Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

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

Join Zoom Meeting
https://us02web.zoom.us/j/4551605649
Meeting ID: 455 160 5649 Passcode: 4018621
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 – 7:10
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Sandy Shackelford)

3. **Presentations**
   a. RAISE Grant Support Letter Requests 7:10 – 7:40
      i. Albemarle County – Jessica Hersch-Ballering, Principle Planner
      ii. Greene County - Greene County Representative
   b. Public-Private Education Education Facilities and Infrastructure Act of 2002 (PPEA) – Mark Flynn
      i. *Resolution for PPEA Guidelines – Christine Jacobs
      ii. *Resolution for Unsolicited Proposal – Christine Jacobs
   c. Virginia Telecommunications Initiative (VATI) Update – Lori Allshouse

4. *** Consent Agenda** 7:35 – 7:40

   Action Items:
   a. * Minutes of February 3, 2022 Meeting
   b. * February Financial Report – Christine Jacobs
      i. February Dashboard Report
      ii. February Profit and Loss Statement
      iii. February Balance Sheet
      iv. February Accrued Revenues Report

5. **New Business** 7:40 – 8:20
   a. Appointment of Nominating Committee for Officers – Jesse Rutherford
   b. VA Housing PDC Grant – Presentation and Sub-Recipient Recommendation – Ian Baxter
   c. FY23 Draft Operating Budget/Budget Memo/FY23 Work Plan – Christine Jacobs

6. *** Resolutions** 7:35 – 7:45
   a. *FY23 Rural Transportation Work Program Resolution – Christine Jacobs
   b. *VA Housing PDC Development Grant – Christine Jacobs

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

8. **Other Business** 8:30 – 8:55
   a. Roundtable Discussion by Jurisdiction
   b. Items for Next Meeting –May 5, 2022
      i. Public Hearing – Draft HOME Annual Action Plan/Resolution
      ii. Presentation: Legislative Report
      iii. Presentation: CA-MPO Unified Planning Work Program (UPWP)

iv. FY23 Operating Budget -For Approval
v. TJPDC Officer Slate - Notice of Nominating Committee
vi. Officer Nomination for TJPDC Corporation
vii. Quarter 3 (Jan. – March) Financial Report

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

a. Employee – Individual Employee(s) Discussion
b. *Public Session Resumes

*__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 *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.

April 7, 2022

Secretary Pete Buttigieg
US Department of Transportation
1200 New Jersey Avenue SE
Washington DC, 20590

Re: The Thomas Jefferson Planning District Commission Expresses Strong Support for Albemarle County's FY22 RAISE Application: Three Notched Trail – Planning a Shared Use Path

Dear Secretary Buttigieg,

Thank you for considering Albemarle County's FY22 application for the RAISE Grant Program. Titled "Three Notched Trail – Planning a Shared Use Path," this application would support Albemarle County's efforts to plan a shared use bicycle and pedestrian path extending from the Blue Ridge Tunnel (Afton, Virginia) through the town of Crozet to the City of Charlottesville. This project would be a collaborative effort including Nelson County and the City of Charlottesville, as well as Albemarle County.

There has long been local and Commonwealth-wide interest in the development of a shared use path along the historic Three Notched Road. This shared use path is highlighted in the Albemarle County Comprehensive Plan, the Crozet Master Plan, the Jefferson Area Bicycle and Pedestrian Plan, and the most recent Virginia Outdoors Plan.

The planning – and eventual construction – of the Three Notched Trail shared use path would connect the Region 10 Planning District with the now-extensive bicycle and pedestrian facilities constructed and planned throughout the Commonwealth. These facilities are proliferating because of the enormous value they bring to the local community: improving the safety of vulnerable road users, reducing greenhouse gas emissions, improving quality of life by increasing opportunities for physical activity and access to nature, and having a positive impact on the local economy – especially through increased tourism.

RAISE is the ideal opportunity for this multi-jurisdictional planning project that would have local, regional, and Commonwealth-wide benefits. Stakeholders, planners, and others must engage in 'big picture' thinking to identify the best overall alignment to meet the transportation and recreation needs of the many pedestrians and bicyclists who will use this facility.

The Three Notched Trail Shared Use Path would be an asset to the region and the Commonwealth of Virginia, and the Thomas Jefferson Planning District Commission supports Albemarle County's FY22 RAISE Application: Three Notched Trail – Planning a Shared Use Path.

Sincerely,

Christine Jacobs
Executive Director

Jesse Rutherford
Chair

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

April 1, 2022

The Honorable Pete Buttigieg
Office of the Secretary
U.S. Department of Transportation
1200 New Jersey Ave SE
Washington, D.C. 20590

RE: Support for Greene County's RAISE Planning Grant Application

Dear Secretary Buttigieg,

I am writing in support of the County of Greene, Virginia's application to the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for pathways and parallel road planning in the County of Greene and the Town of Stanardsville. The projects identified in this application will offer numerous benefits, including connecting areas of poverty to job centers; offering recreation to the entire County; improving the health of residents through recreational opportunities; and connecting the Town of Stanardsville and County of Greene to Albemarle County's pedestrian and bicycle pathways.

Greene County's planning application seeks to connect three potential pedestrian pathways to the economic centers of the County—Ruckersville and the Town of Stanardsville. The goal of this application is to bring the projects through the entire planning phase up to Right-of-Way acquisition and the creation of construction documents for the projects. The ideas for the location of the pathways are the direct result of several planning studies, which included much citizen involvement from both County and Town residents. The parallel road network possibility comes from the Greene County Comprehensive Plan to make the intersections of the main thoroughfares of U.S. Routes 29 and 33 safer, lessen traffic congestion, and offer new economic development opportunities for the County of Greene and Town of Stanardsville.

The Thomas Jefferson Planning District Commission strongly supports the application and is willing and available to support the planning process in an advisory capacity.

Thank you for the consideration of our request and the positive impacts this planning process will provide for our region. If you have any questions or if you need additional information, please contact Christine Jacobs at cjacobs@tjpdc.org or at (434)979-1597.

Sincerely,

Christine Jacobs	Jesse Rutherford
Executive Director	Chair

DRAFT – 3 29 22 MKF

Thomas Jefferson Planning District Commission

Guidelines For the Public-Private Education and Infrastructure Act of 2002

Table of Contents

Introduction

The Public-Private Education Facilities and Infrastructure Act of 2002, Va. Code §§ 56-575.1 *et seq.* (the "PPEA"), grants to public entities, including the Thomas Jefferson Planning District Commission ("TJPDC" or "Commission"), the authority to develop and/or operate public-private partnerships for a wide range of qualifying projects if the public entity determines that there is a need for a qualifying project and that private involvement may provide the project to the public in a more timely or cost-effective fashion.

The PPEA provides that a public entity may not consider any proposal by a private entity for approval of a qualifying project pursuant to the PPEA until the responsible public entity has first adopted and made publicly available reasonable guidelines that (i) are sufficient to enable the responsible public entity to comply with the PPEA, and (ii) which encourage competition and guide the selection of projects. Accordingly, these guidelines (the "Guidelines") are adopted by TJPDC Board.

I. GENERAL PROVISIONS

A. Definitions

The definitions set forth in Section 56-575.1 of the PPEA are incorporated herein by reference, as the same may be amended from time to time.

B. Proposals

1. Pursuant to Section Va. Code §56-575.4, a proposal to provide a qualifying project to TJPDC may be either solicited from private entities by TJPDC (a "Solicited Bid/Proposal") or delivered to TJPDC by a private entity on an unsolicited basis (an "Unsolicited Proposal").

2. The requirements for any particular Solicited Bid/Proposal shall be as specified in the solicitation by TJPDC for that particular proposal and shall be consistent with all applicable provisions of the PPEA and these Guidelines.

3. Any Unsolicited Proposal may be submitted to TJPDC by delivery of a complete proposal, together with any required initial review fee to its Executive Director, 401 E. Water Street, Charlottesville, Virginia 22902. Other requirements for an Unsolicited Proposal are set forth below in § IV of these Guidelines. A working group may be designated by the Executive Director to review and evaluate unsolicited proposals.

4. TJPDC may require that any Unsolicited Proposal or Solicited Bid/Proposal be clarified at any time during the review process. Such clarification may include but is not limited to submission of additional documentation, responses to specific questions, and interviews

with potential project participants.

C. Affected Local Jurisdictions

1. Any private entity requesting approval from, or submitting a proposal to TJPDC shall notify each affected local jurisdiction by furnishing a copy of its request or proposal to each affected local jurisdiction.

2. Each affected local jurisdiction that is not a responsible public entity for the respective qualifying project shall, within sixty days after receiving such notice, submit any comments it may have in writing on the proposed qualifying project to the responsible public entity and indicate whether the facility is compatible with the local comprehensive plan, local infrastructure development plans, the capital improvements budget, or other government spending plan. TJPDC shall give any such comments due consideration prior to entering a comprehensive agreement.

II. SOLICITED BID/PROPOSALS

The procedures applicable to any particular Solicited Bid/Proposal shall be specified in the solicitation for that proposal and shall be consistent with the requirements of the PPEA and any other applicable law. All such solicitations shall be by issuance of a written Invitation to Bid ("ITB") or Request for Proposal ("RFP"). Any proposal submitted pursuant to the PPEA that is not received in response to an ITB or RFP shall be an Unsolicited Proposal under these Guidelines, including but not limited to (a) proposals received in response to a notice of the prior receipt of another Unsolicited Proposal and (b) proposals received in response to publicity by TJPDC concerning particular needs when it has not issued a corresponding ITB or RFP, even if TJPDC otherwise has encouraged the submission of proposals pursuant to the PPEA that address those needs.

TJPDC may use a two-part proposal process consisting of an initial conceptual stage (part 1) and a detailed stage (part 2). In such case, it shall set forth in the RFP the format and supporting information that is required to be submitted, consistent with the provisions of the PPEA.

III. UNSOLICITED PROPOSALS

The process for evaluating an Unsolicited Proposal consists of four steps. Upon receipt of an Unsolicited Proposal, the following steps will be used:

Step One: TJPDC will determine whether to accept it for consideration at the conceptual stage.

Step Two: If the proposal is accepted for consideration, TJPDC will give public notice of the Unsolicited Proposal.

Step Three: TJPDC will proceed with a review at the conceptual stage of the original Unsolicited Proposal and/or any proposal received in response to the public notice and accepted for consideration at the conceptual stage.

Step Four: TJPDC will carry out an in-depth review at the detailed stage of the original Unsolicited Proposal and/or any proposal received in response to the public notice and accepted for consideration at the detailed stage. However, TJPDC may discontinue its evaluation of any proposal at any time. If TJPDC determines that it is in the Commission's interest to do so with respect to any Unsolicited Proposal, it may eliminate review at the conceptual stage and proceed directly to a review at the detailed stage.

A. Decision to Accept and Consider Unsolicited Proposal; Notice

1. Upon receipt from a private entity of any Unsolicited Proposal, TJPDC will determine whether to accept the Unsolicited Proposal for publication and conceptual-phase consideration, as described below. TJPDC will determine at this initial stage of review whether it will proceed using competitive sealed bidding or competitive negotiation procedures.

2. If TJPDC chooses to accept an Unsolicited Proposal for consideration, TJPDC shall make a copy of the Unsolicited Proposal available for public inspection, subject to any exemptions or confidentiality protections under Virginia law, including without limitation Va. Code §2.2- 3705.6(11), and shall give public notice of the proposal on its website and in such other forums as may be deemed advisable by TJPDC. In its notice, TJPDC shall include specific information regarding the timing, nature, and scope of the qualifying project and specify a reasonable period of time during which it will receive competing Unsolicited Proposals.

B. Contents of an Unsolicited Proposal

1. An Unsolicited Proposal must contain the information set forth in Va. Code §56-575.4(A) as amended. TJPDC reserves the right to request additional information and documents and to review proposals using a two-step process, with initial submittal of a more general proposal for conceptual review, to be followed by a more-detailed submission if requested by TJPDC.

2. In the event that an Unsolicited Proposal does not contain the required information, TJPDC may request a supplemental submission or may waive the information not provided. If waived, TJPDC reserves the right to request the additional information, or any other information, at any time during consideration.

C. Review of Proposals

1. Only proposals for qualifying projects, as defined in the PPEA, and those proposals that contain sufficient information for a meaningful evaluation, will be considered by the Commission for further review at the conceptual stage.

2. The Commission may stop review and evaluation of a proposal at any time at its sole

discretion and may reject an Unsolicited Proposal at any time for any reason whatsoever.

3. The Commission may charge a reasonable fee to cover the costs of processing, reviewing and evaluating the request, including without limitation, reasonable attorney's fees and fees for financial, technical, and other necessary advisors or consultants, provided that it shall first provide proposers with notice of such fee and an opportunity to withdraw their proposal before incurring such fee.

4. After reviewing an Unsolicited Proposal and any competing Unsolicited Proposals submitted during the notice period, TJPDC may determine (a) not to proceed further with any proposal, (b) to proceed to a more detailed phase of review with the original proposal, (c) to proceed to a more detailed phase with a competing proposal, or (d) to proceed to negotiate and award a comprehensive agreement. TJPDC may engage in the preliminary discussion and negotiation of terms of a comprehensive agreement with one or more proposers during the notice period.

IV. PROPOSAL EVALUATION AND SELECTION

A. Analysis of costs and benefits.

1. TJPDC shall engage the services of qualified professionals, which may include an architect, professional engineer, or certified public accountant, not otherwise employed by the Commission, to provide independent analysis regarding the specifics, advantages, disadvantages, and the long and short term costs of any request by a private entity for approval of a qualifying project, unless the Director or her designee determines that such analyses will be carried out pursuant to subsection A.2.

