Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, March 3, at 7 pm
Online Remote Meeting

Join Zoom Meeting
https://us02web.zoom.us/j/84558463484?pwd=STBURkRWcUFFbW5tdk1sa2FESXN1dz09
Meeting ID: 845 5846 3484
Passcode: 152879
By call-in 1 (301) 715-8592#

1. Call to Order & Roll Call 7:00-7:00
   a. Notice of Electronic Meeting and Commissioner and Public Protocol and Roll Call (Read by Sandy Shackelford)

2. Matters from the Public 7:00 – 7:15
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Sandy Shackelford)
   c. **PUBLIC HEARING** –Solid Waste Plan Amendment – Shirese Franklin

3. Presentations 7:10 – 7:35
   a. Introduction of Ruth Emerick, Chief Operating Officer/Program Director – Christine Jacobs
   b. Hazard Mitigation Plan Update – Ian Baxter
   c. HOME-ARP Presentation – Shirese Franklin

4. * Consent Agenda 7:35 – 7:35

Action Items:
   a. * Minutes of January 10, 2022 Meeting
   b. * January Financial Report – Christine Jacobs
      i. January Dashboard Report
      ii. January Profit and Loss Statement
      iii. January Balance Sheet
      iv. January Accrued Revenues Report

5. New Business 7:45 – 8:20
   a. FY23 Rural Transportation Work Program and Budget Draft – Lucinda Shannon
   b. *Community Development Block Grant (CDBG) 2022 Regional Priorities – Christine Jacobs
   c. FY22 Amended Annual Operating Budget– Christine Jacobs

6. * Resolutions 7:35 – 7:45
   a. *Solid Waste Plan Amendment Resolution – Christine Jacbos
   b. *HOME-ARP Resolution and Draft Request for Proposal – Christine Jacobs
   c. *FY22 Amended Annual Operting Budget Resolution – Christine Jacobs

7. Executive Director's Report 8:20– 8:30
   a. Monthly Report

8. Other Business 8:30 – 8:55
   a. Roundtable Discussion by Jurisdiction
   b. Items for Next Meeting –April 7, 2022
      i. FY23 Rural Transportation Work Program & Budget – For Approval
      ii. FY23 Draft Operating Budget
      iii. Appointment of Nominating Committee for TJPD Commission Officers
      iv. Unified Planning Work Program (UPWP) Update
      v. VA Housing PDC Grant Recommendations – For Approval

***ADJOURN** 9:00

Designates Items to be Voted On

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

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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 *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

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

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

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

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

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone • info@tjpdc.org email

Memorandum

To: Thomas Jefferson Planning District Commissioners
From: Shirese Franklin, Planner II
Date: March 3, 2022
Reference: Amendments to 2021-2026 Solid Waste Management 5-Year Update

Purpose:

The Solid Waste Management Plan is the document that the PDC submits to the Virginia Department of Environmental Quality (VDEQ) every five years communicating the current state of the Thomas Jefferson Planning District's (TJPD) Solid Waste Planning Unit's (SWPU's) progress in solid waste management and recycling, as far as meeting set goals from the previous plan. It also keeps an inventory of the solid waste and recycling facilities within the SWPU. The TJPD SWPU consists of the City of Charlottesville and Albemarle, Fluvanna, and Greene Counties. The Solid Waste Management Plan is approved by the Commission and submitted to VDEQ for its acceptance.

Background:

The existing five-year Solid Waste Management Plan update was adopted by the Commission at their meeting on October 7, 2021. Since that time, however, it has come to our attention that Dominion Energy is seeking a permit to build a new captive industrial landfill in Fluvanna County. According to Regulation 9VAC20-130-175, any addition, deletion, or cessation of operation of any solid waste disposal facility shall trigger a major Amendment to the Solid Waste Planning Unit's Solid Waste Management Plan.

Pursuant to State Law §10.1-1402.03, Dominion Energy is required to close the Station's North Pond, the Bremo Power Station in Fluvanna County, by removing its coal combustion residual (CCR) materials and subsequent disposal in a lined landfill facility or beneficiation. The Bremo Bluff FFCP Management Facility will be constructed adjacent to the Bremo Power Station. It will be utilized for long-term dry storage of CCR materials being removed from the Bremo Power Station North Pond. The FFCP Management Facility will only receive materials from the Bremo Power Station and will be closed once the Station's North Pond has achieved approved closure. It is also required that the new facility be listed in the plan, as it is in TABLE 4. EXISTING SOLID WASTE MANAGEMENT FACILITIES IN THE TJSWPU: ACTIVE & CLOSED BY LOCALITY on p10. It is also required that a public comment period be held.

Recommendation:

For the stated reasons, staff requests that the Commission vote to accept the proposed revisions to the 2021-2026 Solid Waste Management 5-year Update.

If there are any questions or comments, please contact Shirese Franklin at sfranklin@tjpdc.org.

NATURAL HAZARD MITIGATION PLAN UPDATE 2023

TJPD Commission Update March 2023

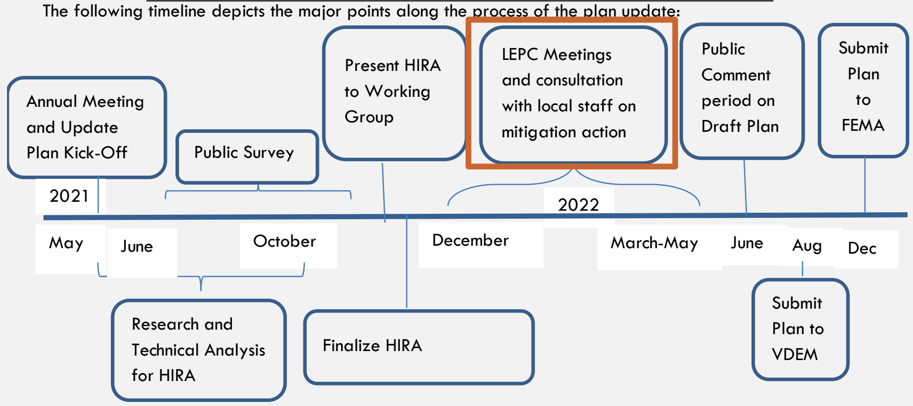
Ian Baxter, *TJPDC Planner II*

NATURAL HAZARD MITIGATION PLANNING

- Purpose: Prepare for natural disasters before the occur
- Incentive: FEMA requires Natural HMPs as a condition for eligibility in certain mitigation grant programs
- Plan includes the following sections:
  1. Planning Process – the process through which the plan was developed, including public input
  2. Community Profile – general information about communities in the planning district
  3. Hazard Identification and Analysis – general information about potential hazards in the planning district, the historic record of hazard events, and the probability of future events
  4. Vulnerability Assessment – analysis of the human impact hazards could cause, with estimated potential losses for various hazard scenarios
  5. Capabilities Assessment – a survey of current local capacity to mitigate natural hazards
  6. **Mitigation Strategy – goals, objectives, and action items selected to mitigate hazards identified in the region**

TIMELINE

The following timeline depicts the major points along the process of the plan update:



HIRA

- Describes all natural hazards that affect the Planning District and provide an analysis on location, extent, severity, and probability of occurrence
- General descriptions of events
- Data on events such as frequency, duration, severity and financial impact
- Hazards are presented in order of the relative risk they pose to the region
- Hazards are rated based on a risk matrix developed by Kaiser Permanente

HIRA

EVENT	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	RISK
	Likelihood this will occur	*Possibility of death or injury*	*Physical losses and damages*	*Interruption of services*	*Relative threat**
SCORE	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 - 100%*
Hurricane/high wind/windstorms	3	2	2	2	74%
Flooding	3	1	2	2	65%
Winter storms/weather	3	1	1	2	56%
Communicable Disease/Pandemic	2	2	1	2	30%
Lightning	2	1	1	1	22%
Wildfire	2	1	1	1	22%
Drought / Extreme Heat	2	1	1	1	22%
Dam Failure	1	2	2	2	22%
Tornado	2	1	1	1	22%
Earthquake	1	1	2	2	19%
Landslide	1	1	1	1	11%
AVERAGE SCORE	1.88	1.37	1.5	1.58	33%

KAISER PERMANENTE.

MITIGATION ACTIONS

[Activity Code] Mitigation Action: [Jurisdiction]	
Category:	One of the goal categories listed above that is supported by the action
Action Item (Describe):	Brief description of action item
Hazard (s):	The hazard(s) the action is intended to mitigate
Lead Agency/Department Responsible:	Identify the local agency, department, or organization that is best suited to accomplish the action.
Estimated Cost:	An estimate of the costs required to complete the project or continue the project for the course of 5-years; this amount should be estimated until a final dollar amount can be determined.
Funding Method: (General Revenue, Contingency/Bonds, External Sources, etc.)	Potential sources of funds to complete the action, when applicable
Implementation Schedule:	Timeframe for which the action is expected to be completed
Priority	Placement in the order of importance and urgency

Activity Code Key

RHE1

- Sequential number within group
- Goal:
  - E = Education and Outreach
  - I = Infrastructure and Buildings
  - C = Whole Communities
  - M = Mitigation Capacity
  - D = Information and Data Development
- Priority:
  - H = High
  - M= Moderate
  - L = Low
- Place:
  - R = Thomas Jefferson Region
  - A= Albemarle County
  - AS = Town of Scottsville (Albemarle)
  - C = City of Charlottesville
  - F = Fluvanna County
  - G = Greene County
  - GS= Town of Stanardsville (Greene)
  - L = Louisa County
  - LL = Town of Louisa (Louisa)
  - LM = Town of Mineral (Louisa)

NEXT STEPS

- Meet with locality staff to create new mitigation actions
- Finish draft rewrite and allow for public comment
- Submit to VDEM and FEMA
- Work towards formal adoption by all localities

Charlottesville HOME Consortium

HOME American Rescue Plan (ARP)

Thomas Jefferson Planning District Commission

HOME-ARP Overview

- The American Rescue Plan Act of 2021 appropriated $5 billion to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations and was allocated to jurisdictions who qualified for HOME Investment Partnerships Program allocations in FY 2021.
- HOME – ARP funds must be used to primarily benefit individuals and families that meet the requirements for one or more “qualifying populations (QP).

