

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/85942044396?pwd=aE5RRlE5WGdjVWpWSnVaOHRKL2hwQT09>

Meeting ID: 859 4204 4396

Passcode: 996885

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)
 - c. Jaunt Introduction
3. **Presentations**
 - a. US Department of Transportation RAISE Grant – Jessica Hersh-Ballering 7:05 – 7:25
 - b. Interim Executive Director 100-Day Plan Update – Christine Jacobs
4. *** Consent Agenda** 7:25 – 7:30

Action Items:

 - a. * Minutes of May 6, 2021 Meeting
 - b. * Monthly Financial Reports
 - i. April Dashboard Report
 - ii. April Profit & Loss Statement
 - iii. April Balance Sheet
 - iv. April Accrued Revenues Report
5. *** Resolutions** 7:30 – 7:50
 - a. Resolution to Elect TJPDC Officers for FY22 – Dale Herring:

<u>Name</u>	<u>Office</u>
Jesse Rutherford (Nelson County)	Chair
Dale Herring (Greene County)	Vice-Chair
Keith Smith (Fluvanna County)	Treasurer
Christine Jacobs (Staff)	Secretary
 - b. Resolution to Elect GO Virginia Region 9 Council Representatives

<u>Name</u>
Christian Goodwin (Louisa County) – Chief Administrative Officer
Tony O'Brien (Fluvanna County) – Elected Official
Christine Jacobs (Staff)—Ex Officio
 - c. Resolution to Issue Request for Proposal for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) Planning Grant application through the Virginia Department of Housing and Community Development
 - d. Resolution to Support a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application to Fund a Charlottesville Regional Multi-Modal Transportation Station Master Plan



6. **New Business** 7:50 – 7:55
a. *Remote Meeting Participation Policy – David Blount
7. **Interim Executive Director’s Report** 7:55 – 8:10
a. Monthly Report
8. *** Closed Session** - * per Code of Virginia 2.2-3711 A.1. 8:10 – 8:30
a. Employee – Individual Employee(s) Discussion
b. *Public Session Resumes
- * Personnel Actions to take place in Public Session
9. **Other Business** 8:30 – 8:55
a. Roundtable Discussion by Jurisdiction
b. Next Meeting – August 5, 2021 (**NOTE: No July Meeting**)
Items for Next Meeting:
i. PUBLIC HEARING, IGR, and Approval of Pre-Application Resolution – Housing Preservation Grant
ii. State Master Agreement - DRPT Funding
iii. Draft Solid Waste Plan
iv. Delivery of Draft FY23 Projected Budget
- *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 Virginia state budget (Chapter 552) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

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

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

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

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

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, May 6, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne* (7:13)	x	David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg		Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Galloway* (7:07)	x	Jessica Ballering, Planner II	
Donna Price	x	Shirese Franklin, Planner II	x
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien**		Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	x
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok		Tammy Purcell	
Tommy Barlow * (7:05)	x		
Nelson County			
Jesse Rutherford, Vice Chair	x		
Dylan Bishop	x		

*Mr. Barlow, Mr. Galloway, an Mr. Payne arrived after the vote to add a closed session occurred.

**Mr. O'Brien left the meeting at 7:48 and was not present for any votes following the presentations.

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 552), as effective April 7, 2021. A recording of the meeting was made available to the public on May 11, 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



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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

c. Amendment to the agenda

Chair Herring called for an amendment to the agenda to add a closed session to discuss an individual employee.

Motion/Action: On a motion by Tony O'Brien, seconded by Donna Price, the Commission unanimously approved the addition to the agenda.

3. PRESENTATIONS:

a. PUBLIC HEARING – FFY21 HOME Annual Action Plan

Shirese Franklin provided background on the HOME program the TJPDC administers and reviewed how the FY21 funds were used. She also described the goals for the use of the FY22 funds and reviewed the Draft Action Plan of the Consolidated Plan.

Chair Herring opened the public hearing at 7:13 pm.

There were no comments from the public.

Chair Herring closed the public hearing at 7:14 pm.

b. Urban Rivanna River Corridor Plan Update

Sandy Shackelford provided the Commission with an overview of the Urban Rivanna River Corridor Plan the TJPDC has been working on for Albemarle County and the City of Charlottesville. Ms. Shackelford reviewed the project background, the plan development process, high level recommendations, and the planned next steps to move the plan towards completion.

c. Legislative Update

David Blount provided the Commission with an overview of the recent General Assembly session and an update on expected, upcoming legislative activity. Mr. Blount reviewed the budget amendments that were approved, as well as locally-introduced bills and other significant legislation. Mr. Blount shared that the General Assembly is expected to convene for a special session over the summer, and reviewed the potential purposes that might be addressed in the special session including the appropriation of monies from the federal American Rescue Plan.

4. CONSENT AGENDA: Action Items

a. Minutes of April 1, 2021 Meeting

Motion/Action: On a motion by Andrea Wilkinson, seconded by Ned Gallaway, the Commission approved the minutes of the April 1, 2021 meeting by vote of 8-0. Michael Payne and Dylan Bishop abstained.

b. Monthly Financial Report

Motion/Action: On a motion by Keith Smith, seconded by Donna Price, the Commission unanimously approved the quarterly financial report as presented.

5. RESOLUTIONS:

a. HOME Annual Action Plan

Motion/Action: On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved a resolution adopting the HOME Consortium FY21-22 Annual Action Plan as presented by staff.

b. FY22 Operating Budget, Revenues, and Work Plan

Motion/Action: On a motion by Keith Smith, seconded by Ned Gallaway, the Commission unanimously approved the resolution to approve the fiscal year 2022 TJPDC annual operating budget and work plan as presented.

c. Resolution to Issue a Request for Proposals for Strategic Planning Consultant for the Central Virginia Regional Housing Partnership

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously approved a resolution authorizing the Interim Executive Director to issue a request for proposals for consultant services to develop a strategic plan for the Central Virginia Regional Housing Partnership as presented.

d. Resolution to Issue a Request for Proposals for Marketing Agency to create Rideshare Marketing Materials

Motion/Action: On a motion by Donna Price, seconded by Ned Gallaway, the Commission unanimously approved a resolution authorizing the Interim Executive Director to issue a request for proposals for consultant services to develop marketing materials for Rideshare/TDM as presented.

6. NEW BUSINESS:

a. Presentation of TJPDC Officer Slate from Nominating Committee for FY22

The nominating committee consisting of Ned Gallaway, Andrea Wilkinson, and Tommy Barlow recommended the following officers: Jesse Rutherford as Chair, Dale Herring as Vice-Chair, Keith Smith as Treasurer, and Christine Jacobs as Secretary.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report:** Ms. Jacobs provided updates on: the withdrawal of a Nelson County Smart Scale Round 3 application; changes to the Housing Preservation Grant program administration; appointees to the TJPDC Corporation Board; the Regional Housing Partnership's Housing Speaker Series; the Regional Transit Partnership's FY22 Work Plan; the Albemarle Transit Expansion and Implementation Grant consultant selection; the receipt of proposals for the Regional Transit Vision Plan and upcoming selection committee meeting; a new housing grant track through Virginia Housing that the TJPDC is preparing to apply for; and plans to utilize up to three interns to assist TJPDC staff over the summer.

8. CLOSED SESSION:

- a. Discussion of an individual employee:** Using the attached closed session minutes forms, prepared by Sandy Shackelford, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.
- b. Public Session Resumes:** Per the attached closed session minutes, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

9. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.
- b. Next Meeting:** June 3, 2021

ADJOURNMENT:

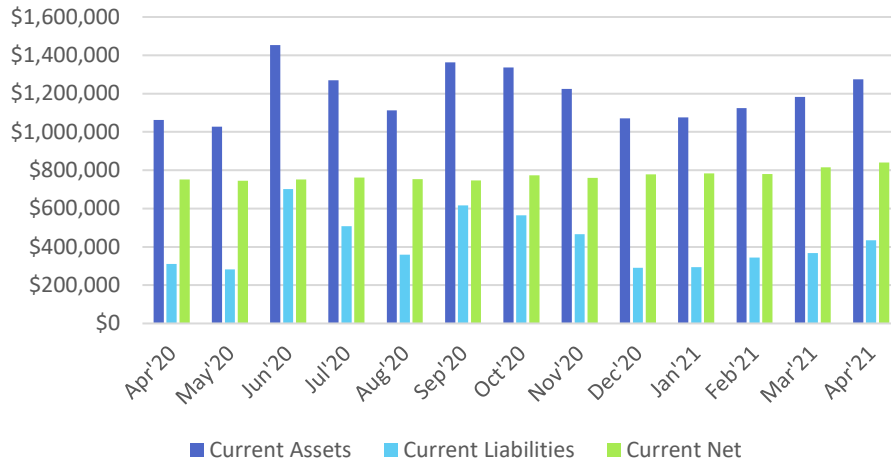
Motion/Action: On a motion by Tommy Barlow, seconded by Michael Payne, the Commission voted to adjourn the May 6, 2021 Commission meeting at 8:54pm by vote of 8-1.