2. As an alternative or supplement to the analysis under §V(A)(1), the Commission may determine that such analysis shall be performed by its employees.

B. Procedure for Evaluation and Selection

The procedure for evaluation of proposals and selection of a proposal, if any, shall be consistent with the PPEA and these Guidelines and in accordance with TJPDC's procurement procedures for review and selection of (i) competitive sealed bids or (ii) competitive negotiation for services other than "professional services" in the event that TJPDC determines that it is advantageous to TJPDC and the public based on the probable scope, complexity, or priority of the project; risk sharing including guaranteed cost or completion guarantees, added value or debt or equity investments proposed by the private entity; or an increase in funding, dedicated revenue source or other economic benefit that would not otherwise be available.

C. Public Hearing

TJPDC shall hold a public hearing on the proposals during the proposal review process at least 30 days prior to entering into an interim or comprehensive agreement pursuant to Section V of these Guidelines.

D. Evaluation and Selection

In the event that TJPDC decides to utilize a competitive negotiation approach, it shall not be required to select the Proposal with the lowest price offer, and may evaluate Proposals based on such criteria as may deemed reasonable by the Commission, including without limitation industry reputation, experience, financial capacity, proposed design, public benefits, schedule and timing, and overall project cost and funding sources.

V. COMPREHENSIVE AGREEMENT

A. Review and Approval of Comprehensive Agreement by Commission

Prior to acquiring, designing, constructing, improving, renovating, expanding, equipping, maintaining, or operating any qualifying project, a selected private entity shall enter into a comprehensive agreement with TJPDC as provided by the PPEA. Any such comprehensive agreement, and any amendment thereto, must be approved by the Commission Board (the “Board”) before it is entered into on behalf of TJPDC.

In considering any comprehensive agreement, the Commission shall determine whether the project serves the public purpose of the PPEA, and whether (i) there is a public need for or benefit derived from the qualifying project of the type the private entity proposes as a qualifying project, (ii) the estimated cost of the qualifying project is reasonable in relation to similar facilities; and (iii) the private entity's plans will result in the timely development or operation of the qualifying project.

B. Interim Agreement.

Prior to or in connection with the negotiation of the comprehensive agreement, TJPDC may enter into an interim agreement, upon approval by the Commission, with the private entity proposing the development or operation of the qualifying project. Such interim agreement may (i) permit the private entity to commence activities for which it may be compensated relating to the proposed qualifying project, including, but not limited to, project planning and development, design and engineering, environmental analysis and mitigation, survey, and ascertaining the availability of financing for the proposed facility or facilities; (ii) establish the process and timing of the negotiation of the comprehensive agreement; and (iii) contain any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate.

C. Contents of Comprehensive Agreement

As provided by the PPEA, the terms of the comprehensive agreement shall include but not be limited to:

1. Delivery of such maintenance, performance and payment bonds or letters of credit as

may be required by Va. Code §2.2-4337 in connection with the development or operation of the qualifying project, in the forms and amounts satisfactory to TJPDC.

2. Review and approval of plans and specifications for the qualifying project by TJPDC. This shall not be construed as requiring the private entity to complete design of a qualifying project prior to execution of a comprehensive agreement.

3. The right of TJPDC to inspect the qualifying project to ensure that the private entity's activities are acceptable to TJPDC and in accordance with the provisions of the comprehensive agreement.

4. Maintenance of a policy or policies of liability insurance or self-insurance in from and amount satisfactory to TJPDC and reasonably sufficient to insure coverage of tort liability to the public and employees and to enable the continued operation of the qualifying project.

5. Monitoring of the practices of the operator by TJPDC to ensure proper maintenance.

6. Reimbursement to be paid to TJPDC for services provided by it, if applicable.

7. Filing by the private entity of appropriate financial statements on a periodic basis.

8. Policies and procedures governing the rights and responsibilities of TJPDC and the operator in the event that the comprehensive agreement is terminated or there is a material default by the operator, including the conditions governing assumption of the duties and responsibilities of the operator by TJPDC and the transfer or purchase of property or other interests of the operator by TJPDC.

9. Providing for such user fees, lease payments, or service payments, if any, as may be established from time to time by agreement of the parties, which shall be the same for persons using the facilities under like conditions and shall not materially discourage use of the qualifying project. Classifications according to reasonable categories for assessment of user fees may be made.

10. Requiring a copy of any service contract, if any, to be filed with TJPDC and providing that a schedule of the current user fees or lease payments shall be made available by the operator to any member of the public upon request.

11. The terms and conditions under which TJPDC may contribute financial resources, if any, for the qualifying project.

12. Any other provisions required by applicable law or agreed to by the parties.

VI. General Provisions

A. Any changes in the terms of a comprehensive agreement, as may be agreed upon by the parties from time to time, shall be added to the comprehensive agreement by written amendment.

B. Any comprehensive agreement may provide for the development or operation of phases or segments of the qualifying project.

C. In the event of a material default by the private entity, the responsible public entity may elect to assume the responsibilities and duties of the private entity of the qualifying project, and in such case, it shall succeed to all of the right, title and interest in such qualifying project, subject to any liens on revenues previously granted by the private entity to any person providing financing thereof.

D. The responsible public entity may terminate, with cause, the interim or comprehensive agreement and exercise any other rights and remedies that may be available to it at law or in equity.

E. The responsible public entity may make or cause to be made any appropriate claims under the maintenance, performance, or payment bonds; or lines of credit required by subsection A 1 of Va. Code §56-575.9.

F. In the event the responsible public entity elects to take over a qualifying project pursuant to subsection A, the responsible public entity may develop or operate the qualifying project, impose user fees, impose and collect lease payments for the use thereof and comply with any service contracts as if it were the private entity. Any revenues that are subject to a lien shall be collected for the benefit of and paid to secured parties, as their interests may appear, to the extent necessary to satisfy the private entity's obligations to secured parties, including the maintenance of reserves. Such liens shall be correspondingly reduced and, when paid off, released. Before any payments to, or for the benefit of, secured parties, the responsible public entity may use revenues to pay current operation and maintenance costs of the qualifying project, including compensation to the responsible public entity for its services in operating and maintaining the qualifying project. The right to receive such payment, if any, shall be considered just compensation for the qualifying project. The full faith and credit of the responsible public entity shall not be pledged to secure any financing of the private entity by the election to take over the qualifying project. Assumption of operation of the qualifying project shall not obligate the responsible public entity to pay any obligation of the private entity from sources other than revenues.

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 GUIDELINES for the PUBLIC-PRIVATE EDUCATION and INFRASTRUCTURE ACT OF 2002

WHEREAS, the Public-Private Education Facilities and Infrastructure Act of 2002, Va. Code §§ 56-575.1 *et seq.* (the "PPEA"), grants to public entities, including the Thomas Jefferson Planning District Commission (TJPDC), the authority to develop and/or operate public-private partnerships for a wide range of qualifying projects; and

WHEREAS, such partnerships are authorized if the public entity determines there is a need for a qualifying project and that private involvement may provide the project to the public in a more timely or cost-effective fashion; and

WHERAS, a proposal to provide a qualifying project to TJPDC may be either solicited from private entities by TJPDC or delivered to TJPDC by a private entity on an unsolicited basis; and

WHEREAS, the influx and availability of federal American Rescue Plan Act (ARPA) funding and forthcoming Infrastructure Investment and Jobs Act (IIJA) dollars puts the TJPDC in a posture to potentially enter into such partnerships; and

WHEREAS, the TJPD Commission was presented with a copy of proposed “Guidelines for the Public-Private Education and Infrastructure Act of 2002,” and

WHEREAS, these guidelines would position the TJPDC to solicit or accept proposals for qualifying projects that would benefit citizens of the region; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission does hereby approve the Guidelines for the Public-Private Education and Infrastructure Act of 2002, which are attached hereto, and which shall be included in the minutes of the Commission meeting of April 7, 2022; and be it

Adopted this 7th day of April, 2022.

____________________________	____________________________
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

RESOLUTION ACCEPTING an UNSOLICITED PROPOSAL for PROVIDING UNIVERSAL BROADBAND ACCESS

WHEREAS, under §§ 56-575.1 *et seq* of the *Code of Virginia*, and Guidelines for the Public-Private Education and Infrastructure Act of 2002 that were adopted by the Thomas Jefferson Planning District Commission (TJPDC), the TJPDC is authorized to develop and/or operate public-private partnerships for a wide range of qualifying projects; and

WHERAS, a proposal to provide a qualifying project related to universal broadband access has been delivered to TJPDC by a private entity on an unsolicited basis; and

WHEREAS, this regional project seeks to provide a long-term solution to every family and business presently unserved with access to high-speed broadband internet service; and

WHEREAS, such proposal would deliver universal broadband internet access to underserved and unserved residents and businesses in the Counties of Albemarle, Amherst, Appomattox, Buckingham, Campbell, Cumberland, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson and Powhatan; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission does hereby accept an unsolicited proposal from a private Internet Service Provider (ISP) for publication and consideration for Fiscal Year 2022 (FY22) Virginia Telecommunications Initiative (VATI) funds.

Adopted this 7th day of April, 2022.

________________________________	________________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Jesse Rutherford, Commission Chair Thomas Jefferson Planning District Commission
________________________	__________________
Date	Date

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, March 3, 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		Ruth Emerick, Chief Operating Officer	x
Ned Gallaway	x	Sandy Shackelford, Planning/Transportation Director	x
Jim Andrews	x	Shirese Franklin, Planner II	x
Fluvanna County		Ian Baxter, Planner II	x
Tony O'Brien	x	Lucinda Shannon, Senior Regional Planner	x
Keith Smith, Treasurer		Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	
Andrea Wilkinson	x	Ryan Mickles, Planner III	
Louisa County		Lori Allshouse, Program Director - VATI	
Rachel Jones	x	**GUESTS/PUBLIC PRESENT**	
Tommy Barlow	x	Tammy Purcell	x
Nelson County		Wyatt Burttschell	x
Jesse Rutherford, Chair	x		
Dylan Bishop	x		

***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
c. **Public Hearing –** Solid Waste Plan Amendment

Shirese Franklin explained that there is a request for a new private captive industrial landfill that requires an amendment to the Solid Waste Plan that was previously approved by the Commission. The purpose of the new facility is to mitigate contamination of the James River.

A public hearing was held in compliance with the required regulations. The public hearing was opened at 7:09 pm. No one was present to speak on the amendment. The public hearing was closed at 7:09 pm.

3. PRESENTATIONS:

a. Introduction of Ruth Emerick, Chief Operating Officer

Christine Jacobs introduced Ruth Emerick, hired as the Chief Operating Officer and Program Director.

b. Hazard Mitigation Plan Update

Ian Baxter updated the Commission on the current process of updating the 2023 Natural Hazard Mitigation Plan. Mr. Baxter reviewed the purpose and requirements of the plan, as well as current progress of its development.

c. HOME-ARP

Shirese Franklin provided an overview of the HOME-ARP program. Ms. Franklin reviewed general project purpose, qualifying populations to be served by the program goals, and eligible activities. She reviewed the allocation of funding received, and the process of amending the 2021 Annual Action Plan to release HOME-ARP funds for identified projects.

4. CONSENT AGENDA: Action Items

a. Minutes of February 10, 2022

b. January Financial Report

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the consent agenda as presented; Dylan Bishop abstained.

5. NEW BUSINESS:

a. FY23 Rural Transportation Work Program and Budget Draft

Lucinda Shannon provided the Commission with a review of the work that was undertaken in the FY22 Rural Transportation Work Program and reviewed a draft of the FY23 Rural Transportation Work Program that will be brought back in April for approval. Ms. Shannon reviewed the program budget, areas covered, and proposed projects/activities to be included in the upcoming work program.

b. Community Development Block Grant 2022 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. Ms. Jacobs developed a prioritized list based on feedback that was provided.

Motion/Action: On a motion by Ned Gallaway, seconded by Michael Payne, the Commission unanimously approved the Community Development Block Grant 2022 Regional Priorities as presented.

c. FY22 Amended Annual Operating Budget

Ms. Jacobs reviewed the amended FY22 Operating Budget that reflects more accurate revenues and expenses based upon the previous seven months of experience for FY22. Ms. Jacobs explained the primary reasons for the changes between the approved budget and the amended budget.

6. RESOLUTIONS:

a. Solid Waste Plan Amendment Resolution

Motion/Action: On a motion by Dylan Bishop, seconded by Andrea Wilkinson, the Commission unanimously approved the resolution to amend the Solid Waste Plan as presented.

b. HOME-ARP Resolution and Draft Request for Proposals

Motion/Action: On a motion by Tony O'Brien, seconded by Tommy Barlow, the Commission unanimously approved the HOME-ARP Resolution and authorized Ms. Jacobs to proceed with the Request for Proposals as presented.

c. FY22 Amended Annual Operating Budget Resolution

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the FY22 Amended Annual Operating Budget Resolution as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

a. **Monthly Report**: Christine Jacobs provided updates on: staffing changes to include recently filled positions, progress on filling vacant positions, and new vacancies; re-establishment of a monthly newsletter; support for the United Way tax preparation assistance program; the Executive Director Evaluation Process; recent activities related to the Virginia Telecommunications Initiative grant; the Blue Ridge Cigarette Tax Board; a summary of legislative session activities; the Regional Housing Partnership, which has a workshop scheduled to continue work on the development of the Strategic Plan; the MPO, including a SMART SCALE webinar to review projects that are being developed into applications for Round 5 on February 28th.

