Action Agency, Charlottesville Redevelopment and Housing Authority, Albemarle Housing Improvement Program, Piedmont Housing Alliance, Jefferson Area Board For Aging, County of Albemarle Housing Office, Public Housing Association of Residents, On Our Own-Drop-In Center, and Charlottesville/Albemarle Legal Aid

Society; Local Media - The Daily Progress, Fluvanna Review, Greene County Record, The Central Virginia, and Cville Weekly; Neighborhood Associations – Belmont-Carlton, Blue Ridge Commons, Burnett Commons, Fifeville, Forest Hills, Fry's Spring, Greenbrier, Jefferson Park Avenue, Johnson Village, Kellytown, Lewis Mountain, Little High, Locust Grove, Martha Jefferson, Meadows, Meadowbrook Hills/Rugby, North Downtown, Orangedale, Ridge Street, Rose Hill, Starr Hill, University, Venable, Westhaven, Willoughby, Woodhaven, Woolen Mills and 10th and Page.

A public hearing was held at the Thomas Jefferson Planning District Commission's (TJPDC's) regular meeting on May 6, 2021. The draft plan was posted on the TJPDC web site. The Regional Housing Directors Council is a major partner in the development of the Action Plan, provided input on actions to be undertaken and reviewing the plan at its regular monthly meetings during plan development. The City Council held a public hearing and adopted the Action Plan on May 3, 2021.

Comments received were:

- To be itemized here, when received.

The following notice appeared in the Daily Progress on Tuesday, March 30, 2021:

**NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD
DRAFT YEAR 2021-2022 ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE CITY OF
CHARLOTTESVILLE AND THE
THOMAS JEFFERSON PLANNING DISTRICT
30-DAY COMMENT PERIOD: March 30 - April 30, 2021**

The City of Charlottesville and the TJPDC invite all interested citizens to comment on the 2021-2022 (July 1, 2021 to June 30, 2022) Draft Action Plan of the Consolidated Plan. The Consolidated Plan and the Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME funds in the Thomas Jefferson Planning District (City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). Funding levels from the current year are being used for planning for the 2021-2022 year. HUD has awarded the City of Charlottesville \$427,176 for CDBG and \$676,615 for HOME. A virtual public hearing will be held during the Thomas Jefferson Planning District Commission's meeting on May 6, 2021, at 7:00 pm. The City Council will also hold a virtual public hearing on May 3, 2021 at 6:30 pm in City Council Chambers, 605 E Main St.

The Action Plan is available at www.tjpd.org/housing or by contacting Erin Atak, City of Charlottesville at (434) 970-3093 or Shirese Franklin, TJPDC, at (434) 422-4080. Reasonable accommodations for persons with disabilities and non-English speakers will be provided if requested.

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

IX. PROGRAM SPECIFIC REQUIREMENTS

A. Community Development Block Grant Program (CDBG)

The activities that will be undertaken with CDBG funds are all described in the Listing of Proposed Projects. Estimated available funding includes:

2021-22 Entitlement	\$427,176
Estimated Program Income and Reprogramming	\$0
TOTAL	\$427,176

Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

Proposed CDBG Projects:

Project	CDBG
PRIORITY NEIGHBORHOOD	
Ridge ST Neighborhood	\$156,247.20
ECONOMIC DEVELOPMENT	
Community Investment Collaborative	\$32,056.28
Local Energy Alliance Program	\$29,238.00
PUBLIC SERVICE (15% EN Cap)	
Public Housing Association of Residents	\$34,000
Literacy Volunteers Workforce Development	\$25,000
HOUSING PROJECTS	
Local Energy Alliance Program	\$65,199.32
ADMINISTRATIVE AND PLANNING	
Admin and Planning (20% EN)	\$85,435.20
City CDBG Total	\$427,176

B. HOME Investment Partnership Program (HOME)

Other Types of Investment

The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

Resale/Recapture Guidelines

All members (sub-recipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium sub-recipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner's primary residence during the established HOME period of affordability.

The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. If the total HOME investment in the unit is under \$15,000, the period of affordability is 5 years; if the HOME investment is between \$15,000 and \$40,000, the period of affordability is 10 years and if the HOME investment is over \$40,000, the period of affordability is 20 years.

Direct HOME subsidy includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the net proceeds available from the sale of the home. Net proceeds are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Recapture of initial HOME investment shall be secured by note and deed of trust for a term not less than the applicable period of affordability. Consortium subrecipients will also execute a HOME written agreement that accurately reflects the recapture provisions with the homebuyer before or at the time of

sale. A clear, detailed written agreement ensures that all parties are aware of the specific HOME requirements applicable to the unit. The written agreement is a legal obligation. The HOME written agreement is a separate legal document from any loan instrument.

Refinancing Existing Debt

The TJ HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

DRAFT

Memorandum

To: TJPD Commission
From: Sandy Shackelford, Director of Planning & Transportation
Date: April 22, 2021
Reference: Update on the Urban Rivanna River Corridor Plan

Purpose:

The Thomas Jefferson Planning District Commission is in the final stages of the second phase of a joint Charlottesville and Albemarle Rivanna River Corridor planning process. Phase I involved an inventory of existing conditions and was completed in 2018. This current phase involves the development of a joint area plan to guide the future development and environmental preservation of the urban portion of the Rivanna River.

Background:

The Phase II project boundary was defined as starting at Pen Park to the north and ending at I-64 to the south, including property on both the east and west sides of the river. Phase II began in July 2019 with the first tasks being a review and update of the mapping materials largely completed in Phase I. An initial round of public engagement was held at the Flow River Fest in September 2019 and this public input was used to inform the initial drafts of the Vision Statement, Guiding Principles, and Recommendations.

The COVID-19 pandemic disrupted the original plans for public engagement in the spring of 2020, but TJPDC staff worked with the locality staff on the technical committee to develop alternative outreach opportunities to engage the public. Signs were developed and placed along the Rivanna River Corridor in late summer/early fall to direct the public to a project website and allow the public to submit questions and comments, and to find information related to draft materials and scheduled meetings.

TJPDC staff also completed a benchmarking process by reviewing other river corridor plans produced by other localities, including plans from Greenville, SC and Richmond, VA.

TJPDC staff met with the project Steering Committee in September of 2020, and then held two public webinars in October of 2020 to get input on the draft Vision Statement and Guiding Principles, and to receive any other input or thoughts from members of the public.

Steering committee feedback indicated that environmental protection of the river was the highest priority in considering the preferred future for the urban river corridor, and this same sentiment was

confirmed during the public webinars. The other opportunities for future use/development of the urban river corridor were considered to be of equal importance and the goal of the plan was to strike the right balance in supporting recreational use; development/redevelopment; multi-purpose trails and bridges; public health, safety, and welfare measures; and historic and cultural considerations.

TJPDC staff then coordinated a series of stakeholder group discussions to develop the recommendations sections. The stakeholder groups consisted of members of the technical committee as well as others that had expertise in specific content areas.

TJPDC staff completed an initial draft of the plan in December of 2020, which has been through a series of initial reviews by Albemarle County and Charlottesville City staff that have been part of the technical committee.

A revised draft of the plan was provided to the project Steering Committee in April 2021, and a Steering Committee meeting was held on April 26th to receive feedback from the Steering Committee on the revised Vision Statement and Guiding Principles, review the recommendations that have been developed thus far, and provide additional feedback on the draft plan content.

Next Steps:

TJPDC staff will incorporate the feedback from the Steering Committee into the plan, and then work to format the plan into a more polished style. TJPDC staff will work with the local planning staff to schedule informational workshops at Charlottesville and Albemarle County Planning Commission meetings and Board of Supervisor/City Council meetings to receive additional feedback prior to scheduling public hearings for formal adoption.

Project information, including the most current draft of the Rivanna River Corridor Plan, can be found at <https://tjpd.org/our-work/area-plans/urban-rivanna-river-corridor-plan/>.

If there are any questions or comments, please contact Sandy Shackelford at sshackelford@tjpd.org.

MEMO

To: TJPDC Commissioners
From: David Blount, Director of Legislative Services
Date: May 6, 2021
Re: Legislative Update

Purpose:

To provide an overview of the recent General Assembly session and an update on expected, upcoming legislative activity.

Summary:

The General Assembly concluded its regular/special sessions on March 1, approving amendments to the current biennial state budget that included salary increases for state-supported local employees and teachers, additional broadband funding, and more state dollars for K-12 education. Additional funds also were targeted to the state's Housing Trust Fund and for wastewater treatment plant upgrades, and a transportation funding initiative was approved.

As for legislation, only a few locally-requested bills were introduced due to limitations on the number of bills legislators were allowed to submit. The General Assembly did approve legislation to legalize possession of small amounts of marijuana this July, with retail sales to be allowed in 2024. Localities are authorized to hold a referendum in 2022 on whether to prohibit retail sales. A bill to codify budget provisions that allow public bodies to meet electronically to conduct normal business, if there is a state of emergency declared by the State or a locality, was adopted. There are multiple studies of affordable housing that are taking place this year, as well as a two-year JLARC assessment of the costs to implement the (education) Standards of Quality.

Upcoming Legislative Activities:

The General Assembly is expected to convene this summer for a special session. There could be several purposes, including the primary task to appropriate monies coming to Virginia from the federal American Rescue Plan approved in March. Also, judicial vacancies may be taken up, and a third issue could be to address provisions in the Code that may be impacted by not having census data in time to redistrict and hold elections in November.

Also, be aware that state revenue collections have increased nine percent through the first three-quarters of the fiscal year (the forecast is for three percent growth), so expect another large state revenue surplus at the end of FY21. This will drive budgeting decisions leading up to the next legislative session in January.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 1, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne		David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway (7:30)*	x	Jessica Ballering, Planner II	x
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien	x	Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer (7:11)	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok		Sean Tubbs, Independent Journalist, Citizen	x
Tommy Barlow (7:03)	x	Todd Divers, Charlottesville City Commissioner of Revenue	x
Nelson County		Jason Vandever, Charlottesville City Treasurer	x
Jesse Rutherford, Vice Chair**	x	Max Marcilla, Journalist, NBC29	x
Dylan Bishop			

*Mr. Gallaway arrived as the Commission was approving the minutes.

**Mr. Rutherford left the meeting at 7:59 pm.

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 (Chapter 56), as effective November 18, 2020. A recording of the meeting was made available to the public on April 6, 2021 at <https://www.youtube.com/channel/UCOuHJzpRDV6rnplep2Lxj0Q>.

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. Sandy Shackelford 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

Chair Herring called for an amendment to the agenda to add an additional resolution authorizing the issuance of a request for proposals for consultant services to develop a Charlottesville Area Regional Transit Vision Plan. There were no objections, and the item was added to the agenda.

