Thomas Jefferson Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, September 1, 2022 at 7 pm
In-Person Meeting
Water Street Center, 407 E. Water Street
Charlottesville, VA 22902

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/87538894164?pwd=Yk0vRWl0cDMrUlJ5cCtYVnQvRisrQT09
Meeting ID: 875 3889 4164
Passcode: 648736
By call-in 1(301) 715-8592#

1. **Call to Order** 7:00-7:00
   a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
   b. Vote to Allow Electronic participation, if needed – Ruth Emerick
   c. Staff Introduction – Otis Collier, BRCTB Compliance Agent

2. **Matters from the Public** 7:00 – 7:15
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Ruth Emerick)
   c. **Presentation -** DRAFT HOME Investment Partnership Program Consolidated Annual Performance and Evalutation Report (CAPER) – Brandon Boccher
   d. **PUBLIC HEARING –** Draft HOME CAPER
   Comment Period – August 19, 2022 through September 19, 2022.

3. **Presentations**
   a. Blue Ridge Cigarette Tax Board Update – David Blount and Ruth Emerick 7:15 – 7:25

4. *** Consent Agenda** 7:25 – 7:35
   Action Items:
   a. * Minutes of August 4, 2022 Meeting
   b. * Minutes of Augst 22, 2022 Special Meeting
   c. * Monthly Financial Reports
      i. July Dashboard Report
      ii. July Profit & Loss Statement
      iii. July Balance Sheet
      iv. July Accrued Revenues Report
   d. Executive Director Annual Contract – September 2022 – August 2023

5. **New Business** 7:35 – 7:55
   a. Draft Policy for Remote Participation and All-Vitual Meetings – David Blount
   b. Draft FY24 Projected Operating Budget – Christine Jacobs
      i. FY24 Draft Projected Operating Budget
      ii. FY24 Draft Revenue
      iii. FY24 Per Capita and Local Contributions

6. *** Resolutions** 7:55 – 7:55
   a. none

7. **Executive Director's Report** 7:55 – 8:10
   a. Monthly Report

8. ***Closed Session, if needed** - *per Code of Virginia 2.2-3711 (A)1 8:10 – 8:30
   a. Employee – Individual Employee(s) Discussion

b. *Public Session Resumes
c. *Actions to take place in public session, if needed

9. Other Business 8:30 – 9:00

a. Roundtable Discussion by Jurisdiction
b. Next Meeting – October 6, 2022

Items for Next Meeting:

i. FY24 Projected Budget for Consideration/Approval
ii. Annual DHCD Funding Agreement
iii. Regional Housing Partnership Update

*__ADJOURN__ 8:00

Designates Items to be Voted On

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

for the City of Charlottesville and the Thomas Jefferson HOME Consortium

Reporting Period: July 1, 2021 - June 30, 2022

Draft for Public Comment

Comments accepted August 19 - September 19, 2022

Thomas Jefferson Planning District Commission

Prepared by
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and the

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)
This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The HOME program's goals are to assist first-time homebuyers, preserve existing housing stock by rehabilitating owner-occupied homes, and develop new housing units for home ownership or rental. HOME Consortium activities are carried out through nonprofit housing foundations in the region: the Albemarle Home Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), the Nelson County Community Development Foundation (NCCDF), and Skyline CAP (serving Greene County). HOME funds are often combined with other funding, extending the reach and effectiveness of the program.

The City of Charlottesville (the City) seeks proposals for the use of its HOME funds through a competitive process. City projects in the Program Year 2021 (PY 2021) Action Plan consisted of major housing rehabilitation projects through Albemarle Housing Improvement Program (AHIP), downpayment assistance through Habitat for Humanity, and housing energy maintenance improvements through Local Energy Alliance Program.

The HOME CHDO set-aside funds are allocated to a locality on a rotation basis to provide funding for development of one or more new housing units, either rental units or homes for purchase. For PY21, it was Nelson County's turn in the rotations. The CHDO project for PY21 has not begun yet, but NCCDF will purchase land and build approximately 20 units dedicated to workforce housing for qualifying (under 80% AMI) Nelson County residents.

The region has a high level of capacity to carry out these housing projects. HOME funds, in turn, contribute to the stability and sustainability of the housing foundations in the region. Progress toward goals outlined in the five-year Consolidated Plan and one-year Action Plan has been steady and positive. Overall, HOME funds are meeting critical needs in our region.

Goals for the CDBG program are focused on supporting job improvement through job training, providing access to quality childcare, providing technical assistance for microenterprises, supporting homeless persons and their transition to independence through re-entry support, and supporting infrastructure improvements to make public spaces more accessible. Activities for the year included assisting 16 resident involved redevelopment, funding individualized one-to-one instruction to help with workforce development, literacy tutoring skills for 30 illiterate City residents, providing scholarships to assist 15 entrepreneurs to develop financial management habits through mentorship and technical assistance, funding staff positions for the assistance home performance workforce development program, and provide 11 energy efficient upgrades to qualifying homes within the Ridge Street neighbrohood.

Activities were carried out through sub-recipients that serve City residents. CDBG projects are consistent with annual City Council priorities that are established one year prior to the beginning of the program year. The City seeks proposals for use of its CDBG funds through a competitive request for proposal process.

Refer to the CDBG and HOME charts which outline the PY19 goals and outcomes for the CDBG and HOME program.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Enhance & Improve Access to Neighborhood Amenities	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	0	0.00%			

OMB Control No: 2506-0117 (exp. 09/30/2021)

Enhance & Improve Access to Neighborhood Amenities	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		2000	0	0.00%
Ensure Housing is to Accessible Residents	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Other	Other	1	0	0.00%			
Expand the Affordable Housing Stock	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Rental units constructed	Household Housing Unit	20	3	15.00%	3	0	0.00%

Expand the Affordable Housing Stock	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Homeowner Housing Added	Household Housing Unit	2	24	1200.00%	1	8	
Expand the Affordable Housing Stock	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Direct Financial Assistance to Homebuyers	Households Assisted	64	0	0.00%			
Foster Small and Local Business Development	Non-Housing Community Development	CDBG: $ / CDBG-CV: $229971.58	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	26		0	26	
Foster Small and Local Business Development	Non-Housing Community Development	CDBG: $ / CDBG-CV: $229971.58	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Foster Small and Local Business Development	Non-Housing Community Development	CDBG: $ / CDBG-CV: $229971.58	Businesses assisted	Businesses Assisted	100	23	23.00%	68	1	1.47%

Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $ / CDBG-CV: $137049.2	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		35	0	0.00%
Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $ / CDBG-CV: $137049.2	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		313	0	0.00%
Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $ / CDBG-CV: $137049.2	Rental units rehabilitated	Household Housing Unit	0	1				

Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $ / CDBG-CV: $137049.2	Homeowner Housing Rehabilitated	Household Housing Unit	110	34	30.91%	23	26	113.04%
Preserve Existing Supply of Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $ / CDBG-CV: $137049.2	Homelessness Prevention	Persons Assisted	0	0		25	0	0.00%
Support Homeless and Transition to Independence	Homeless Non-Housing Community Development	CDBG: $ / HOME: $ / CDBG-CV: $49017.82	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Support Homeless and Transition to Independence	Homeless Non-Housing Community Development	CDBG: $ / HOME: $ / CDBG-CV: $49017.82	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	753	753.00%			

Support Homeless and Transition to Independence	Homeless Non-Housing Community Development	CDBG: $ / HOME: $ / CDBG-CV: $49017.82	Homelessness Prevention	Persons Assisted	0	0		41	0	0.00%
Support Homeownership for First-time Homebuyers	Affordable Housing	CDBG: $ / HOME: $	Direct Financial Assistance to Homebuyers	Households Assisted	64	0	0.00%	18	0	0.00%
Support Investments that Aid Fair Housing Choice	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / HOME: $	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		5	0	0.00%

Support Investments that Aid Fair Housing Choice	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / HOME: $	Other	Other	1	0	0.00%				
Support Mental Health & Substance Abuse Services	Homeless Non-Housing Community Development	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	0	0.00%				
Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / CDBG-CV: $165684.4	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0					

Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / CDBG-CV: $165684.4	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	378	47	12.43%			
Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / CDBG-CV: $165684.4	Homelessness Prevention	Persons Assisted	0	0		1	0	0.00%
Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / CDBG-CV: $165684.4	Jobs created/retained	Jobs	0	0		1	0	0.00%

Support Programs that Aid in Increasing Self-Suff.	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: $ / CDBG-CV: $165684.4	Businesses assisted	Businesses Assisted	100	0	0.00%			
Sustainability, Energy Eff, & Environ. Stewardship	Affordable Housing Non-Housing Community Development	CDBG: $ / HOME: $	Other	Other	1	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As identified in the Consolidated Plan, the most prevalent housing problem in the region is high housing cost burden, with more pressures on renters than homeowners. Substandard conditions remain, especially in rural areas, and energy inefficiency adds to cost burdens. The HOME program has focused its efforts on substantial rehabilitation of owner-occupied homes, including addressing energy efficiency and providing affordable rental units. PY21 HOME projects also included adding a new affordable homeowner unit to assist with the high housing cost burden problems that exist in the region and work toward providing down-payment assistance for first-time homebuyers.