Qualifying Populations (QPs)

- Unhoused (McKinney Homeless Act definition)
- At-risk of becoming unhoused (McKinney Homeless Act definition)
  - Persons fleeing/attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking.
  - Other populations where assistance would:
    - Prevention of becoming unhoused
    - Serve those with the greatest risk of housing instability
  - Veteran households

Eligible Activities

- Production or Preservation of Affordable Housing
- Tenant-Based Rental Assistance (TBRA)
- Supportive Services, Homeless Prevention Services, and Housing Counseling
- Purchase and Development of Non-Congregate Shelter

Allocation Breakdown

HOME-ARPA						
Total Funding						$2,452,270.00
5%	**TJPDC Planning**					$122,613.50
10%	**TJPDC Administrative**					$245,227.00
75%	**Program/Sub-Recipient Funding**					$2,084,429.50
Locality		***Total***	***Program (90%)***	***Capacity (up to 5%)***		***Operations (up to 5%)***
Albemarle County		$ 347,404.92	$ 312,664.43	$ 17,370.25		$ 17,370.25
City of Charlottesville		$ 347,404.92	$ 312,664.43	$ 17,370.25		$ 17,370.25
Fluvanna County		$ 347,404.92	$ 312,664.43	$ 17,370.25		$ 17,370.25
Greene County		$ 347,404.92	$ 312,664.43	$ 17,370.25		$ 17,370.25
Louisa County		$ 347,404.92	$ 312,664.43	$ 17,370.25		$ 17,370.25
Nelson County		$ 347,404.92	$ 312,664.43	$ 17,370.25		$ 17,370.25

Locality Informationals

The TJPDC has met with all six localities to:

- inform them of the funding;
- explain how it differs from the HOME Investment Partnership;
- query whom they would like to administer their funds;
- gather thoughts of whom their qualifying populations may be;
- request of data; and
- to answer questions.

2021 Annual Action Plan Amendment for release of funds

To receive the full HOME-ARP allocation, the 2021 Annual Action Plan must show

- A summary of the consultation process and results of upfront consultation;
- A summary of comments received through the public participation process and a summary of any comments or recommendations not accepted and the reasons why;
- A description of HOME-ARP qualifying populations within the jurisdiction;

2021 Annual Action Plan Amendment for release of funds

- An assessment of unmet needs of each qualifying population;
- An assessment of gaps in housing and shelter inventory, homeless assistance and services, and homelessness prevention service delivery system;
- A summary of the planned use of HOME-ARP funds for eligible activities based on the unmet needs of the qualifying populations;
- An estimate of the number of housing units for qualifying populations the PJ will produce or preserve with its HOME-ARP allocation; and
- A description of any preferences for individuals and families in a particular qualifying population or a segment of a qualifying population.

Next Steps

- Consult with area population's who work with qualifying populations;
- Release a request for proposal for creation of the HUD-required gap analysis; and
- Create and submit an amendment to the 2021 Annual Action Plan for release of funds.

Questions?

Contact:

Shirese Franklin, MUPP

Thomas Jefferson Planning District Commission

Planner II

sfranklin@tjpdc.org

434-422-4080

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 10, 2022

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	x
Michael Payne*	x	David Blount, Deputy Director/Legislative Director	x
Lyle Solla-Yates	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway	x	Ian Baxter, Planner II	
Jim Andrews	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien		Lucinda Shannon, Senior Regional Planner	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	x
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	
Andrea Wilkinson	x	Ryan Mickles, Planner III	x
Louisa County		Lori Allshouse, Program Director - VATI	x
Rachel Jones	x	GUESTS/PUBLIC PRESENT	
Tommy Barlow			
Nelson County			
Jesse Rutherford, Chair	x		
Dylan Bishop			

Councilor Payne joined the meeting at 7:44 pm prior to the vote to accept the 2nd Quarter Financial Report.

***Note**: The City of Charlottesville has declared a local 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 in the city. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § 2.2-3708.2. A recording of the meeting was made available to the public at https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q.*

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Jesse Rutherford, 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

3. PRESENTATIONS:

a. **Introduction of Ryan Mickles, Planner III and Lori Allshouse, Program Director - VATI**

Christine Jacobs introduced Ryan Mickles and Lori Allshouse to the Commission. Mr. Mickles will be working primarily with the MPO/transportation programs and Ms. Allshouse will be directing the VATI program.

b. **New Commission Member Introduction and Orientation**

Ms. Jacobs introduced the new Commissioners: Supervisor Rachel Jones (Louisa County), Supervisor Jim Andrews (Albemarle County), and Planning Commissioner Lyle Solla-Yates (City of Charlottesville). Ms. Jacobs reviewed a brief history of the TJPDC, governing structure, the mission and vision statements, enabling legislation, by-laws, history of programs and projects, existing programs and services, agency funding and local contributions, agency financials, organizational policies, and agency staff.

c. **FY23 RideShare Work Program, Grant Application**

Ms. Pennington reviewed the process of applying for annual funding for the RideShare program. The presentation included an overview of the RideShare program, major initiatives undertaken in the FY22 program, and initiatives planned for the FY23 work program.

4. CONSENT AGENDA: Action Items

a. **Minutes of December 2, 2021**

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the minutes of December 2, 2021 as presented.

5. RESOLUTIONS:

a. **FY23 RideShare Application Resolution**

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously approved the resolution to approve the RideShare Grant Application and Annual Work Plan as presented.

6. NEW BUSINESS:

a. **2nd Quarter Financial Report (October 2021 – December 2021)**

i. 2nd Quarter Dashboard Report
ii. October, November, and December Profit and Loss Statements
iii. December Balance Sheet
iv. December Accrued Revenues Report

Motion/Action: On a motion by Dale Herring, seconded by Ned Gallaway, the Commission unanimously accepted the 2nd Quarter Financial Report as presented. Rachel Jones was absent for this vote.

b. FY22 Amended Budget Draft and Budget Memo

Ms. Jacobs reviewed the FY22 amended budget with the Commission. The amended budget will be presented to the Commission for approval at their March meeting.

c. TJPDC Grievance Policy

Ms. Jacobs explained that DHCD requires that the TJPDC has an agency-approved Grievance Policy for grant recipients. The proposed policy is adapted from the Grievance Policy that was developed for the Rent and Mortgage Relief Program, which named the specific program when it was adopted.

Motion/Action: On a motion by Lyle Solla-Yates, seconded by Keith Smith, the Commission unanimously approved adoption of the TJPDC Grievance Policy as presented.

d. Executive Director Evaluation Process

Ms. Jacobs requested guidance from the Commission on the Executive Director Evaluation Process. Mr. Smith stated that in previous evaluation processes, a committee was appointed to develop and implement the process. The evaluation committee will consist of Jesse Rutherford, Dale Herring, and Ned Gallaway.

7. EXECUTIVE DIRECTOR'S REPORT:

a. **Monthly Report**: Christine Jacobs provided updates on: staffing updates to include recently filled positions and progress on filling vacant positions; the Virginia Telecommunications Initiative (VATI); the Blue Ridge Cigarette Tax Board; housing programming to include the award of a $250,000 Virginia Eviction Reduction Pilot Implementation grant, the ongoing virtual Housing Speaker Series, the development of a strategic plan for the Regional Housing Partnership, the status of project selection for the VA Housing $2 million PDC Development Grant, and recent activities to plan for project funding through the HOME-ARP program; application plans for an EDA grant to develop a regional Comprehensive Economic Development Strategy plan; recent activity on the Regional Natural Hazard Mitigation plan; and transportation programming to include SMART SCALE project planning, the award of an Office of Intermodal Planning and Investment Growth and Accessibility Planning Technical Assistance grant to develop performance-based planning metrics for the MPO's Long Range Transportation Plan, the application of a DRPT Technical Assistance grant to fund a

Regional Transit Governance Study, the application of a DRPT demonstration grant by CAT to fund the implementation of recommendations from the Albemarle Transit Expansion Study, and updates on the Zion Crossroads Small Area Plan and the North 29 Corridor Study.