3. PRESENTATIONS:

a. Regional Cigarette Tax:

David Blount presented the Commission with an update on the Regional Cigarette Tax. TJPDC staff has been researching logistical and legal considerations of establishing a regional board for administering the tax for counties in our region. Staff is working more closely with a smaller group of staff from area localities including Albemarle, Charlottesville, Fluvanna, Louisa, and Orange counties. The next steps in the process to establish a regional cigarette tax board also were explained.

b. FY22 MPO Unified Planning Work Program:

Sandy Shackelford reviewed the final draft of the MPO's Unified Planning Work Program. Major projects that are planned to be undertaken through the MPO work program in FY22 include completion of the North 29 Corridor Study (funded jointly by the Rural Work Program); developing recommendations for incorporating climate action initiatives into the MPO's long range transportation planning process; developing a strategic plan for the MPO programs; and conducting a robust public engagement process to prepare MPO Smart Scale applications.

c. Albemarle County Transit Expansion Grant Consultant Selection:

Jessica Hersh-Ballering updated the Commission on the process of selecting a consultant to conduct the Albemarle County Transit Expansion Feasibility Study. A selection committee composed of Albemarle County and TJPDC staff reviewed the proposals received and recommends that the Commission select the Michael Baker/Foursquare team as the consultants for the study.

4. CONSENT AGENDA: Action Items

a. Minutes of March, 4, 2021 Meeting

Motion/Action: On a motion by Andrea Wilkinson, seconded by Donna Price, the Commission approved the minutes of the March 4, 2021 meeting by vote of 7-0 with Commissioners Gallaway and O'Brien abstaining.

b. Monthly Financial Report

Motion/Action: On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously accepted the February monthly financial report as presented.

5. RESOLUTIONS:

a. FY22 Rural Transportation Work Program

Motion/Action: On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously approved a resolution of support for the Fiscal Year 2022 Rural Transportation Work Program as presented by staff.

b. Albemarle County Transit Expansion Grant Consultant Selection

Motion/Action: On a motion by Donna Price, seconded by Keith Smith the Commission unanimously approved a resolution of support to select Michael Baker as the consultant for the Albemarle County Transit Expansion Grant.

c. Authorization to Issue a Request for Proposals for Consultant Services to Develop a Charlottesville Area Regional Transit Vision Plan

Motion/Action: On a motion by Keith Smith, seconded by Ned Gallaway, the Commission unanimously approved a resolution of support authorizing the Interim Executive Director to issue a request for proposals for consultant services to develop the Charlottesville Area Regional Transit Vision Plan.

6. NEW BUSINESS:

a. Appointment of Nominating Committee for FY22 TJPDC Officers

Chair Herring appointed Ned Gallaway, Andrea Wilkinson, and Tommy Barlow to serve as the nominating committee.

b. Presentation of FY22 Operating Budget Draft

Ms. Jacobs presented the Commission with the draft of the FY22 projected operating budget, reviewing major expenses and revenue projections, and including ongoing efforts to identify additional program opportunities that would increase revenues.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

a. General Report: Ms. Jacobs provided an update on: plans for staff to return-to-work; the North 29 Corridor Study, including the issuance of the Notice to Proceed on the scope of work requesting technical assistance from VDOT's Central Office; the success of the first session of the Housing Speaker Series and plans for the remaining sessions; the five-year update to the regional Natural Hazard Mitigation Plan; and use of the Water Street Center.

8. OTHER BUSINESS:

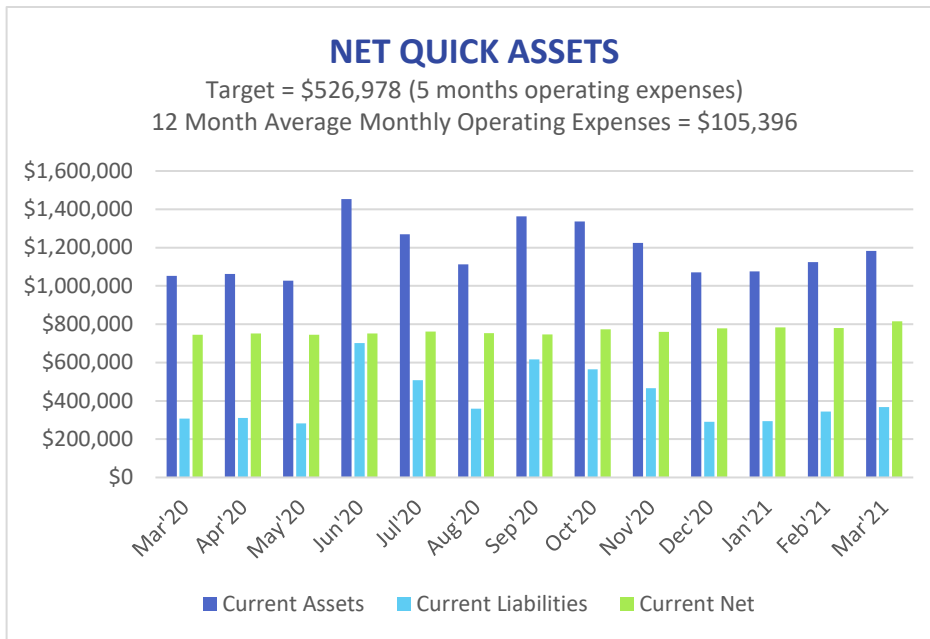
a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdictions.

b. Next Meeting: May 6, 2021

ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Donna Price, the Commission unanimously voted to adjourn the April 1, 2021 Commission meeting at 8:19 pm.

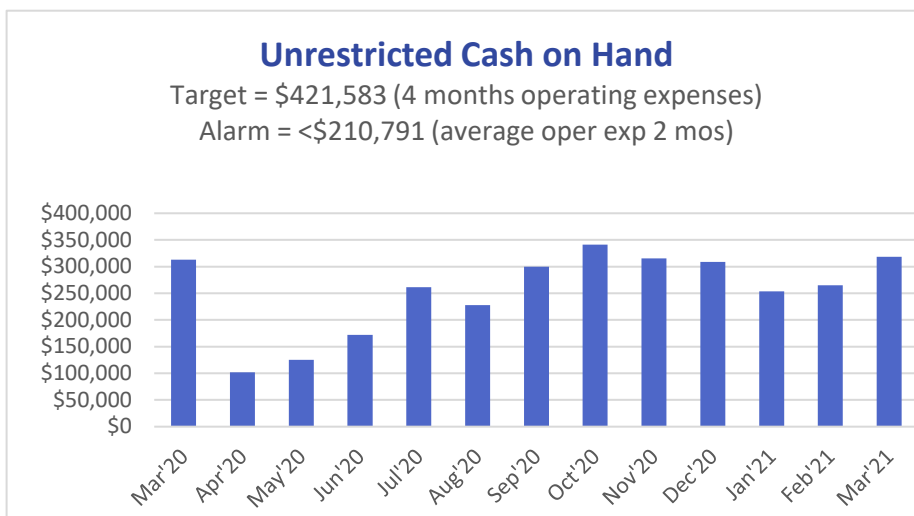
Commission materials and meeting recording may be found at www.tjpd.org



Monthly Net Quick Assets

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
Jan'21= \$782,692
Feb'21=\$779,333
Mar'21=\$814,363

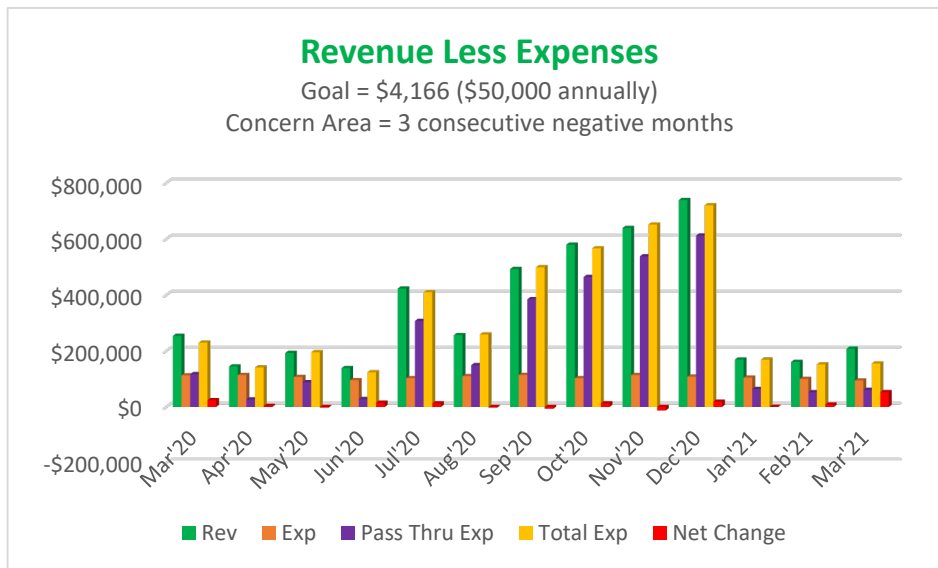
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred 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 7.54 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$105,396. The 3-month average of expenses is \$99,9448. Actual operating expenses for March were \$94,122 compared to \$99,605 in February. Capital reserves = \$814,363 - \$526,978 = \$287,385.



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 \$318,247 represents 3.02 months of operating expenses. Unrestricted cash has increased from an April'20 level of \$102,049 to \$318,247 at the end of March 2021.



Monthly Net Revenue

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
 Jan'21=\$630
 Feb'21=\$8,647
 Mar'21=\$52,770

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The original FY21 Budget adopted is estimating a \$ 0 net gain. There was a net gain in March of \$52,770 resulting in a net gain of \$96,208 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). Revenues and Expenses no longer include the RMRP Cares Act grant that began in July and ended December 30, 2020. The Accrued Revenue Report shows available funds of \$147,583 per month for FY21. Actual operating expenses for March were \$94,122.