A primary driver of housing need is a lack of jobs in the region that pay sufficient wages to support a family. In the City, there is a large need for job training to match residents with the current and projected skills needed by employers in the region. Microenterprise training is an economic development tool for creating and growing jobs. In addition to job training and microenterprise assistance, there is a large need for quality childcare to retain a job.

A review of the PY21 outcomes shows the City and Thomas Jefferson HOME Consortium are making good progress towards addressing the objectives identified in the plan. Some projects awarded funding in PY21 are still underway, and outcomes will be reported when projects are complete in future program years.

For PY21, completed HOME projects included nine first-time homebuyer assistance projects, development of one new rental unit, and twenty-one (21) homeowner rehabilitation projects, for a total of 31 units. For CDBG projects, the City worked with sub recipients to implement public service and economic development projects. Economic development accomplishments for microenterprises are expected to have successes and growth far beyond PY21. Public service partners provided workforce development training, re-entry services to persons with criminal background history, as well as childcare subsidies to assist with job retention for persons who are low to moderate income. In addition to public service and economic development activities, through the Ridge Street Priority neighborhood set-aside , the City also supported infrastructure improvements to enhance traffic safety by making pedestrian and traffic safety a priority for Ridge Street residents.

CDBG-CV Activities are still underway as this is a 6-year grant.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	433	8
Black or African American	647	16
Asian	17	2
American Indian or American Native	6	1
Native Hawaiian or Other Pacific Islander	0	0
Black/African American & White	36	3
Other multi-racial	29	1
Total	**1168**	**31**
Hispanic	28	3
Not Hispanic	16	28

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

62.92% of CDBG beneficiaries and 74.19% percent of HOME beneficiaries were minorities.

Note, for CDBG, the count breakdown for Race data equals the count breakdown for Ethnicity. Low to moderate area (LMA) projects, such as the Ridge Street PN project or Belmont neighborhood infrastructure project, does not include race/ethnicity data in outcomes. HOME figures are based on head of household only.

See PR23 in the attachments.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Entitlement Funds, Unexpended Funds, Returns	1,220,608	687,863
HOME	Entitlement Funds	$679,896.91	$418,832.68
HOME	Program Income	$3,281.91	$11,992.84
Other	CAHF	2,488,104	182,504

Table 3 - Resources Made Available

Narrative

The other" category represents the Charlottesville Affordable Housing Fund (CAHF) and HOME Program Income (PI). In 2020, CAHF supported activities such as permanently supported housing for homeless individuals, down payment assistance, homeowner rehab and emergency repair, new construction of rental housing, new construction of homeowner units, rental assistance/relief and real estate tax relief programs for the elderly and disabled, and veterans, a landlord risk reduction fund, and acquisition for new affordable housing homeowner units.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
10th and Page			
Albemarle County	7%	21%	10 Homeowner Rehabilitation project completed, and 6 underway
Belmont			
City of Charlottesville	44%	60%	CDBG dollars, plus 7 HOME homeowner rehab completed and 8 downpayment assistance activities completed and 4 DPA and 1 homeowner rehab underway
Fifeville			
Fluvanna County	12%	1%	2 rehabs completed and 3 rehabs underway
Greene County	7%	0%	No new projects in the PY but has been working on its two PY18 CHDO FTHB projects
Louisa County	12%	15%	1 rental unit completed and 1 rehab completed with 1 rehab project underway
Nelson County	19%	3%	3 rehabs completed and 1 rehab underway
Ridge			
Rose Hill			

Table 4 – Identify the geographic distribution and location of investments

Narrative

The HOME entitlement is split evenly amongst the six localities of the HOME Consortium. The planned percentages of allocations above were based on budgeted entitlement amounts, including expected Program Income. The City of Charlottesville receives all CDBG funds. Nelson County was allocated the 15% CHDO set-aside for PY21. Actual percentages of the allocations were based on vouchers processed through IDIS for the period July 1, 2021, through June 30, 2022, including CDBG, HOME EN, and CR, and HOME PI.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

In addition to the Charlottesville Affordable Housing Fund (CAHF) expenditures described above, leveraged resources include Indoor Plumbing funds, Housing Preservation Grant funds, weatherization funds, and Regional Homeownership Center funds. HOME match is provided through a number of sources. The present value of money of subprime mortgages through Habitat for Humanity constitutes the largest component of match. Though not all HOME-assisted, all Habitat projects are HOME eligible. For the 2021 program year, match has been calculated for the period from October 1, 2020, to September 30, 2022, to get match calculations aligned with the Federal Fiscal Year. Match in past years has been reported for the 'Consortium's HOME program year. Between October 30, 2020 and September 2021, Habitat closed on 25 homes providing a total match amount of $1,553,017.98. Other local match spanning the period of July 1, 2021 to June 30, 2022, applied to completed projects included local funds of $174,617, private grants of $97,798, homeowner cash of $10,400 applied to HOME activities. These amounts were drawn from completion report data reported by sub-recipients on an activity basis.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	8,577,845
2. Match contributed during current Federal fiscal year	429,673
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	9,007,518
4. Match liability for current Federal fiscal year	187,244
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	8,820,274

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1732	11/20/2020	2,500	0	0	0	0	0	0
1834	08/05/2020	3,237	0	0	0	0	0	0
1835	07/07/2020	16,597	0	0	0	0	0	0
1846	07/07/2020	1,691	0	0	0	0	0	0
1848	11/24/2020	2,964	0	0	0	0	0	0
1852	08/05/2020	7,777	0	0	0	0	0	0
1858	06/22/2021	40,577	0	0	0	0	0	0
1864	09/03/2020	4,859	0	0	0	0	0	0
1868	06/30/2021	3,266	0	0	0	0	0	0
1870	08/10/2020	3,177	0	0	0	0	0	0
1871	06/24/2021	22,000	0	0	0	0	0	0
1873	07/07/2020	1,000	0	0	0	0	0	0
1876	09/09/2020	2,000	0	0	0	0	0	0
1877	06/25/2021	1,250	0	0	0	0	0	0
1879	06/25/2021	1,250	0	0	0	0	0	0
1881	09/21/2020	1,250	0	0	0	0	0	0
1882	09/21/2020	1,250	0	0	0	0	0	0
1897	06/25/2021	1,250	0	0	0	0	0	0
1898	11/18/2020	1,250	0	0	0	0	0	0
1900	11/18/2020	1,250	0	0	0	0	0	0
1901	11/18/2020	1,250	0	0	0	0	0	0
1902	06/25/2021	19,174	0	0	0	0	0	0
1904	03/04/2021	1,100	0	0	0	0	0	0
1905	06/25/2021	14,669	0	0	0	0	0	0

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	**Date of Contribution**	**Cash (non-Federal sources)**	**Foregone Taxes, Fees, Charges**	**Appraised Land/Real Property**	**Required Infrastructure**	**Site Preparation, Construction Materials, Donated labor**	**Bond Financing**	**Total Match**
1907	06/29/2021	10,000	0	0	0	0	0	0
1911	06/29/2021	18,291	0	0	0	0	0	0
1937	06/29/2021	1,114	0	0	0	0	0	0
20.01	01/30/2020	44,230	0	0	0	0	0	0
20.02	02/26/2020	64,545	0	0	0	0	0	0
20.03	03/31/2020	48,364	0	0	0	0	0	0
20.04	05/12/2020	11,087	0	0	0	0	0	0
20.05	06/11/2020	33,698	0	0	0	0	0	0
20.06	09/22/2020	40,506	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period $	**Amount received during reporting period $**	**Total amount expended during reporting period $**	**Amount expended for TBRA $**	**Balance on hand at end of reporting period $**
3,281.91	8,710.93	11,992.84	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	**Minority Business Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Contracts						
Dollar Amount	$212,615	0	0	$10,656	0	$202,050
Number	7	0	0	1	0	6
Sub-Contracts						
Number	4	0	0	0	0	4
Dollar Amount	$8,299.05	0	0	0	0	$8,299.05

	Total	**Women Business Enterprises**	**Male**
Contracts			
Dollar Amount	$212,615	0	$212,615
Number	7	0	7
Sub-Contracts			
Number	4	0	4
Dollar Amount	$8,299.05	0	$8,299.05

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	**Minority Property Owners**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	**Total**	**Minority Property Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**0**	**0**

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	1
Number of households supported through The Production of New Units	24	9
Number of households supported through Rehab of Existing Units	34	21
Number of households supported through Acquisition of Existing Units	0	0
Total	**58**	**31**

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The figures in the table represent HOME projects completed between July 1 and June 30, 2021. Eighteen additional activities were initiated during the year and are moving toward completion. For Albemarle County, AHIP completed 15 rehabilitation projects and is currently working on nine more. Nelson County completed two rehabilitation projects with three underway. The City of Charlottesville completed four home rehabs, six new constructions, and nine down payment assistance activities with eight underway. The City of Charlottesville is also working on one homeowner rehabilitation. Challenges that subrecipients reported for reaching all of their downpayment assistance goals include sale price limitations, the borrowing capacity of clients, and issues with clients being outbid in the market. Due to the COVID-19 pandemic, much work at different points over the past year slowed down for health concerns that cautioned for many safety measures that made work crews smaller

Discuss how these outcomes will impact future annual action plans.