8. <u>OTHER BUSINESS:</u>

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

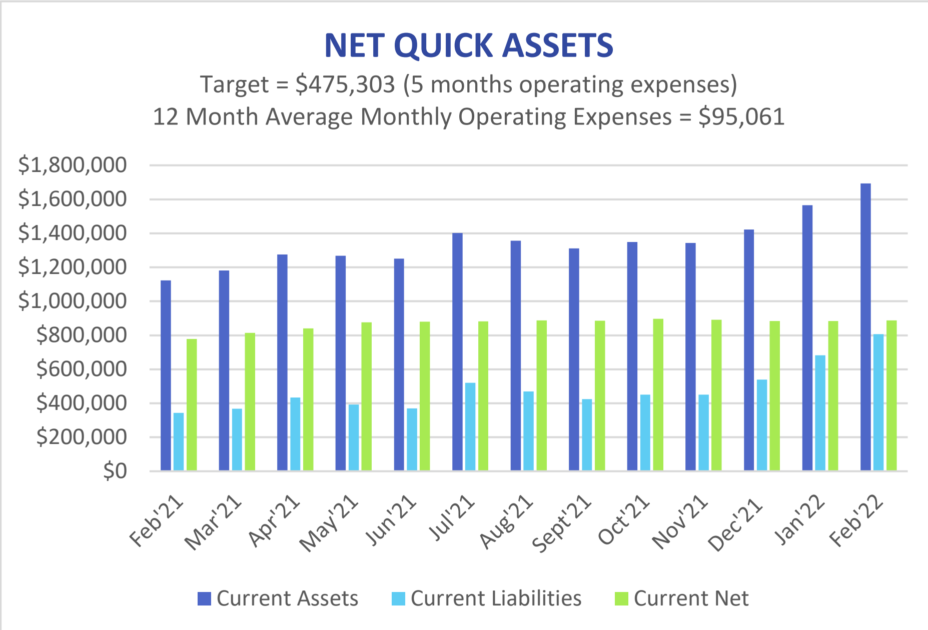
b. Next Meeting: April 7, 2022

<u>ADJOURNMENT</u>:

Motion/Action: On a motion by Tommy Barlow, seconded by Michael Payne, the Commission unanimously voted to adjourn the March 3, 2022 Commission meeting at 8:28 pm.

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

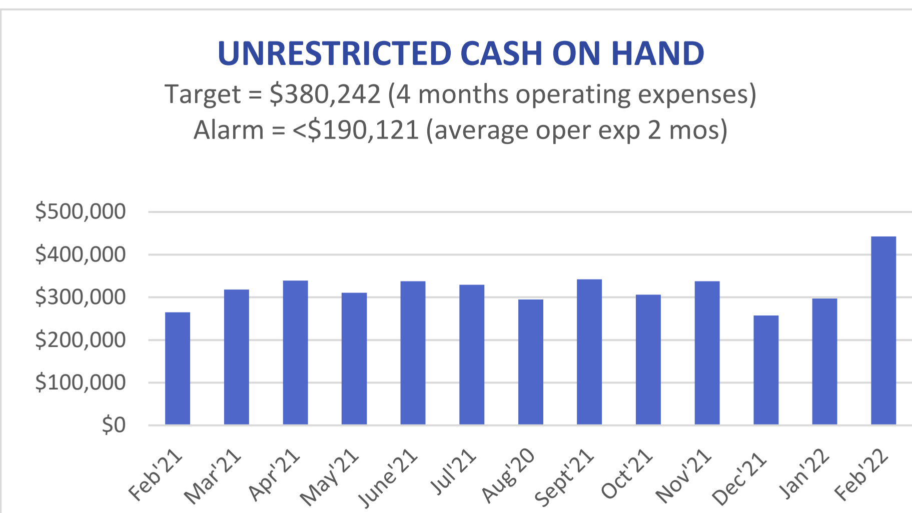
FINANCIAL DASHBOARD
Through February 2022



MONTHLY NET QUICK ASSETS

Feb'21 = $779,333
Mar'21 = $814,363
Apr'21 = $840,928
May'21 = $876,846
Jun'21 = $879,382
Jul'21 = $881,176
Aug'21 = $886,917
Sept'21 = $886,391
Oct'21 = $897,702
Nov'21 = $892,289
Dec'21 = $882,982
Jan'22 = $883,614
Feb'22 = $887,621

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of February 2022, the TJPDC had 9.34 months of operating expenses. The rolling twelve-month average operating expenses increased to $95,061. The 3-month average of expenses is $101,002. Actual operating expenses for February were $106,286 compared to $83,366 in January. Capital reserves = $887,621 - $475,303 = $412,318.

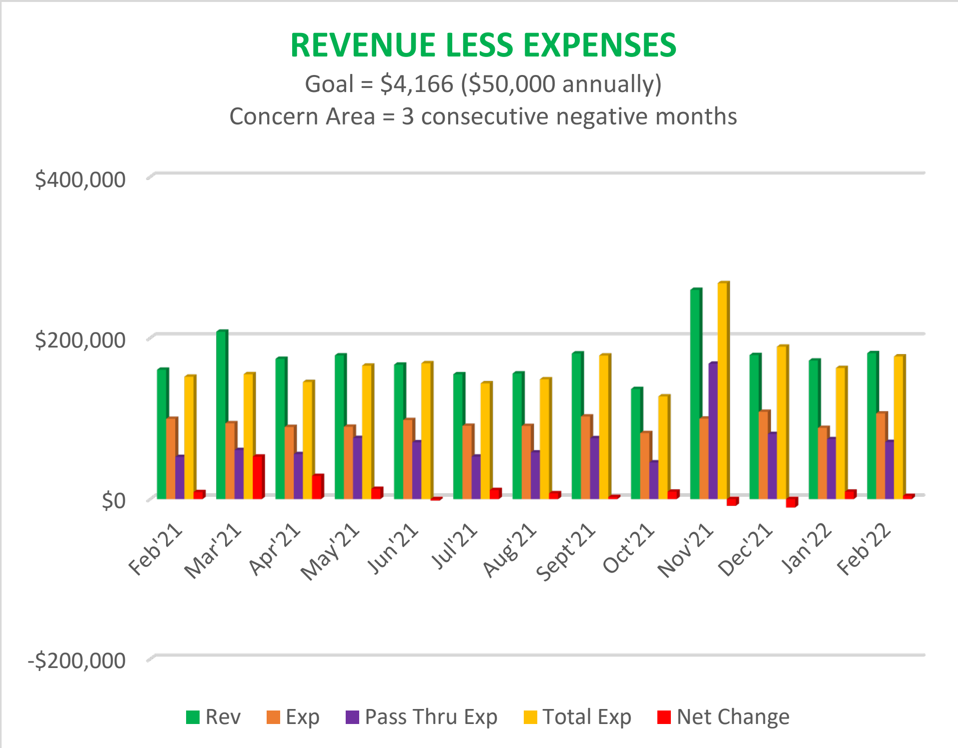


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. Unrestricted cash has increased from a Feb'21 level of $265,074 to $442,613 at the end of Feb'22, which represents 4.66 months of operating expenses.

Planning District Commission

FINANCIAL DASHBOARD
Through February 2022



MONTHLY NET REVENUE

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
Feb'22 = $4,015

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 from July 1, 2021 through January 31, 2022 of $11,756. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The net gain in February was $4,015 for a total net gain to date of $15,766 for the fiscal year. The Accrued Revenue Report shows total available funds of $559,294 for the remaining 4 months in FY22 ($139,823 per month). Actual operating expenses for February were $106,286 with a 3-month average of $101,002 indicating that we have ample resources to cover our anticipated expenses for the remainder of the year.

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.

	Feb 22	Budget	Jul '21 - ...	YTD Bu...	Annual B...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	65,166	96,109	545,157	808,635	1,193,070
4120 · State Funding Source	46,454	39,524	376,676	321,540	479,636
4130 · Local Source	56,073	40,417	592,336	323,333	484,999
42000 · Local Match Per Capita	13,302	18,151	106,421	90,314	159,620
4280 · Interest Income	131	167	626	1,333	2,000
Total Income	181,126	194,367	1,621,215	1,545,154	2,319,325
Gross Profit	181,126	194,367	1,621,215	1,545,154	2,319,325
Expense					
61000 · Personnel	76,654	64,489	567,989	638,802	940,173
6900 · Overhead Allocation	0	0	(0)	0	0
6260 · COGS	0		5,028		
62391 · Postage Expense	70	170	1,280	1,576	2,254
62392 · Subscriptions, Publications	0	46	31	367	550
62393 · Supplies	191	614	4,297	4,907	7,364
62394 · Audit -Legal Expenses	0	0	15,537	16,500	16,500
6240 · Advertising	1,103	2,192	10,098	18,368	27,798
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	607	500	1,278	3,997	5,996
62410 · TJPDC Contractual	5,148	9,022	47,011	74,473	112,312
6281 · Dues	650	985	8,070	8,077	12,016
62850 · Insurance	521	278	4,379	2,224	3,336
62890 · Printing/Copier	1,030	503	3,287	4,047	6,060
63200 · Rent Expense	8,249	8,171	65,063	65,372	98,058
63210 · Equipment/Data Use	9,034	1,700	19,742	13,809	21,037
63220 · Telephone Expense	480	489	4,422	3,908	5,862
63300 · Travel-Vehicle	1,048	2,261	4,893	18,210	27,253
6345 · Janitorial Service	108	743	1,369	5,947	8,920
6390 · Professional Development	1,393	1,721	9,039	13,769	20,654
Total Expense	106,286	93,883	772,811	894,353	1,316,143
Net Ordinary Income	74,840	100,484	848,404	650,801	1,003,182
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	28,187	50,746	279,418	405,969	608,954
8399 · Grants Contractual Services	42,638	32,852	553,220	262,819	394,228
Total Other Expense	70,825	83,599	832,638	668,788	1,003,182
Net Other Income	(70,825)	(83,599)	(832,638)	(668,788)	(1,003,182)
Net Income	**4,015**	**16,886**	**15,766**	**(17,987)**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 28, 2022

	Feb 28, 22	Feb 28, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	942,858.95	605,355.59	337,503.36
1189 · Capital Reserve	411,094.00	244,698.00	166,396.00
Total Checking/Savings	1,353,952.95	850,053.59	503,899.36
Accounts Receivable			
1190 · Receivable Grants	319,621.90	252,146.54	67,475.36
Total Accounts Receivable	319,621.90	252,146.54	67,475.36
Other Current Assets			
1310 · Prepaid Rent	1,458.34	1,458.34	0.00
1330 · Prepaid Insurance	11,062.04	12,225.96	-1,163.92
1360 · Prepaid Other	8,064.59	8,298.98	-234.39
Total Other Current Assets	20,584.97	21,983.28	-1,398.31
Total Current Assets	1,694,159.82	1,124,183.41	569,976.41
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	-95,606.51	-118,062.67	22,456.16
Total Fixed Assets	10,917.89	20,195.73	-9,277.84
TOTAL ASSETS	**1,705,077.71**	**1,144,379.14**	**560,698.57**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	299,097.01	210.98	298,886.03
Total Accounts Payable	299,097.01	210.98	298,886.03
Credit Cards			
2155 · Accounts Payable Credit Card	7,195.28	2,869.01	4,326.27
Total Credit Cards	7,195.28	2,869.01	4,326.27
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	500,246.25	347,733.16	152,513.09
Total Other Current Liabilities	500,246.25	347,733.16	152,513.09
Total Current Liabilities	806,538.54	350,813.15	455,725.39
Long Term Liabilities			
2200 · Leave Payable	40,591.67	38,028.28	2,563.39
Total Long Term Liabilities	40,591.67	38,028.28	2,563.39
Total Liabilities	847,130.21	388,841.43	458,288.78
Equity			
3000 · General Operating Fund	431,087.62	473,456.42	-42,368.80
3100 · Restricted Capital Reserve	411,094.00	244,698.00	166,396.00
Net Income	15,765.88	37,383.29	-21,617.41
Total Equity	857,947.50	755,537.71	102,409.79
TOTAL LIABILITIES & EQUITY	**1,705,077.71**	**1,144,379.14**	**560,698.57**