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
March 2021

7:35 AM
04/22/21
Accrual Basis

	<u>Mar 21</u>	<u>Budget</u>	<u>Jul '20 - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	94,260	280,692	3,037,856	2,526,224	3,368,299
4120 · State Funding Source	30,417	28,721	196,053	258,486	344,648
4130 · Local Source	69,875	43,000	319,584	386,997	515,996
42000 · Local Match Per Capita	13,152	10,796	116,812	129,483	158,365
4280 · Interest Income	80	167	1,181	1,500	2,000
Total Income	<u>207,783</u>	<u>363,374</u>	<u>3,671,487</u>	<u>3,302,690</u>	<u>4,389,308</u>
Gross Profit	207,783	363,374	3,671,487	3,302,690	4,389,308
Expense					
61000 · Personnel	74,189	86,305	749,840	747,645	1,001,658
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	54	148	1,649	1,332	1,776
62392 · Subscriptions, Publications	56	54	354	488	650
62393 · Supplies	378	677	4,555	6,096	8,128
62394 · Audit -Legal Expenses	385	0	15,936	18,000	18,000
6240 · Advertising	245	1,288	3,090	11,594	15,458
62404 · Meeting Expenses	0	538	1,119	4,844	6,459
62410 · TJPDC Contractual	3,064	7,555	42,169	72,149	95,770
6281 · Dues	1,681	826	7,906	7,436	9,915
62850 · Insurance	481	282	4,331	2,491	3,336
62890 · Printing/Copier	209	607	3,378	5,465	7,287
63200 · Rent Expense	7,940	7,902	73,450	71,115	94,820
63210 · Equipment/Data Use	2,037	2,175	22,767	19,575	26,100
63220 · Telephone Expense	541	645	5,706	5,807	7,742
63300 · Travel-Vehicle	98	1,650	5,464	14,852	19,802
6345 · Janitorial Service	231	827	1,974	7,440	9,920
6390 · Professional Development	2,534	710	4,807	6,387	8,516
Total Expense	<u>94,122</u>	<u>112,190</u>	<u>948,492</u>	<u>1,002,715</u>	<u>1,335,337</u>
Net Ordinary Income	113,662	251,185	2,722,994	2,299,975	3,053,971

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
 March 2021

7:35 AM
 04/22/21
 Accrual Basis

	<u>Mar 21</u>	<u>Budget</u>	<u>Jul '20 - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	41,909	48,356	465,273	435,208	580,277
8399 · Grants Contractual Services	18,982	197,550	2,161,514	1,777,950	2,370,600
Total Other Expense	60,891	245,906	2,626,786	2,213,158	2,950,877
Net Other Income	(60,891)	(245,906)	(2,626,786)	(2,213,158)	(2,950,877)
Net Income	<u>52,771</u>	<u>5,278</u>	<u>96,208</u>	<u>86,818</u>	<u>103,094</u>

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of March 31, 2021

	Mar 31, 21	Mar 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	639,939.51	335,496.69	304,442.82
1189 · Capital Reserve	244,698.00	214,217.00	30,481.00
Total Checking/Savings	884,637.51	549,713.69	334,923.82
Accounts Receivable			
1190 · Receivable Grants	259,965.39	445,678.72	-185,713.33
Total Accounts Receivable	259,965.39	445,678.72	-185,713.33
Other Current Assets			
1310 · Prepaid Rent	1,250.00	1,562.48	-312.48
1330 · Prepaid Insurance	11,647.33	12,487.17	-839.84
1360 · Prepaid Other	5,328.62	10,986.35	-5,657.73
Total Other Current Assets	18,225.95	25,036.00	-6,810.05
Total Current Assets	1,162,828.85	1,020,428.41	142,400.44
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	5,885.25	3,290.36
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	-118,799.37	-123,720.43	4,921.06
Total Fixed Assets	19,459.03	10,484.11	8,974.92
TOTAL ASSETS	1,182,287.88	1,030,912.52	151,375.36
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	4,689.58	67,190.95	-62,501.37
Total Accounts Payable	4,689.58	67,190.95	-62,501.37
Credit Cards			
2155 · Accounts Payable Credit Card	2,489.43	2,680.28	-190.85
Total Credit Cards	2,489.43	2,680.28	-190.85
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	70.50	-70.50
2467 · Employee Deferred Compensation	0.00	0.66	-0.66
2800 · Deferred Revenue	321,692.23	209,735.74	111,956.49
Total Other Current Liabilities	321,692.23	209,806.90	111,885.33
Total Current Liabilities	328,871.24	279,678.13	49,193.11
Long Term Liabilities			
2200 · Leave Payable	39,053.98	40,072.68	-1,018.70
Total Long Term Liabilities	39,053.98	40,072.68	-1,018.70
Total Liabilities	367,925.22	319,750.81	48,174.41
Equity			
3000 · General Operating Fund	473,456.42	477,947.61	-4,491.19
3100 · Restricted Capital Reserve	244,698.00	214,217.00	30,481.00
3600 · Net Investment in Fixed Assets	0.00	700.78	-700.78
Net Income	96,208.24	18,296.32	77,911.92
Total Equity	814,362.66	711,161.71	103,200.95
TOTAL LIABILITIES & EQUITY	1,182,287.88	1,030,912.52	151,375.36

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
	PROGRAMS																					
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802	9,138	6,223	5,937	9,367	11,954	14,273					85,949			85,949	16,675	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	14,094	7,901	7,029					125,716			125,716	61,910	MPO PL Transp Planning
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331	6,331	6,331	6,331	6,331	6,331					56,978			56,978	18,993	State funding to TJPDC General
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113	2,144	828	3,648	3,439	6,985					33,177			33,177	24,823	VDOT Rural Transp Planning
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	6,967	6,798	7,232	9,454	8,037	8,755					70,898			70,898	31,273	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	4,167	4,167	4,167					37,870			37,870	12,130	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	17,500	384	279	329	161	59	25	659	2,139	3,422					7,457		0	7,457	10,043	Contract for annual reporting
CHERRY AVENUE	07/01/20	06/30/21										16,482					16,482		0	16,482	0	Reimbursement - Work Change Order
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	1,859	3,061	3,021					38,048	33,165	0	71,213	16,251	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969	444	165	42	57	42	66					3,685			3,685	6,815	Rivanna Commission
WIP PHASE IV			58,000								4,129	3,685	4,701				12,515	0	29,000	12,515	16,485	
WIP PHASE III	06/01/18	12/30/20	52,000	2,801	3,144	2,761	2,786	2,761									14,253	37747	0	52,000	0	Chesapeake Watershed Assistance to DEQ
TJCLT	10/19/17	01/31/21	66,216	7,508	7,911	3,996	3,914	3,453	2,918	9,129	8,067	9,377					56,273			56,273	9,943	Full Time TJCLT ED Services beginning 1/1/21
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682	258	86		299	171						2,251	17,856	0	20,107	5,393	VDOT Streetscape Contract
AFFORDABLE HSG	07/01/20	06/30/21	53,883					7,200	28,442	6,435	3,933	7,418					53,428			53,428	455	Regional Housing Partnership
MEMBER PER CAPITA	07/01/20	06/30/21	158,365	9,946	9,946	18,010	13,152	13,152	13,152	13,152	13,152	13,152					116,814			116,814	41,551	Local Govt Annual Contributions
WATER STREET CENTER	07/01/20	06/30/21	0														0			0	0	Rental Fees
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171	182	138	106	89	79	80					1,181			1,181	919	Investment Pool Savings Income
OFFICE LEASES - RENT	07/01/20	06/30/21	13,230	950	600	1,300		1,000	200	200	1,950	4,150					10,350			10,350	2,880	Rental Fees
PROGRAMS WITH PASS THRU																						
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302	4,009	1,974	1,797	3,222	3,114	3,037					26,174	55,823	0	81,997	13,878	Regional Housing Plan Grant
RHP PASS-THRU	10/31/18	06/30/21	54,125														0	54,125		54,125	0	Housing Plan Contract with others
HAZARD MITIGATION		06/30/21	31,920							1,760	2,103	1,449	2,192				7,504			7,504	24,416	24 month planning project resiliency
HAZ MIT PASS-THRU		06/30/21	0														0	0		0	0	
LOVINGSTON	11/01/18	06/30/21	20,739	2,234	470	1,355	424	215	315	30	571						5,614	15,125	0	20,739	0	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 COUNTY	07/01/20	06/30/21															0			0	0	
NELSON-CNN PASS-THRU	07/01/20	06/30/21											7,988				7,988			7,988		Crafting a New Normal
NELSON CARES 2020	08/12/20	12/31/20	15,000			4,910	5,143	3,622	1,325								15,000			15,000	0	CARES Business Grants Admin
NELSON CARES PASS-THRU	08/12/20	12/31/20	335,000				123,113	81,887	130,000								335,000			335,000	0	CARES Business Grants Pass Through
RTP-TDM	07/01/20	06/30/21	50,000	726	2,850	2,644	6,642	1,381	1,919	1,840	5,696	5,154					28,852		0	28,852	21,148	Regional Transit Partnership
RTP PASS-THRU	07/01/20	06/30/21	0														0			0	0	Grant Match if needed
RIDESHARE	07/01/20	06/30/21	155,815	10,121	10,263	8,865	9,904	9,124	10,007	10,431	11,379	15,202					95,296			95,296	60,519	Rideshare TDM Program Marketing & Management
RIDESHARE PASS-THRU	07/01/20	06/30/21	0														0			0	0	Potential contract for marketing plan
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256	811	416	662	1,106	565					9,565			9,565	19,091	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550		14,713		13,475	5,610	2,025	8,068					56,580			56,580	134,463	USDA Housing Repair Construction
RMRP	04/01/20	03/31/21	90,838	14,457	4,847	8,045	9,862	15,487	31,578			2,926					87,202	6,562		93,764	-2,926	Regional Rent Relief Grants COVID Admin
RMRP PASS-THRU	04/01/20	12/31/20	1,735,229	213,729	121,047	283,527	274,321	411,374	431,231								1,735,229			1,735,229	0	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 THRU	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										1,004				1,004		24,000	1,004	15,646	
REGIONAL TRANS PASS-THRU	01/01/21	06/30/22	309,350														0		209,450	0	99,900	
ALBEMARLE TRANSIT GRANT	01/01/21	12/31/21	10,835								176	1,889					2,065		7,100	2,065	1,670	
ALB TRANSIT PASS THRU	01/01/21	12/31/21	95,380														0		63,745	0	31,635	
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101	4,195	3,524	1,065	3,889	6,654	8,440					42,660		9,047	42,660	12,768	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	58,175	50,285	41,909					457,479			457,479	122,798	HUD HOME Housing Grants Construction
TOTAL			5,240,092	422,462	253,663	492,214	579,234	646,135	738,837	169,031	160,563	207,783	0	0	0	0	3,669,922	330,242	359,308	4,000,164	905,090	
																		Pass-through funds		\$462,341		
																		Contract funds				
																		TJPDC Available Funds		\$442,749		
																		Available funds per month		\$147,583.00		

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities January through March 2021

Environment:

The renewed contract for the 2021 **Chesapeake Bay Watershed Implementation Planning (WIP) Assistance program** continues to be addressed in conjunction with our environmental partners. When working on the regional Hazard Mitigation Plan, WIP and best management practice (BMP) language are included in considerations. The PDC also continues to assist localities with compiling GIS shapefiles. The TJPDC is working with Greene County on a NFWF Small Watershed Grant to improve BMP infrastructure and design at their Visitor's Center. The PDC also assists the Rivanna Conservation Alliance (RCA) with stream cleanups and stream-clean up kit organization to encourage socially-distanced participation. The Rivanna Stormwater Education Partnership (RSEP) continues the #LoveYourWatershed social media campaign.

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 through the #LoveYourWatershed hashtag.

With the **Regional Natural Hazard Mitigation Plan** update now underway, a technical working group consisting of subject matter experts from the PDC localities, UVA, FEMA, and the Virginia Department of Emergency Management met initially to review the project scope and timeline, and has continued to meet regularly to assist in guiding the project. The March meeting focused on virtual outreach opportunities and providing feedback on a draft public survey. TJPDC staff has developed an inventory of data needs and will begin the process of reaching out to each locality for the requisite information prior to beginning the hazard identification analysis.