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

FINANCIAL DASHBOARD Through April 30, 2021

NET QUICK ASSETS

Target = \$516,896 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$103,379



Monthly Net Quick Assets

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

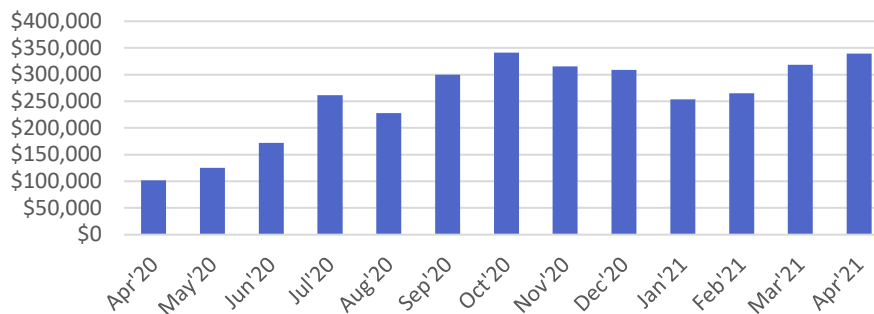
Apr'21= \$840,928

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 (TJPD 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. TJPD had 8.13 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$103,379. The 3-month average of expenses is \$94,416. Actual operating expenses for April were \$89,521 compared to \$94,122 in March. Capital reserves = \$840,928 - \$516,896 = \$324,032.

Unrestricted Cash on Hand

Target = \$413,517 (4 months operating expenses)

Alarm = <\$206,759 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

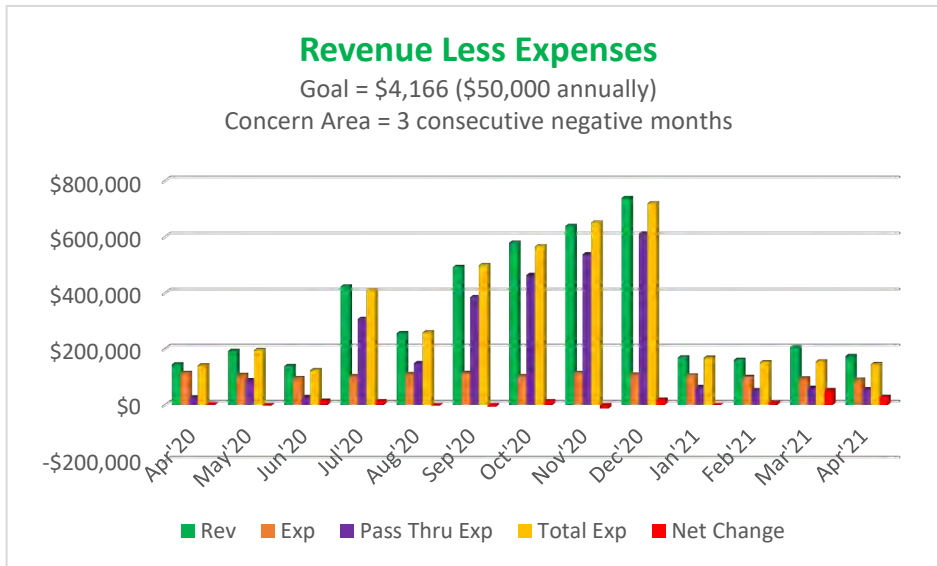
consists of funds held in checking and money market accounts immediately available to TJPD for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 \$279,092 represents 2.7 months of operating expenses. Unrestricted cash has increased from an April'20 level of \$102,049 to \$279,092 at the end of April 2021.

FINANCIAL DASHBOARD Through April 30, 2021



Monthly Net Revenue

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

Apr'21=\$28,784

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The original FY21 Budget adopted estimated a \$0 net gain. The amended FY21 Budget adopted in March 2021 estimated a \$103,094 net gain. There was a net gain in April of \$28,784 resulting in a net gain of \$122,774 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows available funds of \$158,110 per month for FY21. Actual operating expenses for April were \$89,521.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
April 2021

9:34 AM
05/26/21
Accrual Basis

	Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	97,699	280,692	3,135,645	2,806,916	3,368,299
4120 · State Funding Source	19,637	28,721	215,273	287,207	344,648
4130 · Local Source	43,558	43,000	361,251	429,997	515,996
4131 · Event Sponsors & Fees	0		0	0	0
42000 · Local Match Per Capita	13,152	10,665	129,964	140,148	158,365
4280 · Interest Income	75	167	1,256	1,667	2,000
Total Income	174,120	363,244	3,843,389	3,665,934	4,389,308
Gross Profit	174,120	363,244	3,843,389	3,665,934	4,389,308
Expense					
61000 · Personnel	73,938	86,460	823,778	834,104	1,001,658
6900 · Overhead Allocation	0	(0)	0	(0)	0
62391 · Postage Expense	109	148	1,758	1,480	1,776
62392 · Subscriptions, Publications	279	54	632	542	650
62393 · Supplies	59	677	4,614	6,773	8,128
62394 · Audit -Legal Expenses	0	0	15,936	18,000	18,000
6240 · Advertising	101	1,288	3,191	12,882	15,458
62404 · Meeting Expenses	0	538	1,119	5,383	6,459
62410 · TJPDC Contractual	2,667	7,585	44,836	79,734	95,770
6281 · Dues	405	826	8,311	8,263	9,915
62850 · Insurance	481	282	4,812	2,772	3,336
62890 · Printing/Copier	198	607	3,576	6,073	7,287
63200 · Rent Expense	7,940	7,902	81,389	79,017	94,820
63210 · Equipment/Data Use	1,584	2,175	24,351	21,750	26,100
63220 · Telephone Expense	445	645	6,150	6,452	7,742
63300 · Travel-Vehicle	298	1,650	5,762	16,502	19,802
6345 · Janitorial Service	197	827	2,171	8,267	9,920
6390 · Professional Development	819	710	5,626	7,097	8,516
Total Expense	89,521	112,374	1,038,014	1,115,088	1,335,337
Net Ordinary Income	84,599	250,870	2,805,375	2,550,845	3,053,971
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	36,471	48,356	501,743	483,564	580,277
8399 · Grants Contractual Services	19,345	197,550	2,180,858	1,975,500	2,370,600
Total Other Expense	55,816	245,906	2,682,602	2,459,064	2,950,877
Net Other Income	(55,816)	(245,906)	(2,682,602)	(2,459,064)	(2,950,877)
Net Income	28,784	4,964	122,774	91,781	103,094

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	648,806.77	375,536.15	273,270.62
1189 · Capital Reserve	324,032.00	214,217.00	109,815.00
Total Checking/Savings	972,838.77	589,753.15	383,085.62
Accounts Receivable			
1190 · Receivable Grants	267,343.58	442,157.05	-174,813.47
Total Accounts Receivable	267,343.58	442,157.05	-174,813.47
Other Current Assets			
1310 · Prepaid Rent	1,041.67	1,302.06	-260.39
1330 · Prepaid Insurance	11,068.70	12,003.36	-934.66
1360 · Prepaid Other	4,408.26	11,356.41	-6,948.15
Total Other Current Assets	16,518.63	24,661.83	-8,143.20
Total Current Assets	1,256,700.98	1,056,572.03	200,128.95
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	-119,536.07	-123,981.61	4,445.54
Total Fixed Assets	18,722.33	10,222.93	8,499.40
TOTAL ASSETS	<u>1,275,423.31</u>	<u>1,066,794.96</u>	<u>208,628.35</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	3,651.81	35,068.33	-31,416.52
Total Accounts Payable	3,651.81	35,068.33	-31,416.52
Credit Cards			
2155 · Accounts Payable Credit Card	1,957.51	1,485.72	471.79
Total Credit Cards	1,957.51	1,485.72	471.79
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	211.50	-211.50
2800 · Deferred Revenue	388,728.62	273,425.88	115,302.74
Total Other Current Liabilities	388,728.62	273,637.38	115,091.24
Total Current Liabilities	394,337.94	310,191.43	84,146.51
Long Term Liabilities			
2200 · Leave Payable	40,157.26	42,856.34	-2,699.08
Total Long Term Liabilities	40,157.26	42,856.34	-2,699.08
Total Liabilities	434,495.20	353,047.77	81,447.43
Equity			
3000 · General Operating Fund	394,122.42	477,947.61	-83,825.19
3100 · Restricted Capital Reserve	324,032.00	214,217.00	109,815.00
3600 · Net Investment in Fixed Assets	0.00	583.98	-583.98
Net Income	122,773.69	20,998.60	101,775.09
Total Equity	840,928.11	713,747.19	127,180.92
TOTAL LIABILITIES & EQUITY	<u>1,275,423.31</u>	<u>1,066,794.96</u>	<u>208,628.35</u>