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

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 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)**	89,971	6,330	6,331	9,831	7,497	7,497	7,497	7,497	7,497	59,977			59,977	29,994	State funding to TJPDC General
110	**Bank Interest**	750	59	64	56	62	66	82	106	130	625			625	125	Investment Pool Savings Income
170/171	**Rural Transportation**	58,000	7,184	4,458	3,238	2,297	2,704	2,872	2,453	4,026	29,232			29,232	28,768	VDOT Rural Transp Planning
190/195/198	**MPO-PL**	211,184	10,754	5,094	5,865	5,062	6,725	5,976	9,576	11,236	60,288		70,000	60,288	80,896	MPO PL Transp Planning
191/196/199	**MPO-FTA**	109,608	4,741	3,147	3,313	3,700	5,561	5,290	4,407	8,655	38,814		26,662	38,814	44,132	MPO FTA Transit Planning
273	**Water Street Center**	0	0	0	0						0			0	0	Rental Fees
273	**Office Leases - Rent**	18,000	1,150	2,070	3,010	1,950	1,810	1,950	1,250	2,020	15,210			15,210	2,790	Rental Fees
277	**Legislative Liaison**	102,981	6,486	6,515	7,263	5,705	8,050	5,942	12,988	14,189	67,138			67,138	35,843	David & Dominique Legis Operations
278	**VAPDC-ED**	50,186	4,167	4,167	4,167	4,352	4,166	4,167	4,167	4,506	33,859			33,859	16,327	Contract for Admin Services
296	**Member Per Capita**	159,620	13,303	13,303	13,303	13,303	13,303	13,302	13,302	13,302	106,421			106,421	53,199	Local Govt Annual Contributions
303	**Solid Waste**	24,156	3,724	3,864	5,051	1,483	464	990	1,265	988	17,829			17,829	6,327	Contract for annual reporting
315	**Stanardsville TAP**	37,000	530	706	367	112	551	865	1,382	905	5,418	21,958	3,500	27,376	6,124	VDOT Streetscape Contract
316	**Cherry Avenue**	0									0		0	0	0	Reimbursement - Work Change Order
329	**Rivanna River Corridor Phase II**	88,000	3,339	1,409	0						4,748	83,252		88,000	0	Regional River Plan
334	**Nelson TAP**	5,831	384	441	4,710	296					5,831			5,831	0	Lovingston Transporation Alternative Grant Assistance
907	**WIP Phase III**	37,747									0	37,747	0	37,747	0	Chesapeake Watershed Assistance to DEQ
907	**WIP Phase IV**	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**	58,000	0	0	0	0			2,878	2,970	5,848		24,000	5,848	28,152	Watershed Improvement Plan
908	**RRBC**	20,500	1,581	2,961	2,647	1,850	2,204	1,004	2,076	732	15,055			15,055	5,445	Rivanna Commission
Program Code	**PROGRAM COTRACTS/GRANTS With Pass-Thrus**	0														
181	**RTP-TDM**	50,000	4,087	4,590	3,971	2,329	2,619	3,304	4,401	2,161	27,462			27,462	22,538	Regional Transit Partnership
	RTP Pass-Thru	0	0	0	0						0			0	0	Grant Match if needed
182	**Regional Transit Grant**	34,138	1,021	1,757	2,274	2,550	2,755	1,629	1,883	1,091	14,960	5,045	4,000	20,005	10,133	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	315,862	0	0	39,232		63,079	35,768		34,243	172,322		40,000	172,322	103,540	Regional Transit Vision Plan - Consultant
183	**Albemarle Transit Grant**	14,950	2,829	1,631	863	1,300	371	696	1,506	384	9,580	5,626	0	15,206	-256	Albemarle Transit Expansion - Admin
	Alb Transit Pass-Thru	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**	166,670	11,360	13,797	10,844	13,231	10,686	8,464	11,038	9,898	89,318	13,797		103,115	63,555	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	10,500	0	0	0				1,445	3,475	4,920			4,920	5,580	Potential contract for marketing plan
330	**Hazard Mitigation**	67,200	502	1,475	4,148	2,566	2,013	3,492	3,623	2,470	20,289	10,701	6,000	36,990	24,210	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	0						0			0	0	Technical Support/Mapping (if needed)
726	**HOME ARP**	25,000	0	0	0	3,034	2,301	3,595	3,629	2,766	15,325			15,325	9,675	HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	10,000	0	0	0	0	0				0				10,000	Consultant for Gap Analysis
727	**HOME TJPDC Admin**	64,661	5,904	5,908	6,673	4,655	7,276	3,943	3,805	2,565	40,729			40,729	23,932	HUD HOME Housing Grants Admin
	HOME Pass-Thru	611,954	32,414	20,529	24,234		78,148	38,200	57,706	28,187	279,418			279,418	332,536	HUD HOME Housing Grants Construction
728	**Housing Preservation Grant Admin**	17,673	1,502	2,267	1,678	2,200	1,757	1,476	815	1,320	13,015			13,015	4,658	USDA Housing Repair Admin
	HPG Pass-Thru	100,148	0	15,406	4,973		6,250		1,155		27,784			27,784	72,364	USDA Housing Repair Construction
729	**Affordable Housing**	4,500	2,396	604	1,000	0	0	500			4,500			4,500	0	Regional Housing Partnership
	RHP - Strategic Plan	21,000	0	0	0		10,400		5,525	2,400	18,325			18,325	2,675	Spark Mill - RHP Strategic Planning Consultant
732	**VERP**	17,500	2,216	558	1,645	0	0		452	1,073	5,944		6,818	5,944	4,738	VA Eviction Planning Grant - Admin
	VERP Pass-Thru	279,234	7,250	7,250		27,815	0			2,520	44,835		129,545	44,835	104,854	VA Eviction Planning Grant - Consultants
733	**VA Housing**	40,000	1,108	4,614	1,629	3,406	1,155	2,767	2,999	1,677	19,355			19,355	20,645	VA Housing PDC - Admin
	VA Housing Pass-Through	0	0	0							0			0	0	VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigaratte Tax Board**	69,812	437	1,450	2,123	3,481	2,081	10,101	699	3,548	23,920			23,920	45,892	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	1,379,809	0	0	0	0	0	0	0		0			0	1,379,809	Pass through - direct costs
761	**VATI - Admin**	39,361	0	0	0	0	0	0	0	10,192	10,192			10,192	29,169	VATI Admin - 36-42 months
	VATI Pass-Through	1,750,000	0	0	0	0	0	0	0		0		0		1,750,000	Program/Construction Pass-Through
	TOTAL - All Programs	**6,310,771**	**154,620**	**155,323**	**178,024**	**134,982**	**258,360**	**175,292**	**172,565**	**181,126**	**1,400,100**	**323,100**	**327,491**	**1,729,200**	**4,243,888**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**4,569,772**	52,747	57,953	75,350	46,096	168,109	79,406	74,368	70,825	624,854	90,779	40,000	715,633	3,684,594	Pass-Thru Subtotal

$95,061	12 month average
$101,002	3 month average
$106,286	last month

Total Grant Funds Remaining	4,243,888
Pass-through funds	$3,684,594
TJPDC Available Funds	$559,294
Available funds per month	**$139,823.42**

Thomas Jefferson Planning District Commission
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: Ian Baxter, Planner II
Date: April 7, 2022
Reference: PDC Development Grant Recommended Partners

PURPOSE:

On July 13, 2021, Virginia Housing announced $40 million in grants to Virginia's 21 Planning District Commissions for the creation of new housing initiatives. The TJPDC was awarded $2 million to help support the development of new affordable housing units in the region. This initiative will build on several years of regional coordination of housing providers, service providers, developers, and residents to create a network through which the affordable housing gap can begin to be closed.

BACKGROUND:

Staff has recommended development partner determinations through a multi-step process. First, potential partners completed and submitted a Proof of Concept (attached). This proof of concept was issued to collect key details about the proposed project, including type of construction, location, cost, timeline, and other details critical for staff to make an informed recommendation on funding allocations. Staff received 5 proposals totaling $5.9 million in funding requests. Of the $2 million dispersed by Virginia Housing, the TJPDC will award $1.8 million to sub-recipients, and reserve the remaining $200,000 for administrative expenses and contingency costs.

Staff began the process of identifying priority applicants by establishing criteria whereby submissions would be judged. These included cost per unit, location, type of development, affordability level, site control, funding sources secured, and capacity to be completed by June 2024. Staff followed up with applicants to clarify components of their submissions and ensure that assumptions concerning geography, cost per unit, and funding sources. In the review process, staff were particularly interested in ensuring that the TJPDC's VA Housing program incorporated units in all of our six jurisdictions and that the program fund a variety of unit types (rental and homeownership) along the full spectrum of affordability, from deeply affordable for those at less than 30% of Area Median Income (AMI) to first-time homebuyers at 50-80% AMI.

After careful review and deliberation with VA Housing on eligibility questions, staff identified three projects that met the criteria and sent priority applications to the developers of those projects – Virginia Supportive Housing's Premier Circle permanent supportive housing development, Habitat for Humanity of Greater Charlottesville's scattered-site affordable homeownership initiative, and Charlottesville Redevelopment and Housing Authority's South First Street affordable rental unit development.

Two projects that were submitted to the TJPDC were not chosen due to project ineligibility (according to Virginia Housing's grant guidelines), relatively high per-unit costs, lack of site control or inability to guarantee location of new development, and high minimum funding amounts in order to pursue successful development (such as a dependence on securing Low Income Housing Tax Credits (LIHTC).

The table below outlines each development's recommended award amount and the number of units that the TJPDC grant funding will leverage. More information about each development can be found below. The total number of units proposed to be funded is 160.

Applicant	Funds Awarded	Units Funded
Habitat for Humanity	$640,000	32
CRHA	$660,000	48
Virginia Supportive Housing	$500,000	80
TOTAL	$1,800,000	160

RECOMMENDED PROPOSAL DESCRIPTIONS:

Proposal 1: Habitat for Humanity of Greater Charlottesville/Fluvanna Habitat for Humanity/Piedmont Habitat for Humanity
Number and Type of Units: 32 Affordable Homeownership Units
Location: Louisa, Fluvanna, Nelson, Greene, Charlottesville, and Albemarle

This proposal would develop affordable homeownership units in all six TJPDC localities The cost per unit of this proposal is $20,000 per unit. The housing typologies are as follows: 5 single family detached dwellings in Louisa County, 1 single family detached dwelling in Greene County, 6 single family attached dwellings in the City of Charlottesville, 2 single family detached, and 6 walk out condominium dwellings in Albemarle County, 4 single family detached dwellings in Fluvanna County, and 2 single family detached dwellings in Nelson County. A table follows for an easier depiction of this breakdown:

Locality	**Number of Units**
Louisa County	5
Greene County	1
Charlottesville City	6
Albemarle County	14
Fluvanna County	4
Nelson County	2
TOTAL	**32**

The three Habitat for Humanity affiliates plan to build 32 homes sold to residents of the six District 10 localities who earn between 25-60% of the area median income. These homes will be completed and sold before July 2024 and will include, at minimum, 30-year affordability provisions including a right of first refusal, appreciation sharing, and a final forgivable mortgage. Each of the 32 units in the initiative was chosen because its lot is under site control and fully entitled.

Proposal 2: Charlottesville Redevelopment and Housing Authority, South First Street, Phase Two
Number and Type of Units: 48 Affordable Rental Units
Location: City of Charlottesville

South First Street Phase Two involves the demolition of 58 deteriorated townhome-style public housing units and will be replaced with 113 townhome and garden-style rental apartments. The TJPDC will be funding 48 of the 113 proposed new rental units. The cost per unit of this proposal is $13,750. The entire project will be affordable rental units with income limitations ranging from 30% AMI to 60% AMI. Rental assistance will ensure that access to these units is possible for public housing residents and very low-income households. This development has had significant and extensive input from current public housing residents, who were critical in both pushing for the redevelopment as well as helping to determine the layout of the new units, amenities, and design decisions. This project serves the City of Charlottesville's stated need to expand affordable housing options for very low-income residents and households, as well as delivers a long-overdue renovation of existing public housing.

Locality	**Number of Units**
Charlottesville City	48

Proposal 3: Virginia Supportive Housing, Premier Circle
Number and Type of Units: 80 Permanently Supportive Rental Housing Units
Location: Albemarle County

Premier Circle Permanent Supportive Housing (PSH) will involve the new construction of a four-story building. The project will provide 80 affordable studio apartments for homeless and low-income adults. Premier Circle is permanent rental housing; residents sign leases and pay a monthly rent and supportive services will be provided on-site by Virginia Supportive Housing (VSH) staff. Sixty units will have rental subsidies for homeless adults and the remaining units will be affordable for individuals earning 50% AMI or less. The cost per unit of this proposal is $6,250. The building will serve all ages (over 18), all genders, and all races. Residents of other Virginia Supportive Housing's permanent supportive housing developments show that slightly more men than women are served, most residents are over 55 years of age, and most residents are Black. Each unit will be about 350 square feet and will contain a kitchen and a private full bathroom. All units will be fully furnished to include a bed, nightstand, dresser, table, and chairs. The building will feature resident amenities including a large community room with a kitchen and pantry, a resident computer lab, a phone room for resident use, a fitness room, and laundry facilities. The building will also contain staff offices for on-site support services and property management staff, an extensive security system and front desk that is staffed sixteen hours a day, and a night monitor's unit for an on-call night monitor.

Locality	**Number of Units**
Albemarle County	80

Final Application Process:

These three projects were identified as preferred development partners due to their respective costs-per-unit, affordability level, geographic location, and type of affordable development. In addition to the criteria outlined above, staff considered components of the Regional Housing Plan as well as housing plans and comprehensive plans of the TJPDC's localities. Funding these three projects ensures that the $1.8 million from Virginia Housing will fund developments in each of the 6 jurisdictions in the planning district, will create new rental, supportive housing, and homeownership units, will fund units with affordability levels ranging from less than 30% AMI to 80% AMI, and will create **8 times as many units as is required by Virginia Housing.**

Preferred development partners were sent a full application, which collected more detailed information about the organization's capacity to deliver new units, detailed financial information, and evidence of site control documentation. Staff organized a review panel of qualified affordable housing development experts to provide a detailed analysis of each project's finances, feasibility, and ability to deliver units by June 2024. The review panel consisted of:

Bob Adams, Senior Advisor and Founder of HDAdvisors, Richmond, VA
Andrew Friedman, Principal and Owner of Progressive Housing Solutions, LLC, VA Beach
Supervisor Jesse Rutherford, Chair of the Thomas Jefferson Planning District Commission

The review panel examined each priority application and determined that each was feasible and could reasonably deliver the proposed units in the required timeframe.

The total number of proposed units to be constructed are:

Locality	**Number of Units**
Charlottesville City	54
Albemarle County	94
Louisa County	5
Fluvanna County	4
Nelson County	2
Greene County	1
TOTAL	**160**

Recommendation:

In order to address the region's critical housing shortage through the construction of new affordable rental and homeownership units, staff recommends that the TJPD Commission approve the recommended project partners to develop 160 new affordable units across the six localities in the planning district.

If there are any questions or comments, please contact Ian Baxter at ibaxter@tjpdc.org.