The five-year update to the **Solid Waste and Recycling Plan** for the Thomas Jefferson Planning District Solid Waste Planning Unit (SWPU) has begun. Meetings and outreach are ongoing with representatives from Charlottesville, the counties of Albemarle, Fluvanna and Greene, and the University of Virginia as part of efforts to update the plan. Also, the TJPDC has begun collecting recycling data and rates from the region's localities and recycling vendors in order to prepare the annual recycling report for the Virginia Department of Environmental Quality.

Housing:

The **Central Virginia Regional Housing Partnership (RHP)** "Regional Housing Locator" website, [PorchLightVA](#), features available, affordable rental units in the region, with the for-sale portion of the site launching at a future date. A collated list of resources by locality is also included. Through the first quarter of 2021, over 200 total listings have been created, with 3,572 available units. The majority of those listings are located in Charlottesville and Albemarle County. There are a total of 78 landlords using the site.

The RHP kicked-off the [Spring Speaker Series](#) in March, with the first of four slated events. The topic discussed was zoning hurdles and incentives. More than 60 people participated in the virtual discussion, and another 22 have viewed the event recording. The upcoming April 15 session is about housing pro forma and financing housing developments. The series is being supported by \$2,000 in sponsorships from organizations in the region.

Chapters of the **Regional Housing Plan** for Greene, Louisa and Nelson Counties have been

prepared and drafts for Albemarle and Fluvanna County soon will be presented to the Strategies and Analysis Committee for review. Discussions also have been held with Charlottesville staff to discuss incorporating the City's affordable housing policy into the regional template.

The **HOME** program has distributed \$160,702 in funds to our sub-grantees. The funds have gone toward down payment assistance for first-time homebuyers, home rehabilitation projects, and building new affordable units in our urban and rural communities. The Annual HOME Action Plan also is being updated with expected performance objectives for the HOME program in the next program year (October 1, 2021, to September 30, 2022). In addition, the **Housing Preservation Grant** program has distributed \$27,083 in funds to sub-grantees for home rehabilitation projects in our rural communities.

Legislative Services:

The 2021 General Assembly session convened virtually, and met in both regular and special session from mid-January to the first of March. Legislative discussions were monitored remotely, while advocacy efforts were carried out primarily via email, text and telephone calls. Four locality-requested bills and a handful of budget amendments were actively pursued. Other legislation of interest and concern to PDC localities also was monitored in accordance with the priorities identified in the approved TJPDC Legislative Program. Periodic updates through Legislative Newsletters and Alerts were sent out by email and posted on the TJPDC website. The session adjourned March 1, with a revised biennial budget for FY21 and FY22 being adopted. Work also began to review and analyze approved legislation and budget actions for inclusion in a final summary of the legislative session to be released this spring.

Also, during this quarter, legislative services held the quarterly meeting of the Mayor & Chairs/CAOs in January and hosted various meetings to discuss formation of a regional cigarette tax board, which the TJPDC could administer.

Local/Regional Support:

In partnership with the Central Virginia Electric Cooperative, Rappahannock Electric Cooperative and Dominion Energy, the TJPDC hosted a **broadband expansion meeting** in early March. The hour-long presentation and discussion session was attended by more than 50 people from our region and bordering areas. Representatives of the three providers detailed their plans to expand fiber infrastructure across a large swathe of Central Virginia over the next several years.

Kittelson & Associates, Inc. completed the MetroQuest survey for the **Zion Crossroads Small Area Plan** in January. The consultants met with the stakeholder committee to review survey responses and their analysis of system performance, and to provide a first round of potential solutions for improving performance at several of the key intersections. Fluvanna and Louisa officials were able to provide an initial round of feedback. TJPDC and VDOT staff attended Fluvanna County's Comprehensive Plan Transportation Subcommittee in March to review the initial findings from the consultants and hear additional feedback about the vision for the transportation system in the Fluvanna portion of the area. The next step will be for TJPDC staff to meet with the stakeholder group to develop additional recommendations that the counties would like included in the plan.

The TJPDC is working with localities in the region and beyond on shaping a **regional cigarette tax administration effort**. On the heels of a December webinar, TJPDC followed up with a discussion session with CAOs and finance staff in February. A smaller working group of local officials is meeting on a regular basis to address details related to the establishment, functioning and administration of local cigarette tax ordinances on a regional basis.

Transportation:

The **Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO)** Policy Board met in January and hosted a public hearing for a Transportation Improvement Program (TIP) amendment, adopted performance and safety targets for the CA-MPO area, and celebrated the award of over \$108

million from Round 4 of Smart Scale, leveraging an additional \$18 million of funding designated for improving capacity and increasing efficiency along Route 29 in the MPO region. At its March meeting, the Policy Board voted to support a request from Albemarle County to change the functional classification of roads within the MPO boundaries and reviewed projects for the FY22 Unified Planning Work Program. Also, the MPO has developed and posted throughout the TJPDC website introductory “101 Primers” for all TJPDC programs. These briefs provide a good general overview of TJPDC programs and how to engage with them.

The **MPO Technical Committee (MPO Tech)** held its regular meetings in January and March. The committee reviewed and updated its membership, reviewed/approved changes to the TIP, reviewed/approved changes to the functional classification of several Albemarle County roadways, discussed the draft FY22 Unified Planning Work Program (UPWP). It also discussed changes to the Smart Scale scoring process and projects the MPO and localities are considering for submission in the next SmartScale round. It also heard the results of the fall bicycle and pedestrian counts and received brief presentations on the two transit grants and the Route 29 Corridor Study (see below for more details).

The TJPDC has begun the **Route 29 Corridor Study** that will take place over the next 18 months. The study area extends from Airport Road in Albemarle County to Route 33 in Ruckersville, and includes the Charlottesville-Albemarle Airport and UVA Research Park on the southern end. VDOT is providing engineering support and will develop solutions for intersections in the corridor that have not already been addressed.

Work to launch the two Department of Rail and Public Transportation (DRPT) transit grants began in earnest this quarter. TJPDC staff released an invitation for proposals from DRPT bench contractors for the **Albemarle County Transit Expansion** feasibility study and implementation plan. A selection committee composed of TJPDC and Albemarle County staff reviewed the two submitted proposals and forwarded a favored proposal to the TJPDC Commission for its support. TJPDC and Albemarle County staff have identified an advisory group of about 10 people for this project; it will meet with the consulting team to kick-off the project later in April. Meanwhile, TJPDC staff worked closely with the Regional Transit Partnership (RTP) to refine the scope of work and other details for the **Regional Transit Vision Plan**, the second DRPT transit grant-funded project. A Request for Proposals should be released for this project soon, and it is expected that a kick-off meeting will be held in May or June.

The **RTP** held meetings in February and March. The Partnership reviewed and updated its membership, set a meeting schedule for the 2021 calendar year, and discussed the following: the Albemarle County Transit Expansion grant; the Regional Transit Vision Plan project; the MPO’s Unified Planning Work Program; Round Five Smart Scale projects; in-person school bus service and other provider updates; and a work plan for the RTP for FY22. This is the first time TJPDC staff is pursuing a work plan for the RTP, in line with our other programming.

The **Rural Technical Advisory Committee** continues meeting virtually on a bi-monthly basis. In January, the committee reviewed the draft of the FY22 Rural Work Program, received updates on the Route 29 North Corridor and the Zion Crossroads Corridor studies, and reviewed upcoming changes to VTrans. At the March meeting, VDOT staff gave a presentation on preliminary scoring results of SmartScale projects submitted this round. Staff from JAUNT are scheduled to discuss transit initiatives in the rural localities at the May meeting.

The **Citizens Transportation Advisory Committee (CTAC)** met for regular meetings in January and March. The committee reviewed/approved changes to the TIP; reviewed/approved the setting of performance and safety targets for the MPO; discussed the draft FY22 UPWP; discussed changes to the Smart Scale scoring process and projects the MPO and localities are considering for submission; discussed changes to the MPO Public Engagement Plan; learned about the results of the fall bicycle and pedestrian counts; and received a brief presentation on the two transit grants.

The **Bicycle and Pedestrian Committee** met monthly during the quarter. The committee received brief presentations on the transit grants and the 29 Corridor Study and discussed how bicycle and pedestrian considerations might be incorporated into those studies; planned for the spring bicycle and pedestrian count; discussed the draft FY22 UPWP; discussed projects the MPO and localities are considering for submission for Smart Scale, specifically projects with strong bicycle and pedestrian components; and shared ideas and made plans to collaborate for Bike Month activities. The committee also discussed the **One Map project** at all meetings, with technical staff meeting separately to tackle technical issues in detail. As the first phase of the One Map project nears completion, plans have solidified to have UVA Scholar's Lab complete the last of the technical work on the map and share data with classes and researchers; the TJPDC will ultimately host the map on our website.

RideShare:

RideShare continues to promote Telework!VA with DRPT and the Central Shenandoah Planning District Commission (CSPDC). A webinar on the free services offered from Telework!VA was offered to local businesses and Chamber of Commerce members in late January. 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. RideShare staff completed the FY22 operating rant and FY22 work plan, which were approved by the TJPDC Commission. Staff also continues to serve on the Community Climate Collaborative steering committee for the Better Business Challenge and the Regional Transit Partnership. The quarterly park and ride inventory was completed in March. Staff has also begun work on continued DRPT telework promotions for the end of the fiscal year, including bike month promotions and Clean Commute Month.



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

RESOLUTION ADOPTING HOME CONSORTIUM FY21-22 ANNUAL ACTION PLAN

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

WHEREAS, the HOME program requires the submission of a Consolidated Plan setting forth overarching five-year goals and an annual Action Plan identifying projects for the program year beginning July 1, 2021; and,

WHEREAS, the TJPDC adopted the five-year Consolidated Plan for 2018-2022 at its June 7, 2018 meeting and reviewed and held a public hearing on the one-year Action Plan for 2021-2022 at its May 6, 2021 meeting; and,

WHEREAS, the Community Development Block Grant (CDBG) program applies only to the City of Charlottesville and the Charlottesville City Council will hold a public hearing and consider adoption of the Action Plan at their meeting on May 3, 2021; and,

WHEREAS, the US Department of Housing and Urban Development (HUD) issued the allocations on February 25, 2021 for the CDBG and HOME programs for the 2021-2022 program year providing \$676,615 for the HOME Program, with the plan submission due May 15, 2021; and,

NOW, THEREFORE, BE IT RESOLVED by the TJPDC Commission that it hereby adopts the HOME program portions of the Annual Action Plan for July 1, 2021 to June 30, 2022 with annual action plan submission due to HUD by May 15, 2021.