8. OTHER BUSINESS:

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

b. Next Meeting: March 3, 2022

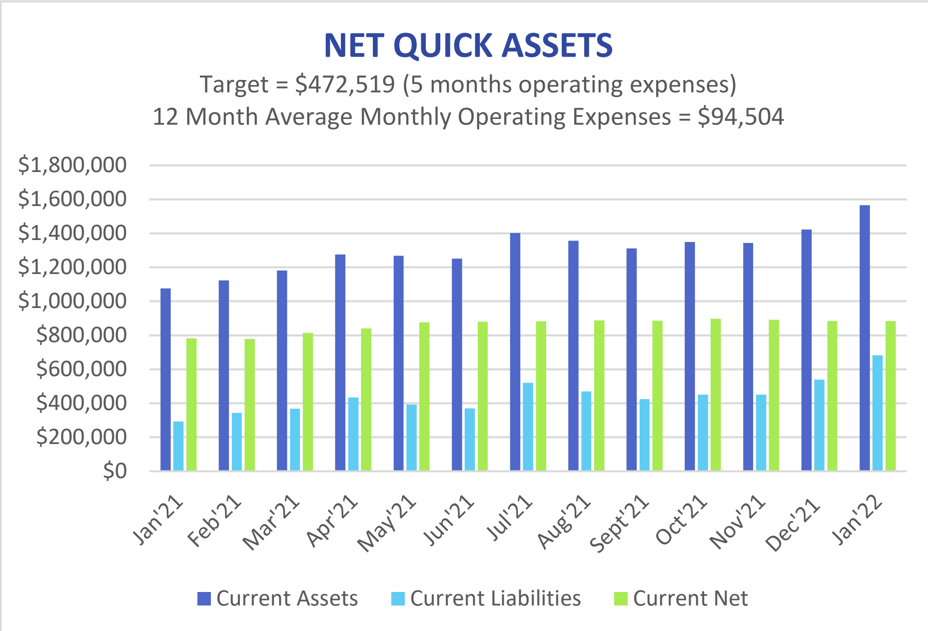
ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the February 10, 2022 Commission meeting at 8:51 pm.

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

Thomas Jefferson Planning District Commission

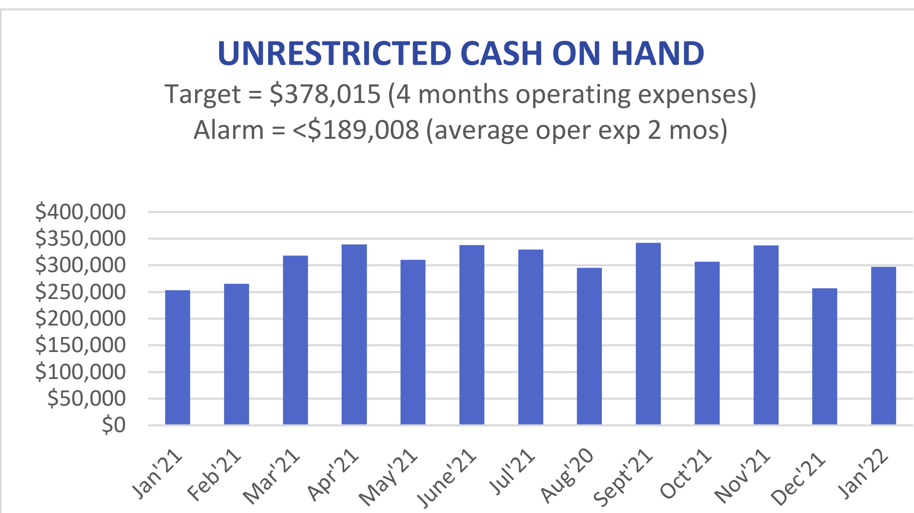
FINANCIAL DASHBOARD
Through January 2022



<u>MONTHLY NET QUICK ASSETS</u>

<u>Jan'21 = $782,692</u>
<u>Feb'21 = $779,333</u>
<u>Mar'21 = $814,363</u>
<u>Apr'21 = $840,928</u>
<u>May'21 = $876,846</u>
<u>Jun'21 = $879,382</u>
<u>Jul'21 = $881,176</u>
<u>Aug'21 = $886,917</u>
<u>Sept'21 = $886,391</u>
<u>Oct'21 = $897,702</u>
<u>Nov'21 = $892,289</u>
<u>Dec'21 = $882,982</u>
<u>Jan'22 = $883,614</u>

<u>NET QUICK ASSETS</u> 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. As of the end of January 2022, the TJPDC had 9.35 months of operating expenses. The rolling twelve-month average operating expenses decreased to $94,504. The 3-month average of expenses is $98,883. Actual operating expenses for January were $88,366 compared to $108,355 in December. Capital reserves = $883,614 - $472,519 = $411,094.

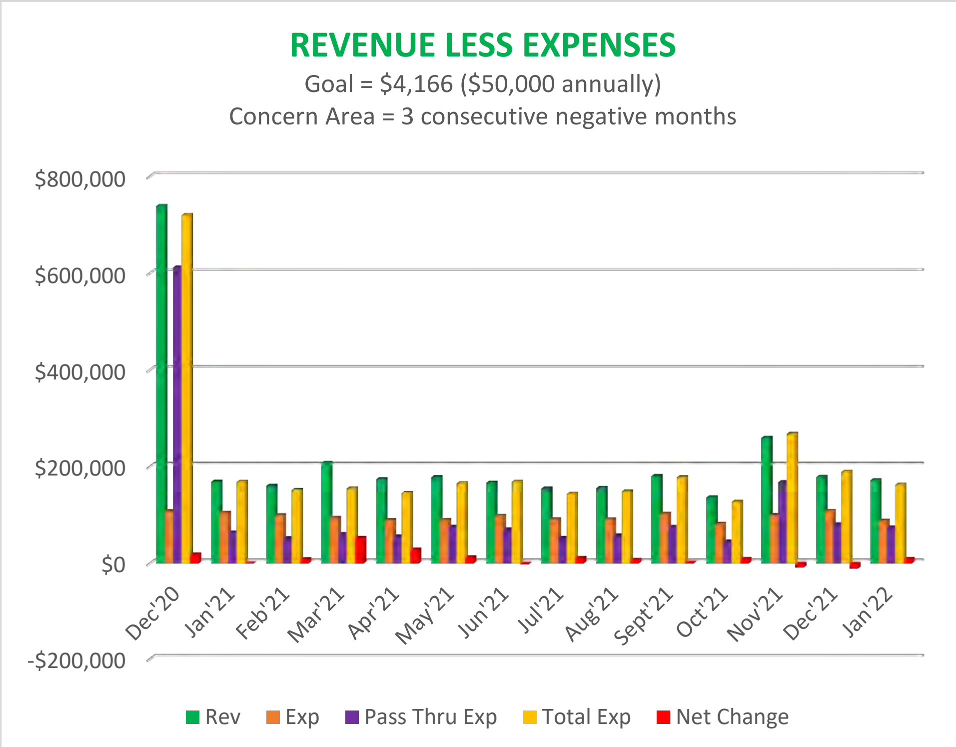


<u>UNRESTRICTED CASH ON HAND</u> consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

<u>MONTHS OF UNRESTRICTED CASH</u> 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. <u>The end of month level of Unrestricted Cash on Hand of $297,100 represents 3.14 months of operating expenses. Unrestricted cash has increased from a Jan'21 level of $253,567 to $297,100 at the end of January 2022.</u>

Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through January 2022



MONTHLY NET REVENUE

Jan'21 = $630
Feb'21 = $8,647
Mar'21 = $52,770
Apr'21 = $28,784
May'21 = $12,695
June'21 = ($1,788)
Jul'21 = $11,242
Aug'21 = $7,223
Sept'21 = $2,582
Oct'21 = $9,237
Nov'21 = ($8,348)
Dec'21 = ($10,435)
Jan'22 = $9,246

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The approved FY22 Budget estimated a $0 net gain. There was a total net gain in the second quarter (October 2021-December 2021) of $7,150. January's net gain was $9,246. Due to an unanticipated change of one of our grant programs not covering indirect costs, the revised overall net gain for the year to date is $11,756. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows total available funds of $1,287,326 remaining in FY22 ($131,343 per month remaining in FY22). Actual operating expenses for December were $88,366.