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

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	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	
110	State Support to PDC (DHCD)	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	6,331			63,309		63,309	12,662	State funding to TJPDC General		
110	TJPDC Corporation	07/01/20	06/30/21	25										25					25	0	Non-profit Arm		
110	Bank Iterest	07/01/20	06/30/21	1,416	177	159	171	182	138	106	89	79	80	75					1,256	160	Investment Pool Savings Income		
170/171	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	7,976					41,153	16,847	VDOT Rural Transp Planning		
190/195/198	MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137	15,077	15,088	13,302	14,098	7,901	6,851	9,405					134,947	52,679	MPO PL Transp Planning		
191/196/199	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	14,523	9,497					95,696	6,928	MPO FTA Transit Planning		
273	Water Street Center	07/01/20	06/30/21	0															0	0	Rental Fees		
273	Office Leases - Rent	07/01/20	06/30/21	13,230	950	600	1,300		1,000	200	200	1,950	4,150	1,100					11,450	1,780	Rental Fees		
277	Legislative Liaison	07/01/20	06/30/21	102,171	6,581	7,134	9,940	6,967	6,798	7,232	9,454	8,296	8,755	6,575					77,732	24,439	David & Dominique Legis Operations		
278	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	4,167					42,037	7,963	Contract for Admin Services		
296	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	13,152					129,966	28,399	Local Govt Annual Contributions		
303	Solid Waste	07/01/20	06/30/21	17,500	384	279	329	161	59	25	659	2,139	3,422	2,899					10,356	7,144	Contract for annual reporting		
315	Stanardsville TAP	04/06/15	10/01/20	25,500	462	293	682	258	86		299	171		42				2,293	17,856	0	20,149	5,351	VDOT Streetscape Contract
316	Cherry Avenue	07/01/20	06/30/21	16,482									16,482						16,482	0	16,482	0	Reimbursement - Work Change Order
329	Rivanna River Corridor Phase II	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	5,106				43,154	33,165	0	76,319	11,145	Regional River Plan
723	TJCLT	10/19/17	01/31/21	65,541	7,508	7,911	3,996	3,914	3,453	2,918	9,269	8,067	9,379	9,268					65,683	65,683	-142	Full Time TJCLT ED Services beginning 1/1/21	
729	Affordable Housing	07/01/20	06/30/21	59,065					7,200	28,442	6,435	4,136	5,368	5,637					57,218	57,218	1,847	Regional Housing Partnership	
908	RRBC	07/01/20	06/30/21	10,500	933	967	969	444	165	42	57	42	66	43					3,728	3,728	6,772	Rivanna Commission	
907	WIP Phase IV	06/01/19	12/31/21	58,000							4,129	3,685	4,701	8,636				21,151	0	29,000	21,151	7,849	
907	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
Program Code	PROGRAM COTRACTS/GRANTS With Pass-Thrus																						
181	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	5,368					34,220	0	34,220	15,780	Regional Transit Partnership
	RTP Pass-Thru	07/01/20	06/30/21	0															0	0	0	0	Grant Match if needed
182	Regional Transit Grant	01/01/21	06/30/22	40,650									1,004	944				1,948	24,000	1,948	14,702		
	Regional Transit Pass-Thru	01/01/21	06/30/22	309,350														0	209,450	0	99,900		
183	Albemarle Transit Grant	01/01/21	12/31/21	10,835								176	1,889	961				3,026	7,100	3,026	709		
	Alb Transit Pass-Thru	01/01/21	12/31/21	95,380														0	63,745	0	31,635		
192	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
193	Rideshare	07/01/20	06/30/21	155,815	10,121	10,263	8,865	9,904	9,124	10,007	11,016	11,379	14,703	11,869				107,251		107,251	48,564	Rideshare TDM Program Marketing & Management	
	Rideshare Pass-Thru	07/01/20	06/30/21	0														0			0	0	Potential contract for marketing plan
307	Nelson Couty	07/01/20	06/30/21	0														0			0	0	
	Nelson - CNN - Pass-Tru	07/01/20	06/30/21	40,480									7,988					7,988		7,988	32,492		Crafting a New Normal
319	Nelson CARES 2020	08/12/20	12/31/20	15,000			4,910	5,143	3,622	1,325								15,000		15,000	0	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	0	CARES Business Grants Pass Through
327	Lovington	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
	Lovington Pass-Thru	11/01/18	06/30/21	13,735			13,385											13,385	350	0	13,735	0	Consultant Design Costs
330	Hazard Mitigation	07/01/20	06/30/21	31,920						1,760	2,103	1,449	2,192	1,117				8,621		8,621	23,299	0	24 month planning project resiliency
	Has Mit Pass-Tru	07/01/20	06/30/21	0														0	0		0	0	
727	HOME TJPDC Admin	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	6,856				49,516		9,047	49,516	5,912	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	36,471				493,950			493,950	86,327	HUD HOME Housing Grants Construction
728	Housing Preservation Grant Admin	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256	811	416	528	1,106	700	733				10,299			10,299	18,357	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	19,345				75,925			75,925	115,118	USDA Housing Repair Construction
730	Regional Housing Plan	10/31/18	06/30/21	95,875	3,275	3,334	1,878	4,009	1,974	1,797	3,222	3,114	3,037	523				26,164	69,711	0	95,875	0	Regional Housing Plan Grant
	Reg Housing Plan Pass-Thru	10/31/18	06/30/21	54,125														0	54,125		54,125	0	Housing Plan Contract with others
731	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
TOTAL - All Programs				5,300,902	422,462	253,553	491,790	579,234	646,135	738,837	169,626	161,025	205,443	174,121		0	0	3,842,227	344,130	359,308	4,186,357	755,237	TOTAL - All Programs
Pass Thru Sub-totals				3,516,922	306,918	148,926	377,443	463,954	537,759	596,601	63,785	52,310	57,965	55,816		-	-	2,661,477	143,233	273,195	2,804,710	439,017	Pass-Thru Subtotal

Op Expenses

12 month average	\$103,379
3 month average	\$94,416
last month	\$89,521

Total Grant Funds Remaining	755,237
Pass-through funds	\$439,017
TJPDC Available Funds	\$316,220
Available funds per month	\$158,110.20



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
ELECTION OF OFFICERS FOR FISCAL YEAR 2022**

WHEREAS, Article VI of the Bylaws of the Thomas Jefferson Planning District Commission state that the Commission shall elect the Officers of Chair, Vice-Chair, Treasurer, and Secretary at its annual meeting held in June of each year; and

WHEREAS, the terms of Officers are for a a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting, or until their successors are subsequently elected; and,

WHEREAS, the Chair and Vice-Chair may succeed themselves in office for no more than one additional term; and

WHEREAS, the Chair and Vic-Chair shall not be representatives of the same government subdivision nor shall they be elected officers of the governmental subdivision whose respective terms expire simultaneously; and

WHEREAS, the Bylaws define the responsibilities of the officers; and,

WHEREAS, Notice was provided to all Commission members of the Selection Committee's recommended slate of officers on May 6, 2021; and

WHEREAS, the Secretary and Treasurer need not be members of the Commission, and may succeed themselves in office; and

NOW, THEREFORE, BE IT RESOLVED that the following board directors are elected to serve as officers of the Commission for Fiscal Year 2022 or until their successors are duly elected and qualified:

<u>Name</u>	<u>Office</u>
Jesse Rutherford (Nelson County)	Chair
Dale Herring (Greene County)	Vice-Chair
Keith Smith (Fluvanna County)	Treasurer
Christine Jacobs (Staff)	Secretary

Certification:

I certify that the foregoing vote for officers was duly adopted by the Thomas Jefferson Planning District Commission at a properly noticed open meting held on the 3rd day of June, 2021 at which a quorum was present.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



Resolution
Virginia Initiative for Growth & Opportunity (*GO Virginia*)
Thomas Jefferson Planning District Commission
Appointees

WHEREAS, the Virginia Initiative for Growth and Opportunity in each Region (*GO Virginia*) was initiated by the Virginia Business Higher Education Council (VBHEC) and the Council on Virginia's Future to foster private-sector growth and job creation through state incentives for regional collaboration by business, education, and government; and

WHEREAS, authorized by legislative action in 2016, *GO Virginia* set a goal of creating more higher-paying jobs through incentivized collaboration, primarily through out-of-state revenue, in order to diversify and strengthen the economy in every region; and

WHEREAS, *GO Virginia* continues its work to assert Virginia's position of economic leadership by growing and diversifying the state's economy through focusing on the creation of state financial incentives, technical support, and other assistance that will encourage collaboration on private-sector growth and job creation by business, education, and government in each region; and

WHEREAS, central to the success of the *GO Virginia* program has been the development and execution of distinctive, regional Growth and Diversification Plans, which detail specific strategies designed to drive program outcomes within regions. and

WHEREAS, the localities within the Thomas Jefferson Planning District Commission and the Rappahannock-Rapidan Regional Commission comprise the *GO Virginia* Region 9 Council; and

WHEREAS, each of the two planning districts is charged with appointing one elected official and one chief administrative officer to serve on the Region 9 Council Board and represent their planning district, along with the ex-officio appointment of the current executive director of each planning district; and

WHEREAS, the current TJPDC appointees to the *GO Virginia* Region 9 Council have served admirably in their role, are eligible for reappointment and are willing to serve; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission appoints Fluvanna County Board of Supervisors member Tony O'Brien and Louisa County Administrator Christian Goodwin, while also approving the TJPDC Executive Director, to serve as TJPDC representatives on the *GO Virginia* Region 9 Council.