Adopted by the TJPDC Commission at its Monthly Commission Meeting on May 6, 2021 in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



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**RESOLUTION APPROVING THE FISCAL YEAR 2022
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ANNUAL OPERATING BUDGET AND WORK PLAN**

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

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

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

WHEREAS, the Interim Executive Director and Executive/Finance Committee recommend to the Commission for the Fiscal Year 2022 an Operating Budget of \$2,319,325 in Revenues and \$2,319,325 in Expenses, and;

WHEREAS, it is expected that the Commission will review and amend the FY 2022 Operating Budget in March, 2022 or before, when more accurate revenues and expenses are known, and;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2022 Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of May 6, 2021.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 6, 2021 in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY AND STATE REVENUE						
Charlottesville				\$30,492		
Albemarle				\$68,028		
Fluvanna				\$16,764		
Greene				\$12,460		
Louisa				\$22,704		
Nelson				\$9,172		
Legislative Liaison			\$102,981			
State Contribution - DHCD		\$89,971				
WSC & Offices						\$10,000
Interest Income					\$2,000	
Unknown Source/Reserve Transfer			\$34,517			
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	\$81,286	\$10,161				
PL Funding	\$165,747	\$20,718				
RTP			\$45,000			
Albemarle Transit Plan		\$5,608	\$5,608			
Regional Transit Plan		\$17,500	\$17,500			
Rideshare						
Rideshare VDPRT		\$130,558	\$35,612			
TJPCD Rural Transportation						
Rural Admin	\$10,800					
Rural Transportation Planning	\$45,200					
HOUSING AND NONPROFIT						
HOME Consortium Admin	\$64,662					
Housing Preservation	\$17,673					
TJCLT			\$0			
Regional Housing Partnership						
Virginia Housing/Other Source		\$60,000				
ENVIRONMENT						
RRBC			\$20,500			
Solid Waste			\$17,500			
Haz Mit Grant	\$23,750	\$5,480				
Urban Rivanna River Plan			\$2,953			
WIP DEQ	\$58,000					
OTHER PROGRAMS						
Stanardsville			\$6,588			
VAPDC			\$50,000			
Lovington CDBG						
PASS THRU REVENUE						
Consortium HOME Pass Through	\$611,954					
Housing Preservation Pass Thru	\$100,148					
MPO - PL	\$6,400	\$800				
MPO - FTA	\$3,200	\$400				
RTP			\$5,000			
Rural Transportation	\$2,000					
Haz Mit Grant	\$2,250	\$600				
Regional Transit Plan		\$99,225	\$99,225			
Albemarle Transit Plan		\$29,815	\$29,815			
Solid Waste						
TDM Rideshare		\$8,800	\$2,200			
Total Revenues by Category	\$1,193,070	\$479,636	\$474,999	\$159,620	\$2,000	\$10,000
Sum Total of Revenues						\$2,319,325

Unkown	FY21
Source	Carryover

4/1/2021

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Approved</u>	<u>FY22 Projected</u>
Federal	\$744,113	\$1,170,710	\$1,165,569	\$1,193,070
State	\$350,225	\$276,948	\$354,622	\$479,636
Local	\$413,512	\$390,375	\$418,558	\$420,529
Local per capita	\$154,838	\$156,717	\$158,365	\$159,620
Interest Income	\$16,693	\$10,983	\$10,000	\$2,000
Rent Income	\$19,205	\$0	\$16,800	\$10,000
Grant & Reserves Transfer	\$0	\$0	\$59,920	\$54,470
Total Revenue	\$1,698,586	\$2,005,733	\$2,183,834	\$2,319,325
Operating Expenses				
Personnel Costs				
Salaries	\$914,288	\$966,262	\$817,376	\$782,686
Fringe and Release	\$0	\$0	\$215,408	\$157,487
Total Personnel	\$914,288	\$966,262	\$1,032,784	\$940,173
Other Costs				
Postage	\$1,289	\$1,298	\$1,904	\$2,254
Subscriptions	\$817	\$1,525	\$550	\$550
Supplies	\$7,790	\$9,424	\$11,200	\$7,364
Audit-Legal	\$15,500	\$15,525	\$16,500	\$16,500
Advertising	\$19,408	\$20,042	\$24,061	\$27,798
Meeting Expenses	\$23,879	\$8,741	\$10,286	\$5,996
TJPD Contractual	\$36,761	\$50,921	\$46,100	\$112,312
Dues	\$10,890	\$10,654	\$9,820	\$12,016
Insurance	\$3,667	\$4,281	\$3,336	\$3,336
Printing/Copy	\$7,764	\$4,887	\$4,642	\$6,060
Rent	\$89,525	\$92,604	\$94,319	\$98,058
Equip/Data Use	\$21,768	\$20,796	\$17,800	\$21,037
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,809	\$7,426	\$5,862	\$5,862
Travel-Vehicle	\$14,797	\$15,002	\$22,080	\$27,253
Janitorial	\$9,632	\$6,961	\$9,920	\$8,920
Professional Development	\$15,669	\$18,651	\$17,944	\$20,654
Total Other Costs	\$285,965	\$288,738	\$296,324	\$375,970
TOTAL OPERATING EXPENSES	\$1,200,253	\$1,255,000	\$1,329,108	\$1,316,143
Net Ordinary Income - Pass Through \$	\$498,333	\$750,733	\$854,726	\$1,003,182
Other				
HOME Pass Thru	\$224,984	\$612,065	\$580,277	\$608,954
HPG Pass Thru	\$0	\$0	\$100,148	\$100,148
All Grants/Contracts Pass Thrus	\$221,270	\$104,804	\$174,301	\$294,080
Total Other Expenses	\$446,254	\$716,869	\$854,726	\$1,003,182
Net Other Income	-\$446,254	-\$716,869	-\$854,726	-\$1,003,182
Net Income	\$52,079	\$33,864	\$0	\$0

FY22 Work Program

Agency-wide

- **Strategic Plan:** Continue to implement the recommendations of the Strategic Plan adopted on September 6, 2018 to equally serve all members, towns and key regional stakeholder; serve as the convener of regional topics; and identify and address key regional issues.
- **Communications:** Implement and execute recently-developed agency communications plan to increase awareness of and engagement with public and TJPDC programs, meetings and events.
- **Changes to Organizational Leadership and Operations:** Leadership Team to continue to address high level administrative functions with recent change in agency executive director. Continue to monitor and implement internal policies necessitated by COVID-19, especially regarding technology and telework. Continually monitor the manner in which external services are delivered.
- **Cigarette Tax Administration:** Work with member and other localities in the broader region to establish, implement and administer a regional entity for the administration of local cigarette tax ordinances.
- **Equity:** Continue to pursue opportunities to better integrate considerations for equity into the program planning processes and project selection.
- **Charlottesville Area Alliance (CAA):** Continue participation in the CAA to make the region age-friendly.
- **Quality of Life Dashboard:** Explore with key stakeholders potential funding options for a biennial Quality of Life Dashboard for the region.

Transportation

MPO

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) will continue to be a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, Albemarle County, UVA, Jaunt, CAT, DRPT and VDOT officials.

Administration

- Produce reports and other materials in compliance with federal and state regulations including the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), transportation system performance measures, and monthly progress reports and other funding agreements. TJPDC staff will provide for the use of legal counsel and audit services for administering federal and state contracts.
- Staff committees of the CA-MPO (to include its Policy Board, Technical Committee, Citizens Transportation Advisory Committee); the Regional Transit Partnership (RTP), and additional committees as directed by the MPO Policy Board. Issue public notices and mailings and maintain the CA-MPO Website and social media.
- Gather and share information with DRPT, VDOT and local partners. Continue to review and update data and provide maps and reports to planning partners.

Contribute articles to TJPDC's Quarterly Report. Participate in seminars, meetings, trainings, and workshops related to MPO activities, as necessary. Assist local, regional and State efforts with special studies, projects and programs.

- Foster cross-jurisdictional communication among the member governments, the Rural Transportation Program and other MPOs in the state. Conduct ongoing intergovernmental discussions, coordinate transportation projects, and organize informational meetings and training sessions. Hold the annual joint-MPO Policy Board meeting (in person, if allowable) with the Staunton-Augusta-Waynesboro MPO. Participate in activities of VAMPO and AMPO.
- Conduct public engagement virtually, including with local media and through the CA-MPO website. Staff also will participate in and act upon training opportunities for improving outreach to underserved communities.
- Enhance content updates to the CA-MPO website and develop additional features. Formalize online training resources associated with the LRTP update and other processes.
- Follow outcomes from the 2020 Census and prepare for discussions regarding any adjustments to the CA-MPO boundaries.

Long-Range Planning

- Conduct a Route 29 North Corridor Study: Develop transportation recommendations that complement existing land use designations and guide future funding requests in the study area (Airport Road to Route 33).
- Assist with VTRANS Update: Ongoing assistance with local stakeholders and the VTRANS team to ensure all appropriate regional needs are included in the VTRANS Update
- Equity: Continue to pursue opportunities to better integrate considerations for equity into the transportation planning processes and project selection.
- Long Range Transportation Plan: Consider and discuss various factors, including the need for and extent of any additional technical support, that must be considered as the CA-MPO prepares for the five-year update of the 20-year Long Range Transportation Plan in FY23.
- Strategic Plan: Update the CA-MPO strategic plan with a goal of continuing to provide clear direction and effectiveness in carrying out the priorities of the MPO stakeholders.
- Climate Action Initiatives: Research best practices and develop strategies to integrate climate action impacts into transportation planning and project prioritization processes.
- Regional Transit Planning: In support of the Regional Transit Partnership (RTP), complete necessary evaluations of existing and proposed transit services in the region.
- Rail Planning: MPO staff will continue to coordinate opportunities for public-private partnerships for long-term rail use at the Charlottesville Amtrak Station site.

Short-Range Planning

- Transportation Improvement Program (TIP): Process TIP amendments and adjustments. Monitor the TIP as necessary, ensuring compliance with federal planning regulations.

- SMART SCALE: MPO staff will work with VDOT, DRPT, City and County staff to evaluate regional priority projects and develop/submit applications for Round 5 of SMART SCALE.
- Performance Measures: Report on federal transportation planning requirements and the MPO role in meeting performance targets.
- Supporting Alternative Modes of Transportation:
 - Travel Demand Management (TDM): Continue efforts, in conjunction with RideShare, to address telework, and work to integrate TDM into all MPO recommendations and projects.
 - Regional Transit Partnership (RTP): Staff Regional Transit Partnership meetings. Address immediate transit coordination needs. Improve communication between transit providers, localities and stakeholders. Continue to explore shared facilities and operations for transit providers, begin to reassess the need for a Regional Transit Authority, and continue to participate in transit planning within the region.
- Transit Plans: Provide technical support and staffing to ensure the successful completion of DRPT grants for the Albemarle Expansion Feasibility Study and the Regional Transit Visioning Plan.
- On-Call Services: MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners.

RURAL TRANSPORTATION

The Rural Transportation Planning Program is a forum for cooperative transportation planning and education serving the rural (non-metropolitan) portion of the region. This rural program is coordinated with the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) to ensure continuity between urban and rural transportation programs.

Administration

- Produce quarterly reports and other materials in compliance with federal and state regulations.
- Staff committees for the Rural Transportation program, conduct public participation activities, and coordinate with the Charlottesville-Albemarle MPO.
- Share transportation-related information with state agencies, local officials and the general public, through the Rural Program website, TJPDC publications, outreach meetings, and intergovernmental discussion and coordination.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.
- Support rural localities with facilitation and engagement, by providing technical assistance, and by addressing policy questions or concerns.