Some of the PY21 unmet goals will be met during the PY22 program year. The global health pandemic COVID-19 played a role in delaying several CDBG and HOME activities during program year that started in 2020 but lasted into 2021. Outcomes will not have an impact on future annual action plans; however, they will have an impact on future CAPERs.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	4	10
Low-income	3	15
Moderate-income	4	6
Total	**11**	**31**

Table 13 – Number of Households Served

Narrative Information

The Blue Ridge Area Coalition for the Homeless (BRACH) serves as the lead agency for the Continuum of Care. BRACH reports that for the Program Year ending June 30, 2022, 390 people accessed emergency shelter services, and 97 people received homeless prevention services(all of which successfully prevented the household from entering homelessness). Additionally, 177 people who were formerly homeless received permanent housing services last year. 574 people received an intake appointment as part of the Coordinated Entry System and referrals for services including but not limited to emergency shelter, job/employment training resources, food, medical care, mental health care, substance use treatment, and housing assistance. HOME figures are based on head of household only, per IDIS report PR 23. For CDBG, 94.33% were extremely low income, 4% were low income, and 0.7% were moderate income. In program year 2021, the City was administering a majority of CDBG-CV contracts focused on housing relief. Those outcomes were reported in last year's CAPER as they were completed, or will be reported in an upcoming CAPER once their contract gets completed.

Charlottesville Redevelopment and Housing Authority (CRHA) used CDBG dollars under the COVID-19 HUD waiver to provide emergency subsistence payments for rental services for public housing residents. The CRHA utilized the CDBG funding to assist 315 low income residents who's average area amedian income(AMI) was 20%.

OMB Control No: 2506-0117 (exp. 09/30/2021)

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The Blue Ridge Area Coalition for the Homeless (BRACH) Continuum of Care seeks to establish and maintain a coordinated system of care so that homelessness in our region is rare, brief and nonrecurring. BRACH has adopted a housing first approach to quickly connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. A Community Case Review convenes two times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by BRACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community's By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed.

Additionally, particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively. A coordinated assessment process is used to determine eligibility for available services, collect required data, and develop case plans for individuals and families experiencing homelessness. Coordinated assessment is available every day at The Haven. Households can call the City of Charlottesville Dept. of Human Service's Homeless Information Line to schedule a homeless intake appointment.

Additionally, we collect HUD-required data elements and complete a housing barrier assessment and housing plan during intake appointments. BRACH homelessness service providers collect required data elements and enter data into HMIS on a weekly basis to ensure close to real-time community level data and on-time reporting to local, state and federal stakeholders.

Region Ten PATH Program, The Haven, and On Our Own provide street outreach to individuals and families experiencing homelessness, with a focus on those who do not have shelter, to provide them with information and access to services. Region Ten conducts in-reach with Western State Hospital and Haven staff conducts in-reach to the jail to assist with transitions and community reintegration. Region Ten PATH program conducts in-reach at The Haven, Mohr Center and Virginia Supportive Housing to engage guests in mental health treatment and care.

Addressing the emergency shelter and transitional housing needs of homeless persons

PACEM provides a seasonal, low-barrier emergency shelter to individuals from late October to mid-April using host church sites for shelter and meals. PACEM provides coordinated assessment services to those individuals and families that seek shelter but have not completed a coordinated assessment through Coordinate Entry. Families in Crisis provides emergency hotel/motel vouchers to families experiencing homelessness and complete a coordinated assessment packet. Salvation Army provides high-barrier emergency shelter services year-round for individuals and families experiencing homelessness that can maintain sobriety and are looking for work or are working. Shelter for Help in Emergency provides emergency shelter services year-round for women and children fleeing domestic violence, referred by other emergency shelters and emergency room staff. Monticello Area Community Action Agency Hope House provides transitional housing and supportive services with a preference for households with children where one adult is working. These resources provide adequate shelter services to the community in need during the season in which the low-barrier shelter operates. During the warmer months, there are individuals that struggle to identify adequate resources. A day shelter operates daily to provide basic and respite care to all, regardless of whether they are engaged in other shelter services within the continuum.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Prevention staff coordinates activities in communication with area emergency assistance providers including Alliance for Interfaith Ministries (AIM), Pathways Fund, Love, Inc., departments of social services, and area churches whenever possible. During PY 2021, 159 people across 59 households were supported with homelessness prevention services. The Haven provides prevention services and subsidies to individuals and families in order to avoid the need for emergency shelter stays. Rental subsidies and utility payments are provided to those individuals and families determined eligible through the use of a validated, structured decision-making tool. Priority is given to those households with a previous experience of literal homelessness. The Haven uses a service approach focused on providing the least amount of subsidy necessary to avoid literal homelessness and will make use of all available informal and mainstream resources in this effort. Ongoing eligibility for subsidies will be assessed every 90 days, at a minimum. Monthly case management will be provided to develop and implement a housing stability plan.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Haven provides housing navigation services through the Rapid Rehousing program to assist individuals and families experiencing homelessness to identify available low-income housing resources and negotiate leases. The Housing Navigator also develops relationships with area landlords and provides education on available rental subsidy programs to housing organizations. The Haven provides rapid re-housing services to quickly connect individuals and families experiencing literal homelessness to permanent housing. Rental arrearages and utility bills may be paid if they represent an actual barrier to permanent housing. Rental subsidies may be provided to ensure housing stability. Ongoing eligibility is determined every 90 days. Monthly case management is provided to develop and implement a housing stability plan. During PY 2020, 59 people were served through Rapid Re-Housing. The Departments of Social Services (DSS) participate in Community Case Review, Service Provider Council and BRACH Governance Board. Service providers work cooperatively with DSS workers to ensure that households experiencing homelessness have access to case management, adult and child protective services, foster care prevention activities, and mainstream benefits including SNAP, SSI/SSDI and Medicaid. DRAFT CAPER for Public Comment – Charlottesville HOME Consortium & CDBG Page 18 Homelessness Service Providers work collaboratively with area schools, ReadyKids, Jefferson Area Board of Aging, Piedmont Housing Alliance, Habitat for Humanity, Albemarle Housing Improvement Program, and other mainstream providers as a matter of course to assist people experiencing homelessness get or remain stably housed. A Community Case Review convenes two times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by BRACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community's By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed. Additionally, particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively. Region Ten operates a HUD-funded permanent supportive housing program for about 38 chronically homeless individuals. Community Case Review prioritizes the most vulnerable individuals with the longest histories of homelessness for this program when there are openings. Virginia Supportive Housing's, The Crossings provides 30 units of permanent supportive housing for chronically homeless individuals in partnership with the Albemarle County Department of Housing and the Charlottesville Redevelopment and Housing Authority. The Continuum of Care now includes 153 Permanent Supportive Housing beds, including 25 units that service Veterans.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

For more than 60 years, the Charlottesville Redevelopment and Housing Authority (CRHA) has taken great pride in being the primary provider of "housing of first opportunity" in the Charlottesville community. As such, the CRHA continues to strive tirelessly and passionately to be a resident-centered organization committed to excellence in providing affordable quality housing, revitalizing communities, and promoting upward mobility and self-sufficiency through partnerships in the public and private sectors. As an organization, the CRHA subscribes to a "Residents First!" philosophy that is grounded on relationships that develop and thrive only when mutual respect, dignity and commitment is afforded one another. CRHA continues to work in partnership with the Public Housing Association of Residents (PHAR), the City of Charlottesville and the Charlottesville Area Community Foundation (CACF) through a 3 year, $283,000 CACF "Strengthening Systems" grant designed to improve the capacity, governance, resident engagement and working relationships between PHAR and CRHA. This effort includes cooperative redevelopment planning and implementation through a resident driven approach. In fiscal year 2021, the City Council approved:

- Continued funding of $900,000 for the Charlottesville Supplemental Rental Assistance Program. This program, managed and administered by CRHA, provides city-funding for housing vouchers for low-income housing assistance. The City Council has also approved a projected commitment of an additional $3.6 million in funding for this program over the next four fiscal years.
- $3,000,000 in funding for Public Housing Redevelopment. This funding is intended to support the capital costs associated with the redevelopment of public housing properties. The City Council has also approved a projected commitment of an additional $9,000,000 in funding over the next four fiscal years for continued redevelopment. CRHA entered into a redevelopment partnership agreement with a development partner and PHAR in fiscal year 2019 with first priority of redevelopment to be the renovation of the 105- unit Crescent Halls and construction of 62 new units on vacant land at South 1st Street. The CRHA Board of Commissioners approved a resolution to begin the resident led redevelopment process at Sixth Street. The City's approval of $3 million in CIP funding in FY20 for public housing redevelopment and a projected commitment of an additional $9 million in CIP funding over the next four fiscal years helped to leverage LIHTC approval of these two projects. The CRHA submitted a 9% LIHTC application for Sixth Street and was subsequently awarded an 9% commitment from the Virginia Housing Authority (VHA).