Adopted by the Thomas Jefferson Planning District Commission at its meeting of June 3, 2021 in the City of Charlottesville, Virginia, a quorum being present.

Dale Herring, Chair
Thomas Jefferson Planning District Commission



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 for the Virginia Eviction Reduction Pilot (VERP) grant application
through the Virginia Department of Housing and Community Development**

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 Virginia Department of Housing and Community Development (DHCD) has created a Virginia Eviction Reduction Pilot (VERP) planning grant to provide funding to individual localities that wish to apply for the Virginia Eviction Reduction Pilot (VERP) implementation grant; and

WHEREAS, the City of Charlottesville and the County of Albemarle have asked the TJPDC staff to apply; and

WHEREAS, the TJPDC intends to apply for the VERP planning grant to cover the eligible planning grant activities in preparation for a future VERP Implementation Grant. Eligible activities include: 1) collecting eviction prevention and diversion data in the City of Charlottesville and the County of Albemarle, 2) developing a plan to conduct a tenant/landlord outreach and engagement strategy, and 3) developing a community work plan with implementation strategies to reduce evictions; and

WHEREAS, the TJPDC will seek proposals from consultants to both collect and analyze the necessary data and develop a community work plan at a cost greater than \$10,000; and

WHEREAS, the TJPDC Commission was presented with a copy of the VERP Program Guidelines and Applications Instructions; and

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

NOW, THEREFORE BE IT RESOLVED that, should the TJPDC receive notice of a grant award, the TJPDC Commission hereby authorizes the Interim Executive Director to distribute the Request for Proposals for consultants 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 perform all necessary and eligible activities for the VERP program.

Adopted this 3rd day of June, 2021.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



Virginia Eviction Reduction Pilot (VERP) Planning Grants Program Guidelines and Application Instructions 2021

Application Due: May 26, 2021

How to Apply Webinars: May 4, 2021 and May 5, 2021 at 2:00pm



PURPOSE

The Virginia Eviction Reduction Pilot (VERP) Planning Grant program is designed to aid localities and nonprofits to better understand eviction prevention needs and to build capacity to mitigate evictions. The goal of the Planning Grants is to prepare Grantees for a future VERP application. For the purposes of these program guidelines, the Virginia Eviction Reduction Program will be referred to as the “VERP Implementation Grant.” Planning Grant Funding totaling \$400,000 is available for a contract period of June 15, 2021 to October 31, 2021.

BACKGROUND

Evictions are involuntary residential moves initiated by the property owners or managers. These are due to the nonpayment of rent, lease violations, the end of lease term, other issues between the landlord and the tenant, or a change in property use. Relative to the rest of the country, Virginia has a high rate of evictions per capita.

Evictions result in housing instability with negative impacts on overall financial well-being for a household, educational outcomes for individuals, and community health, making it essential that Virginia find a solution to reduce its overall rate of evictions.

In 2016, Matthew Desmond, a professor of sociology at Princeton University, released his examination of eviction in America in his book, *Evicted: Poverty and Profit in the American City*. His work with the Eviction Lab to collect and analyze national eviction data dating back to 2000 identified areas of the country with the highest eviction rates. Many large cities with the highest eviction rates are located in the Southeast. Five out of the top ten evicting cities in America are located in Virginia: Richmond, Hampton, Newport News, Norfolk and Chesapeake. Petersburg has the second highest eviction rate for a mid-sized city. Localities in Virginia with higher eviction rates tend to have a higher percentage of rental units and more cost burdened renters.

In 2021, Virginia and the rest of the country still face high levels of housing insecurity due to the COVID pandemic. Virginia has responded to this crisis, in part, by providing rental assistance through the Virginia Rent Relief Program (RRP). Localities have also utilized federal and local funds to create their own rent relief efforts administered locally and focused on pandemic response. Virginia continues to address systemic issues impacting housing insecurity beyond the COVID-19 pandemic through its Virginia Eviction Reduction Pilot (VERP) which launched in April 2021. VERP utilizes a coordinated systems approach to effectively prevent evictions. This includes creating a collective impact model where organizations that serve as a safety-net within the community collaborate to ensure households have early access to resources to stabilize their housing situations.

The purpose of this Planning Grant opportunity is to build capacity for localities and communities to better identify eviction needs and resources in their communities. These projects will strengthen future capacity for full-scale VERP Implementation grant applications.

FUNDING LEVEL

DHCD will award in total \$400,000 in grant funds for a June 15, 2021 – October 31, 2021 contract period to build eviction prevention and diversion capacity and prepare for a future VERP application. DHCD will competitively award up to eight (8) Planning Grants to local organizations and/or community nonprofits. Each applicant can request up to \$50,000 in Planning Grant funding. DHCD reserves the right to award more or less than the \$50,000 request based on availability of funds and need. DHCD provides funds issued through contracts on a reimbursement basis.

DHCD reserves the right to not fund any submitted proposals and to adjust the funding level awarded and grant period of applicants based on availability of funds and evaluation of proposals.

LOCAL MATCH

Although there is no requirement for local match, Planning Grants may or may not cover the full cost of all planning activities for future projects. Applicants should expect to contribute resources to the planning process in order to develop a successful project. Applications that include local match contributions (both in-kind and cash match) will be given a scoring preference per the state budget directive.

GEOGRAPHIC TARGETING

VERP Planning Grants are available statewide through a competitive application process. Applicants proposing to serve one or more of the following Virginia localities will be given a scoring preference because of their high eviction rates and/or their inclusion in the [General Assembly created pilot diversion program](#):

- Danville
- Petersburg
- Chesapeake

Since Hampton, Norfolk, Richmond and Newport News are priority areas already being served by current VERP Grantees, they are not included in geographic targeting and should not be part of an applicant's service area.

DHCD will fund only one Grantee per locality. Local Planning Grant activities must be coordinated with all local eviction prevention and diversion efforts. Applications not coordinated with other local efforts are ineligible.

APPLICANT ELIGIBILITY

Applicants for the VERP Planning Grants must also be eligible for VERP funding since the goal of the Planning Grants are future VERP applications. Applicants must be a nonprofit or unit of local government. Please note that institutions of higher education may apply in collaboration with a local nonprofit or unit of local government.

Current VERP Grantees are **ineligible** to apply for Planning Grant funds. Previous VERP applicants that did not receive funding are encouraged to apply.

Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues will not be considered for Planning Grants. Please note that although DHCD will work with all interested parties, where appropriate, to resolve findings and compliance issues, it will be the responsibility of the applicant to assure good standing.

All applicants must be registered in DHCD's Centralized Application and Management System (CAMS) and are required to submit one of the following financial documents: Financial Statement; Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA); Audited Financial Statement prepared by an independent CPA; or, an OMB A-133 Audit (Single Audit) prepared by an independent CPA. See the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. All organizations funded by DHCD are encouraged to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures $\leq$ \$100,000, regardless of source	Financial Statement prepared by organization (does not require preparation by a CPA)
Total annual expenditure between \$100,001 and \$300,000, regardless of source	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$300,000, regardless of source	Audited Financial Statement prepared by an Independent CPA
Federal expenditures $\geq$ \$750,000	2 CFR 200 Subpart F Audit - prepared by an Independent CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and OMB A-133 Audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>.

At least one representative of the organization is encouraged to attend one of two "How to Apply" webinars in order to be considered minimally eligible to apply for VERP. The webinars will be an opportunity for interested applicants to learn if others in their communities are interested in applying as well. DHCD will fund only one planning grant per community so organizations are encourage to collaborate when there are more than one organization interested in applying for the Planning Grant.