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
January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	87,731	96,109	479,991	712,526	1,193,070
4120 · State Funding Source	34,272	39,524	329,753	282,016	479,636
4130 · Local Source	36,570	40,417	328,044	282,916	484,999
42000 · Local Match Per Capita	13,302	9,020	93,120	72,163	159,620
4280 · Interest Income	106	167	495	1,167	2,000
Total Income	171,981	185,236	1,231,402	1,350,787	2,319,325
Gross Profit	171,981	185,236	1,231,402	1,350,787	2,319,325
Expense					
6260 · COGS	0		5,028		
61000 · Personnel	69,423	78,316	491,335	574,313	940,173
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	100	170	1,210	1,407	2,254
62392 · Subscriptions, Publications	0	46	31	321	550
62393 · Supplies	334	614	4,100	4,294	7,364
62394 · Audit -Legal Expenses	0	0	15,537	16,500	16,500
6240 · Advertising	586	2,392	8,995	16,176	27,798
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	537	500	671	3,498	5,996
62410 · TJPDC Contractual	3,857	9,097	41,862	65,450	112,312
6281 · Dues	609	985	6,835	7,093	12,016
62850 · Insurance	521	278	3,857	1,946	3,336
62890 · Printing/Copier	347	503	2,257	3,544	6,060
63200 · Rent Expense	8,249	8,171	56,814	57,200	98,058
63210 · Equipment/Data Use	2,525	1,700	10,708	12,109	21,037
63220 · Telephone Expense	427	489	3,942	3,420	5,862
63300 · Travel-Vehicle	455	2,261	3,845	15,949	27,253
6345 · Janitorial Service	76	743	1,262	5,203	8,920
6390 · Professional Development	320	1,721	7,645	12,048	20,654
Total Expense	88,366	107,985	665,934	800,470	1,316,143
Net Ordinary Income	83,614	77,251	565,468	550,317	1,003,182
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	57,706	50,746	251,232	355,223	608,954
8399 · Grants Contractual Services	16,662	32,852	302,480	229,966	394,228
Total Other Expense	74,368	83,599	553,712	585,190	1,003,182
Net Other Income	(74,368)	(83,599)	(553,712)	(585,190)	(1,003,182)
Net Income	**9,246**	**(6,347)**	**11,756**	**(34,873)**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	844,079.32	528,462.76	315,616.56
1189 · Capital Reserve	392,987.00	244,427.00	148,560.00
Total Checking/Savings	1,237,066.32	772,889.76	464,176.56
Accounts Receivable			
1190 · Receivable Grants	308,788.78	292,725.32	16,063.46
Total Accounts Receivable	308,788.78	292,725.32	16,063.46
Other Current Assets			
1310 · Prepaid Rent	1,666.67	1,666.67	0.00
1330 · Prepaid Insurance	10,512.67	14,405.59	-3,892.92
1360 · Prepaid Other	7,837.02	9,219.34	-1,382.32
Total Other Current Assets	20,016.36	25,291.60	-5,275.24
Total Current Assets	1,565,871.46	1,090,906.68	474,964.78
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	92,151.29	123,885.29	-31,734.00
1499 · Accumulated Depreciation	-94,869.81	-117,325.97	22,456.16
Total Fixed Assets	11,654.59	20,932.43	-9,277.84
TOTAL ASSETS	**1,577,526.05**	**1,111,839.11**	**465,686.94**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	131,540.51	11,157.47	120,383.04
Total Accounts Payable	131,540.51	11,157.47	120,383.04
Credit Cards			
2155 · Accounts Payable Credit Card	3,738.41	1,493.26	2,245.15
Total Credit Cards	3,738.41	1,493.26	2,245.15
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	0.00	0.00
2465 · VRS Optional Life Payable	0.00	-18.72	18.72
2800 · Deferred Revenue	546,979.00	303,284.72	243,694.28
Total Other Current Liabilities	546,979.00	303,266.00	243,713.00
Total Current Liabilities	682,257.92	315,916.73	366,341.19
Long Term Liabilities			
2200 · Leave Payable	41,330.35	50,488.10	-9,157.75
Total Long Term Liabilities	41,330.35	50,488.10	-9,157.75
Total Liabilities	723,588.27	366,404.83	357,183.44
Equity			
3000 · General Operating Fund	449,194.62	473,727.42	-24,532.80
3100 · Restricted Capital Reserve	392,987.00	244,427.00	148,560.00
Net Income	11,756.16	27,279.86	-15,523.70
Total Equity	853,937.78	745,434.28	108,503.50
TOTAL LIABILITIES & EQUITY	**1,577,526.05**	**1,111,839.11**	**465,686.94**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2022

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	YEAR TO DATE FY22	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY23+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY22	NOTES
110	**State Support to PDC (DHCD)**	07/01/21	06/30/22	89,971	6,330	6,331	9,831	7,497	7,497	7,497	7,497	52,480			52,480	37,491	State funding to TJPDC General
110	**Bank Interest**	07/01/21	06/30/22	750	59	64	56	62	66	82	106	495			495	255	Investment Pool Savings Income
170/171	**Rural Transportation**	07/01/21	06/30/22	58,000	7,184	4,458	3,238	2,297	2,704	2,872	2,453	25,206			25,206	32,794	VDOT Rural Transp Planning
190/195/198	**MPO-PL**	07/01/21	06/30/22	190,065	10,754	5,094	5,865	5,062	6,725	5,976	9,576	49,052		82,500	49,052	58,513	MPO PL Transp Planning
191/196/199	**MPO-FTA**	07/01/21	06/30/22	98,746	4,741	3,147	3,313	3,700	5,561	5,290	4,407	30,159		26,662	30,159	41,925	MPO FTA Transit Planning
273	**Water Street Center**	07/01/21	06/30/22	0	0	0	0					0			0	0	Rental Fees
273	**Office Leases - Rent**	07/01/21	06/30/22	13,190	1,150	2,070	3,010	1,950	1,810	1,950	1,250	13,190			13,190	0	Rental Fees
277	**Legislative Liaison**	07/01/21	06/30/22	102,981	6,486	6,515	7,263	5,705	8,050	5,942	12,988	52,949			52,949	50,032	David & Dominique Legis Operations
278	**VAPDC-ED**	07/01/21	06/30/22	50,000	4,167	4,167	4,167	4,352	4,166	4,167	4,167	29,353			29,353	20,647	Contract for Admin Services
296	**Member Per Capita**	07/01/21	06/30/22	159,620	13,303	13,303	13,303	13,303	13,303	13,302	13,302	93,119			93,119	66,501	Local Govt Annual Contributions
303	**Solid Waste**	07/01/21	06/30/22	24,156	3,724	3,864	5,051	1,483	464	990	1,265	16,841			16,841	7,315	Contract for annual reporting
315	**Stanardsville TAP**	04/06/15	10/01/20	37,000	530	706	367	112	551	865	1,382	4,513	21,958	5,500	26,471	5,029	VDOT Streetscape Contract
316	**Cherry Avenue**	07/01/20	06/30/21	0								0		0	0	0	Reimbursement - Work Change Order
329	**Rivanna River Corridor Phase II**	07/01/21	06/30/22	88,000	3,339	1,409	0					4,748	83,252		88,000	0	Regional River Plan
334	**Nelson TAP**	07/01/21	06/30/22	5,831	384	441	4,710	296				5,831			5,831	0	Lovingston Transporation Alternative Grant Assistance
907	**WIP Phase III**	06/01/18	12/30/20	37,747								0	37,747	0	37,747	0	Chesapeake Watershed Assistance to DEQ
907	**WIP Phase IV**	06/01/19	12/31/21	58,000	4,779	4,189	3,005	2,465	4,136	5,982	0	24,556	33,464		58,020	-20	Watershed Improvement Plan
907	**WIP Phase V**	06/01/21	01/01/22	58,000	0	0	0	0			2,878	2,878		24,000	2,878	31,122	Watershed Improvement Plan
908	**RRBC**	07/01/21	06/30/22	20,500	1,581	2,961	2,647	1,850	2,204	1,004	2,076	14,323			14,323	6,177	Rivanna Commission
Program Code	**PROGRAM COTRACTS/GRANTS With Pass-Thrus**			0													
181	**RTP-TDM**	07/01/21	06/30/22	50,000	4,087	4,590	3,971	2,329	2,619	3,304	4,401	25,301			25,301	24,699	Regional Transit Partnership
	RTP Pass-Thru	07/01/21	06/30/22	0	0	0	0					0			0	0	Grant Match if needed
182	**Regional Transit Grant**	01/01/21	06/30/22	34,138	1,021	1,757	2,274	2,550	2,755	1,629	1,883	13,869	5,045	4,000	18,914	11,224	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	01/01/21	06/30/22	315,862	0	0	39,232		63,079	35,768		138,079		40,000	138,079	137,783	Regional Transit Vision Plan - Consultant
183	**Albemarle Transit Grant**	01/01/21	12/31/21	14,950	2,829	1,631	863	1,300	371	696	1,506	9,196	5,626	0	14,822	128	Albemarle Transit Expansion - Admin
	Alb Transit Pass-Thru	01/01/21	12/31/21	91,265	13,083	14,768	6,911	18,281	10,232	5,438	8,537	77,250	2,021	0	79,271	11,994	Albemarle Transit Expansion - Consultant
193	**Rideshare**	07/01/21	06/30/22	166,670	11,360	13,797	10,844	13,231	10,686	8,464	11,038	79,420	13,797		93,217	73,453	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	07/01/21	06/30/22	10,500	0	0	0				1,445	1,445			1,445	9,055	Potential contract for marketing plan
330	**Hazard Mitigation**	07/01/21	06/30/22	62,200	502	1,475	4,148	2,566	2,013	3,492	3,623	17,819	10,701	6,000	34,520	21,680	24 month planning project resiliency
	Haz Mit Pass-Thru	07/01/21	06/30/22	5,000	0	0	0					0			0	5,000	Technical Support/Mapping (if needed)
726	**HOME ARP**	10/01/21	06/30/22	25,000	0	0	0	3,034	2,301	3,595	3,629	12,559			12,559	12,441	HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	10/01/21	06/30/22	10,000	0	0	0	0	0			0				10,000	Consultant for Gap Analysis
727	**HOME TJPDC Admin**	07/01/21	06/30/22	64,661	5,904	5,908	6,673	4,655	7,276	3,943	3,805	38,164			38,164	26,497	HUD HOME Housing Grants Admin
	HOME Pass-Thru	07/01/21	06/30/22	611,954	32,414	20,529	24,234		78,148	38,200	57,706	251,231			251,231	360,723	HUD HOME Housing Grants Construction
728	**Housing Preservation Grant Admin**	07/01/21	06/30/22	17,673	1,502	2,267	1,678	2,200	1,757	1,476	815	11,695			11,695	5,978	USDA Housing Repair Admin
	HPG Pass-Thru	07/01/20	06/30/21	100,148	0	15,406	4,973		6,250		1,155	27,784			27,784	72,364	USDA Housing Repair Construction
729	**Affordable Housing**	07/01/21	06/30/22	4,500	2,396	604	1,000	0	0	500		4,500			4,500	0	Regional Housing Partnership
	RHP - Strategic Plan	07/01/21	06/30/22	21,000	0	0	0		10,400		5,525	15,925			15,925	5,075	Spark Mill - RHP Strategic Planning Consultant
732	**VERP**	07/01/21	10/30/21	10,682	2,216	558	1,645	0	0		452	4,871			4,871	5,811	VA Eviction Planning Grant - Admin
	VERP Pass-Thru	07/01/21	10/30/21	149,689	7,250	7,250		27,815	0			42,315			42,315	107,374	VA Eviction Planning Grant - Consultants
733	**VA Housing**	07/01/21	06/30/21	40,000	1,108	4,614	1,629	3,406	1,155	2,767	2,999	17,678			17,678	22,322	VA Housing PDC - Admin
	VA Housing Pass-Through	07/01/21	06/30/21	0	0	0						0			0	0	VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigaratte Tax Board**	07/01/21	06/30/21	77,550	437	1,450	2,123	3,481	2,081	10,101	699	20,372			20,372	57,178	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	07/01/21	06/30/21	0	0	0	0	0	0	0	0	0			0	0	Pass through - direct costs
761	**VATI - Admin**	04/01/22	04/01/25	875,000	0	0	0	0	0	0	0	0		799,778	0	75,222	VATI Admin - 36-42 months
	VATI Pass-Through	04/01/22	04/01/25	0	0	0	0	0	0	0	0	0		0		0	Program/Construction Pass-Through
	TOTAL - All Programs			**3,850,998**	**154,620**	**155,323**	**178,024**	**134,982**	**258,360**	**175,292**	**172,565**	**1,229,166**	**323,100**	**205,628**	**1,558,266**	**1,287,326**	**TOTAL - All Programs**
	Pass Thru Sub-totals			**1,315,418**	52,747	57,953	75,350	46,096	168,109	79,406	74,368	554,029	90,779	40,000	644,808	630,610	Pass-Thru Subtotal