Regional Planning and Local Technical Assistance

- Assist Rural Localities in Local Planning Efforts: Provide technical planning assistance and staff support to localities on transportation related activities. Undertake community planning projects and provide technical assistance as requested by local governments and as resources allow.
- Prepare Grant Applications for SMART SCALE: TJPDC will support rural localities with SMART Scale applications, providing assistance, data and mapping services to applicant jurisdictions as requested.

- Strategic Plan: Prepare a Rural Work Program Strategic Plan to provide a framework for developing future work programs and more efficiently utilizing rural transportation program resources.
- 29 North Corridor Study: In conjunction with the MPO, coordinate examination of safety and congestion along the unimproved sections of the corridor.
- Support Travel Demand Management Strategies and Rural Transit Development: The Rural Transportation Program will work to improve rural transit service in the region. It will support the development of studies and plans that will promote access to safe infrastructure for rural users.
- Support Local and State requests for assistance:
 - Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies
 - Develop and provide GIS information, as requested
 - Provide assistance to local and state partners, as requested

RIDESHARE

Promote Telework

- Promote telework services from Telework!VA: Partner with Chamber of Commerce and Economic Development organizations to promote free telework services and be a regional resource.
- Continue to increase commuter registrations with rewards earned for telecommuting through AgileMile database.
- Continue to partner with C3 as a resource and steering committee member for the Better Business Challenge as transportation member.
- Continue partnerships with UVA and regional transit providers.

Promote Transit Services

- Partner and promote Afton Express service.
- Develop regional market research and implementation plan for all commuter services.
- Promote all DRPT commute activities, including Try Transit Week and Telework!VA.

REGIONAL TRANSIT PARTNERSHIP

Administration

- Staff the Regional Transit Partnership committee and any subcommittees as directed by the RTP, including developing agendas, holding agenda-setting meetings, maintaining the committee webpage, identifying and scheduling speakers, etc. Gather and share information with transit operators, DRPT, VDOT, and local partners. Contribute articles to TJPDC's Quarterly Report.

Technical and Program Support

- Provide staff support for the Regional Transit Vision Plan grant that was awarded by DRPT insuring the RTP receives regularly project updates and is engaged in providing feedback and guidance.
- Facilitate the identification of future grant funding opportunities and provide technical support to prepare and submit those applications.

- Organize and schedule three virtual workshops with peer cities for the RTP to learn about the types of challenges transit operations in similar cities faced and how they were able to successfully overcome these challenges.
- Develop a comprehensive assessment of driver compensation and appreciation packages offered by all of the local agencies employing drivers with a goal of providing more comprehensive information to potential hires at the beginning of the hiring process and reducing turnover.

Planning, Environment and Economic Development

LOCAL ASSISTANCE

- Complete Phase II of the Rivanna River Corridor Plan.
- Assist with the Town of Scottsville Comprehensive Plan.
- Continue to assist the Town of Stanardsville with project management for completion of design and construction of Phase II of the Streetscape Project.
- Continue work on developing a small area plan for the Zion Crossroads area of Fluvanna and Louisa Counties, in combination with the transportation corridor plan carried out as part of the Rural Transportation Program.
- Assist Nelson County with Lovingston CDBG planning grant.
- Provide other assistance as requested.

ENVIRONMENTAL PROGRAM

- Continue Watershed Implementation Planning Assistance Program work with DEQ, and working with local and regional officials and staff to provide input and recommendations for meeting state performance measures of the program.
- Manage Rivanna River Basin Commission (RRBC) activities.
- Complete the 5-year plan update for the Thomas Jefferson Solid Waste Planning Unit.
- Submit the annual Recycling Report to DEQ by April 30. Monitor the implementation of the recommendations of the Solid Waste Management Plan.
- Continue work on the five-year update to the Regional Hazard Mitigation Plan, to include virtual public outreach opportunities and a public survey, identifying and analyzing hazard risks, and developing mitigation strategies.
- Continue to facilitate Solid Waste/Recycling stakeholder meetings on a quarterly basis.

ECONOMIC DEVELOPMENT

- GO Virginia and CVPED: Assist the GO Virginia region and the Central Virginia Partnership for Economic Development (CVPED) with administration and procedures.
- Broadband: Through the Regional Broadband Partnership, provide a forum for discussion of broadband service strategies in the region. Continue to assist Central Virginia Electric Cooperative, Rappahannock Electric Cooperative and Dominion Energy on their long-term plans to expand broadband across Central Virginia.

Housing & Human Services

REGIONAL EFFORTS

- Through the Regional Housing Partnership (RHP), continue implementation of the affordable housing locator tool; continue to host a virtual housing educational series; and continue to identify opportunities to engage in housing legislation, to include development of a legislative platform on affordable housing related issues.
- Through the Regional Housing Partnership (RHP), develop a Regional Housing Plan with recommended housing strategies for each locality and the region as a whole. Deliver a draft housing plan to each locality that can be shared with other localities, regions, and the State for the development of a Housing Chapter for a Comprehensive Plan.
- Develop performance measurements for housing to incorporate into a regional indicators of quality-of-life dashboard.

THOMAS JEFFERSON HOME CONSORTIUM

Administrative and Financial Management

- Process data for project set-ups, project revisions, payment requests and complete reports in HUD's Integrated Disbursement and Information System (IDIS).
- Maintain internal system to track HOME allocations, expenditures, and balances.
- Develop Consolidated Annual Performance and Evaluation Report (CAPER) for the program year ending the previous June 30.
- Monitor the financial systems, records, and program activities of sub-recipients to ensure compliance with HUD regulations.
- Prepare appropriate documents for independent auditors and for HUD.

Planning, Outreach and Coordination

- Prepare an Annual Action Plan for FY23 to guide the work for the coming year, drawing on the work of the Regional Housing Partnership (RHP).

HOUSING PRESERVATION GRANT

- Work with sub-recipients to carry out home-owner repair and rehabilitation projects in the four rural counties and rural portions of Albemarle County.
- Submit application materials for FFY22 federal funding.

Legislative Services

- Advocate for legislation and budget initiatives requested by member localities for introduction in the General Assembly. Monitor state legislative activities, including legislative studies, affecting local governments on an on-going basis. Conduct any related/required analysis of legislative topics.
- Provide reports and information on relevant legislative happenings to localities and the region's legislators on an on-going basis. Legislative updates are provided through a monthly Legislative Update throughout the year, and more frequently during the legislative session on specific topics and to targeted audiences.
- Prepare, with input from the localities, the regional legislative program for each upcoming General Assembly session.

- Prepare a final summary of General Assembly actions.
- Provide staff support for the Mayor and Chairs quarterly meetings, the Regional Broadband Partnership, and regional cigarette tax administration efforts.
- The Director of Legislative Services also serves as the Executive Director of the Virginia Association of Planning District Commissions (VAPDC).



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
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**RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS
for Consultant Services to Develop a Strategic Plan for the
Central Virginia Regional Housing Partnership**

WHEREAS, pursuant to the Thomas Jefferson Planning District Commission's (TJPDC) Procedures Governing Purchases approved by the Commission September 6, 2007, any purchases greater than \$10,000 require approval from the Commission; and,

WHEREAS, the Central Virginia Regional Housing Partnership (CVRHP) is an advisory board of the TJPDC; and,

WHEREAS, the CVRHP intends to undergo a strategic planning process in FY2021; and,

WHEREAS, the TJPDC will seek proposals from consultants to develop a three to five-year Strategic Plan for the CVRHP at a cost greater than \$10,000; and,

WHEREAS, the TJPDC will apply for grant funding from Virginia Housing's FY21 Capacity Building Grant – Tier 1 Strategic Planning grant track to cover the costs of the development of said plan; and,

WHEREAS, the CVRHP Executive Committee and the TJPDC Commission were presented with a copy of the Request for Proposals for review; and,

WHEREAS, the CVRHP directed TJPDC staff to review all proposals in accordance with the TJPDC's Bylaws and approved Procedures Governing Purchases and to make a recommendation to the CVRHP Executive Committee for review; and,

WHEREAS, the CVRHP Executive Committee will review the staff recommendation and make a recommendation to the Interim Executive Director as to the selection; and,

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission hereby authorizes the Interim Executive Director to distribute the Request for Proposals for a consultant in accordance with the provisions of the Commission Bylaws and approved Procedures Governing Purchases; and,

BE IT FURTHER RESOLVED that the Thomas Jefferson Planning District Commission hereby authorizes the Interim Executive Director to take all other actions consistent with the Commission Bylaws and approved Procedures Governing Purchases to procure and facilitate the services of a consultant to develop the Central Virginia Regional Housing Partnership Strategic Plan.

Adopted this 6th day of May, 2021.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



Thomas Jefferson Planning District Commission
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REQUEST FOR PROPOSAL:

Strategic Plan for the Central Virginia Regional Housing Partnership
of the Thomas Jefferson Planning District Commission

PURPOSE OF WORK:

The Thomas Jefferson Planning District Commission (TJPDC) seeks the services of an experienced consultant to provide leadership and guidance with its strategic planning process to create a three to five-year strategic plan for the Central Virginia Regional Housing Partnership (CVRHP/Partnership), an advisory board of the TJPDC. The strategic planning consultant will guide the CVRHP, the TJPDC Commission, TJPDC staff, and key stakeholders in re-defining the Partnership's vision, mission and values, identifying the Partnership's future direction, developing short- and long-term goals, and identifying action-oriented tasks for the Partnership to accomplish across a three to five-year horizon. The consultant will work with a Strategic Planning Work Group made up of 7-8 members of the Partnership and staff to engage a diverse group of stakeholders from each of the housing-related sectors (private, public, non-profit, and citizen). The strategic planning process should be completed in early 2022 in time to provide direction for the Partnership's FY23 work plan and budget development.

PROCESS AND DEADLINES:

Submission:

- Proposal submissions should be sent via email to: Lucinda Shannon at lushannon@tjpd.org and Christine Jacobs at cjacobs@tjpd.org
- Phone: (434) 979-7310
- *Note:* The TJPDC reserves the right to reject any or all proposals wherever it is in the best interest of the Planning District Commission. The TJPDC is an Equal Opportunity Employer. Minority and Women-owned businesses are encouraged to submit a proposal.
- Proposals will be received until:
 - Closing Time: 4:00 pm
 - Closing Date: May 17, 2021
 - Late Proposals: Proposals received after the stated closing time and date will not be considered.

Decision:

- Proposals will be reviewed within 10 days of the closing date and notification of decision will be made by May 29, 2021.

Proposals must Include the following:

- State Corporation Commission ID Number
- D&B Basic Report
- 2 letters of reference
- Cost Estimate

Period of Performance:

- The time period for the work described in the scope is approximately 9 months from issuance of Notice to Proceed.