PDC Development Grant: Process and Preferred Development Partners

Thomas Jefferson Planning District Commission
April 2022

Ian Baxter, TJPDC Planner II

Background

- On July 13, 2021, Virginia Housing announced $40 million in grants to Virginia's 21 Planning District Commissions
- The TJPDC was awarded $2 million to help support new affordable housing units in the region
- Per Virginia Housing, at least 20 new affordable units must be constructed by June 2024

Process: Proof of Concept

- A "proof of concept" was issued to collect key details about the proposed project, including type of construction, location, cost, timeline, and other details critical for staff to make an informed decision on funding allocations.
- Staff received 5 proposals totaling $5.9 million in funding requests.
- Of $2 million dispersed by Virginia Housing, the TJPDC is will award $1.8 million, and reserving the remaining $200,000 for staff time and potential contingency costs.

Process: Proof of Concept Review

- Staff established criteria by which submissions would be judged. These included:
  - Cost per unit
  - Location of development
  - Type of development
  - Affordability level
  - Site control
  - Funding sources
  - Capacity to be complete by June 2024

Selected Priority Development Partners

APPLICANT	FUNDS AWARDED	UNITS FUNDED
Habitat for Humanity	$640,000	32
CRHA	$660,000	48
Virginia Supportive Housing	$500,000	80
TOTAL	$1,800,000	160

Potential Development Partner Project Descriptions

#1 - Habitat for Humanity of Greater Charlottesville, Fluvanna Habitat for Humanity, Piedmont Habitat for Humanity – 32 Affordable Homeownership Units – Louisa, Fluvanna, Nelson, Greene, Charlottesville, and Albemarle

- 5 single family detached dwellings in Louisa County, 1 single family detached dwelling in Greene County, 6 single family attached dwellings in Charlottesville, single family attached, 8 single family detached, and 6 walk out condominium dwellings in Albemarle, 4 single family detached dwellings in Fluvanna, and 2 single family detached dwellings in Nelson.
- Home ownership units sold to residents of TJPDC's localities who earn between 25%-60% AMI
- Homes will include, at minimum, 30-year affordability provisions including a right of first refusal, appreciation sharing and a final forgivable mortgage.

Habitat Proposal

Locality	Number of Units
Louisa County	5
Greene County	1
Charlottesville City	6
Albemarle County	14
Fluvanna County	4
Nelson County	2
TOTAL	32

Potential Development Partner Project Descriptions

#2 - Charlottesville Redevelopment and Housing Authority – South First Street Phase Two - 48 Affordable Rental Units, Charlottesville

- Demolition of 58 deteriorated townhome-style public housing units and will be replaced with 113 townhome and garden-style rental apartments. The TJPDC will be funding 48 of the 113 proposed new rental units.
- Will serve population with incomes ranging from 30-60%.
- Significant and extensive input from current public housing residents, who were critical in both pushing for the redevelopment as well as helping to determine the layout of the new units, amenities, and design decisions.
- Serves the City of Charlottesville's stated need to expand affordable housing options for very low-income residents and households, as well as delivers a long-overdue renovation of existing public housing.

CRHA Proposal

Locality	Number of Units
Charlottesville City	48

Potential Development Partner Project Descriptions

#3 - Virginia Supportive Housing – Premier Circle - 80 Affordable Supportive Housing Units, Albemarle County

- New construction of a four-story building. The project will provide 80 affordable studio apartments for homeless and low-income adults.
- Sixty units will have rental subsidies for homeless adults and the remaining units will be affordable for individuals earning 50% AMI or less.
- Premier Circle is permanent rental housing; residents sign leases and pay a monthly rent and supportive services will be provided on-site by Virginia Supportive Housing (VSH) staff.
- Units are 350 square feet and fully furnished, with other resident amenities like community room, gym, computer lab and laundry facilities. Staff will be present for on-site support services for 16 hours a day, with a night monitor team available if necessary.

VSH Proposal

Locality	Number of Units
Albemarle County	80

Process: Final Application and Review

- After choosing these staff sent each project a full application, which collects more detailed information about the organization's capacity to deliver new units, detailed financial information, and site control documentation.
- Staff organized a review panel of qualified affordable housing development experts to review the full application and provide a detailed analysis of project finances, feasibility, and ability to deliver units by June 2024.
- The review panel consisted of:
  - Bob Adams, Senior Advisor and Founder of HDAdvisors in Richmond
  - Andrew Friedman, Principal and Owner of Progressive Housing Solutions, LLC in Virginia Beach
  - Supervisor Jesse Rutherford, Chair of the Thomas Jefferson Planning District Commission
- The review panel examined each priority application and determined that **each was feasible and could deliver the proposed units in the required timeframe**

Process: Final Application and Review

Funding these three projects ensures that the $1.8 million from Virginia Housing will fund developments in each of the 6 jurisdictions in the planning district, will create new rental, supportive housing, and homeownership units, will fund units with affordability levels ranging from 40% to 80%, and will create **8 times as many units as is required by Virginia Housing per grant guidelines.**

Staff Recommendation

In order to address the region's critical housing shortage through the construction of new affordable rental and homeownership units, staff requests that the Commission approve the recommended project partners to develop 160 new affordable units, to include units in each locality in the planning district.

Proposed Development Partner Locality/Unit Breakdown

Locality	Number of Units
Charlottesville City	54
Albemarle County	94
Louisa County	5
Fluvanna County	4
Nelson County	2
Greene County	1
TOTAL	160

Questions?

Ian Baxter, Regional Planner II

ibaxter@tjpdc.org

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 7, 2022
Re: FY23 Budget and Work Program Draft

PURPOSE: The Annual Operating Budget and Work Program sets forth the anticipated work, revenue, and expenditures for the upcoming fiscal year, July 1, 2022, to June 30, 2023.

FY23 Budget Dates	
FY23 Projected Budget	Sept/Oct, 2021
FY23 Operating Budget	April/May, 2022
FY23 Amended Budget	Feb/March, 2023

BACKGROUND: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) an amended operating budget approved in March, to serve as the budget for financial reports through the year. Each year, the Department of Housing and Community Development requires the submission of both the annual budget, the fiscal year work program, and an annual report.

The projected FY23 budget was approved by the Commission in October of 2021. The draft FY23 Operating Budget and Work Program is presented tonight at the April Commission meeting for review. Review of the draft at this meeting will allow all Commission members to then offer input to the Executive Committee and/or TJPDC staff. The Executive Committee will meet prior to the May 2022 Commission meeting, if necessary, to amend the FY23 recommended Operating Budget and Work Program for presentation at the May Commission meeting for consideration/adoption.

WORK PROGRAM: The FY23 TJPDC work program incorporates the Scopes of Work for the CA-MPO and the TJPDC for the urban and rural transportation programs, as well as housing activities identified in the HOME Annual Action Plan and the USDA Housing Preservation Grant. The work plan also includes activities reflected in the RideShare work plan and the Regional Transit and Regional Housing work programs. New programs for FY23 include the administration of the Blue Ridge Cigarette Tax board and administration of the Virginia Telecommunications Initiative (VATI) broadband expansion grant. Key projects and programming highlights for FY23 include:

Agency-wide
Strategic Plan Update (FY24-28)
TJPDC Communications Plan Implementation– Newsletter
Equity – Implement Title VI Plan initiatives and integrate considerations for equity in TJPDC planning processes, projects, and programs
Staff Professional Development planning
Transportation
Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) – SmartScale, North 29 Urban/Rural Corridor Study, Zion Crossroads Gateway Plan
CA-MPO – Office of Intermodal Planning and Investment project prioritization process for Unified Planning Work Program
CA-MPO-Transportation Improvement Program (TIP)
CA-MPO On-Call technical assistance
RideShare/TDM/Telework/AgileMile
Regional Transit Partnership

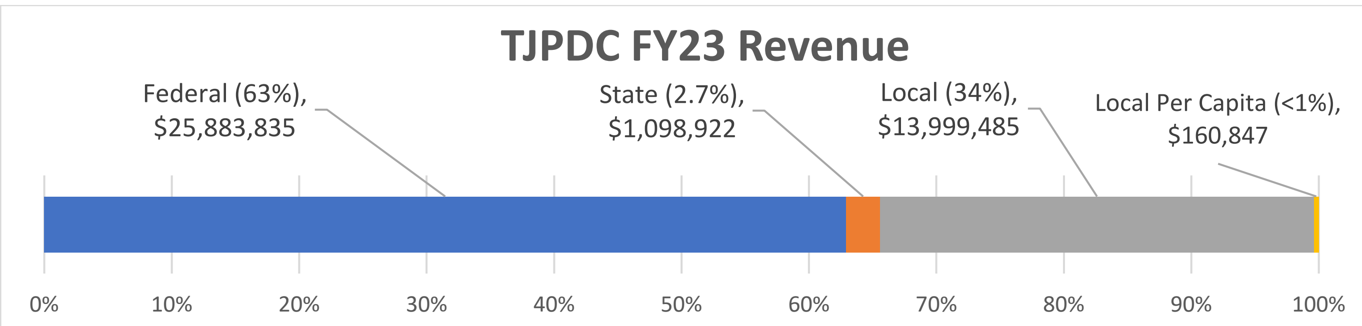
Regional Transit Vision Plan
Regional Transit Governance Study (if awarded)
Regional Bicycle and Pedestrian Planning (OneMap)
Rural Transportation Planning Program and Rural Transit Needs Assessment
Stanardsville Transportation Alternative Program (TAP) administration
Housing
HOME Investment Partnership administration
HOME-ARP administration
Housing Preservation Grant administration
Regional Housing Partnership
Virginia Eviction Reduction Pilot Implementation Grant
VA Housing PDC Development Grant administration
Environment
Watershed Improvement Program (WIP)
Solid-Waste Management Planning and DEQ Recycling Report
Rivanna River Basin Commission (RRBC) activity coordination
Complete 5-year Hazard Mitigation Plan
Broadband
Virginia Telecommunications Initiative (VATI) administration
Regional Tax Administration
Blue Ridge Cigarette Tax Board administration
Other
Legislative Services
Virginia Association for Planning District Commissions (executive Director)
Central Virginia Partnership for Economic Development participation
GOVa Region 9 Council participation
Charlottesville Area Alliance participation
Jaunt Board participation
Grant Application and Administration services

RECOMMENDED BUDGET: Attached is the draft recommended operating budget for FY23. This budget and work program incorporate changes to revenue and expense assumptions from the projected budget approved in October 2021. The draft FY23 Operating Budget is a balanced budget with projected revenues of $41,143,088 and projected expenditures of $41,143,088.

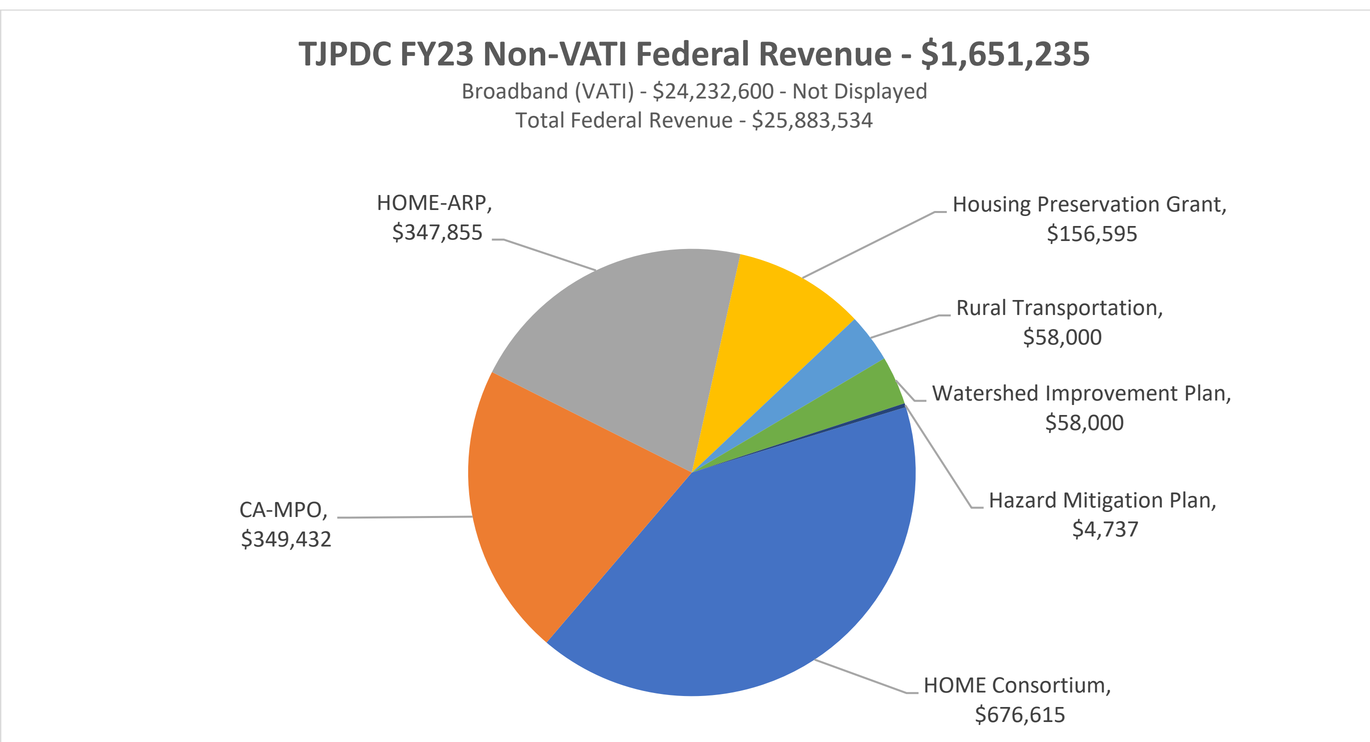
There is an anticipated budget shortfall of $71,420 which requires a reserve transfer. Staff has applied for several grants for FY23 for which awards have, yet, been determined. The TJPDC staff continues to work with state and federal agencies to identify and apply for state and federally funded projects. For example, in March the TJPDC applied to the Economic Development Administration for Economic Adjustment Assistance funding to complete a Comprehensive Economic Development Strategy. Similarly, in February, the staff applied to the Department of Rail and Public Transit for a Technical Assistance grant to complete a Transit Governance Study. One grant or combination of additional grants equaling $71,420 in revenue for the TJPDC would place us back in the financial black and not require us to use reserve savings. Should new projects not materialize or have a high level of confidence of materializing by December, every effort would be made to cut direct expenses to include professional development, travel, technology upgrades, and advertising.