Op Expenses	$94,504	12 month average
	$98,883	3 month average
	$88,366	last month

Total Grant Funds Remaining	1,287,326
Pass-through funds	$630,610
TJPDC Available Funds	$656,717
Available funds per month	**$131,343.33**

Thomas Jefferson Planning District Commission
FY-2023 Rural Transportation Planning Work Program
July 01, 2022 – June 30, 2023

Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), Jaunt, RideShare and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) will review this work program at their March 15th, 2022 meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 3, 2022 meeting and approved the work program at their _______________ meeting.

The preparation of this program was financially aided through administrative funds from the FY22 Rural Transportation Planning Work Program.

Table of Contents

Introduction

Purpose and Objective

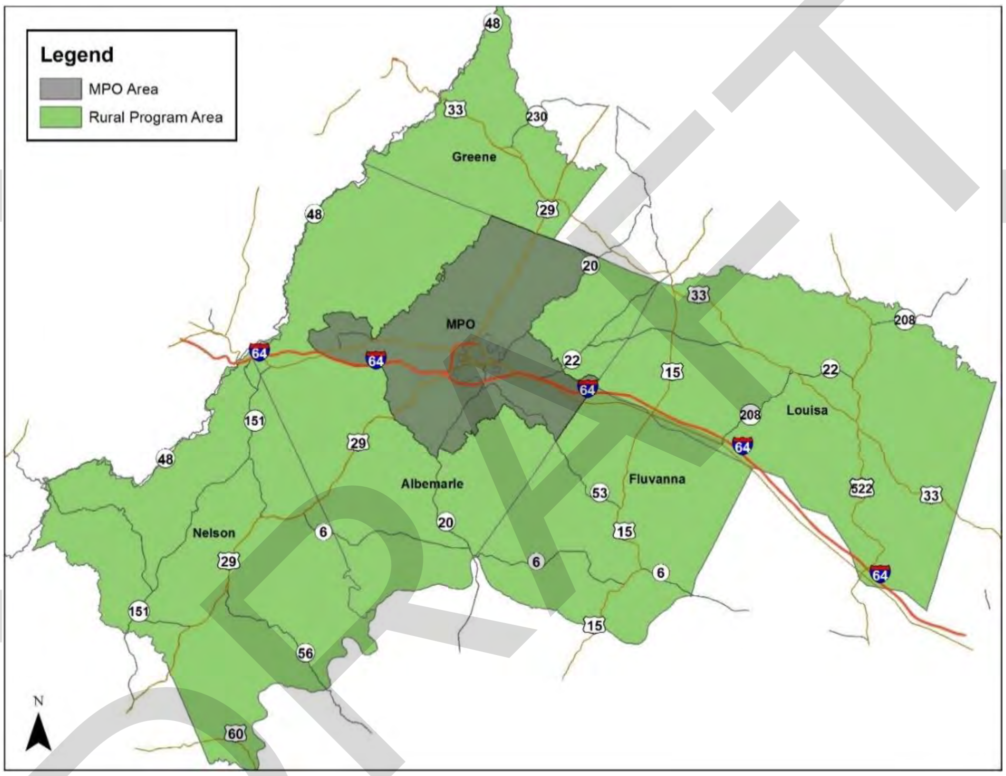
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2023 each planning district commission / regional commission that has rural areas will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research. The map below shows the rural program areas in light green.



Highlights of FY22

In FY22, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to the Route 29 North Corridor Study, which required substantially more resources from the VDOT district offices, Planning District, and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

ROUTE 29 NORTH CORRIDOR STUDY – Work continued in FY23 on a collaborative planning project across two of the PDC's localities, Greene and Albemarle. The plan will help the two localities develop a vision for supporting growth and investment in the Route 29 North corridor from Route 649 (Airport Road) in Albemarle County and Deerfield Drive in Greene County. TJPDC staff worked with VDOT, technical consultants, Greene and Albemarle staff, and stakeholders to review previous studies and planning documents, develop project goals, evaluate existing conditions, predict future demand, engage the public, prioritize projects within the corridor and develop recommendations. TJPDC staff assisted with stakeholder and public engagement, presenting at Community Advisory Committee meetings, stakeholder advisory committee meetings, and coordinating public meetings.

TOWN BICYCLE AND PEDESTRIAN INFRASTRUCTURE ASSESSMENT– This study assessed the existing bicycle and pedestrian infrastructure in the incorporated towns of Stanardsville and Scottsville and developed recommendations for future bicycle and pedestrian infrastructure supporting the broader goals of the localities.

Fiscal Year 2023 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$12,800	$3,200	$16,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	$45,200	$11,300	$56,500
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2023 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2023 Activities by Task

FY 2023 – 1.0 Program Administration - $16,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process *(the 3 C's approach)*. The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Reporting and Compliance with Regulations - $5,500

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices
- Submit an annual report for FY22
- Maintain the FY23Rural Work Program
- Prepare the FY24 Rural Work Program

Task 1.2 - Staff committee meetings - $5,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - $5,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, stakeholders, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders
- Participate in outreach meetings and provide/review data as requested by VDOT
- Participate with the MPOs and VDOT on setting performance measure goals
- Assist VDOT with local and regional input to annual statewide transportation improvement programs

- Conduct intergovernmental discussion and coordination of transportation projects and developments
- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend transportation sessions at statewide conferences
- Attend trainings from state agencies
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

Administration Budget	
SPR Funds (80%)	$12,800
PDC Funds (20%)	$ 3,200
Total Budgeted Expenditure for Program Administration	$16,000

FY 2023 - 2.0 Planning & Local Technical Assistance - $56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2023. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Rural Transit Needs Assessment and Recommendations - $30,000

DESCRIPTION OF ACTIVITIES:

- TJPDC staff will work with Jaunt and rural jurisdiction staff to identify populations and geographic areas with transportation challenges. This project will develop a report identifying and quantifying the need for additional transportation services in rural jurisdictions. The resulting needs mapping can be a base on which Jaunt can develop service scenarios to address the identified needs for rural areas. This project will also coordinate with other planning efforts like the Regional Transit Vision Plan, Regional Transit Governance Study, Jaunt Transit Development Plan, and local jurisdictions' plans.

TASKS TO BE UNDERTAKEN:

- Work with Jaunt and county staff to develop study methodology
- Identify areas with high transit needs

Task 2.2 – Prepare transportation infrastructure grant applications - $5,000

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Regional Bicycle / Pedestrian Plan
- Assist the region's counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP projects
- Provide Assistance for Smart Scale grant applications upon request

Task 2.3 – Provide assistance to local and state partners as requested - $10,000

Description of Activities:

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

Tasks to be Undertaken:

- 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
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - $11,500

Description of Activities:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program. Including the Regional Transit Vision Plan, Governance Study, and the Jefferson Area Bike and Pedestrian Plan

The Jefferson Area Bike and Pedestrian Plan provides recommendations to increase safety for those bicycling or walking long distances in the region as well as recommendations for bicycle and pedestrian infrastructure that would benefit people living in or visiting the towns and development areas in the region. These recommendations identify areas that would benefit from additional bicycle and pedestrian infrastructure to support and compliment public health, transit, recreation, and alternative forms of transportation. A significant part of Task 2.4 will be to prioritize the recommendations in the Jefferson Area Bike and Pedestrian Plan to better direct planning resources and support funding applications.

Tasks to be Undertaken:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives
- Develop a methodology to prioritize the Jefferson Area Bike and Pedestrian Plan recommendations and develop a prioritized list of projects that are eligible for VDOT funding

Planning & Technical Assistance Activities Budget

SPR Funds (80%)	$45,200
PDC Funds (20%)	$ 11,300
Total Budgeted Expenditure for Program Activities	$56,500

FY24 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY24, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will begin to discuss the Rural Long Range Transportation Plan 5-year update.