DHCD will contract with the Grantee only. Grantees are held fully responsible for all reporting, submission of remittances, and maintaining all source documentation and program records. Grantees must monitor sub-contractor program compliance, and all state and federal requirements.

PLANNING GRANT DESIGN & ELIGIBLE ACTIVITIES

Planning Grants are available for needs analysis, preliminary program design and capacity building activities in preparation for a future VERP Implementation application. The General Assembly approved a second round of VERP Implementation funding as part of the FY2022 budget. It is anticipated that this second round of VERP funding will be available in fall 2021. Planning Grant activities should focus on at least one of the three components of the VERP program: need, approach and capacity. Applicants will need to describe in the narrative section why they chose that particular focus area(s). All Planning Grant activities must be conducted with maximum participation of residents, potential beneficiaries, stakeholders, and local leaders.

Need

Virginia lacks a statewide, real-time understanding of evictions across the commonwealth. Access to statewide eviction data is important for understanding current eviction trends and measuring the impact of an eviction prevention and diversion program. Needs assessment activities are allowable under this grant for communities to better understand their eviction prevention and diversion needs. Example need-based projects include:

- Community assessments, needs analyses, and need prioritization
- Eviction prevention and diversion data collection
- Surveys of residents, users, customers and potential beneficiaries

Approach

The VERP Implementation Grant requires applicants to include individuals with lived experience in the design and decision-making process. In order to foster landlord and tenant involvement in future eviction prevention programs, Grantees can use their Planning Grant funds for outreach and engagement activities. These efforts will encourage program uptake and tenant participation in their communities. Planning Grant funds can also be used to further develop community work plans and strategies to reduce evictions. Eligible projects under this category can include:

- Tenant/Landlord Outreach and Engagement Strategy
- Work Plans and Implementation Strategies

Capacity

The VERP Implementation Grant requires applicants to develop an assessment tool to identify those households most at risk of housing instability and to have clear policies and procedures that specify household eligibility and program approach. The purpose of the assessment tool is to

determine the type and amount of assistance based on assessment scores. If applicants have already identified their community's eviction prevention needs, they can use Planning Grant funds to develop an assessment tool. If using funds to adapt an existing assessment tool, applicants must explain how the revised tool will be better aligned with their eviction prevention and diversion strategy.

Planning Grant funds can also be used to build capacity in communities where eviction prevention and diversion resources may be disjointed. Some communities may have existing housing instability programs that are not currently equipped to address evictions specifically. Eligible capacity-building activities include:

- Assessment Tool Development
- Mapping of current eviction mitigation assets and a gaps analysis
- Development of cross-organizational programs, policies and procedures
- Eviction prevention training to related organizations

It is not expected that Grantees submit a Planning Grant that touches each of these three categories. When completing the budget narrative in CAMS, applicants should explain why they chose a particular Planning Grant category(ies). Planning Grant funds can be used for mapping current eviction related assets and resources so long as the Grantee explains how the additional funds will make the planning better in line with the VERP Implementation Program Guidelines.

Administrative Costs

Administrative costs may include grants management, accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, data collection and reporting, similar costs related to administering the grant after the award.

Administrative costs are capped at 10 percent of the grant award request.

Summary of Eligible Activities / Budget Items		
Eligible Activity	Description	Budget Caps (if applicable)
Needs Assessment	Eviction data collection costs, surveys of landlords/tenants, consultant fees	
Outreach	Outreach and engagement activities, surveys of landlords/tenants, advertisement and awareness campaigns	
Capacity Building	Training and capacity building sessions, assessment tool development	
Administrative	Grants management, accounting for the use of grant funds, preparing final reports to submission to DHCD	Up to 10 percent

Matching Funds

There is no requirement for Grantees to provide matching funds to be eligible for the VERP Planning Grant. However, Grantees are encouraged to use matching funds to supplement Planning Grant efforts if DHCD funding cannot cover the full cost of the project.

Planning Grant Advisory Committee

It is important that applicants coordinate Planning Grant activities with other eviction prevention resources in their communities. Each Grantee is required to have significant local coordination through a local advisory committee that will be established by the Grantee for the purpose of this Planning Grant and must include representatives from the following;

- Local government staff leadership (i.e. Chief Administrative Officer or designee, Department Head, staff member, etc.)
- Local CoC
- Workforce Development
- Local DSS
- Legal Aid
- Representative of Public Housing Authority
- Representative of Associations representing landlords such as Realtors and Apartment Management Associations
- Housing Counseling Agency/Program
- Conflict Resolution (Alternate Dispute Resolution)
- Person with lived experience of eviction or housing insecurity
- Organizations representing communities of color
- Tenant advocacy groups (if present in the community)
- Centers for Independent Living (CILs)

EVALUATION AND REPORTING

Grantees are expected to provide DHCD with a final Planning Grant work product. This will vary depending on the type of assistance requested, but Grantees should clearly define the Planning Grant project outcomes in the “Scope of Work” attachment. If applying under the “Needs” category, for example, a Grantee will be expected to submit a copy of their final needs assessment.

APPLICATION PROCESS

Applications will be accepted on or before May 26, 2021. All applications must be submitted to DHCD through the online application and project management system called [CAMS](#) (Centralized Application and Management System). Please allow for up to two business days for responses to any CAMS help desk request. Applications must be submitted in CAMS on or before 11:59 PM, May 26, 2021.

All applications received by the deadline will be reviewed by a DHCD panel and scored based on the local need (40 points), program approach (30 points), and Grantee capacity (30 points). Applications must score at least 60 points to be considered for funding.

VERP Planning Grant Application Evaluation Criteria		
<i>Criteria</i>	<i>Scoring Elements</i>	<i>Max. Points</i>
Need	Pre-pandemic rate of evictions; targeted localities (see page 3)	40
Approach	Evidence of local commitment to addressing evictions in the service area; community engagement; local collaboration; clear connection between Planning Grant proposal and eventual VERP application; local match	30
Capacity	Experience serving low-income households and providing financial assistance; ability to complete the Planning Grant during the timeframe	30
TOTAL –must score at least 60 points.		100

Please note that DHCD technical assistance is limited to normal business hours.

APPLICATION SUBMISSION

VERP Planning Grant applications must be submitted through DHCD’s [Centralized Application and Management System](#) (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed “as is.”

An applicant organization must have a registered CAMS organizational profile in order to apply for pilot funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization’s profile manager.

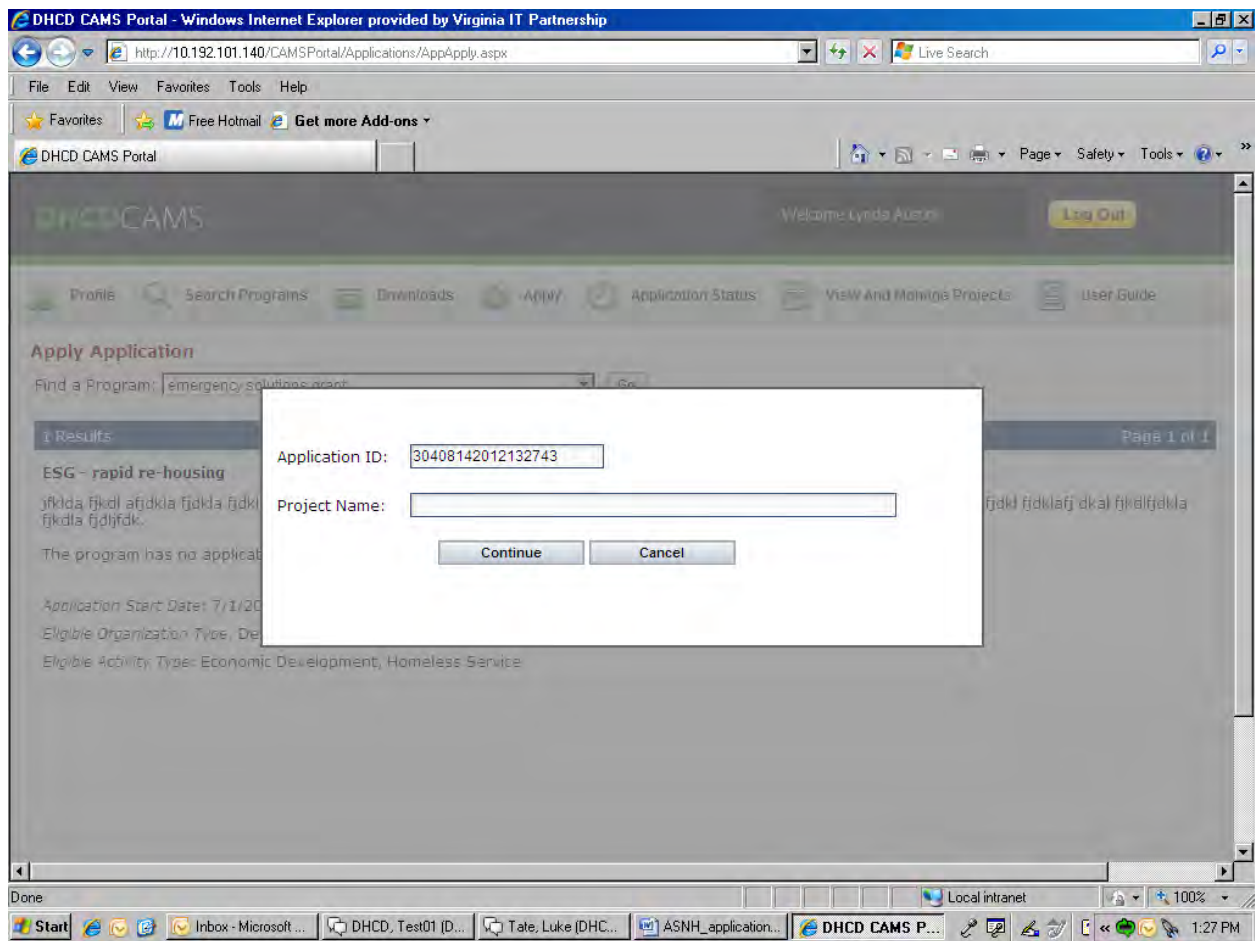
Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted in CAMS prior to the established deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