Staff's goal is to have positive net earnings each fiscal year and to have each fiscal year's budget stand alone with no use of prior year's retained earnings until our optimal retained earnings are reached. If the previous five fiscal years are an indication, we should be able, during this fiscal year, to balance our budget and not use prior years' reserves. A long-term goal is to build retained earnings, first to a safe level maintaining six months of average operating expenses available for immediate use if needed, and secondly to save for capital expenses such as toward the purchase of a future office building, and third to have resources available to take advantage of regional project grants that require a local match. Now that we safely have six months of operating funds in savings, using cash reserves is less risky. We are now at a point where we are concentrating on building capital reserves and funding regional projects instead of growing reserves beyond current amounts.

BUDGET REVENUES: The proposed budget reflects projected revenue of $41,143,088. 63% of revenues for FY23 are from federal sources, 2.7% are from state sources, 34% are from local sources, and less than 1% are from per-capita contributions from our member governments. At this point in the year, the TJPDC does not have full commitments of local funding or all state and federal awards or contracts for FY23. Funds included reflect recently awarded projects and estimates of potential projects that have a very high likelihood of being awarded. The chart below shows the TJPDC FY23 revenue by source.

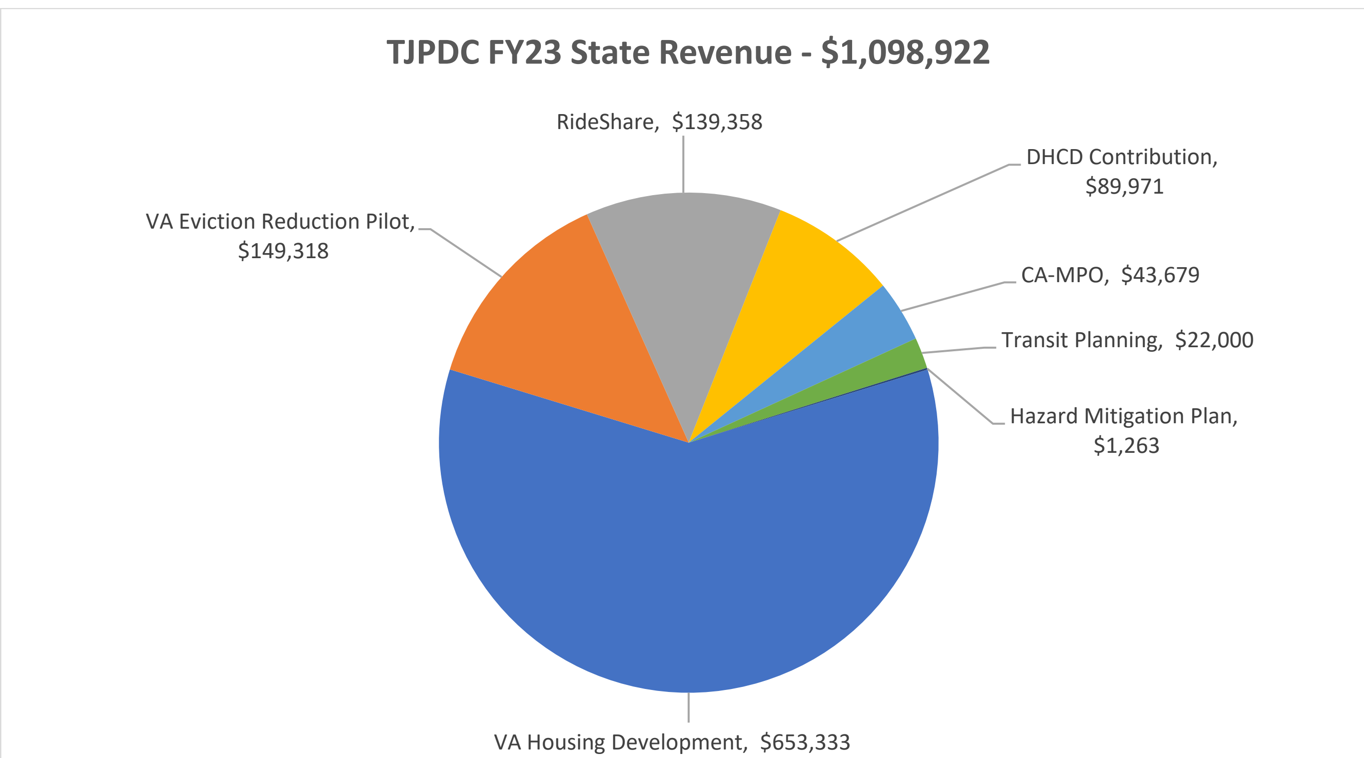


<u>Federal Revenue:</u> TJPDC revenues include $25,883,534 from federal sources. The largest federal program is the administration of the Broadband (VATI) grant. In order not to skew the data represented below, the VATI program is not displayed.



- Federal ARPA funding for the Virginia Telecommunications Initiative (VATI) Broadband Grant are received through the Department of Housing and Community Development. There is a local match provided by all 13 participating jurisdictions.
- Charlottesville-Albemarle MPO (CA-MPO) funding reflects federal allocations through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) at an 80% federal, 10% state, and 10% local per-capita match.
- The Housing and Urban Development (HUD) HOME Consortium and HOME-ARP funding is a 75% federal source with a 25% local match provided by sub-recipients of the funding.
- The US Department of Agriculture (USDA) Housing Preservation Grant (HPG) funding is 50% federal source with a 50% local match provided by sub-recipients of the funding.
- Federal Highway Research Funds for rural transportation funding are received through VDOT at an 80% federal, 20% local per-capita match.
- Chesapeake Bay Watershed Improvement Plan (WIP) funding reflects federal allocations through the Virginia Department of Environmental Quality (DEQ) at an 80% federal, 20% local per-capita match.
- Federal Emergency Management Agency (FEMA) funding for the Hazard Mitigation Plan has a 75% federal, 20% state, and 5% local per-capita source.

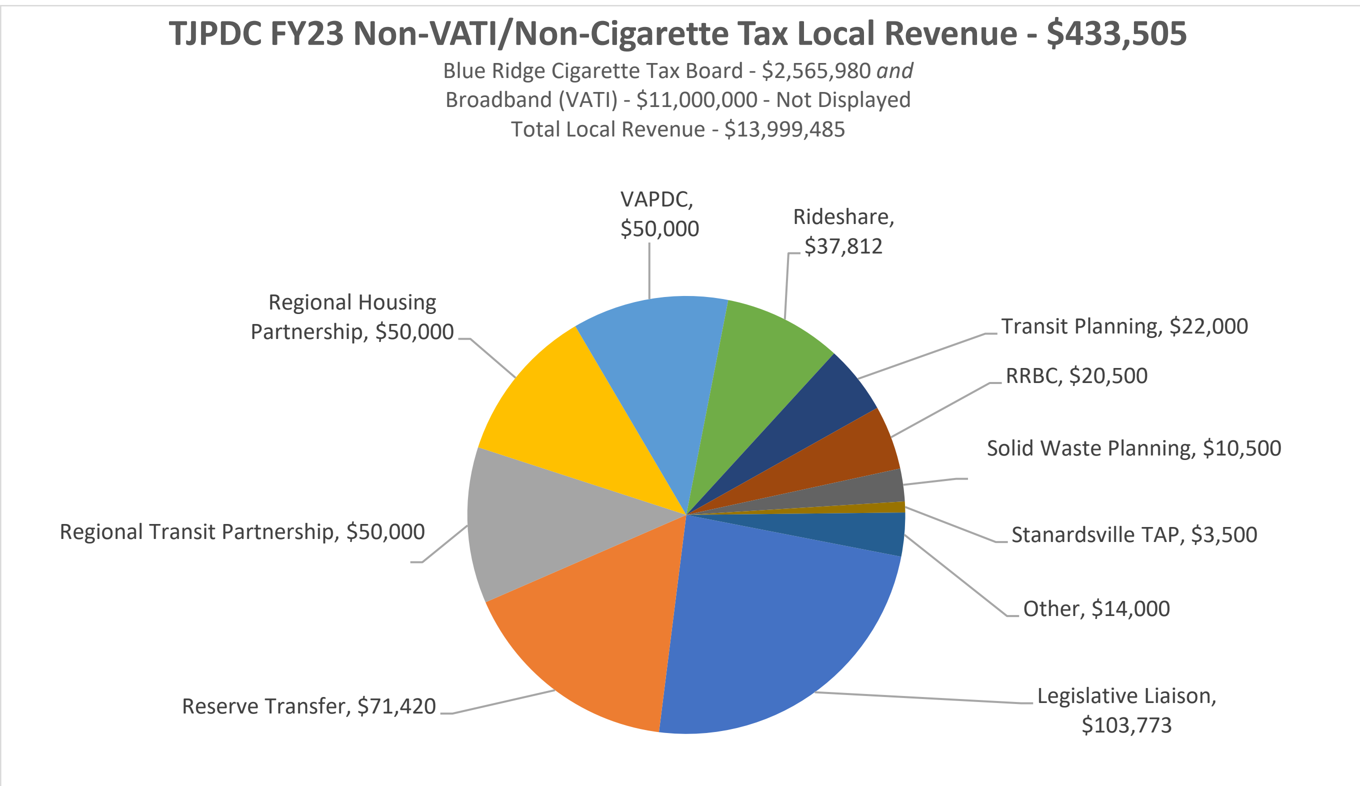
State Revenue: TJPDC revenues include $1,098,922 from state sources.



- The Department of Housing and Community Development (DHCD) funding for the Virginia Eviction Reduction Pilot Implementation program is a 100% state source.
- RideShare funding reflects the state award through the Department of Rail and Public Transportation (DRPT) at 80% state with a 20% local match.
- The state budget includes an FY23 contribution to the TJPDC through the Department of Housing and Community Development (DHCD).

- The state match through the Virginia Department of Transportation (VDOT) for the CA-MPO is 10% (with 80% federal and 10% local per-capita match).
- The Department of Rail and Public Transit (DRPT) state funding for the Regional Transit Vision plan is an 80% state/20% local match.
- The Virginia Department of Emergency Management (VDEM) state funding match for the Hazard Mitigation Plan is 20% (75% federal, 5% local per-capita).
- Virginia Housing provides 100% state funding for the VA Planning District Commission Housing Development grant program.

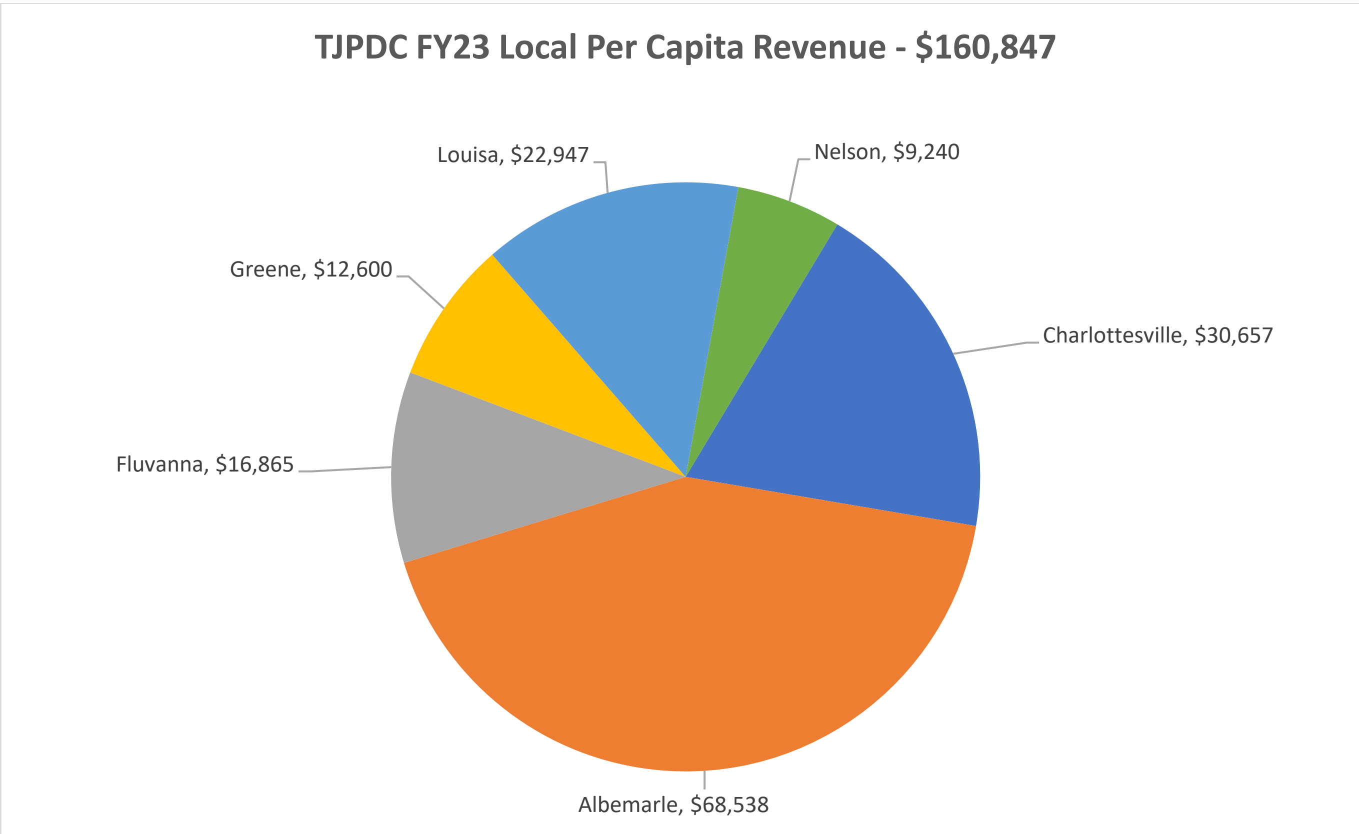
<u>Local Revenue</u>: TJPDC revenues include $13,999,485 from local sources. The largest local programs are the administration of the Blue Ridge Cigarette Tax Board (BRCTB) and the local match for the Broadband (VATI) program. In order not to skew the data represented below, the BRCTB and VATI revenues are not displayed.