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

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

Housing residents continue to be actively engaged in redevelopment planning. The CRHA Board of Commissioners has approved a Redevelopment Committee which includes residents and PHAR staff and board members to guide redevelopment activities and make recommendations to the CRHA Board. CRHA is also looking at the redevelopment potential on various public housing properties to develop mixed-income housing which includes low-income homeownership opportunities. CRHA is also currently undergoing a amendment to the HCV Administrative Plan to revamp the HCV Homeownership program.

Actions taken to provide assistance to troubled PHAs

In December 2018, CRHA was designated Troubled on HUD's Office of Field Operation's PHARS Troubled list. In May 2019, the City was notified that HUD would be conducting an independent assessment of CRHA. Eventually the City received a report of the findings dated September 26, 2019. The City, HUD and CRHA have executed a Recovery Agreement to address CRHA's troubled status. CRHA is working to resolve the provisions in the Recovery Agreement.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Analysis of Impediments to Fair Housing Choice (AI):

The AI was updated in 2018, as a supplement to the Consolidated Plan.

On February 4, 2019, the City Council resolved to consolidate the comprehensive plan update, re-write of the Zoning Ordinance and competition of the Affordable Housing Strategy. To this end, Council approved approximately $975,183 to complete the project. In November of 2019, the City executed a contract with Rhodeside and Harwell, Incorporated (RHI) to retain the services of the consulting firm to assist staff in completing the Comprehensive Plan, Affordable Housing Plan (AHP), and rewrite of the Zoning Ordinance. The Affordable Housing Plan and wholesale Comprehensive Plan update were completed in 2021. The Affordable Housing Plan (AHP), also a major element of the Comprehensive Plan was approved by the City Council on March 1, 2021. A central recommendation of the Affordable Housing Plan is that the City of Charlottesville should provide funding for housing that is transparently and competitively allocated; consistent and predictable; shaped by clear priorities and bold commitments; and regularly monitored and reported. One of the recommended major goal is **that the City should invest $10 Million per year in housing affordability over the next ten years.** It is anticipated that with $10 Million in average annual spending over ten years, Charlottesville could grow its existing stock of subsidized homes by nearly 70 percent, preserve nearly 40 percent of existing subsidized housing at risk of becoming unaffordable or obsolete, and provide direct assistance annually to up to 2,000 households facing housing instability.

The recommendation suggests the following breakdown for the $10 Million annual investment:

- Direct Subsidy: $7 Million
- Tax Relief: $2 Million
- Administrative Costs and Capacity Building: $1 Million

Much of the first five years of direct subsidy has already been allocated through the City's budget processes.

Additionally, the updated Comprehensive Plan was approved and adopted by the City Council on November 15, 2021. The Plan includes recommendations on housing, Sensitive Community Areas designed to address displacements, economic prosperity and opportunity, transportation, Land Use, urban form, historic and cultural preservation, environment, climate and food equity, community facilities and services, community engagement and collaboration.

The final phase of the contract with Rhodeside and Harwell is the Zoning Rewrite which is expected to be completed in 2023. The document will be informed largely by the Affordable Housing Plan and provisions in the Comprehensive Plan, and would include recommendations on inclusionary zoning and incentives designed to spur and encourage more affordable housing development.

City of Charlottesville's Strategic Investment Area Plan Implementation:

The City continues its implementation effort in the Strategic Investment Area (SIA). The Belmont Bridge replacement project is now under way and expected to be completed in 24 months. CRHA has embarked on planning and massive redevelopment initiatives. In support of these efforts, the City of Charlottesville approved $3 million in 2019/2020 fiscal year to support CRHAs rehabilitation of the 105 units at Crescent Halls and the development of Phase I of the South 1 st Street (62 units). These two projects are now under construction and are expected to be completed in the fall of 2022. The City also earmarked a total of $3.425 million to support the development of Phase II of South 1st Street that would result in additional 113 affordable units. The construction of thw phase I of the the Piedmont Housing Alliance (PHA)'s Friendship Court Redevelopment project is underway. The project is supported by the City Council with $5.9 million in investment to leverage Low Income Housing Tax Credit (LIHTC) fund and for associated infrastructure needs.

Other investments and assistance included funding for the construction of Pllock Branch Pedestrian Bridge. The project is estimated to cost $375,000. The development of the Pollocks Branch Pedestrian Bridge provides an important link in the trails system plan in the City, as well as the completion of a project that is a high priority for the neighbors and stakeholders who were engaged during the development of the Pollocks Branch Walkable Watershed Concept Plan. In conjunction with the bridge, the City will install landscaping at the western end/bottom of the Rockland Avenue to increase aesthetic values and provide an improved vegetative buffer for Pollocks Branch. The Charlottesville Redevelopment and Housing Authority has been a driving force for this project, primarily in conjunction with the redevelopment of the South First Street property.

The City continues to provide funds ($900,000) annually to support Supplemental Rental Assistance Program administered by CRHA. This voucher program provides approximately 75 vouchers, annually, for households who are homeless and for Housing Choice Voucher Program eligible households.

Albemarle County – The Albemarle County Board of Supervisors approved a new housing policy in July 2021. County staff are working to implement the new policy, and anticipate full policy implementation once a set of developer incentives to support the construction of affordable housing is approved by the Board of Supervisors. Anticipated approval date is December 2022.

Albemarle County – Comprehensive Plan/Zoning Ordinance Update: On November 3, 2021, the Albemarle County Board of Supervisors adopted a Resolution of Intent directing County long-range planning staff to begin work on updating the Comprehensive Plan. The update will include the objectives and strategies outlined in the County's 2021 Housing Policy, as well as the recently adopted Climate

Action Plan, and economic development strategy. The community values of equity, diversity and inclusion will guide the development of, and be incorporated throughout the updated Comprehensive Plan. Once the update is complete, the County will initiate a zoning code rewrite to support implementation of the goals outlined in the new Comprehensive Plan.

Supplemental Text

Albemarle County's Resolution in Collaboration with Habitat for Humanity: The County of Albemarle is partnering with Habitat for Humanity on phase 1 of the Southwood Mobile Home Park redevelopment project. To support the project, the County has committed $3.2million in cash contributions and property tax rebates. An additional $1 million in CDBG grant funding is also anticipated. Phase 1 of the redevelopment project includes 207 affordable housing units, 121 of which will be affordable rental units, as well as 86 affordable homeownership opportunities. Construction on the affordable owner-occupied units began in May 2022.

Thomas Jefferson Planning District Commission Central Virginia Regional HousingPartnership (CVRHP):

The CVRHP worked to promote affordable housing goals and policy through a virtual speaker series, as well as established a 5-year strategic plan to guide the partnership's growth and refine its goals.

The Central Virginia Regional Housing Partnership put on four virtual speaker series events; a Regional Housing Roundtable in October, an event focusing on Rural Housing in November, an event focusing on missing middle housing in January, and an event focused on faith-based organizations and affordable housing. Together, these events had around 200 registrants and almost 150 participants. Then-Chair of the RHP, Keith Smith, and then Vice-Chair, Ned Gallaway, presented in a session at the Virginia Governor's Housing Conference in Norfolk in November. The event was well-received and other regions were interested in constructing something similar in the respective planning districts or service areas.