The Charlottesville-Albemarle MPO will conduct an analysis of the boundary after the 2020 Census to determine whether there will be adjustments. The TJPDC, IN FY24 will continue to assess the impact of any movement of current rural boundaries into the MPO area.

Appendices

Appendix A: FY-2023 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Reporting and Compliance with Regulations	$4,400.00	$1,100.00	$5,500.00
Task 1.2 – Staffing Committees	$4,400.00	$1,100.00	$5,500.00
Task 1.3 - Information Sharing	$4,000.00	$1,000.00	$5,000.00
Total Budgeted Expenditure for Program Administration	$12,800.00	$3,200.00	$16,000.00
Program Activities			
Task 2.1 – Rural Transit Needs Assessment and Recommendations	$24,000.00	$6,000.00	$30,000.00
Task 2.2 – Prepare transportation infrastructure grant applications	$4,000.00	$1,000.00	$5,000.00
Task 2.3 – Support Local and State requests for assistance as needed	$8,000.00	$2,000.00	$10,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	$9,200.00	$2,300.00	$11,500.00
Total Budgeted Expenditure for Program Activities	$45,200.00	$11,300.00	$56,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	$58,000.00	$14,500.00	$72,500.00

Ralph S. Northam
Governor

Esther Lee
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

January 11, 2022

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2022 Virginia CDBG Program Regional Priorities

This memo serves as notification for each Planning District Commission of the availability of the 2022 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 18, 2022**:

> **A prioritized list of the CDBG Project Types and Activity Categories**.
> Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.
>
> **A list of CDBG proposals expected to originate in your District in 2022**.
> Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2022. This list may include proposed planning grants as well. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2022 project applications, and the receipt of each will ensure eligibility of 2022 application reviews. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

2022 Virginia Community Development Block Grant Program
Regional Priorities
List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories
Please reference the 2022 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: **Thomas Jefferson Planning District Commission**

Priority (1 is highest, 3 is lowest)

#1	#2	#3	
☒	☐	☐	Comprehensive Community Development
☐	☒	☐	Economic Development – Business District Revitalization
☒	☐	☐	Housing – Housing Rehabilitation
☒	☐	☐	Public Infrastructure (Including Housing Production)
☐	☒	☐	Community Service Facility

Expected 2022 CDBG Applications:

Southwood Village 2 – Southwood Redevelopment Project, for a Public Infrastructure Grant

Scottsville Tire Factory – Housing Production, for a Public Infrastructure Grant

			May-21	Feb-22
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	*FY20 Actual*	*FY21 Actual*	*FY22 Approved*	***FY22 Amended***
Federal	$1,170,710	$3,311,545	$1,193,070	$3,013,763
State	$276,948	$256,898	$479,636	$681,735
Local	$390,375	$442,110	$420,529	$1,959,309
Local per capita	$156,717	$157,820	$159,620	$159,620
Interest Income	$10,983	$1,382	$2,000	$750
Rent Income	$0	$13,450	$10,000	$18,000
Grant & Reserves Transfer	$0	$0	$54,470	$0
Total Revenue	$2,005,733	$4,183,206	$2,319,325	$5,833,177
Operating Expenses				
Personnel Costs				
Salaries	$966,262	$793,008	$782,686	$822,187
Fringe and Release	$0	$170,318	$157,487	$171,585
Total Personnel	$966,262	$963,326	$940,173	$993,772
Other Costs				
Postage	$1,298	$1,835	$2,254	$2,311
Subscriptions	$1,525	$947	$550	$550
Supplies	$9,424	$5,470	$7,364	$7,570
Audit-Legal	$15,525	$15,936	$16,500	$16,500
Advertising	$20,042	$4,574	$27,798	$32,034
Meeting Expenses	$8,741	$1,119	$5,996	$406
TJPDC Contractual	$50,921	$58,537	$112,312	$76,934
Dues	$10,654	$9,132	$12,016	$11,331
Insurance	$4,281	$5,774	$3,336	$3,546
Printing/Copy	$4,887	$4,459	$6,060	$3,431
Rent	$92,604	$97,269	$98,058	$98,058
Equip/Data Use	$20,796	$36,280	$21,037	$29,443
Capital & Leases	$0	$0	$0	$0
Telephone	$7,426	$7,659	$5,862	$6,800
Travel-Vehicle	$15,002	$6,711	$27,253	$15,824
Janitorial	$6,961	$2,310	$8,920	$3,600
Professional Development	$18,651	$5,421	$20,654	$14,941
Total Other Costs	*$288,738*	$263,433	*$375,970*	*$323,279*
TOTAL OPERATING EXPENSES	$1,255,000	$1,226,759	$1,316,143	$1,317,051
Net Ordinary Income - Pass Through $	$750,733	$2,830,154	$1,003,182	$4,516,126
Other				
HOME Pass Thru	$612,065	$582,891	$608,954	$608,954
HPG Pass Thru	$0	$105,287	$100,148	$124,313
All Grants/Contracts Pass Thrus	$104,804	$2,141,976	$294,080	$3,704,605
Total Other Expenses	*$716,869*	$2,830,154	*$1,003,182*	*$4,437,871*
Net Other Income	-$716,869	-$2,830,154	-$1,003,182	-$4,437,871
Net Income	**$33,864**	**$126,293**	**$0**	**$78,255**

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						$18,000
Interest Income					$750	
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	$66,357	$8,295				
PL Funding	$102,946	$12,868				
RTP			$38,000			
Albemarle Transit Plan		$4,749	$4,749			
Regional Transit Plan		$12,458	$12,458			
Rideshare						
Rideshare VDPRT		$130,958	$35,712			
TJPDC Rural Transportation						
Rural Admin	$12,800					
Rural Transportation Planning	$45,200					
HOUSING AND NONPROFIT						
HOME Consortium Admin	$67,662					
HOME - ARP Admin	$25,000					
Housing Preservation	$21,938					
VERP - DHCD		$10,681				
VA Housing - PDC		$40,000				
Regional Housing Partnership			$4,500			
ENVIRONMENT						
RRBC			$20,500			
Solid Waste			$24,156			
Haz Mit Grant	$39,741	$9,745				
Urban Rivanna River Plan			$4,748			
WIP DEQ	$58,000					
OTHER PROGRAMS						
Stanardsville STAR TAP			$9,500			
Nelson TAP			$5,545			
VAPDC			$50,186			
Reional Cigarette Tax			$69,812			
VATI	$75,222	$0				
PASS THRU REVENUE						
Consortium HOME Pass Through	$608,954					
Housing Preservation Pass Through	$124,313					
HOME-ARP Pass Through	$10,000					
VERP - DHCD Pass Through		$149,689				
VA Housing - PDC Pass Through		$0				
Regional Housing Partnership		$20,000				
MPO - FTA	$0	$0				
MPO - PL	$0	$0				
RTP			$12,000			
Rural Transportation	$0					
Haz Mit Grant	$5,132	$1,368				
Regional Transit Plan		$137,932	$137,932			
Albemarle Transit Plan		$44,622	$44,622			
Solid Waste						
TDM Rideshare		$8,400	$2,100			
Regional Cigarette Tax Pass Through			$1,379,809			
VATI - DHCD	$1,750,500					
Total Revenues by Category	$3,013,763	$681,735	$1,959,308	$159,620	$750	$18,000
Sum Total of Revenues						$5,833,177

FY22

	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Total Contribution	Per Capita	Rural	MPO	Haz	Balance	Regional	Local
	7/1/2019 Estimates		0.62	Local	Local	Local	0.4								75%	25%
Charlottesville	$ 49,181	19.10%	$ 30,492	$ 7,331	$ 2,540	$ 1,337	$ 19,672	$ 25,000	$ 86,373	$ 30,492	$ -	$ (11,759)	$ -	$ 18,734	$ 14,050	$ 4,683
Albemarle	$ 109,722	42.62%	$ 68,028	$ 15,876	$ 5,560	$ 6,210	$ 43,889	$ 25,000	$ 164,562	$ 68,028	$ (2,620)	$ (20,492)	$ -	$ 44,915	$ 33,686	$ 11,229
Fluvanna	$ 27,038	10.50%	$ 16,764	$ 3,999	$ 1,370	$ 1,897	$ 10,815	$ -	$ 34,845	$ 16,764	$ (3,261)	$ -	$ -	$ 13,503	$ 10,127	$ 3,376
Greene	$ 20,097	7.81%	$ 12,460	$ 2,997	$ 1,030	$ 1,056	$ 8,039	$ -	$ 25,582	$ 12,460	$ (2,472)	$ -	$ -	$ 9,988	$ 7,491	$ 2,497
Louisa	$ 36,620	14.22%	$ 22,704	$ 5,274	$ -	$ -	$ 14,648	$ -	$ 42,626	$ 22,704	$ (4,278)	$ -	$ -	$ 18,427	$ 13,820	$ 4,607
Nelson	$ 14,794	5.75%	$ 9,172	$ 2,335	$ -	$ -	$ 5,918	$ -	$ 17,425	$ 9,172	$ (1,869)	$ -	$ -	$ 7,303	$ 5,477	$ 1,826
	$ 257,452	100.00%	$ 159,620	$ 37,812	$ 10,500	$ 10,500	$ 102,981	$ 50,000	$ 371,413	$ 159,620	$ (14,500)	$ (32,251)	$ -	$ 112,869	$ 84,652	$ 28,217
											$14,500	$32,251				

296-LOCALITY FUNDING FY22 Projected

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

**RESOLUTION APPROVING THE FISCAL YEAR 2022
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
AMENDED ANNUAL OPERATING BUDGET**