- Local funding for the Broadband (VATI) program is budgeted from each of the participating 13 jurisdictions.
- Local funds for the Blue Ridge Cigarette Tax board include local taxes collected on behalf of the 8 participating jurisdictions (which they receive as a pass-through) as well as administrative fees paid by the local governments for TJPDC's administration of the program.
- Due to the revenue/expenditure gap, a reserve transfer is necessary to balance the budget.
- Regional Transit Partnership funding is a 100% local source.
- Regional Housing Partnership funding requested is from a 100% local source.
- VAPDC funding is from a 100% local source.
- Local funding for Rideshare is provided from participating jurisdictions at 20% of the total program (federal 80%)
- The local match for the Regional Transit Vision Plan is 20% (80% state).

- Rivanna River Basin Commission funding is a 100% local source.
- Solid Waste Planning funding is 100% local source.
- Stanardsville TAP funding is a 100% local source for the administration of the program.
- Other revenue received includes bank interest earned and rent revenue from tenants. We do not have available office space to rent at this time.
- Legislative services funding is a 100% local source.

Local Per Capita Revenue:



- Local per capita revenue is shown based on member assessments adopted at the October 2021 Commission meeting and reflected in budget requests. Not all localities have taken action on budgets at this time. Local per capita is $0.62 per capita and has not changed in 10 years, since FY13.

BUDGET EXPENDITURES: The largest TJPDC expenditures are pass-through expenditures, meaning that the TJPDC passes funds through to a sub-recipient, local government, or contracted partner. $39,423,296 of the $41,143,088 (95.8%) in FY23 budgeted expenses are pass-through expenses.

- VATI pass-through funds received by the Department of Housing and Community Development (DHCD) and the 13 participating local governments consist of $34,000,000 and will be reimbursed to a private-sector project partner based on contractual work completed (pending contract ratification).
- Local tax pass-throughs for the Blue Ridge Cigarette Tax Board include $2,400,000 in pass-throughs to the 8 participating jurisdictions.
- Housing pass-through expenses include $608,954 in annual HOME funding, $295,341 in HOME-ARP funding, $133,106 in Housing Preservation grant funding, $142,500 in Virginia Eviction

Prevention Funding, and Virginia PDC Housing Development funding. Pass-throughs are paid to identified sub-recipients for reimbursement for eligible housing activities.

- Transit planning and RideShare pass-through funds include payments made to consultants completing contracted work.
- The Solid Waste pass-through reserves funding each year for the completion of the required 5-year plan.

Other FY23 expenses include salary and fringe benefits. Salary and fringe expenses make up 75.8% of the TJPDC's operating expenses. Staff retention and recruitment are very important to TJPDC leadership. As such, in FY22, each staff member received a 3% salary increase and a one-time bonus of $3,000 (full-time) and $1,500 (part-time). Additionally, merit-based salary adjustments were made for several employees. The draft FY23 budget incorporates salary increases ranging from 3-6% per employee and additional one-time bonuses, should the budget gap be closed successfully. Finally, TJPDC staff are following the various compensation reviews and studies that are being conducted by our member governments. Should the TJPDC secure enough funding that an anticipated end-of-year net gain is evident, the executive director will evaluate compensation and incorporate additional recommended salary increases, as necessary, into the amended budget in order to remain competitive with surrounding local-government employers.

Staff estimates of expenses reflect retention of 11 full-time and 2 part-time equivalent staff/positions. Additionally, staff seeks to fill 2 full-time positions (Planner II/III and VATI support staff, if needed) and 1 part-time position (Cigarette Tax Compliance Agent). Finally, a full-time Finance Director position is currently listed to account for a staff retirement.

Health Insurance Premiums will increase by a 8.5% in FY23. The TJPDC continues to provide 100% of individual employee premiums only except for 2 grandfathered employees who receive employer contributions toward spouse/family of 63% of premium. Virginia Retirement System contributions include a nominal change.

Current Indirect Cost Rates have decreased from 66% is FY22 to 55% in FY23. This is attributed to the significant staff transitions, most notably, that of the Executive Director and Chief Operating Officer and the associated reduction in salary and benefits expenses. Other direct expenses were cut significantly during the past 2 years due to COVID-19, to include reduced travel, in person professional development, and copier/supplies need. TJPDC staff anticipates returning to previous administrative cost levels. Indirect Cost Rates have decreased from 89% in FY14 to 55% in FY23.

Other notable changes in operating expenses between FY22 and FY23 include an anticipated increase in audit expenses due to increased federal revenues due to the VATI program. Travel/Vehicle expenses are expected to increase for the anticipated purchase of a vehicle for cigarette tax compliance use. Janitorial expenses are expected increase as staff returns to more in-office work and in-person meetings resume. Finally, professional development expenses are expected to return to pre-COVID levels. Finally, there is an anticipated increase of 4% budgeted for rent.

Recommended Motion by the Commission: *None at this time. This is a draft of the FY23 Operating Budget. A final will be brought to the May 2023 meeting for consideration and approval.*

	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	*FY20 Actual*	*FY21 Actual*	*FY22 Approved*	***FY23 Operating***
Federal	$1,170,710	$3,311,545	$3,013,763	$25,883,833
State	$276,948	$256,898	$681,735	$1,098,922
Local	$390,375	$442,110	$1,959,309	$13,914,065
Local per capita	$156,717	$157,820	$159,620	$160,847
Interest Income	$10,983	$1,382	$750	$500
Rent Income	$0	$13,450	$18,000	$13,500
Grant & Reserves Transfer	$0	$0	$0	$71,420
Total Revenue	$2,005,733	$4,183,206	$5,833,177	$41,143,088
Operating Expenses				
Personnel Costs				
Salaries	$966,262	$793,008	$822,187	$1,073,840
Fringe and Release	$0	$170,318	$171,585	$229,094
Total Personnel	$966,262	$963,326	$993,772	$1,302,934
Other Costs				
Postage	$1,298	$1,835	$2,311	$2,344
Subscriptions	$1,525	$947	$550	$1,850
Supplies	$9,424	$5,470	$7,570	$8,668
Audit-Legal	$15,525	$15,936	$16,500	$27,000
Advertising	$20,042	$4,574	$32,034	$24,414
Meeting Expenses	$8,741	$1,119	$406	$9,093
TJPDC Contractual	$50,921	$58,537	$76,934	$75,970
Dues	$10,654	$9,132	$11,331	$12,016
Insurance	$4,281	$5,774	$3,546	$6,300
Printing/Copy	$4,887	$4,459	$3,431	$6,261
Rent	$92,604	$97,269	$98,058	$101,142
Equip/Data Use	$20,796	$36,280	$29,443	$21,113
Capital & Leases	$0	$0	$0	$0
Telephone	$7,426	$7,659	$6,800	$8,967
Travel-Vehicle	$15,002	$6,711	$15,824	$70,709
Janitorial	$6,961	$2,310	$3,600	$6,001
Professional Development	$18,651	$5,421	$14,941	$35,012
Total Other Costs	*$288,738*	*$263,433*	*$323,279*	*$416,859*
TOTAL OPERATING EXPENSES	$1,255,000	$1,226,759	$1,317,051	$1,719,792
Net Ordinary Income - Pass Through $	$750,733	$2,956,447	$4,516,126	$39,423,296
Other				
HOME Pass Thru	$612,065	$582,891	$608,954	$937,322
HPG Pass Thru	$0	$105,287	$124,313	$149,870
All Grants/Contracts Pass Thrus	$104,804	$2,141,976	$3,704,605	$38,336,104
Total Other Expenses	*$716,869*	*$2,830,154*	*$4,437,871*	*$39,423,296*
Net Other Income	-$716,869	-$2,830,154	-$4,437,871	-$39,423,296
Net Income	**$33,864**	**$126,293**	**$78,255**	**$0**

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY AND STATE REVENUE						
Charlottesville				$30,657		
Albemarle				$68,538		
Fluvanna				$16,865		
Greene				$12,600		
Louisa				$22,947		
Nelson				$9,240		
Legislative Liaison			$103,773			
State Contribution - DHCD		$89,971				
WSC & Offices						$13,500
Interest Income					$500	
Unknown Source/Reserve Transfer			$71,420			
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	$109,017	$13,627				
PL Funding	$168,416	$21,052				
Regional Transit Partnership (RTP)			$50,000			
Regional Transit Plan		$2,000	$2,000			
Transit Governance Study		$0				
Rideshare						
Rideshare/TDM - DPRT		$130,443	$35,583			
TJPDC Rural Transportation						
Rural Admin	$12,800					
Rural Transportation Planning	$45,200					
HOUSING AND NONPROFIT						
HOME Consortium Admin	$67,662					
HOME-ARP	$52,514					
Housing Preservation	$23,489					
VERP - DHCD		$6,818				
VA Housing - PDC		$53,333				
Regional Housing Partnership			$50,000			
ENVIRONMENT						
RRBC			$20,500			
Solid Waste			$5,500			
Haz Mit Grant	$4,737	$1,263				
WIP DEQ	$58,000					
OTHER PROGRAMS						
Standardsville STAR TAP			$3,500			
Nelson TAP						
VAPDC			$50,000			
Reional Cigarette Tax			$165,980			
VATI DHCD	$232,600					
CEDS						
PASS THRU REVENUE						
Consortium HOME Pass Through	$608,954					
HOME-ARP Pass Through	$295,341					
Housing Preservation Pass Through	$133,106					
VERP - DHCD Pass Through		$142,500				
VA Housing - PDC Pass Through		$600,000				
MPO - FTA	$0	$0				
MPO - PL	$72,000	$9,000				
Regional Transit Partnership (RTP)			$0			
Regional Transit Vision Plan		$20,000	$20,000			
Transit Governance Study		$0	$0			
Rural Transportation Planning	$0		$0			
Solid Waste			$5,000			
Rideshare/TDM - DRPT		$8,915	$2,229			
Regional Cigarette Tax Pass Through			$2,400,000			
VATI - DHCD	$24,000,000		$11,000,000			
Total Revenues by Category	**$25,883,835**	**$1,098,922**	**$13,985,485**	**$160,847**	**$500**	**$13,500**
Sum Total of Revenues						**$41,143,089**

**NOTE unknown source

FY23

	7/1/2020		0.62	Local	Local	Local	0.4				0.62	Required Local Match				75%	25%	
	Pop.	% Pop.	Per Ccapita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	MPO	Hazard Mit	Balance	Regional	Local	*Difference from FY22 Total Contribution*
Charlottesville	$ 49,447	19.06%	$ 30,657	$ 7,331	$ 2,540	$ 1,337	$ 19,779	$ 25,000	$ 9,550	$ 96,194	$ 30,657	$ -	$ (11,759)	$ -	$ 18,898	$ 14,174	$ 4,725	*$ 9,821*
Albemarle	$ 110,545	42.61%	$ 68,538	$ 15,876	$ 5,560	$ 6,210	$ 44,218	$ 25,000	$ 21,310	$ 186,712	$ 68,538	$ (2,620)	$ (20,492)	$ -	$ 45,425	$ 34,069	$ 11,356	*$ 22,149*
Fluvanna	$ 27,202	10.49%	$ 16,865	$ 3,999	$ 1,370	$ 1,897	$ 10,881	$ -	$ 5,250	$ 40,262	$ 16,865	$ (3,261)	$ -	$ -	$ 13,604	$ 10,203	$ 3,401	*$ 5,417*
Greene	$ 20,323	7.83%	$ 12,600	$ 2,997	$ 1,030	$ 1,056	$ 8,129	$ -	$ 3,905	$ 29,717	$ 12,600	$ (2,472)	$ -	$ -	$ 10,128	$ 7,596	$ 2,532	*$ 4,136*
Louisa	$ 37,011	14.27%	$ 22,947	$ 5,274	$ -	$ -	$ 14,804	$ -	$ 7,110	$ 50,135	$ 22,947	$ (4,278)	$ -	$ -	$ 18,669	$ 14,002	$ 4,667	*$ 7,509*
Nelson	$ 14,904	5.74%	$ 9,240	$ 2,335	$ -	$ -	$ 5,962	$ -	$ 2,875	$ 20,412	$ 9,240	$ (1,869)	$ -	$ -	$ 7,371	$ 5,529	$ 1,843	*$ 2,987*
TOTALS	$ 259,432	100.00%	$ 160,848	$ 37,812	$ 10,500	$ 10,500	$ 103,773	$ 50,000	$ 50,000	$ 423,433	$ 160,848	$ (14,500)	$ (32,251)	$ -	$ 114,097	$ 85,573	$ 28,524	*$ 52,020*
												$14,500	$32,251					

<u>296-LOCALITY FUNDING FY23 Projected</u>

Rural Transportation Fiscal Year 2023 Work Program

Task 1 Administration $16,000

Task 2 Planning and Local Technical Assistance $56,500

- Task 2.1 – Rural Transit Needs Assessment and Recommendations - $30,000
- Task 2.2 – Prepare transportation infrastructure grant applications - $5,000
- Task 2.3 – Aid local and state partners as requested - $10,000
- Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - $11,500

Thomas Jefferson Planning District Commission
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RESOLUTION OF APPROVAL
FY 23 Rural Transportation Planning Work Program

WHEREAS, the Virginia Department of Transportation (VDOT) allocated $58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

WHEREAS, the TJPDC dedicates a 20% match, equivalent to $14,500, for the State Planning and Research (SPR) funding; and,

WHEREAS, the TJPDC is required to approve its Rural Transportation Planning Work Program by the April Commission meeting of each year; and,

WHEREAS, the Rural Transportation Advisory Committee reviewed the draft work program at their March meeting; and,

WHEREAS, development of Smart Scale project funding assistance, a rural transit needs assessment (produced in collaboration with Jaunt), and prioritizing rural bicycle and pedestrian projects will be the focus of the work plan activities;

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission, in accordance with § 15.2-4208 of the Code of Virginia, approves the FY 23 Rural Transportation Planning Work Program.