BACKGROUND:

The Thomas Jefferson Planning District Commission is a regional governmental body that assists our local member governments, partners, and stakeholders with a variety of technical and program services. Member governments include the Counties of Albemarle, Fluvanna, Greene, Louisa, Nelson and the City of Charlottesville. The TJPDC serves the local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions in the areas of planning, transportation, environment, housing, and legislative services.

The Central Virginia Regional Housing Partnership serves as an official advisory board, created by the TJPDC, in partnership with public, private, nonprofit, and citizen stakeholders related to housing. Composed of an overarching consortium of housing interests, the Partnership enhances regional coordination and effectiveness to address the un-met housing needs of the Thomas Jefferson Planning District's region, with a focus on housing production and preservation, to increase the stability for the region's residents.

The Partnership was created in 2018. In late 2018, the TJPDC secured a Virginia Housing Community Impact Grant to create a Regional Housing Plan that will include a recommended draft housing comprehensive plan chapter for each jurisdiction as well as a chapter to address strategies that should be addressed regionally through collaboration and cooperation. The Regional Housing Plan is due to be completed in late summer of 2021.

In April of 2019, the TJPDC (through the Partnership) released a Comprehensive Regional Housing Study and Needs Analysis that identified the number of units and/or interventions needed throughout the urban and rural areas of the planning district (11,726 units/intervention). Also, in April of 2019, the Regional Housing Partnership hosted a Regional Housing Summit attended by over 200 housing-related stakeholders. Feedback from the summit indicated that a regional, comprehensive effort to address housing was very much needed.

In late 2019, the Partnership participated in a consultant-led half-day leadership retreat designed to help identify the Partnership's comparative advantage, develop mission, vision, and values statements, and identify strategic priorities to pursue in fiscal years 2020 and 2021. This effort served to 'get the Partnership started' as they developed relationships, identified key regional housing needs and opportunities, and developed programming to address said needs.

The Partnership has accomplished the majority of their initial strategic priorities and is prepared to embark on a strategic planning process to develop a three to five-year strategic plan to guide the future work of the advisory body.

SCOPE OF WORK:

The successful consultant will be expected to perform the following duties and tasks, meet required milestones, and deliver completed reports and plans during the project term.

1. Kick-off and Strategic Planning work group meetings – The consultant will meet with the CVRHP strategic planning work group to discuss the parties' roles and responsibilities in the strategic planning process as well as seek feedback and direction on the development of the strategic plan.
2. Stakeholder Engagement – The strategic planning consultant will engage diverse, multi-sector stakeholders (public, private, nonprofit, and citizen) throughout the urban and rural areas of the region and through various means, such as through focus groups, interviews, surveys, and/or public meetings to ensure that the strategic plan encompasses the needs of the region through diverse perspectives.
3. Existing Conditions Analysis – The consultant will review all relevant Partnership and regional housing-related documents (such as, the CVRHP Operational Framework, CVRHP Bylaws, Comprehensive Regional Housing Study and Needs Analysis, Strategic Priorities Plan, Housing Plans/Studies of member jurisdictions, etc.)
4. Strategic Plan – The consultant will develop a high-level strategic planning blueprint for ongoing activities and processes that the Partnership will use to coordinate and align resources and actions systematically. The following components *must* be included in the final strategic planning deliverable:
 - a. Mission statement - The mission statement is the Partnership's purpose and what CVRHP seeks to accomplish and the way the CVRHP aims to achieve it.
 - b. Vision statement – The vision statement is what the CVRHP is to become in the future.
 - c. Values statement/Guiding principles - These statements are enduring, passionate, distinctive core beliefs, and guiding principles that are part of the CVRHP's strategic foundation.
 - d. SWOT - A SWOT is a summarized view of the CVRHP's current position, specifically-strengths, weaknesses, opportunities, and threats.
 - e. Competitive advantage – The competitive advantage includes what the CVRHP is best at compared to the competition.
 - f. Short-term goals/priorities/initiatives - These items convert the strategic objectives into specific performance targets that fall within the one- to two-year time horizon. They state what, when, and who and are measurable.
 - g. Long-term objectives - These long-term strategic focus areas span a three-year (or more) time horizon. They answer the question of what the CVRHP must focus on to achieve its vision.
 - h. Action items - These specific statements explain how a goal will be accomplished. They're the areas that move the strategy to operations and are executed by teams or individuals within one to two years.
 - i. Scorecard tools – The scorecard to report the data of the CVRHP's key performance indicators (KPIs) and track performance against the monthly targets.
 - j. Financial Assessment - Based on historical records and future projections, an assessment statement that plans and predicts the future, controls over the CVRHP's financial performance.



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**RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS
for Consultant Services to Develop Marketing Materials for Rideshare/TDM**

WHEREAS, pursuant to the Thomas Jefferson Planning District Commission's (TJPD) Procedures Governing Purchases approved by the Commission September 6, 2007, any purchases greater than \$10,000 require approval from the Commission; and,

WHEREAS, the TJPD will seek proposals from consultants to develop a marketing content library for use in post-pandemic marketing and programing, to include both digital and print materials, at a cost greater than \$10,000; and,

WHEREAS, the Rideshare/TDM program budget includes funding for advertising, as approved by the Department of Rail and Public Transportation for FY21; and,

WHEREAS, the TJPD Commission was presented with a copy of the Request for Proposals for review; and,

WHEREAS, the TJPD staff will review all proposals in accordance with the TJPD's Bylaws and approved Procedures Governing Purchases; and,

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission hereby authorizes the Interim Executive Director to distribute the Request for Proposals for a consultant in accordance with the provisions of the Commission Bylaws and approved Procedures Governing Purchases; and,

BE IT FURTHER RESOLVED that the Thomas Jefferson Planning District Commission hereby authorizes the Interim Executive Director to take all other actions consistent with the Commission Bylaws and approved Procedures Governing Purchases to procure and facilitate the services of a consultant to develop marketing materials for the Rideshare/TDM program.

Adopted this 6th day of May, 2021.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



Thomas Jefferson Planning District Commission
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REQUEST FOR PROPOSAL:

Media Content for RideShare/TDM Program
of the Thomas Jefferson Planning District Commission

PURPOSE OF WORK:

The Thomas Jefferson Planning District Commission (TJPDC) seeks the services of an experienced media production company to provide creative and production services in building media content, including still images and video for the RideShare/TDM program. The media production company will guide the TJPDC staff, and key stakeholders in developing creative and engaging media content that complements the vision, mission, values, and future direction of the RideShare program. In a year with limited messaging due to the pandemic, RideShare would like to use available marketing funds to build robust marketing and media content for the overall benefit of the program. Moving images, including videos, are the most impactful content for program education and illumination. By building up a content library we are setting the RideShare program up for great success in post-pandemic times.

PROCESS AND DEADLINES:

Submission:

- Proposal submissions should be sent via email to: Sara Pennington at spennington@tjpd.org
- Phone: (434) 295-6165
- *Note:* The TJPDC reserves the right to reject any or all proposals wherever it is in the best interest of the Planning District Commission. The TJPDC is an Equal Opportunity Employer. Minority and Women-owned businesses are encouraged to submit a proposal.
- Proposals will be received until:
 - Closing Time: 4:00 pm
 - Closing Date: May 17, 2021
 - Late Proposals: Proposals received after the stated closing time and date will not be considered.

Decision:

- Proposals will be reviewed within 7 days of the closing date and notification of decision will be made by May 24, 2021.

Proposals must Include the following:

- Summary of proposal of work
- 2 examples of past work
- Cost Estimate

Include if available:

- State Corporation Commission ID number
- D&B Basic Report
- Letter(s) of reference

Period of Performance:

- The time period for the work described in the scope is approximately 2-3 months from issuance of Notice to Proceed.

BACKGROUND:

The Thomas Jefferson Planning District Commission is a regional governmental body that assists our local member governments, partners, and stakeholders with a variety of technical and program services. Member governments include the Counties of Albemarle, Fluvanna, Greene, Louisa, Nelson and the City of Charlottesville. The TJPDC serves the local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions in the areas of planning, transportation, environment, housing, and legislative services.

RideShare is a program of the Thomas Jefferson Planning District Commission in cooperation with the Central Shenandoah Planning District Commission, working to reduce traffic congestion and increase mobility throughout Central Virginia and the Central Shenandoah Valley. RideShare was created in 1980 at Jaunt and later became a TJPDC program. In 2009, the program expanded to include the Central Shenandoah Planning District Commission, as many commuters are traveling between the two regions. Our program covers anyone who lives or works in the following areas: cities of Buena Vista, Charlottesville, Harrisonburg, Lexington, Staunton and Waynesboro; and the counties of Albemarle, Augusta, Bath, Fluvanna, Greene, Highland, Louisa, Nelson, Rockbridge and Rockingham. Our database consists of hundreds of registered commuters with new commuters registering every day.

The RideShare/TDM program offers free carpool matching, vanpool coordination, and operate a Guaranteed Ride Home program to provide free rides home in an emergency. Additionally, we promote alternative modes of transportation including transit, biking, walking and telework. Our carpool matching and vanpool coordination is through our online platform AgileMile, that also includes a mobile app. The platform can also coordinate trip planning in other alternative modes and has a trip logging feature that can be used for redeeming rewards or entering giveaways. RideShare also works with employers to develop and implement traffic reduction programs, and we market the region's Park and Ride lots. Funding for the program is comprised of state funds from the Department of Rail and Public Transportation and the localities of the TJPDC.

SCOPE OF WORK:

The successful consultant will be expected to perform the following duties and tasks, meet required milestones, and deliver completed reports and plans during the project term.

1. Kick-off and Creative Planning meeting – The consultant will meet with the TDM staff to discuss the parties' roles and responsibilities in the creative process as well as seek feedback and direction on the development of the media content and appropriate messaging.
 - a. Identify target audience
 - b. Identify goals of marketing materials, to include print and digital

- c. Identify marketing mediums (images, videos, etc.)
 - d. Set timeline and locations for shooting images/videos
- 2. Create content through videos/animations/still imagery that can be shared both online through websites and social media, as well as with traditional media partners (radio, newspaper, etc.). Below are ideas for messaging/content we would like to start with build the foundation of the content for the RideShare program.
 - a. Park and Ride lots feature- This would show panning footage of up to 3 regional lots, and still images of the others. We would highlight how to find the information regarding the lots and how to properly use them with voice over and animation.
 - b. Climate benefits associated with non-Single Occupancy Vehicle (SOV) travel- With both the City of Charlottesville and Albemarle County creating and implementing climate action plans for emissions reduction, we would highlight how non-SOV travel can assist in reaching those goals
 - c. RideShare program introduction/overview- Meet RideShare and the team to help you navigate the region's transportation
 - d. Tutorial/explanation of AgileMile App – This would detail the rewards program, and how to fully participate
 - e. Open to other ideas that fall within the scope of the RideShare/TDM program
- 3. Deliver final products, which become property of the TJPDC

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: May 6, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 1, 2021

Administration

- May 6, 2021 Meeting Agenda
 - 1. Call to Order**
 - a. Reading of the Electronic Meeting Notice
 - 2. Matters from the Public**
 - a. Comments from public – limited to no more than 2 minutes per person
 - b. Comments received via written and electronic communication
 - 3. Presentations**
 - a. PUBLIC HEARING – HOME Annual Action Plan – Shirese Franklin
 - i. A summary memo, power point presentation, and a draft of the annual action plan are included in the meeting packet.
 - b. Urban Rivanna River Plan Update – Sandy Shackelford
 - i. A summary memo is included in the meeting packet.
 - c. Legislative Update – David Blount
 - i. A summary memo is included in the meeting packet.
 - 4. Consent Agenda**
 - a. Minutes of the April 1, 2021 Commission meeting
 - b. Quarterly Financial and Activity Reports – March 2021

Dashboard Report:

Net quick assets have increased to \$814,363. Based upon the twelve-month average for operating expenses, we have over 7.5 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$287,385. (Net Quick Assets minus 5 months operating expenses: $\$814,363 - \$526,978 = \$287,385$)

Unrestricted Cash on Hand as of March 31, 2021 was \$318,247 or 3.02 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 \$259,965 vs \$445,679 for the same time last year.