The CVRHP was awarded a grant from Virginia Housing to pursue a new strategic plan. Work was done by staff to coordinate with the consultants, the Spark Mill, on how best to engage the partnership. A planning session was done with the steering committee (RHP's executive committee), staff, and consultants in November. In January, a work session/retreat was held and facilitated by the Spark Mill, the consultants conducting the strategic planning process, and the CVRHP's Executive Committee. This meeting allowed members to discuss the findings and results of the Spark Mill's focus group and interviews with the region's affordable housing stakeholders. This same body reconvened in February to review the Spark Mill's preliminary findings report, which synthesized the information collected in interviews as well as the Executive Committee's input in the January retreat. A full strategic planning workshop was conducted in March with the full CVRHP at UVA's North Fork Campus in Albemarle. This session presented the direction of the strategic plan and presented similar strategic planning activities to the full partnership as was presented to the Executive Committee. A meeting was held in April for the Executive Committee to review the draft plan before it went for formal adoption at the June full partnership meeting. A new chair, Ned Gallaway, was recommended to the full partnership, as well as a new Vice-Chair, Keith Smith.

The Executive Committee also approved funding requests that were distributed to nonprofit & for-profit partners, as well as the University of Virginia. These recommendations were all approved at the June full partnership meeting. The partnership also welcomed multiple new members, who are filling voting member seats that were vacated by others after formal appointment by the commission. Then-Chair Keith Smith presented about the Regional Housing Partnership at the HousingX Conference in Newport News in May, which staff attended to network with other organizations that contain housing programming. Staff also continues to prepare for an in-person event in December. A $15,000 grant was awarded by Virginia Housing to sponsor the event in May.

Local Government Processes: Local governments recognize that approval time of permits can increase the cost of a project. They use a variety of methods to mitigate costs for projects that meet the priority needs, including expedited approvals, financial contributions, and keeping fees to a minimum. In 2021, the City Council approved and adopted major updates of the Comprehensive Plan which includes a robust Affordable Housing Plan. The provisions in the Comprehensive plan included recommendations that would increase By-Right densities to spur affordable housing development, including Accessory Dwelling Units (ADUs). The wholesale Zoning Rewrite currently underway would include provisions on Inclusionary Zoning to inventivise and encourage affordable housing development, among other strategies. The City is also at advanced stage in its effort to acquire electronic plan review and permitting system that would streamline approval process. The City continues to offer reduced water facilities and sewer connection fees. The fee reduction applies to all new housing units affordable to households earning no more than 80% Area median income.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City and the HOME Consortium use HUD funds to address the needs of as many individuals as possible. They work with a wide range of community organizations to coordinate and provide services to needy individuals and families.

The monthly meetings of the Housing Directors' Council and the Blue Ridge Area Coalition for the Homeless address obstacles to meeting underserved needs through cooperation and coordination. As a result of the Department of Justice settlement, Virginia has revised its waivers, which will assist people with developmental disabilities access housing and services in the least restrictive setting. Region Ten, the region's Community Services Board, manages the waiver waiting list.

City of Charlottesville and Thomas Jefferson Planning District Commission PY21 CDBG and HOME funds were used to address various community identified needs outlined within the five-year 2018 Consolidated Plan. City CDBG funds were used to address public service needs including support for low-income residents with resident involved redevelopment and funding individualized one-to-one tutoring for illiterate City adults. Funds also went towards providing scholarships to assist entrepreneurs develop financial management habits through mentorship and technical assistance as well as funding staff positions for the assistance home performance workforce development program. Housing programs that were supported included energy maintenance upgrades to qualifying low-income homes within the Ridge Street neighborhood, downpayment assistance, and homeowner rehabilitation. HOME funds were used to support homeowner rehabilitation within the City of Charlottesville.

In 2021, the City Council approved and adopted major updates to the Comprehensive Plan which included the Affordable Housing Plan. Several recommendations in the plans address onstacles in meeting the underserved needs; for example: anti-displacement; creation of affordable housing, economic opportunities, public transportation, access to recreation opportunities, etc. The re-write of the Zoning Ordinance is currently underway and would include considerations for Inclusionary Zoning, incentives to encourage affordable housing development. The zoning rewrite is expected to be completed in 2023.

The City of Charlottesville continues to explore ways to meet the needs of underserved populations; incliding providing funding support for the massive redevelopment of public housing by the Charlottesville Redevelopment Housing Authority (CRHA) and the Friendship Court by the Piedmont Housing Alliance (PHA). The funds were earmarked for the CRHA's Crescent Halls rehabilitation and South 1st Street projects (phases 1 and 2); and PHA's Friendship Court redevelopment initiative. Other actions included Supplemental Rental Assistance Program administered by CRHA, Small Business And Minority Business support and assistance program, down payment assistance, scattered site rehabilitation and emergency repair program/homeownership opportunities and home improvement assistance program, and home energy efficiency improvement assistance program.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Building inspectors and local housing rehabilitation agencies have received training to allow them to evaluate, treat and/or remove lead paint hazards in our communities. Inspectors evaluate each job before the rehabilitation begins. Grant funding is used to pay for stabilization, interim controls and/or removal of lead-based hazards, which will continue to reduce lead paint concerns. The notification, "Watch Out for Lead-Based Paint Poisoning" is given to all persons assisted, even if the residence was constructed after 1978, since it serves as a good information and educational tool. Detection and remediation of lead-based paint in residences constructed before 1978 is to occur while rehabilitating homes and this is done in compliance with subpart J of 24 CFR Part 35. This can include paint stabilization, interim controls and/or abatement depending upon the circumstances and level of investment. In cases where lead-based paint is suspected, a certified laboratory, Aqua Air Laboratories in Charlottesville, is used to make this determination. Data from the Health Department indicate that reported cases of Elevated Blood Lead Levels of 5 µg/dL or higher for calendar year 2016 totaled 26 cases in children aged 15 or younger throughout the Thomas Jefferson Health District: 8 in Albemarle, 11 in Charlottesville, 1 in Greene, 4 in Louisa and 2 in Nelson. There were no cases of elevated blood lead levels in children reported from Fluvanna County. For 2016, elevated blood lead levels are defined as greater than or equal to 5 µg/dL. Previous years were defined as levels of 10 µg/dL. The change in the standard has resulted in a higher number of cases than in past years. In the last CAPER, 8 total cases were reported from February 2015 through January 2016, which was lower than the previous year's regional total of 11. All cases are followed to be sure levels are coming down to normal or at least steadily improving. Houses being purchased with the down payment and closing cost assistance program to first-time homebuyers also must be reviewed for lead based paint.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The Central Virginia Partnership for Economic Development (CVPED) provides staff support for the Piedmont Workforce Network (PWN), including the local Workforce Investment Board and WIA service providers. Network2Work at PVCC, is a job network that connects job seekers to the skills and resources they need to become valued employees and helps employers find the quality employees they need for their companies. The City of Charlottesville, through CDBG economic development funds, supported projects to help low-income entrepreneurs launch their businesses and low-income microenterprises strengthen and grow. Through public services funds, CDBG projects address workforce development directly. The City continues its GO program which is a jobs-driven training program. To expand the training offerings, a GO Skilled Trades Academy was also piloted in January 2018 in order to provide basic foundations in the skilled trades due to all of the upcoming development projects in the area. FY20 funds benefited two training cohorts through the GO Trades program, equipping individuals with the training and education they needed to begin entry level careers in the skilled trades. Also, slightly outside the realm of jobs-driven workforce training, the OED launched GO GED Pathways in November 2017 at the request of City Council. The program is six weeks in length and offers a supportive environment where individuals obtain GED test preparation training, as well as workplace readiness skills/career coaching and a CPR/first aid certification. The goal upon completion of the program is not employment. Instead, the focus is on getting individuals back into the classroom to begin steps towards taking the GED, which is critical to better employment.

The lack of transportation can be a serious barrier to employment. The Charlottesville Transit Center is a transit transfer facility just off the downtown mall. Albemarle County launched the 29 Express commuter bus route in May 2016. This service is operated by JAUNT and runs from the Forest Lakes/Hollymead area to UVA and the Downtown Library. Since 2020, there is no charge to ride the bus service. Charlottesville and Albemarle County, working with the Metropolitan Planning Organization (MPO), created the Regional Transit Partnership (RTP), which began meeting in August 2017. The Regional Transit Partnership (RTP) serves as an official advisory board, created by the City of Charlottesville, Albemarle County and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters. There are four main goals of the Partnership, including:

A. Establishing Strong Communication: The Partnership will provide a long-needed venue to exchange information and resolve transit-related matters.
B. Ensuring Coordination between Transit Providers: The Partnership will allow transit providers a venue to coordinate services, initiatives and administrative duties of their systems.
C. Set the Regions Transit Goals and Vision: The Partnership will allow local officials and transit

staff to work together with other stakeholders to craft regional transit goals. The RTP will also provide, through MPO staff and updates of the Transit Development Plans (TDPs), opportunities for regional transit planning.

D. Identify Opportunities: The Partnership will assemble decision-makers and stakeholders to identify opportunities for improved transit services and administration, including evaluation of a Regional Transit Authority (RTA).