All work in CAMS should be frequently saved. Please note that Chrome is the recommended browser.

PROJECT INFORMATION

The applicant must login to CAMS and select the VERP Planning Grant application and apply. When the applicant clicks on Apply the system will ask for a Project Name. Please be careful to enter a project name that will help DHCD identify your project. Once the applicant hits Continue the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.



Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project (main office or service location) will be located and the Primary Service Area is the locality(ies) (one or more) that the project is intended to target.

Please note that at this point the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

Tip: To print an application that will display all the questions simply go into the "Narrative Information" tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.

DHCD CAMS Welcome Lyndsi Austin [Log Out](#)

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Application Submission [Print](#)

Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP
 Application Start Date: 05/01/2012 Application End Date: 07/31/2012

Project Information **You must click the "Save" button below to save the info you enter in the page!**

Organization Name*:

Project Primary Contact [?](#)

First Name*: Last Name*:
 Title*: Email*:
 Work Phone*: - -

Place of Primary Performance [?](#)

Address*: Zip Code*: - [Whats my +4?](#)
 City/County*:

Primary Service Area [?](#)

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#) No County Selected. City: [Add/Edit City](#) No City Selected. Town: [Add/Edit Town](#) No Town Selected.

[Save](#)

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PROJECT BUDGET

The next tab Project Budget requires some basic budget information. Please enter the amount of requested pilot funds in the DHCD Request box and the match amount in the Other Funding text box.

NARRATIVE QUESTIONS

The applicant will then go to the narrative questions. Please note there are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

Please note that the CAMS text box in this section will only accommodate text responses. Graphic, tables, charts **should not** be pasted into the narrative section; instead, include the information in a separate attachment. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

Provide supportive housing options for persons with disabilities. Assure integrated community housing for persons with disabilities that aid the state's response to the Department of Justice Settlement. Other – Clearly state the housing policy this project will impact.

This response should explain how the proposed project will address one of the identified state priority housing policies. Direct impact on a priority housing policy is a key factor in the evaluation.

Local Priorities. Describe how this project fits in with local and regional priorities, including how this project was identified, how it aligns with local comprehensive plans, and how this project is supported by the community. Describe and document the local housing need, demand and target population that this project will address.

This response should provide specific information on the housing needs, demand and target population that this project will address. The response should describe the type of need that will be met and quantify the level of need. The targeted population should be clearly described and their need for this type of housing should be quantified. Cite marketing studies and other documentation if available. Please attach a copy of any demand studies, marketing plans, and other relevant documentation demonstrating the need and demand associated with this project. For homeownership projects, be sure to include documentation demonstrating a pool of qualified and interested homeowners. A list of all qualified candidates is recommended.

Explain how this response is being used to be part of this training. Housing alternatives. Describe the sustainability. Describe the options for and so on for sustainability. Describe the response. Describe the funding. • Property • Partner • Capital • Request • Develop • Leverage for example. Information does not describe. Outline the response. Assume the response. Project Costs. Describe how project costs were determined—entry that derived costs, when methodology. What assurances can be made to ensure the project is sized and scaled appropriately? Has any value-engineering been completed to explore cost savings? Please list each entity involved in the project and describe the role they will play in project implementation and the experience they have in performing that role in other projects. Each entity involved in the project should be listed along with the role they will have in the proposed project, such as owner, developer, property manager, service provider etc. Outline the experience each entity has in carrying out such a role in other projects. Rental projects are expected to function over 20 years and the involved entities must have the ability to fulfill their responsibilities for this timeframe.

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information** CLOSE X

Please answer following questions:

Provide a summary of the project, including location, intended beneficiaries and outcomes, and why this project is a priority for the community. Include characteristics that are important to understand the proposed project, such as physical features, land use patterns, demographics, proposed activities including those that will be funded with other resources, but that are integrally related to the Trust Fund activities. Delineate which activities are proposed for Trust Fund funding and which activities will be funded with other resources.

Which of the state housing priorities will this project impact? Describe how the proposed project activities will impact this housing policy. Quantify where possible.

State housing priorities include:

- Reduce the cost of homeownership
- Reduce the costs of rental housing targeted at very low-income households
- Expand permanent housing for households experiencing homelessness
- Provide supportive housing options for persons with disabilities
- Assure integrated community housing for persons with disabilities that aid the state's response to the Department of Justice Settlement
- Other – Clearly state the housing policy this project will impact

This response should explain how the proposed project will address one of the identified state priority housing policies. Direct impact on a priority housing policy is a key factor in the evaluation.

Next Previous Save

Specific narrative questions and instructions are as follows:

1. Describe the eviction rate(s) and local needs in the service area you intend to assess with the VERP Planning Grant. How do you know about this need? Include as much detail as is currently known (prior to examining this need further using Planning Grant funding).
2. Describe your organization's strategic vision for eviction prevention. How does this Planning Grant opportunity tie into your organizational vision?
3. Describe your current eviction prevention effort and how this planning grant will help coordinate and improve upon these efforts.
4. Describe your overall community approach to eviction prevention, who is involved, and what role they will play.
5. Include the status of other eviction-related Planning Grant application(s) if applicable. If using this Planning Grant in conjunction with other planning grants, please describe how

additional funding will make the project more aligned with [VERP Program Guidelines](#). Provide a copy of the award letter(s) for funding commitment(s) and date of funding availability in the attachments section of the application.

6. What evidence is there that both the community and local government have the capacity to make progress on this project? Is the local government supportive of the project? Is there community support and consensus regarding the perceived needs?
7. The Virginia Eviction Reduction Pilot requires system-wide investment in addressing evictions through the Local VERP Advisory Committee. Tell us about how you will encourage stakeholder participation and community engagement in your Planning Grant.
8. Please describe how your Planning Grant proposal will prepare your organization for a VERP Program Application. If you formerly applied for the VERP program funding, how will the Planning Grant help you make improvements to your application?
9. Tell us about your organization's experience with preventing evictions, providing housing and financial assistance and services to low-income households.
10. Please describe your organization's capacity to implement this Planning Grant.

ATTACHMENTS

There are a number of attachments required for the application. All attachments are listed on the attachment tab.

Please see the [CAMS User Guide](#) for more detailed instructions (file types and size limits).

Required application attachments include the following:

Application Attachments	
<i>Name of Attachment</i>	<i>Requirement</i>
Scope of Work	An outline of tasks and responsibilities to complete Planning Grant within contract date
Implementation Timeline	A timeline from award date to Planning Grant completion
Optional Attachments	Applicant additional attachments

In some cases, CAMS will provide for only one attachment, such as [Other Funding Documentation](#). This will require that the applicant save multiple sources of documentation as one document/file to upload.