Revenue less Expenses - We had a net Gain of \$52,771 for the month of March. This gives us a fiscal year to-date net Gain of \$96,208. March's significant gain can be attributed to decreased operating expenses due to personnel transitions, as well as unbudgeted revenue for the Cherry Avenue expanded scope of work. Additionally, several programs increased momentum with 5-year updates planned. With decreased expenses and the increase in revenues anticipated through FY21, staff expects a budgeted net gain of \$103,094.

Profit & Loss. Total income through March is \$3,671,487. With 9 months or 75% of the fiscal year complete, we have received 84% of our total budgeted income. Total expenses are \$3,575,278 or 83% of the budgeted total expenses of \$4,286,214. The amended FY21 budget approved March 4, 2021 reconciled and amended to more accurate projections in the March financials.

Operating expenses for the same period are \$948,492 or 71% of our total budgeted operating expenses of \$1,335,337. Operating revenue through March is \$1,044,700 or 73% of the budgeted operating revenue of \$1,438,431.

Balance Sheet. As of March 31, 2021, we have total current assets of \$1,162,829 and total fixed assets of \$19,459 giving total assets of \$1,182,288. Total assets are up by \$151,375 from the same time last year.

Total liabilities have increased from a year ago by \$48,174 with total liabilities as of March 31, 2021 of \$367,925. Total Equity has increased by \$103,201 to \$814,363 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$442,749 operating funds available in contracts and grants for the fiscal year. For the remaining 3 months, we have \$147,583 available per month for operating expenses. March operating expenses were \$94,122. The 12-month average is \$105,396. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses decreased with staff changes that began in March.

Staff recommends approval of the consent agenda in two separate votes.

5. Resolutions

- a. HOME Annual Action Plan FFY2021-2022 – The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville. The HOME program requires a 5-year Consolidated Plan (completed in 2018) and an Annual Action Plan. The US Department of Housing and Urban Development (HUD) allocated \$676,615 for the HOME program for federal fiscal year 2021 (October 1, 2021 through September 30, 2022). The TJPDC Commission considers adoption of the annual action plan in May of each year, prior to the required HUD submission due date of May 15, 2021. **Staff recommends a motion to approve the resolution adopting the FY21-22 HOME Annual Action Plan, as presented.**

- b. FY22 Operating Budget, Revenues, and Work Plan - Resolution – A draft FY22 Operating Budget and cover memo were presented in the April Commission meeting detailing projected revenues and expenses for FY22. There is only one change in the newly presented budget. The Thomas Jefferson Community Land Trust (TJCLT) delivered a 30-day notice to terminate the contractual agreement between the TJPDC and the TJCLT effective May 1, 2021. Therefore, the FY22 budget, as presented, removes the TJCLT line item from the budget. This change had a nominal effect on the overall budget. All other revenues and expenses are the same as presented in the April Commission meeting.

The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year. The FY22 budget contains revenues and expenditures of \$2,319,325 and requires a reserve transfer in the amount of \$54,470 to be balanced, (\$17,000 of which are covered by deferred revenues). One project of \$38,000 to the TJPDC will help to balance the budget without having to rely on using our savings. The budget includes staff salary increases in the amount of 3% and includes the addition of one full-time planner. The planner will not be hired until an anticipated revenue source is secured to cover the associated expenses. The Executive/Finance Committee recommends adoption of this budget as presented. **Staff recommends a motion to approve the FY22 Operating Budget, Revenues, and Work Plan, as presented.**

- c. Resolution to Issue Request for Proposals for Strategic Planning Consultant for the Central Virginia Regional Housing Partnership (CVRHP) – The CVRHP is nearing the end of its initial strategic priorities, as determined by a half-day workshop in the fall of 2019. Virginia Housing has a grant track that provides \$20,000 for consultants to complete a three- to five-year strategic plan for housing-related organizations. A requirement of the grant application (Due May 31, 2021) is that the CVRHP have a pre-determined consultant with all appropriate requested paperwork prepared for the May 31st submission. This resolution permits staff to issue a request for proposal for consulting agencies to complete a strategic planning effort for the CVRHP as well as take all other actions consistent with the Commission Bylaws and approved Procedures Governing Purchases to procure and facilitate the services of said consultant. A contract with the consultant will only be executed if the TJPDC is awarded the Virginia Housing Tier 1: Strategic Planning Grant. **Staff recommends a motion to approve a resolution authorizing the issuance of a request for proposal for consultant services to develop a strategic plan for the Central Virginia Regional Housing Partnership.**
- d. Resolution to Issue a Request for Proposal for a Marketing Consultant to create Rideshare Marketing Materials – The approved FY21 Rideshare budget, as approved by the Department of Rail and Public Transit (DRPT), includes funding for advertising for Rideshare/TDM. Due to the pandemic and at DRPT's request, a hold was put on all advertising activities related to the sharing of rides thus far in FY21. With the approved advertising funding, the TJPDC will purchase through a state vendor or seek proposals from consultants to develop a marketing content library for use in post-pandemic marketing and programming, to include both

digital and print materials. This resolution permits staff to issue a request for proposals for marketing consultants to develop the content library, as well as permits staff to take all other actions consistent with the Commission Bylaws and approved Procedures Governing Purchases to procure and facilitate the services of said consultant. **Staff recommends a motion to approve a resolution authorizing the issuance of a request for proposal for consultant services to develop a marketing content library for the Rideshare/TDM program.**

6. New Business

- a. Presentation of TJPDC Officer Slate from the Nominating Committee for FY22:
 - i. The TJPDC elects officers at its June meeting. The Chair appointed the nominating committee in April. Current officers are:
 - 1. Dale Herring, Chair
 - 2. Jesse Rutherford, Vice Chair
 - 3. Keith Smith, Treasurer
 - 4. Chip Boyles (or Interim Executive Director), Secretary

7. Interim Executive Director's Monthly Report

- a. MPO/SmartScale - Smart Scale Project Withdrawal - Nelson County – A Smart Scale Round 3 application was submitted by the TJPDC for an RCUT in Nelson County at Route 29/Route 6. The project was approved with an anticipated start date in 2023 and with construction completion expected in 2028. In the meantime, a Highway Safety Improvement Project (HSIP) was initiated to install traffic actuated flashing beacons, which delivered the desired reduction in total and angle crashes. The HSIP study also indicated additional safety concerns and insufficient stopping distances if the original RCUT were to be completed. Therefore, VDOT recommended cancellation of the project with remaining funds to be returned to the District. The Nelson County Supervisors voted to request the cancellation of the project in their April 13 2021 meeting. TJPDC staff submitted a letter of support for the cancellation and requested that remaining funds be reallocated to Nelson County for another Nelson County project as submitted in Rounds 3 and 4 of Smart Scale.
- b. Housing Preservation Grant – US Department of Agriculture's (USDA) Rural Division oversees the Housing Preservation Grant (HPG). The TJPDC is the recipient of annual HPG funding. – USDA is currently in the process of switching the program administration from their Single-Family Unit to Multi-Family Unit, and therefore, have not yet released the FFY21 NOFA. TJPDC staff will continue to monitor the transition and will bring necessary Inter-Governmental Review and draft applications before the Commission at an upcoming meeting.
- c. The TJPDC Corporation board will stay consistent for FY22. TJPDC Commissioner appointees include: Genevieve Keller (Charlottesville), Donna Price (Albemarle), Keith Smith (Fluvanna), Andrea Wilkinson (Greene), Bob Babyok (Louisa), Ernie Reed (Nelson).
- d. Housing Speaker Series – The Regional Housing Partnership held its second virtual speaker session in a 4-part series on Affordable Housing Pro Forms and development financing with an explanation of what is feasible to build and maintain in the housing market. The session was attended by >50 participants and

was very well received. The remaining 2 session topics include: Transportation and Housing, and Equity and Housing. Details on the free sessions can be found on the TJPDC website under our housing program.

- e. Regional Transit Partnership (RTP) Work Plan – TJPDC staff, with RTP input and feedback, created an FY22 Work Plan to include priority initiatives for the Partnership. The work plan includes supporting the two transit grants (Albemarle Expansion and Regional Vision), a peer-city virtual workshop series, preparation for a strategic plan to be completed in FY23, ongoing information sharing (guest speakers, etc.) and an equitable driver appreciation project.
- f. The Albemarle Transit Expansion and Implementation Plan grant through DRPT is kicking off. The selection committee identified Michael Baker and Foursquare (subconsultant) as the strongest proposal and TJPDC staff issued a notice to proceed. A kick-off meeting is scheduled for May 6, 2021.
- g. The Regional Transit Vision Plan grant through DRPT is also underway. A Request for Proposals was issued with a return due date of May 5th. The selection committee meets May 10th to review proposals.
- h. Virginia Housing is in the process of developing a new grant track that they would like to administer through Planning District Commissions. TJPDC staff has attended informational and focus group sessions with Virginia Housing and VAPDC to learn more. Region 10, due to its population, would be eligible for up to \$2 million dollars to develop new affordable housing units. The grant is a non-competitive grant and the TJPDC would serve as a grant-maker to administer the funds. TJPDC staff are awaiting official program guidelines and a Notice of Available Funding and will apply when it is available.
- i. The TJPDC will be utilizing up to 3 interns for the summer of 2021. One intern will work with our housing planner, Shirese Franklin, on research for the HOME consortium. A second intern will be working with our transportation planner, Jessica Hersh-Ballering, to conduct the RTP's equitable driver appreciation research. A third intern may be working with Dominique Lavorata to complete Watershed Improvement Plan deliverables.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is June 3, 2021. Items for next meeting include, but are not limited to: i) Election of TJPDC Officers, ii) Public Hearing and Resolution – Inter-Governmental Review and Support for Housing Preservation Grant (HPG), iii) Watershed Improvement Plan (WIP) Update, iv) State Master Agreement – DRPT Funding, and v) Interim Executive Director Review.

Adjourn