The RTP will be completing a regional transit visioning project, funded by the Department of Rail and Public Transit, Albemarle County, and the City of Charlotteville. This study will produce an equitable plan for the future of transit into the year 2045. Supported by the TJPDC staff, the RTP concluded a 2022 study to expand transit services in Albemarle County resulting in a micro-transit demonstration project and is starting a regional transit governance study to investigate bringing additional support for transit to the region.

Supplemental Text

Formal agreements for specific funding and service responsibilities between CAT, JAUNT,Charlottesville, Albemarle County and UVA are in place. The RTP completed development of aMemorandum of Understanding to serve as the funding formula first formal funding agreementbetween Charlottesville Area Transit and Albemarle County, adopted in May 2019.

The Monticello Area Community Action Agency (MACAA) has been serving low-incomefamilies since 1965. MACAA serves the City of Charlottesville, and the Counties of Albemarle,Fluvanna, Louisa and Nelson. MACAA offers a variety of programs and skill developmentinitiatives for families and individuals below 125% of the federal poverty level. Its programs include Head Start for 3 and 4-year-olds, Project Discovery promoting academic achievement in high school, and Hope House providing family stabilization for homeless families.

Rural Outreach. Rural Outreach offices in Fluvanna, Louisa and Nelson Counties provide crisis intervention to families through assistance with food, clothing, and financial help for rent, utilities and other emergencies while assessing their needs and linking them to other resources for in-depth services.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The use of HOME funds is coordinated through the monthly meetings of the Housing Directors Council, with projects carried out by nonprofit housing foundations or community action agencies. This structure promotes regional cooperation and encourages creative use of the funds and leveraging of other funding to maximize the impact of HOME funds. HOME funds contribute to the capacity and stability of the housing foundations. The City defined non-housing community development needs through the Comprehensive Planning process. The City of Charlottesville has also placed a strong emphasis on citizen participation in the planning process, particularly for affordable housing, neighborhood priorities, and public services. Institutional structure and capacity are also provided through the Blue Ridge Area

Coalition for the Homeless (BRACH), the Thomas Jefferson Community Land Trust (TJCLT), Habitat for Humanity, and nonprofit housing foundations in the 5 counties. Piedmont Housing Alliance has created housing opportunities in the region for more than 30 years, with an award-winning and HUD-approved housing counseling program, financing for home ownership and housing development as a U.S. Treasury-certified Community Development Financial Institution (CFDI), and property management and housing development to create and maintain high-quality affordable housing options, as the only regional CHDO. The City's Housing Advisory Committee (HAC) also meets to carry out City Council's charge to further affordable housing within the City.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

A number of social service and housing agencies are involved in serving special needs populations throughout the region, including the Jefferson Area Board for Aging (JABA), the Arc of the Piedmont for people with developmental disabilities, Region Ten Community Services Board for people with mental illness and substance abuse and the Independence Resource Center. The Jefferson Area Board for Aging (JABA) assists elderly persons with long-term health care needs, and serves the same geographical area as the Planning District. JABA partners with senior housing providers in Charlottesville (Timberlake Place, Woods Edge, and Park View Apartments) and in Nelson County (Ryan School Apartments). Maintain an independent and active lifestyle while having opportunities to interact with your peers. Regular JABA health screenings and services are provided by JABA nurses at Park View at South Pantops, Ryan School Apartments and Woods Edge Apartments.

There are two LIHTC housing projects in Albemarle County that are nearing the end of their 30- year extended use period. The first of these is Wilton Farm Apartments, which has been in service since 1992 and has a total of 144 low-income units. The property's LIHTC compliance period ends January 2022. The second property, Rio Hill Apartments, contains 139 low-income rental units; LIHTC compliance period for this property expires January 2025.

In 2021, HUD renewed its expiring Section 8 contract with the Midway Manor Apartments owner. On April 18, 2021, the City Council approved a resolution authorizing the Charlottesville Redevelopment and Housing Authority (CRHA) to issue up to $23 million of its revenue bonds to assist the Standard Midway Manor Venture LP in acquiring, constructing, renovating, rehabilitating and equipping the age restricted multifamily residential rental housing project consisting of 94 one-bedroom units and 4 two-bedroom units. This initiative would help to preserve affordable housing for seniors.

The City's Comprehensive Plan Update and Zoning Ordinance Rewrite project has a Steering Committee that is composed of representatives from the Albemarle County, public, University of Virginia, nonprofit organizations, Neighborhood Leaders Group, Charlottesville Redevelopment and Houing Authority (CRHA), Homeless Agency, etc.

The Region Ten Community Services Board provides comprehensive diagnosis, treatment and training for persons with Serious Mental Illness and chemical dependence for persons within the Planning District. Region Ten administers Continuum of Care (CoC) Permanent Supportive Housing projects, using a scattered site model. Region Ten also serves people with housing in apartments or Single Room Occupancy (SRO) units with funding throughthe Virginia Department of Behavioral Health and Developmental Services (DBHDS). Region Ten administers about 220 Housing Choice Vouchers. Region Ten provides case management services The Thomas Jefferson Health District administers the Housing Opportunities for People With AIDS (HOPWA) program, serving 33 people, with long-term (24 people) or short-term assistance. Qualification for the program is based on a diagnosis of HIV and income. Although this is part of the Continuum of Care, the program does not have a preference for those who are or have been homeless. The Thomas Jefferson Health District provides testing, screening, advocacy, housing assistance and case management for people with HIV or those at high risk for HIV infection. The Health District also houses the SSI/SSDI Outreach Access and Recovery (SOAR) program. SOAR is a national program designed to increase access to the disability income benefit programs administered by the Social Security Administration for eligible adult who are experiencing or at risk of homelessness and have a mental illness, physical impairment or co-occurring substance use disorder. The Thomas Jefferson Health District partnered with BRACH to hire a full time SOAR Benefits Coordinator to work with our local homeless population to obtain their Social Security Benefits. For people with disabilities, housing foundations in the Counties and projects funded through the Charlottesville Affordable Housing Fund (CAHF) in the City include necessary accessibility features as part of the scope of work for rehabilitation and emergency repair projects. Funds may be drawn from a variety of sources. Agencies such as JABA, Region 10, and Community Services Housing, Inc provide services to the special needs population.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

See also the table included at the end of this report. The City continues its support of affordable housing through the following policies/programs:

- Charlottesville Supplemental Rental Assistance Program (CSRAP) –To increase housing choice for the City's extremely low and low-income households, the Charlottesville City Council approved the creation of a City-funded rental assistance program. The City allocated $900,000 for the CSRAP in 2021 which includes funding for administration for CRHA to address concerns identified by HUD. For the CSRAP vouchers, the CRHA continues to administer this program.
- The City of Charlottesville has provided several years of funding for five units at The Crossings at Fourth and Preston.
- Design4Life Cville Program
- Reduced Water and Sewer Connection Fee Program for affordable housing units. The water facility fee for connecting a unit of affordable housing to the city water system with a 5/8" meter shall be $800.00. The sewer facility fee for connecting a unit of affordable housing to the city sewer system with a 5/8" meter shall be $800.00. An applicant for the reduced water facility fee or sewer facility fee agrees to pay the difference between the reduced water facility fee and the standard water

facility fee, or the reduced sewer facility fee and the standard sewer facility fee – so long as the unit is affordable.

- Real Estate Tax Relief, Tax Exemption, and Rental Relief Programs for the Elderly or Permanently Disabled and/ Veterans
- Charlottesville Housing Affordability Tax Grant Program (CHAP) where individuals may qualify for a grant of $500, $750, $1000 or full tax abatement depending on the Federal Adjusted Gross Income. The grant would be applied to the second half real estate tax bill.
- City of Charlottesville BankOn Program consists of one-on-one financial counseling, financial literacy seminars, a bank referral network and a microloan program. Bank One has provides financial education to over 200 Charlottesville area residents since its inception, helped over 100 residents open affordable deposit accounts, and provided numerous low-interest loans.
- The City of Charlottesville Office of Human Rights has developed a 3-panel brochure on Fair Housing in Charlottesville to help people understand their rights and protect themselves from discrimination.
- The City's Comprehensive Plan update and Affordable Housing Plan were completed and adopted by the City Council in 2021. The resulting documents have recommendations designed to spur development of affordable housing. The Zoning Ordinance Rewrite is now underway and expected to be completed in 2023. It will address inclusionary zoning, land use barriers to affordable housing and encourage mixed use development supported by public transportation.

Supplemental Text

County Housing Programs: Fluvanna County, Greene County, Nelson County, and Louisa County do not directly administer housing programs, but do support nonprofit housing subrecipients: Albemarle Home Improvement Program (AHIP), Skyline Community Action Partnership, Fluvanna/Louisa Community Foundation (FLHF), and the Nelson County Community Foundation NCCDF). These agencies provide down-payment assistance and other housing program to assist persons who are elderly and/or have a disability. Most also provide housing counseling and credit repair programs. Albemarle County Housing Choice Voucher Program

Other Efforts (Not by municipalities)

- MACAA provides services including the Hope House, Project Discovery, and Head Start

- Financial literacy programs are managed by Charlottesville Abundant Life Ministries (CALM) and PHA.