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partnership for Better Communities

Programs | Applications | Attachment Templates

Application Setup

Select a Program: Housing Trust Fund (HTF) 2015 - 2017 and Subprogram: Competitive Loan Program

Project and Budget Info | Narrative Information | Attachments

Enter Required

Title 1: Underwriting Template (required) (to get the template file by clicking [HERE](#))

Title 2: Property Status and Location Documentation (required)

Title 3: Marketing/Demand Study or Needs Analysis

Title 4: Other Funding Documentation

Title 5: Applicant Financials (required)

Title 6: Timeline (required) (to get the template file by clicking [HERE](#))

Title 7: Partner Commitment Documentation

Title 8: Additional Attachments

Title 9:

Title 10:

Title 11:

Title 12:

Title 13:

Title 14:

Title 15:

Title 16:

Title 17:

Title 18:

Title 19:

Title 20:

Upload Attachments Instruction:

Preview Save

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ADDITIONAL INFORMATION

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

APPLICATION STATUS

Applicants may allow multiple users to edit and review application materials. Please note that applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

DHCD REVIEW PROCESS

Applicants with unresolved findings from previous DHCD monitoring, audit findings or other compliance issues will not be eligible for a funding commitment.

All applications received by the deadline will be reviewed by a DHCD panel and scored based on pre-determined evaluative criteria (page 7). Applications must score at least 60 points to be considered for funding. DHCD will conduct reviews of all applications submitted by eligible applicants through CAMS.



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

SUPPORTING TJPD'S RAISE GRANT APPLICATION TO FUND A CHARLOTTESVILLE REGIONAL MULTIMODAL TRANSPORTATION STATION MASTER PLAN

WHEREAS, the US Department of Transportation released a Notice of Funding Opportunity on April 13, 2021 for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program – formerly Better Utilizing Investments to Leverage Development (BUILD) and Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants; and

WHEREAS, the Thomas Jefferson Planning District Commission previously applied for a BUILD planning grant in FY20 for \$712,000 to create a Charlottesville Regional Multimodal Transportation Station Master Plan for the 3.3-acre Charlottesville Union Station site; and

WHEREAS, the FY20 BUILD application was composed of three phases designed to leverage public input to identify community-preferred design concepts for the station and surrounding site that will address accessibility, safety, and capacity concerns; and

WHEREAS, the FY20 BUILD application received letters of support from the offices of Senator Warner, Senator Kaine, Virginia Department of Rail and Public Transit's (DRPT) Jennifer Mitchell, the City of Charlottesville, the Cville and the Piedmont Rail Coalition, the Piedmont Environmental Council, and Amtrak; and

WHEREAS, the FY20 BUILD application was not funded, but TJPD staff were informed by USDOT staff in a debrief that the application scored very highly and TJPD staff were recommended to resubmit the application with minimal changes in the FY21/FY22 grant round; and

WHEREAS, DRPT staff have confirmed that capacity issues remain a concern for Charlottesville Union Station, with those issues likely to be exacerbated by continued rail investment by the Commonwealth; and

WHEREAS, TJPD staff will submit a revised grant application for FY21/22 for no more than \$800,000 for the creation of a master plan to address capacity, safety, and accessibility issues at Charlottesville Union Station and the surrounding site in a manner that meets the community's expectations; and

THEREFORE, BE IT RESOLVED, that the TJPD Commission is in full support and endorses the RAISE planning grant funding application for the Charlottesville Regional Multimodal Transportation Station Master Plan.

Christine Jacobs, Interim Executive Director

Dale Herring, TJPD Commission Chair

Date

Date

MEMO

To: TJPD Commissioners

From: David Blount, Deputy Director

Date: June 3, 2021

Re: Remote Electronic Participation in Meetings Policy

Purpose:

To consider adoption of a Commission policy allowing members to participate in meetings by electronic communication means.

Background:

The Virginia Freedom of Information Act, at § 2.2-3708.2 of the *Code of Virginia*, permits individual members of a public body to participate in a public meeting through electronic participation. Such participation is authorized only if the public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation. In May, 2020, the Commission adopted a Remote Meeting Policy to allow, consistent with state enabling provisions, its meetings to be held without the physical presence of members during a declared state of emergency. However, the Commission has not adopted a policy, as enabled in 2018, to authorize remote participation by individual members at Commission meetings when a quorum is physically assembled.

Recommendation: Staff recommends that the Commission adopt the attached policy, titled Remote Electronic Participation, as authorized by subsection C of § 2.2-3708.2 of the *Code of Virginia*.

REMOTE ELECTRONIC PARTICIPATION

This purpose of this policy is to provide for the Thomas Jefferson Planning District Commission (TJPDC) to permit a member to participate in a Commission meeting through electronic communication means from a remote location, provided that:

A. Notification of Inability to Attend Because of Personal Matter, Disability, Medical Condition or Location.

On or before the day of the meeting, the member shall notify the Chair that he or she is unable to attend the meeting due to a personal matter; a temporary or permanent disability or other medical condition that prevents physical attendance; that a family member's medical condition requires the member to provide care for such family member; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The member must identify with specificity the nature of the personal matter.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation.

A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commissioners present must approve of the remote electronic participation; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

C. Record of Action.

The Commission's minutes shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, as well as the remote location from which the absent member participated. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Commission's minutes with specificity.

D. Audibility of Absent Member.

The Commission shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

E. Limitation on Remote Electronic Participation in Calendar Year.

Electronic participation by the absent member as provided in this policy shall not exceed two, or 25% of the meetings rounded up the next whole number, whichever is greater, Commission meetings in each calendar year.

(Authorized pursuant to *Code of Virginia* § 2.2-3708.2)

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: June 3, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 6, 2021

Administration

- o June 3, 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
 - c. Jaunt Introduction
 - 3. **Presentations**
 - a. US Department of Transportation RAISE Grant – Jessica Hersh-Ballering
 - b. Interim Executive Director 100-Day Plan Update – Christine Jacobs
 - 4. **Consent Agenda**
 - a. Minutes of the May 6, 2021 Commission meeting
 - b. Monthly Financial Report– April 2021

Dashboard Report:

Net quick assets have increased to \$840,928. Based upon the twelve-month average for operating expenses, we have 8.13 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$324,032. (Net Quick Assets minus 5 months operating expenses: \$840,928– \$516,895 = \$324,032)

Unrestricted Cash on Hand as of April 30, 2021 was \$279,092 or 2.7 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 \$267,344 vs \$445,679 for the same time last year.

Revenue less Expenses - We had a net Gain of \$28,784 for the month of April. This gives us a fiscal year to-date net Gain of \$122,774. April's gain can be attributed to decreased operating expenses due to personnel transitions. Additionally, several programs increased momentum with 5-year updates planned.

Profit & Loss. Total income through April is \$3,843,389. With 10 months or 83% of the fiscal year complete, we have received 83.5% of our total budgeted income. Total expenses are \$3,720,616 or 87% 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 April financials.

Operating expenses for the same period are \$1,038,014 or 78% of our total budgeted operating expenses of \$1,335,337. Operating revenue through April is \$1,160,787 or 81% of the budgeted operating revenue of \$1,438,431.

Balance Sheet. As of April 30, 2021, we have total current assets of \$1,256,701 and total fixed assets of \$18,722 giving total assets of \$1,275,423. Total assets are up by \$208,628 from the same time last year.

Total liabilities have increased from a year ago by \$81,447.43 with total liabilities as of April 30, 2021 of \$434,495. Total Equity has increased by \$127,181 to \$840,928 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$439,017 operating funds available in contracts and grants for the fiscal year. For the remaining 2 months, we have \$158,110 available per month for operating expenses. April operating expenses were \$89,521. The 12-month average is \$103,379. 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 February.

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

5. Resolutions

- a. Resolution to Elect TJPDC Officers for FY22: The TJPDC bylaws state that the Commission shall elect the officers of chair, vice-chair, treasurer, and secretary at its annual meeting held in June each year. The Chair and Vice-Chair may succeed themselves in office for no more than one additional year. The Chair and Vice-Chair shall not be representatives of the same government subdivision nor shall they be elected officers of the governmental subdivision whose respective terms expire simultaneously. In the May 6 commission meeting the selection committee presented the recommended following slate of officers:

<u>Name</u>	<u>Office</u>
Jesse Rutherford (Nelson County)	Chair
Dale Herring (Greene County)	Vice-Chair
Keith Smith (Fluvanna County)	Treasurer
Christine Jacobs (Staff)	Secretary

Staff recommends a motion to approve the resolution electing the recommended slate of board directors to serve as officer of the commission for fiscal year 2022.

- b. Resolution to Elect *GO Virginia* Region 9 Council Representatives: The TJPDC Commission is the appointing body for *GO Virginia* Board appointments of a CAO and elected official from PDC Region 10. The TJPDC is currently represented on the *Go Virginia* Board by Chief Administrative Officer (CAO) Christian Goodwin, Louisa County, and elected official Tony O'Brien, Fluvanna County. Each of their first terms expire June 30, 2021 and each are both eligible for reappointment and willing to serve a second term. Further, the planning district is charged with appointing the ex-officio appointment of the current Executive Director to the Region 9 Council.