Adopted this 7th day of April, 2022.

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

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) reviewed this work program at their March 15, 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 April 7, 2022 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

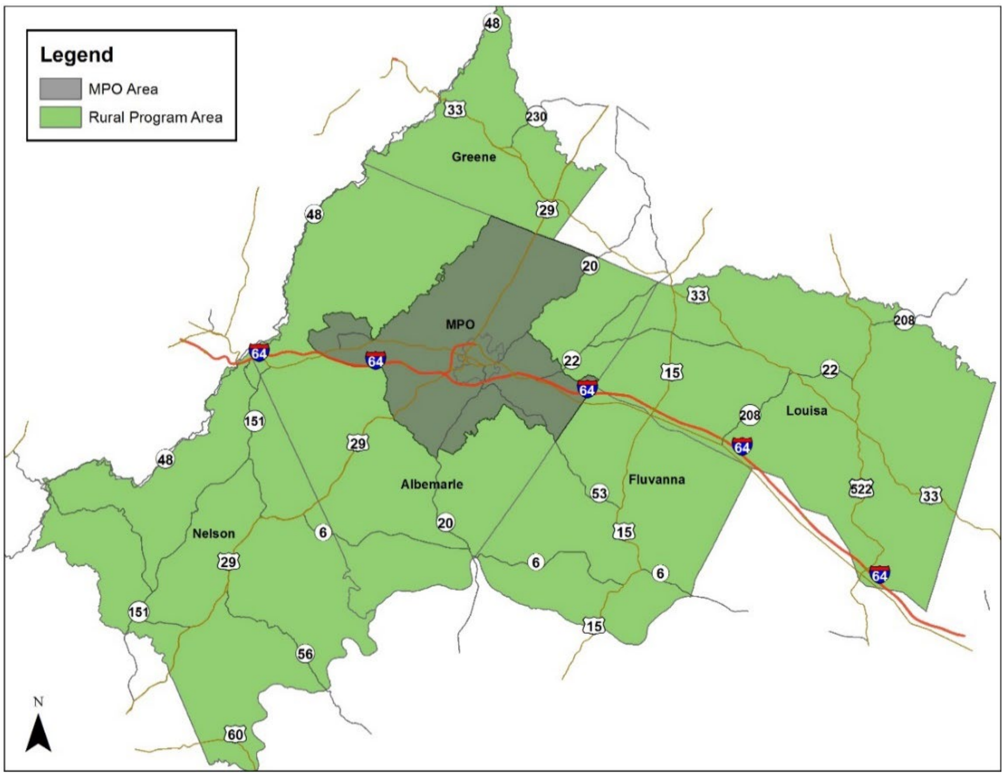
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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**

Thomas Jefferson Planning District Commission
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RESOLUTION APPROVING DEVELOPMENT PARTNERS
for the THOMAS JEFFERSON PLANNING DISTRICT COMMISSION'S
VIRGINIA HOUSING DEVELOPMENT GRANT PROGRAM

WHEREAS, a Comprehensive Regional Housing Study and Needs Assessment was completed in 2019 that identified that there are 10,990 renters and 5,490 homeowners in Region 10 that are cost-burdened (paying more than 30% of their household income on housing-related expenses); and,

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) adopted a Regional Housing Plan in August 2021; and,

WHEREAS, the TJPDC received a $2,000,000 grant from Virginia Housing in 2021 as a part of a state-wide $40 million affordable housing development program; and,

WHEREAS, the grant requires a minimum of 20 units to be constructed by June 2024; and,

WHEREAS, staff solicited proposals from potential development partners through a "Proof of Concept", to collect key details about the proposed project, including type of construction, location, cost, timeline; and,

WHEREAS, staff developed criteria to use to identify recommended project partners, which included cost per unit, location, type of development, affordability level, site control, funding sources secured, and capacity to be completed by June 2024; and,

WHEREAS, staff identified 3 project partners, Virginia Supportive Housing's Premier Circle permanent supportive housing development, Habitat for Humanity of Greater Charlottesville's scattered-site affordable homeownership initiative, and Charlottesville Redevelopment and Housing Authority's South First Street affordable rental unit development; and,

WHEREAS, a qualified review panel consisting of affordable housing experts and the Chair of the TJPD Commission indicated that each proposed development was able to be completed by June 2024; and,

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission hereby approves the recommended development partners to construct 160 new units of affordable housing in the planning district.

BE IT FURTHER RESOLVED that the Thomas Jefferson Planning District Commission hereby authorizes the Executive Director to take all other actions consistent with VA Housing Grant agreement to contract with recommended grantees and do all things necessary to complete the program through June 2024.

Adopted this 7th day of April, 2022.

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

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 7, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 3, 2022.

Administration

- April 7, 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)
  3. **Presentations**
     a. *Albemarle County RAISE Grant Support Request – Albemarle County is asking for a support letter from the TJPDC. A draft of the support letter is contained in the meeting packet. Albemarle County's Principle Planner, Jessica Hersch-Ballering, will present a summary of the proposed application. Commissioners will be asked to support the application through consensus, directing staff and the commission chair to execute the letter of support on behalf of the Commission.

     b. *Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) – Staff will introduce Mark Flynn, counsel hired to advise on our Virginia Telecommunications Initiative (VATI) program and other agency projects. Mr. Flynn will review the need for the Commission to consider adoption of PPEA Guidelines and will also discuss the recommended process for the Commission to consider unsolicited proposals. Staff will present a draft resolution to approve the guidelines and a second draft resolution to accept for consideration an unsolicited proposal for providing universal broadband access. *Action on this item is to consider two resolutions for adoption. A copy of each resolution is provided in the meeting packet.

     Staff recommended a motion to approve the Public-Private Education Facilities and Infrastructure Act of 2202 (PPEA) Guidelines.

***Staff recommends a motion to accept an unsolicited proposal for providing universal broadband access.**

c. Virginia Telecommunications Initiative (VATI) Update – VATI Program Director, Lori Allshouse, will give a brief presentation updating Commissioners on the progress and next steps of the VATI program. No action is required on this item.

4. ***Consent Agenda**
   a. Minutes of the March 3, 2022 Commission Meeting
   b. February 2022 Financial Report – Total income for February was $181,126 and total expense were $177,111. With 8 months (or 67%) of our fiscal year complete, we have received 70% of our total budgeted income. We have expended 58.7% of our total budgeted operating expenses of $1,316,143. Net Quick Assets are $887,621, which is 9.34 months of operating expenses. Capital Reserves are $412,318. Unrestricted Cash on Hand of $442,613 represents 4.66 months of operating expenses. Net gain from February was $4,015. The overall net gain for the year to date is $15,766. A copy of the February dashboard report, Profit and Loss Statement, Comparative Balance Sheet and Accrued Revenues report are included in meeting materials.

   ***Staff recommends approval of the consent agenda.**

5. **New Business**
   a. Appointment of Nominating Committee for FY23 TJPDC Officer – The TJPDC elects officers at its June meeting. The Chair appoints a nominating committee in April. The nominating committee presents a slate of recommended officers in May. Current officers are:
      - Jesse Rutherford, Chair
      - Dale Herring, Vice Chair
      - Keith Smith, Treasurer
      - Christine Jacobs, Secretary

   b. Virginia Housing PDC Housing Development Grant – Presentation and Sub-Recipient Recommendation – Ian Baxter, Planner II, will present a recommendation to the Commission for sub-recipients of our $2M housing development grant. He will detail the process that was used to identify potential partners and make a recommendation on preferred sub-recipients to the commission. Action on this item will occur during the Resolutions section of the agenda. A copy of his presentation, a detailed memo, and a draft resolution are included in the meeting packet.

   c. Staff will present the draft FY23 Operating Budget. The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/May of 2023. The draft FY23 Operating Budget is a balanced budget with projected revenues of $41,143,088 and projected expenditures of $41,143,088. There is an anticipated budget shortfall of $71,420 which requires a reserve transfer. One grant or combination of additional grants equaling $71,420 in direct revenue for the TJPDC would place us back in the financial black and not require us to use reserve savings. Review of the draft budget at April's Commission meeting will allow all Commission members to offer input to the Executive Committee and/or TJPDC staff in advance of a final recommended budget presentation in May's Commission meeting. Details of the FY23 Operating Budget are provided in a detailed memo in the meeting packet, along with a copy of the draft FY23 Operating Budget, FY23 Projected Revenues, and details of local contribution requests. Consideration and adoption of the FY23 Operating Budget will occur in May. No action is required on this item at this time.

6. **Resolutions**
   a. FY23 Rural Transportation Work Program and Budget – Staff presented a draft of the FY23 Rural Transportation Work Program and Budget in the March Commission meeting. No changes to the budget or work program have occurred since the April meeting. 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. A copy of the Work Plan and Budget and draft resolution are included in the meeting packet.

      Staff recommends a motion to approve the FY23 Rural Transportation Planning Work Program.

   b. Staff presented an overview of the Virginia Housing PDC Development Grant and made recommendations on sub-recipients for the grant in the 'New Business' section of the meeting. A copy of the draft resolution is included in the meeting packet.

      Staff recommends a motion to approve development partners for the Thomas Jefferson Planning District Commission's Virginia Housing Development grant.

7. **Executive Director's Monthly Report**
   a. **Administration –**
      - The United Way has completed their tax preparation program and is no longer using the Water Street Center.
      -

   b. **Legislative –** The governor has called the General Assembly back o Richmond for a special session beginning April 4, with the main purpose being to work on the yet-to-be resolved state budget for FY23/24 and address unresolved legislation from the 2022 regular session that adjourned in early March. The governor also faces an April 11 deadline to act in (sign, veto, or propose amendments to) legislation approved by the legislature during the regular session.

   c. **Housing -**
      - The Central Virginia Regional Housing Partnership (CVRHP) held a 3-hour strategic planning workshop with the consultants from the Spark Mill on

March 23, 2022. The consultants will develop a draft strategic plan for review by the CVRHP's executive committee.
- The HOME FFY22 Draft Annual Action Plan has been posted to the TJPDC website. The public comment period lasts until April 30th. The May Commission meeting will include a public hearing on the draft plan as well as a resolution for consideration.

d. **Transportation –**
- Pre-applications for SMART SCALE were submitted on March 31, 2022, for the CA-MPO and TJPDC projects. The CA-MPO policy board selected an alignment and bridge design for the Rivanna River Bike/Ped bridge on March 24, 2022. Staff also submitted SMART SCALE pre-applications on behalf of Nelson County.
- The CAMPO was presented a draft FY23 Work Program and Budget in their March meeting. Due to staff vacancies in FY22, amendments to the FY22 UPWP were approve to actively roll-over excess funding into FY23 for use in developing the Long-Range Transportation Plan and supporting a Regional Transit Governance Study (pending award from DRPT).
- Office of Intermodal Planning Investment – Staff held a project meeting with consultants from Michael Baker, International and staff from the City of Charlottesville and County of Albemarle. The committee defined parameters for the development of a methodology for identifying priority transportation projects in the Long-Range Transportation Plan.
- A public meeting is planned for the Zion Crossroads Gateway Plan on April 19th. The meeting is designed to inform the public of the transportation study and recommendations completed by Kittelson and Associates.
- Consultants for the Regional Transit Vision plan have drafted a vision and goals memo and will be identifying various scenarios for recommended regional transit system configurations. The consultants will present their recommended scenarios to the Charlottesville City Council and the Albemarle County Board of Supervisors. TJPDC staff will schedule presentations with the Nelson, Greene, Fluvanna, and Louisa Boards of Supervisors to share an update on the draft regional vision.

e. **Environment –**
- Staff will convene a working group to identify FY23 initiatives for the Rivanna River Basin Commission (RRBC).
- Staff has scheduled presentations with each of the local governing bodies to present the draft Hazard Mitigation Plan.

f. **Economic Development –**
- In mid-March staff submitted an Economic Adjustment Assistance grant application to the US Economic Development Administration for funding to create a regional Comprehensive Economic Development Strategy plan (CEDS).

8. Other Business

a. Round table discussions from Commission members about topics of interest from each jurisdiction.
b. The next Commission meeting is Thursday, May 5, 2022. Items for the May meeting may include but are not limited to i) Public Hearing – Draft HOME Annual Action Plan/Resolution, ii) Presentation – Legislative Report, iii) Presentation of CA-MPO Unified Planning Work Program (UPWP) iv) FY23 Operating Budget for Approval, iv) TJPDC Officer Slate – Notice of Nominating Committee, vi) Officer Nomination for TJPDC Corporation, and vii) Quarter 3 (Jan-March) Financial Report.

9. *Closed Session - *per Code of Virginia 2.2-3711 A.1. – The Commission will enter closed session to discuss and individual employee’s performance. Public session will resume after the closed session.

Adjourn