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 Commission may amend the previously approved operating budget to account for unexpected changes in revenues and expenses; and

WHEREAS, the Commission originally approved the Fiscal Year 2022 Annual Operating Budget of $2,319,325 in Revenues and $2,319,325 in Expenses on May 6, 2021; and

WHEREAS, the Executive Director now recommends to the Commission for the Fiscal Year 2022 an Amended Operating Budget of $5,833,177 in Revenues and $5,833,177 in Expenses, resulting in an expected Net Income of $78,255; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2022 Amended Operating Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of March 3, 2022; and,

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized upon review by the Executive/Finance Committee to administer to the financial affairs of the TJPDC including custody and investment of short- and longer-term deposits of all public funds belonging to or handled by the TJPDC as provided in Sect. 2.2-4501 of the Code of Virginia, 1950 as amended. Funds of the TJPDC shall be invested in accordance with the Code of Virginia, Investment of Public Funds Act, Chapter 45 Title 2.2 Sections 2.2-4500-4518 and the Virginia Security for Public Deposits Act, Chapter 44 Title 2.2, Sections 2.2-4400-4411.; and,

BE IT FURTHER RESOLVED, that the Executive Director may authorize grant agreements, contracts, and purchases as included within the approved budget line items except as defined by ARTICLE IX Section 7 in the Thomas Jefferson Planning District Planning Commission Bylaws as amended March 2, 2017 requiring specific Commission approval for any items in excess of $100,000.

ADOPTED by the Thomas Jefferson Planning District Commission at its monthly Commission meeting of March 3, 2022 in the City of Charlottesville, Virginia, a quorum being present.

______________________________	______________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Jesse Rutherford, Commission Chair Thomas Jefferson Planning District Commission
____________________	____________________
Date	Date

tjpdc.org

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

Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.

RESOLUTION FOR ADOPTING THE TJSWPU SOLID WASTE MANAGEMENT PLAN 2021 REVISION

WHEREAS, the Thomas Jefferson Planning District Commission (the Commission) provides regional solid waste planning activities for the jurisdictions of Albemarle, Charlottesville, Fluvanna, and Greene through the Thomas Jefferson Solid Waste Planning Unit (TJSWPU).

WHEREAS, The TJSWPU conducts regional solid waste planning and recycling rate reporting on behalf of the SWPU members.

WHEREAS, every five years the TJSWPU must submit to the Department of Environmental Quality an updated regional solid waste management plan.

WHEREAS, PDC staff worked with localities to review and update the 2021 solid waste plan.

WHEREAS, the 2021 plan finds adequate solid waste infrastructure and disposal capacity to meet the regions solid waste needs through 2045 and that the regional recycling rate of 35% is in excess of the state mandated rate of 25%.

WHEREAS, the 2021 plan adds a captive industrial landfill to the TJSWPU in Fluvanna County to its list of solid waste facilities.

WHEREAS, it is in the best interests of the Thomas Jefferson Planning District Commission, Albemarle County, Greene County, Fluvanna County, and the City of Charlottesville to approve the 2021 plan update with the revision to include the inclusion of a captive industrial landfill in Fluvanna County for submission to the Department of Environmental Quality for approval.

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission adopts the 2021 Solid Waste Management Plan update.

ADOPTED this3rd day of March, 2021 by the Thomas Jefferson Planning District Commission being duly assembled with a quorum present.

ATTESTED:

______________________________	______________________________
Christine Jacobs, Interim Executive Director Thomas Jefferson Planning District Commission	Jesse Rutherford, Commission Chair Thomas Jefferson Planning District Commission
____________________	____________________
Date	Date

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

RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS for Consultant Services to Develop a HOME-ARP Needs Assessment and Gap Analysis

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 $30,000 require approval from the Commission; and,

WHEREAS, Article IX, Section 7 of the Commission Bylaws further require approval from the Commission for purchases greater than $30,000; and,

WHEREAS, the Thomas Jefferson Regional HOME Consortium was awarded a $2,452,270 HOME-ARP grant from the US Department of Housing and Urban Development (HUD) to benefit individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by provide housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability in the region; and,

WHEREAS, the TJPDC, as administrators of the Thomas Jefferson Regional HOME Consortium, are authorized to use $122,613.50 (5%) for administrative costs associated with the planning and development of the regional HOME-ARP program; and,

WHEREAS, HUD requires the submission of a HOME-ARP Allocation Plan; to include a Needs Assessment and Gap Analysis, as well as documented consultation with the Continuum of Care and service providers that address the needs of qualifying populations; and,

WHEREAS, the TJPDC will seek proposals from consultants to develop the required Needs Assessment and Gap Analysis at a cost greater than $30,000; and,

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

WHEREAS, the Central Virginia Regional Housing Partnership of the TJPDC will appoint a committee to review all proposals in accordance with the TJPDC's Bylaws and approved Procedures Governing Purchases and to make a recommendation to the Executive Director as to the selection; and,

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission hereby authorizes the 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 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 required HOME-ARP Needs Assessment and Gap Analysis.

Adopted this 3rd day of March, 2022.

______________________________	______________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Jesse Rutherford, Commission Chair Thomas Jefferson Planning District Commission
____________________	________________
Date	Date

REQUEST FOR PROPOSAL:
Needs and Gaps Analysis for Annual Allocation
Plan Update – HUD HOME-ARP Funding
Thomas Jefferson Regional HOME Consortium

PURPOSE OF WORK:

The Thomas Jefferson Regional HOME Consortium, housed and staffed by the Thomas Jefferson Planning District Commission (TJPDC), seeks the services of an experienced consultant to conduct a Needs and Gaps analysis for an update to the Consortium's Annual Allocation Plan, to secure HOME-ARP funding from the U.S. Department of Housing and Urban Development (HUD). The consultant will work with staff and a series of stakeholders to evaluate size and demographic composition of qualifying populations to assess unmet needs and identify any gaps within current shelter and housing inventory and service delivery systems.

PROCESS AND DEADLINES:

<u>Submission:</u>

- Proposal submissions should be sent via email to: ______________________
- Phone: ________________________
- *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 ___________________________.
  Late Proposals: Proposals received after the stated closing time and date will not be considered.

<u>Decision:</u>

- Proposals will be reviewed within ______________ business days of the closing date and notification of decision will be made by ________________.

<u>Proposals must Include the following:</u>

- Cover letter introducing the consultant team;
- Qualifications to include a brief history of the consultant's business and services, consultant team members and relevant experience, and the identification and contact information for the primary point of contact;

- A minimum of three (3) references from clients for whom you have completed similar work products in the past, including the time period services were provided. Please provide a summary of the work performed and client contact information;
- Cost Estimate not to exceed $_____________;
- A work plan that specifically addresses all elements in the Scope of Work described below including a project schedule of required and recommended tasks and milestones

Period of Performance:

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

BACKGROUND:

The Thomas Jefferson Planning District Commission (TJPDC) was formed in 1972 to provide a forum for discussion of issues localities have in common, or on which there is disagreement; to work to decrease fragmentation in government; to plan cooperatively for the future; and to provide planning services to local governments as requested. The TJPDC is guided by a locally appointed, twelve-member Commission, of which at least 51% are local elected officials. Member localities include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The TJPDC administers the Thomas Jefferson Regional HOME Consortium, the first regional HOME Investment Partnership Consortium in the Commonwealth. This program provides annual entitlement funding through HUD for housing rehabilitation, down-payment assistance, or new construction for qualifying households in the region.

The funding amount from the US Department of Housing and Urban Development (HUD) varies year to year based on Congressional allocation. Funds are distributed locally as follows:
• 10% for administration and planning
• 15% to a Community Housing Development Organization (CHDO) for development of new affordable units through construction or acquisition and rehabilitation
• The remaining 75% is split evenly between the six localities

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARP). ARP provides over $1.9 trillion in relief to address the continued impact of the COVID-19 pandemic. To address the need for homelessness assistance and supportive services, Congress appropriated $5 billion in ARP funds to be administered through participating jurisdictions (PJs) with a HOME Investment Partnership Program (HOME) to perform the four eligible activities listed below. The Thomas Jefferson Planning District Commission (TJPDC) has been allocated $2,452,270 of HOME-ARP funds. The TJPDC HOME Consortium's Cooperative Agreement designates that each locality will be awarded $347,404.92 to spend on eligible activities for qualifying populations. This even split does not preclude collaboration between two or more localities, but each reserves the right to engage in formal partnerships or use the money in its jurisdiction.

HOME-ARP funds must be used to primarily benefit individuals or families from the following qualifying populations (QP): Homeless; At-risk of homelessness; Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; Populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; Veterans and families that include a veteran family member that meet one of the preceding criteria.

HOME-ARP funds can be used for four eligible activities: Acquire, construct, and rehabilitate rental housing for qualifying populations; Tenant-Based Rental Assistance (TBRA); Supportive Services, including Homeless Prevention Services, and Housing Counseling; Purchase and Development of Non-Congregate Shelter. These structures can remain in use as non-congregate shelter or can be converted to 1) emergency shelter under the Emergency Solutions Grants (ESG) Program; 2) permanent housing under the Continuum of Care (CoC) Program; or 3) affordable housing under the HOME Program.

SCOPE OF WORK:

The successful consultant should have experience working with affordable housing production, homeless assistance, and federal planning.