- The City of Promise is an initiative based on the Harlem Children's Zone model that continues to serve City residents living in the 10th & Page Neighborhood.

- Habitat for Humanity continues to work with the International Rescue Committee to place refugees in homes as partner families.

- Skyline CAP partners with the Greene Chapter of Habitat for Humanity to provide home repairs.

-The Nelson County Community Development Foundation has secured funding from local churches to serve as the match for home repair projects using Housing Preservation Grant funding

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Charlottesville performs on-site monitoring visits on an annual basis for projects that have been completed during the program year with assistance from the finance department. Consistent with previous years, City staff will review sub-recipient program files to ensure compliance with CDBG requirements and to verify that the benefit standard was being met. Projects that are found to be in violation or whose files were missing pertinent information will receive notices from the City and will be provided an opportunity to address and correct any problems. The City will conduct follow-up monitoring visits to ensure corrective actions are carried out. Monitoring results are taking into CDBG/HOME Taskforce consideration during the following years' CDBG and HOME request for proposals. TJPDC carries out HOME desk reviews throughout the year, with oversight from the Finance Director and Executive Director. On-site monitoring of all subrecipients is done annually and includes monitoring of program activities and financial management. On-site visits are not required for subrecipients with no staffing changes, with no significant change in the type of projects carried out, and who have no outstanding findings from previous monitoring visits or financial audits. No sub-recipient will go more than three years without an on-site monitoring visit. Piedmont Housing Authority (PHA) and AHIP received monitoring vists for the PY21, year ending June 30, 2022 .

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

A virtual public comment period was held from August 19 to September 19, 2022, advertised in the Daily Progress on August 19, 2022. The draft CAPER was also made available at City Hall, on the City of Charlottesville website, and on the Thomas Jefferson Planning District Commission (TJPDC) website. The September 19, 2022, City Council Meeting also included a public hearing for the CAPER, as well as the September 1st TJPDC public commission meeting. The Housing Directors discussed sections of the CAPER at their August 18th monthly meeting. Input was requested and received from the Blue Ridge Area Coalition for the Homeless (BRACH), the Charlottesville Redevelopment and Housing Authority (CRHA), Piedmont Housing Alliance (PHA), the Jefferson Area Board for Aging (JABA), the Thomas Jefferson Health District and Region Ten.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

For PY21, City Council identified the following as CDBG/HOME program priorities based upon Consolidated Plan goal and strategic plan; passed on September 20, 2021:

1. Council's priorities for the CDBG and HOME program for FY 22-23 shall be access to affordable housing (including but not limited to low-income housing redevelopment), workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs), microenterprise assistance, access to quality childcare, homeowner rehabilitation, and down payment assistance.

2. For FY 22-23, $244,950.82 CDBG entitlement shall be set aside for Belmont Priority Neighborhood Franklin Street Sidewalk.

3. For FY 22-23, the Priority Neighborhood shall be Ridge Street and the allocation shall be $150,000 of the total CDBG entitlement. If the CDBG entitlement received is less than the estimate amount of $150,000 this amount will be decreased accordingly.

4. The CDBG Admin and Planning budget shall be set at 20% of the total CDBG entitlement

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

HOME-assisted rental units are owned and managed by sub-recipients of the Charlottesville HOME Consortium. Sub-recipients share a role in the administration of the HOME program, including inspection of rental units. For units with tenants using Housing Choice Vouchers, which constitute the majority of rental units, Charlottesville HOME Consortium Sub-recipients have reciprocal agreements to perform inspections on units owned and managed by another subrecipient. For HOME-assisted units with no rental assistance, the sub-recipient performs inspections at least annually to identify any maintenance issues, and to replace smoke detectors and filters. Inspections may be done more frequently, if there is a concern about the tenant. Most HOME assisted rental units are single family homes or duplexes. Some larger rental projects have been undertaken: AHIP rehabilitated an existing apartment building in 2004, with 10 HOME-assisted units. The Fluvanna/Louisa Housing Foundation developed a four-unit rental "Evergreen Place" in 2014, consisting of single-bedroom, handicap-accessible units near the Town of Louisa, with solar-panels to keep utility costs low, and affordable housing opens. Skyline CAP purchased and renovated existing buildings into five rental apartments, with the project completed in May 2013 with 3 units occupied. The last unit was rented in August 2014. Skyline CAP completed an additional acquisition and rehabilitation project in Piedmont Housing Alliance completed the renovation of Crozet Meadows with 27 HOME-assisted units in September 2010 and Monticello Vista Apartments with 13 HOME-assisted units in August 2010, both as Low Income Housing Tax Credit (LIHTC) projects. Units are inspected annually by PHA staff using the REAC inspection form, with additional inspections by the Virginia Housing Development Authority (VHDA), an independent inspection contractor through the Virginia Department of Housing and Community Development (DHCD), and by HUD. All rental units are inspected annually, including the City - and County-assisted units at the Crossings.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

All HOME projects are carried out by HOME Consortium subrecipients. These organizations have developed extensive networks with agencies and organizations in their localities to create a steady stream of referrals for HOME programs. Public outreach is carried out through a variety of means. The affirmative marketing actions are systematic and effective.

IDIS	Activity	Locality	PI Applied
1938	HR	NELSON	$5,301.34
1946	HR	NELSON	$5,621.50
1912	HR	ALBEMARLE	$1,000.00
	TOTAL		**$11,992.84**

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Localities provide annual support to regional nonprofits to address affordable housing. In-kind contributions, such as the donation of land and the waiver of local fees, are another way in which localities support affordable housing in the Planning District. Local governments have shown a consistent commitment to affordable housing programs, with an emphasis on the rehabilitation of substandard housing units and promotion of first-time homebuyer programs. The HOME Consortium and the City of Charlottesville partner with many private, nonprofit organizations including Habitat for Humanity and private businesses, particularly private lenders including Fannie Mae, Bank of America, and several locally owned banks. All sub-recipients carry out emergency repairs, drawing on a variety of funding streams. Piedmont Housing Alliance (PHA) is a regional nonprofit organization with a comprehensive menu of affordable housing services. PHA's mission is to create housing opportunities and build community through education, lending, and development. Certified HUD Housing Counselors provide a continuum of educational services on the road to home ownership, including financial education and financial coaching, pre-purchase and post-purchase counseling and education, credit counseling, mortgage default and foreclosure prevention counseling, along with fair housing education and counseling. PHA also accesses financial resources to support clients' financial capability and housing they can afford, including lending for down payment assistance for home purchase and for affordable housing development, and providing access to low-cost mortgage financing. Piedmont Housing has provided $9.7 million in down payment assistance, from a variety of sources, to bridge the home ownership affordability gap in our community. In FY20 we have administered over 5.6 million in VHDA's reduced-interest rate money which reduces a first-time homebuyers VHDA loan interest rate by 1.0%. Piedmont Housing is the only local administrator of those funds. Piedmont Housing also builds and manages affordable housing, currently managing and/or owning rental housing that is affordable for 610 households total. 351 households in the City of Charlottesville, 323 households in Albemarle County and 193 households in Nelson County.

PHA provided one on one counseling and group education to over 900 households in FY20. Piedmont Housing is the local administrator of VHDA's RUAM program which provides funding to make accessibility modifications to their rental homes. Due to the impacts of COVID 19 this program was paused in March of 2020.