Staff recommends a motion to appoint Fluvanna County Board of Supervisor's member Tony O'Brien and Louisa County Administrator Christian Goodwin, while also approving the TJPDC Executive Director to serve as the TJPDC representatives on the *Go Virginia* Region 9 Council.

- c. Resolution to Issue Request for Proposals for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) Planning Grant application through the Virginia Department of Housing and Community Development (DHCD): DHCD created the VERP planning grant to provide funding to individual localities that wish to apply for the VERP implementation grant to be released near the end of the calendar year. The Planning Grant is designed to help localities prevent evictions and will help applicants prepare necessary planning elements required for implementation. The grant is for \$50,000 with 10% administrative fees to the TJPDC. Should the TJPDC receive notice of a grant award, staff would request the services of a consultant (~\$40,000) to collect and analyze necessary eviction prevention and diversion data in the City of Charlottesville and the County of Albemarle as well as seek professional services to develop a community work plan with implementation strategies to reduce evictions. Staff will not contract with a consultant unless grant funds are awarded. A copy of the grant program guidelines is included in the meeting packet for review.

Staff recommends a motion to authorize the issuance of a request for proposal for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) grant application through the Virginia Department of Housing and Community Development.

- d. Resolution to Support a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application to the US Department of Transportation to Fund a Charlottesville Regional Multimodal Transportation Station Master Plan: TJPDC transportation planner presented earlier in the meeting on the recommended re-submission of a FY21/22 RAISE grant application for no more than \$800,000 for the creation of a master plan to address capacity, safety, and accessibility issues at Charlottesville Union Station and the surrounding site.

Staff recommends a motion to support a RAISE grant application to the US Department of Transportation to Fund a Charlottesville Regional Multimodal Transportation Station Master Plan.

6. New Business

- a. Remote Meeting Participation Policy – David Blount: The Virginia Freedom of Information Act permits individual members of a body to participate in public meetings through electronic means if such participation is authorized through an adopted written policy. In May 2020, the Commission adopted a Remote Meeting Policy to allow meetings to be held without members physically present during a declared state of emergency. However, the Commission has not adopted a policy, as enabled in 2018, to authorize remote participation by members at Commission meetings when a quorum is physically assembled.

Staff recommends that the Commission adopt the Remote Electronic Participation Policy as authorized by subsection C of § 2.2-3708.2 of the Code of Virginia.

7. Interim Executive Director's Monthly Report

- a. TJPDC staff will submit a \$2M grant application to Virginia Housing's Planning District Commission Housing Development Program Grant on June 4, 2021. The 3-year grant supports PDCs as intermediaries in order to
 - Promote regional approaches to housing project/program planning and development
 - Enhance collaboration between regional and local organizations comprising the housing delivery network, and
 - Strengthen PDC capacity to address housing opportunities identified in state studies as well as Virginia Housing's Strategic Plan

The grant requires that 'new affordable units' will be developed (in partnership with nonprofit, public, and/or private developers). The TJPDC would serve as a 'grant-maker', ensuring that a developer meets all program guidelines. The grant is designed such that the first 8-12 months are intended for 1) identifying local housing priorities, goals, strategies, and available resources, 2) identifying and selecting partners, 3) developing necessary programming, guidelines, contracts, MOUs, etc., 4) developing an action plan and financial plan in coordination with a development partner, and 5) identifying opportunities for innovation, eco-friendly, and universal design elements. The grant requires that a minimum of 10 units are developed for each \$1M awarded. Virginia Housing anticipates issuing notices of grant awards by June 30, 2021. This is a non-competitive grant and Virginia Housing has committed to supporting Planning District Commissions in both the application and development phases.

- b. The US Department of Housing and Urban Development (HUD) allocated \$2,452,270 in FY2021 HOME Investment Partnership – American Rescue Plan (HOME-ARP) funds (in addition to the annual HOME award). The one-time funding will be available for expenditure until September of 2030. HOME-ARP funds will not be available until HUD has issued an implementing notice and subsequently reviewed and accepted a substantial amendment to the FY2021 Annual Action Plan. TJPDC staff will be consulting with the member governments and appropriate housing service-providers to identify unmet needs among target populations and to consider potential uses of HOME-ARP funds and to position the TJPDC to design and implement the new program expeditiously.

- c. Nelson County has contracted with the TJPDC to prepare two Transportation Alternative Program (TAP Grants). One grant is for sidewalk infrastructure in downtown Lovington and the other is to build a foundation for the historic Gladstone Train Depot station's relocation. Applications are accepted on a biennial cycle and a pre-application is required by July 1. VDOT will review pre-applications on a continuous basis for approval. Final applications are due October 1, 2021.
- d. Housing Speaker Series – The Regional Housing Partnership held its third virtual speaker session in a 4-part series on Transportation and Affordable Housing. The session was attended by 65 participants and was very well received. The remaining session topic includes: Equity and Housing. Details on the free sessions can be found on the TJPDC website under our housing program.
- e. Jaunt Site Visit – 5 TJPDC staff members participated in a Jaunt Site Visit. The visit was intended to learn more about Jaunt's regional operations, view their facilities, meet staff leadership, and build relationships. Staff is planning on arranging for a similar visit to Charlottesville Area Transit and University of Virginia Transit.
- f. Staff continues to work remotely with several staff working in the office a few days a week. An expected return to work date is July 6. Staff will be expected to be in the office a minimum of 2 days per week (on a rotating schedule). We will continue to monitor the Governor's direction on the state of emergency and its effect on our ability to hold meetings remotely.
- g. Staff has advertised a full-time Planner I/II position to increase our staff capacity in anticipation of the \$2M grant award from Virginia Housing. We have received several applications and will be moving forward with narrowing down candidates for the position in the month of June. A candidate will not be hired until we receive official notification of a grant award. Information about the position as well as an online application can be found at: <https://tjpd.org/apply>.
- h. The Regional Broadband Partnership met on May 21. With guidance on the use of American Rescue Plan (APR) Act funding for broadband infrastructure having been released earlier in the month, members heard from the state's broadband team about this and other funding opportunities. There also was an update from Gary Wood (CVEC) on the CVEC/Firefly/Dominion/REC Partnership and the broadband planning and work being done in each of our region's counties.
- i. Regional Cigarette Tax – At this time, seven counties in our broader region have endorsed resolutions expressing interest in participating in regional cigarette tax administration. Discussions and work continue with the various county staff toward standing up a regional cigarette tax board.
- j. The Virginia Association of Planning District Commissions (VAPDC) is presenting a series of educational and information programs throughout the summer. These four virtual sessions will feature engaging speakers addressing timely topics being discussed in our communities, including housing opportunities, election analysis and broadband. The TJPDC can cover the nominal registration costs of these events for Commissioners who may want to attend. Additional information is available on the [VAPDC website](#).

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

- a. Employee – Individual Employee(s) Discussion
- b. *Public Session Resumes
*Personnel Actions to take place in Public Session

9. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is August 5, 2021. Please note: **There is no July Commission meeting.** Items for August meeting may include, but are not limited to: i) Public Hearing, IGR, and Approval of Pre-Application Resolution – Housing Preservation Grant, ii) State Master Agreement – DRPT Funding, iii. Draft Solid Waste Plan, iv) Watershed Improvement Plan Update, and v) Delivery of Draft FY23 Projected Budget.

Adjourn

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Session Draft Minutes, June 3, 2021

Minutes prepared by Sandy Shackelford, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		David Blount, Deputy Director/Legislative Director	
Michael Payne			
Rory Stolzenberg			
Albemarle County			
Ned Gallaway			
Donna Price			
Fluvanna County			
Tony O'Brien			
Keith Smith, Treasurer			
Greene County			
Dale Herring, Chair			
Andrea Wilkinson			
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok		None	
Tommy Barlow			
Nelson County			
Jesse Rutherford, Vice Chair			
Dylan Bishop			

Closed Session:

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

Roll call vote:

_____ (Aye) (Nay) Michael Payne
 _____ (Aye) (Nay) Rory Stolzenberg
 _____ (Aye) (Nay) Ned Gallaway
 _____ (Aye) (Nay) Donna Price
 _____ (Aye) (Nay) Tony O'Brien
 _____ (Aye) (Nay) Keith Smith
 _____ (Aye) (Nay) Dale Herring

_____ (Aye) (Nay) Andrea Wilkinson
 _____ (Aye) (Nay) Bob Babyok
 _____ (Aye) (Nay) Tommy Barlow
 _____ (Aye) (Nay) Jesse Rutherford
 _____ (Aye) (Nay) Dylan Bishop

Motion (Passed) (Failed)

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

Roll call vote:

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

Motion (Passed) (Failed)

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

Roll call vote:

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

Motion (Passed) (Failed)

Certified: _____ Sandy Shackelford