- Consultation with agencies and stakeholders whose clientele include HOME-ARP qualifying populations to identify unmet needs and gaps in housing or service delivery systems. At a minimum, this will include regional COC; homeless and domestic violence service providers; veterans' groups; public housing agencies; public agencies that address needs of qualifying populations; and, public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities
- Conduct a needs assessment and gap analysis to evaluate size and demographic composition of qualifying populations to assess unmet needs and identify any gaps within current shelter and housing inventory and service delivery systems.
- Recommend HOME-ARP activities based on results of consultation, participation and needs assessment, and determine production goals by activity.
- Assessment of intake and tracking software for income and demographic data through national, state, and local research.
- Recommend how to regionally align data related to these populations.
- Creation of a toolkit for intake and tracking of individuals who need supportive services for localities and partner agencies to use in the future.

DELIVERABLES:

1. Facilitated discussions with staff, agencies, and stakeholders whose clientele include HOME-ARP qualifying populations
2. Minutes and notes from facilitated discussions and meetings
3. Written needs assessment and gap analysis report with full statistics and demographic composition of qualifying populations in region
4. Recommendation of HOME-ARP eligible activities for each locality and/or region

EVALUATION CRITERIA:

Each proposal will be evaluated based upon the following published criteria, including compliance with the RFP instruction and the mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to select the consultants who, in the sole discretion of the TJPDC, offers the best value and fit for the needs of the TJPDC. Each proposal will be evaluated on the following criteria:

1. Project Understanding: The proposal demonstrates that the consultants understand the needs of the TJPDC HOME Consortium and its member jurisdictions.
2. Approach and Methodology: The proposal demonstrates that the consultant team has a well-developed plan to satisfy all items in the Scope of Work.
3. Experience and Qualifications: The members of the consultant team and any sub-contractors possess the necessary skills and experience to successfully complete the Scope of Work.
4. References: The consultant team is able to demonstrate that is has successfully completed similar projects for previous clients.
5. Cost: The proposal includes reasonable details of cost estimates broken out by project task and deliverables.

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: March 3, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since February 10, 2022.

Administration

- March 3, 2022 Meeting Agenda
  1. **Call to Order and Roll Call**
     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 (Read by Sandy Shackelford)
     c. **PUBLIC HEARING –** Solid Waste Plan Amendment
  3. **Presentations**
     a. Introduction of Chief Operating Officer/Program Director, Ruth Emerick
     b. Hazard Mitigation Plan Update – Ian Baxter (10 minutes)
     c. HOME-ARP Presentation – Shirese Franklin (10 minutes)
  4. **Consent Agenda**
     a. Minutes of the January 10, 2022 Commission Meeting
     b. January 2022 Financial Report – Total income for January was $171,981. With 7 months (or 58%) of our fiscal year complete, we have received 53% of our total budgeted income. Total expenses for January were $88,366. We have expended 51% of our total budgeted operating expenses of $1,316,143. Net Quick Assets are $883,614, which is 9.35 months of operating expenses. Capital Reserves are $411,094. Unrestricted Cash on Hand of $297,100 represents 3.14 months of operating expenses. Net gain from January was $9,246. Due to an unanticipated change of one grant program not covering indirect costs, the revised overall net gain for the year to date is $11,756.

     Staff recommends approval of the consent agenda.

5. New Business

a. FY23 Rural Transportation Work Program and Draft Budget – Staff will present a draft Rural Transportation Work Program and Budget. We anticipate receiving $58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% match through local per capita, equivalent to $14,500. The work program and budget will come back before the Commission in April meeting for consideration for approval.

b. 2022 Community Development Block Grant (CDBG) Regional Priorities – The Department of Housing and Community Development, which administers the Federal Community Development Block Grant (CDBG) program, asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asked local governments and area housing agencies for notice of anticipated CHBG applications for 2022. Albemarle County and Scottsville sent staff anticipated projects for 2022 which are included on the Regional Priority Worksheet included in your packet.

Staff recommends a motion to approve the 2021 CDBG Regional Priorities.

c. FY22 Amended Annual Operating Budget – Staff is recommending an amended budget for FY22 that reflects more accurate revenues and expenses based upon the previous seven months of experience for FY22. Upon adoption, this amended budget will become the FY22 Operating Budget utilized for audit and reporting purposes. There are several changes between the approved budget and the amended budget that were detailed in a memo in the February 10, 2022 commission packet to account for new or ended projects and their associated revenues and expenses. Further, there are several additional changes based on the newest projections for additional revenues and/or expenses for several programs since the presentation of the draft amended budget in February, to include:

- Increase in Federal Revenues and Pass-Through Contractual Expenses – Early projections indicate that the Virginia Telecommunications Initiative (VATI) grant make-ready work to be completed in FY22 will total approximately $1,750,000. This revenue and associated expenses from DHCD are now included in the amended budget.
- Decrease in State Revenues – In the previously presented amended budget, the VATI administrative fees were mistakenly included as state revenue. They are now correctly included as a Federal Revenue source.
- Increase in Local Revenue and Pass-Through Contractual Expenses – Based upon the January collected Cigarette Tax remittances in the amount of ~$195,000, staff conservatively projects an estimated total Cigarette Tax remittance for FY22 to be $1,170,000. This local revenue will be disbursed to the eight participating jurisdictions as a ‘pass-through’.
- Additional Federal, State, and Local revenue/expenditure changes –
    - Due to staff vacancies in FY22, additional federal, state and local revenue for the CA-MPO will be rolled into FY23;
    - Due to vehicle shortages and closed eVA state contracts for eligible vehicles, the purchase of a vehicle for Cigarette Tax compliance will occur in FY23 rather than FY22;

- Revenues that were budgeted for technical support for the Hazard Mitigation Plan will now be done by in-house staff, therefore, ~$20k from moved from pass-through to cover staff time.

6. Resolutions

d. Solid Waste Plan Amendment – In October of 2021, the TJPD Commission approved the 2021-2026 Solid Waste Management Five-Year Update (Solid Waste Plan). Since the approval, TJPDC staff learned that a new captive industrial landfill is in development in Fluvanna County. As such, we are required to amend the approved Solid Waste Plan to include this addition and hold a public hearing before submission to the Virginia Department of Environmental Quality (DEQ) for approval. Please see the memo in your packet for more detailed information.

Staff recommends a motion to adopt the Thomas Jefferson Solid Waste Planning Unit's 2021 Solid Waste Management Plan revision as presented.

a. HOME-ARP Resolution and Draft Request for Proposal – The Thomas Jefferson Regional HOME Consortium, housed and staffed by the Thomas Jefferson Planning District Commission (TJPDC), seeks the services of a consultant to conduct a Needs and Gaps Analysis for an update to the Consortium's Annual Allocation Plan, to secure HOME-ARP funding from the US Department of Housing and Urban Development (HUD). The consultant will work with staff and stakeholders to evaluate size and demographic composition of qualifying populations to assess unmet needs and identify any gaps within current shelter and housing inventory and service delivery systems.

Staff recommends a motion to approve the Resolution to Authorize the Issuance of a Request for Proposals for Consultant Services to Develop a HOME-ARP Needs Assessment and Gap Analysis.

b. FY22 Amended Annual Operating Budget Resolution –

Staff recommends a motion to approve the FY22 Thomas Jefferson Planning District Commission's Amended Operating Budget as presented.

7. Executive Director's Monthly Report

a. **Staffing/Agency updates –**
   - We have filled the Chief Operating Officer/Program Director position. We have advertised for the Finance Director and Cigarette Tax Compliance Officer positions.
   - Staff has been working to re-instate the TJPDC's monthly e-Newsletter. An updated template has been created and staff is working to schedule content for an anticipated first issue in early to mid- March.
   - The TJPDC continues to support the United Way's Tax Preparation program by providing use of the Water Street Center.

b. **VATI (Virginia Telecommunications Initiative) –** As the administrator for the RISE Project, TJPDC continues to work with DHCD and Firefly during the contract negotiation period for the recently-awarded VATI grant. We hope to have all necessary information submitted to DHCD and various contracts in place sometime in mid-April. Firefly is preparing to conduct “make-ready” work in advance of the formal start of the grant period.

c. **BRCTB (Blue Ridge Cigarette Tax Board) –** As the administrator for the Blue Ridge Cigarette Tax Board, TJPDC has been processing reports and receipts from the first month (January) of tax rates being in effect. First disbursements to localities are being made in early March. The Board, which next meets on March 11, is still looking to hire a compliance officer.

d. **Legislative –** The General Assembly is winding down, with adjournment scheduled for March 12. A few locally-requested bills had success, but many more were not acted on favorably. Crafting of the state budget for FY23 and FY24, including the types and amount of tax relief to be provided, is one of the biggest outstanding issues to resolve. Local officials and staff were kept updated on General Assembly happenings via weekly legislative updates.

e. **Housing/Transportation–**
   - The Central Virginia Regional Housing Partnership (CVRHP) has a 3-hour strategic planning workshop with the consultants from the Spark Mill on March 23, 2022.
   - CA-MPO staff continues to develop Smart Scale projects and held a Smart Scale Round 5 Public Workshop on February 28, 2022.

8. Other Business

a. Round table discussions from Commission members about topics of interest from each jurisdiction.

b. The next Commission meeting is Thursday, April 7, 2022. Items for the April meeting may include but are not limited to: i) FY23 Rural Transportation Work Program & Budget – For Approval, ii) FY23 Draft Operating Budget, iii) Appointment of Nominating Committee for TJPD Commission Officers, iv) Unified Work Program (UPWP) Update, and v) VA Housing Grant Recommendations – For Approval.

Adjourn