PHA continues progress towards a transformational redevelopment of Friendship Court Apartments, focused on working with an amazing design team, inclusive of residents and community advocates on the Friendship Court Advisory Committee, to refine, evolve, and implement the plan for redevelopment. With a successful 2019 LIHTC award in hand, preparations are currently under way to start construction on Phase 1 in the fall of 2020. Since May the Advisory Committee has met at least monthly to prepare for the Phase 1 construction start and to kick off the planning process for Phase 2. By the time Phase 1 is complete in early 2022, Phase 2 will be preparing to break ground. In addition, PHA is working on the design of the Friendship Court Community Resource Center (CRC) which will house an early childhood learning center, community center, Piedmont Housing's permanent headquarters, and office space for nonprofit organizations. The CRC is scheduled to start construction in 2021.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF

Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

Attachment

PR23 CDBG Summary of Accomplishments

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2020

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CHARLOTTESVILLE

Count of CDBG Activities with Disbursements by Activity Group & Matrix Code

Activity Group	Activity Category	Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Economic Development	ED Direct Financial Assistance to For-Profits (18A)	17	$48,880.00	0	$0.00	17	$48,880.00
	Micro-Enterprise Assistance (18C)	0	$0.00	1	$3,125.00	1	$3,125.00
	Total Economic Development	17	$48,880.00	1	$3,125.00	18	$52,005.00
Housing	Rehab; Single-Unit Residential (14A)	2	$14,440.31	0	$0.00	2	$14,440.31
	Total Housing	2	$14,440.31	0	$0.00	2	$14,440.31
Public Facilities and Improvements	Neighborhood Facilities (03E)	1	$180,299.23	0	$0.00	1	$180,299.23
	Street Improvements (03K)	3	$54,923.82	0	$0.00	3	$54,923.82
	Sidewalks (03L)	1	$100.00	0	$0.00	1	$100.00
	Total Public Facilities and Improvements	5	$235,323.05	0	$0.00	5	$235,323.05
Public Services	Employment Training (05H)	0	$0.00	2	$17,299.00	2	$17,299.00
	Health Services (05M)	1	$5,908.58	0	$0.00	1	$5,908.58
	Subsistence Payment (05Q)	1	$0.00	1	$244,950.82	2	$244,950.82
	Housing Counseling only, under 24 CFR 5.100 (05U)	1	$6,096.00	0	$0.00	1	$6,096.00
	Other Public Services Not Listed in 05A-05Y, 03T (05Z)	1	$0.00	2	$42,347.14	3	$42,347.14
	Total Public Services	4	$12,004.58	5	$304,596.96	9	$316,601.54
General Administration and Planning	General Program Administration (21A)	3	$58,283.10	0	$0.00	3	$58,283.10
	Total General Administration and Planning	3	$58,283.10	0	$0.00	3	$58,283.10
Grand Total		31	$368,931.04	6	$307,721.96	37	$676,653.00

CHARLOTTESVILLE

CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Economic Development	ED Direct Financial Assistance to For-Profits (18A)	Business	84,810	0	84,810
	Micro-Enterprise Assistance (18C)	Persons	0	20	20
	Total Economic Development		84,810	20	84,830
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	4	0	4
	Total Housing		4	0	4
Public Facilities and Improvements	Neighborhood Facilities (03E)	Public Facilities	0	0	0
	Street Improvements (03K)	Persons	0	0	0
	Sidewalks (03L)	Persons	2,240	0	2,240
	Total Public Facilities and Improvements		2,240	0	2,240
Public Services	Employment Training (05H)	Persons	0	32	32
	Health Services (05M)	Persons	391	0	391
	Subsistence Payment (05Q)	Persons	0	316	316
	Housing Counseling only, under 24 CFR 5.100 (05U)	Persons	0	0	0
	Other Public Services Not Listed in 05A-05Y, 03T (05Z)	Persons	0	1,323	1,323
	Total Public Services		391	1,671	2,062
Grand Total			87,445	1,691	89,136

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2020

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CDBG Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic Persons	Total Households	Total Hispanic Households
Housing	Black/African American	0	0	4	0
	Total Housing	0	0	4	0
Non Housing	White	565	39	0	0
	Black/African American	962	27	0	0
	Asian	21	1	0	0
	American Indian/Alaskan Native	10	1	0	0
	Native Hawaiian/Other Pacific Islander	2	0	0	0
	Black/African American & White	50	0	0	0
	Other multi-racial	81	3	0	0
	Total Non Housing	1,691	71	0	0
Grand Total	White	565	39	0	0
	Black/African American	962	27	4	0
	Asian	21	1	0	0
	American Indian/Alaskan Native	10	1	0	0
	Native Hawaiian/Other Pacific Islander	2	0	0	0
	Black/African American & White	50	0	0	0
	Other multi-racial	81	3	0	0
	Total Grand Total	1,691	71	4	0

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CHARLOTTESVILLE

CDBG Beneficiaries by Income Category

	Income Levels	Owner Occupied	Renter Occupied	Persons
Housing	Extremely Low (<=30%)	0	0	0
	Low (>30% and <=50%)	3	0	0
	Mod (>50% and <=80%)	1	0	0
	Total Low-Mod	4	0	0
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	4	0	0
Non Housing	Extremely Low (<=30%)	0	0	1,050
	Low (>30% and <=50%)	0	0	55
	Mod (>50% and <=80%)	0	0	8
	Total Low-Mod	0	0	1,113
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	1,113

PR 26 CDBG Financial Summary Report

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Integrated Disbursement and Information System	PAGE: 1
PR26 - CDBG Financial Summary Report	
Program Year 2020	
CHARLOTTESVILLE , VA	

PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	801,304.87
02 ENTITLEMENT GRANT	419,303.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,220,607.87
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	557,485.32
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	(2,634.66)
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	554,850.66
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	58,283.10
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	74,729.61
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	687,863.37
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	532,744.50
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	557,485.32
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	(2,634.66)
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	554,850.66
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2018 PY: 2019 PY: 2020
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,220,872.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,220,872.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	304,596.96
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	23.14
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	13,324.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	72,783.12
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	364,079.22
32 ENTITLEMENT GRANT	419,303.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	419,303.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	86.83%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	58,283.10
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	14,456.68
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	72,739.78
42 ENTITLEMENT GRANT	419,303.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	419,303.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.35%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	1	1760	6394558	10th & Page Priority Neighborhood	03E	LMA	$114.66
2017	1	1760	6443187	10th & Page Priority Neighborhood	03E	LMA	$122,508.55
2017	1	1760	6452593	10th & Page Priority Neighborhood	03E	LMA	$57,676.02
					03E	Matrix Code	$180,299.23
2016	2	1759	6452593	10th & Page Priority Neighborhood	03K	LMA	$14,710.37
2017	1	1914	6474375	10th and Page Park Enhancement	03K	LMA	$3,402.25
2017	1	1914	6490204	10th and Page Park Enhancement	03K	LMA	$36,564.47
2017	1	1914	6490262	10th and Page Park Enhancement	03K	LMA	$246.73
					03K	Matrix Code	$54,923.82
2018	7	1824	6485280	Belmont Priority Neighborhood	03L	LMA	$100.00
					03L	Matrix Code	$100.00
2019	16	1851	6394558	OED GO Utilities	05H	LMC	$7,174.00
2020	4	1886	6443187	CIC Entrepreneurship Scholarships	05H	LMC	$1,895.00
2020	4	1886	6485280	CIC Entrepreneurship Scholarships	05H	LMC	$8,230.00
					05H	Matrix Code	$17,299.00
2020	25	1913	6485280	CRHA COVID Rental Relief	05Q	LMC	$148,538.91
2020	25	1913	6490204	CRHA COVID Rental Relief	05Q	LMC	$96,411.91
					05Q	Matrix Code	$244,950.82
2019	17	1842	6394558	TJACH Coordinated Entry System	05Z	LMC	$7,671.96
2020	2	1887	6443187	TJACH: Coordinated Entry	05Z	LMC	$7,674.32
2020	2	1887	6452593	TJACH: Coordinated Entry	05Z	LMC	$10,373.14
2020	2	1887	6474375	TJACH: Coordinated Entry	05Z	LMC	$3,513.97
2020	2	1887	6485280	TJACH: Coordinated Entry	05Z	LMC	$13,113.75
					05Z	Matrix Code	$42,347.14
2020	1	1888	6485280	AHIP CDBG HOME Homeowner Rehab	14A	LMH	$14,440.31
					14A	Matrix Code	$14,440.31
2019	18	1839	6394558	CIC Entrepreneur Workshop	18C	LMC	$2,520.00
2019	18	1839	6443187	CIC Entrepreneur Workshop	18C	LMC	$605.00
					18C	Matrix Code	$3,125.00
Total							$557,485.32

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2019	16	1851	6394558	No	OED GO Utilities	B19MC510022	EN	05H	LMC	$7,174.00
2020	4	1886	6443187	No	CIC Entrepreneurship Scholarships	B20MC510022	EN	05H	LMC	$1,895.00
2020	4	1886	6485280	No	CIC Entrepreneurship Scholarships	B20MC510022	EN	05H	LMC	$8,230.00
								05H	Matrix Code	$17,299.00
2020	25	1913	6485280	Yes	CRHA COVID Rental Relief	B19MC510022	EN	05Q	LMC	$148,538.91
2020	25	1913	6490204	Yes	CRHA COVID Rental Relief	B19MC510022	EN	05Q	LMC	$88,419.09
2020	25	1913	6490204	Yes	CRHA COVID Rental Relief	B20MC510022	EN	05Q	LMC	$7,992.82
								05Q	Matrix Code	$244,950.82
2019	17	1842	6394558	No	TJACH Coordinated Entry System	B19MC510022	EN	05Z	LMC	$7,671.96
2020	2	1887	6443187	No	TJACH: Coordinated Entry	B20MC510022	EN	05Z	LMC	$7,674.32
2020	2	1887	6452593	No	TJACH: Coordinated Entry	B20MC510022	EN	05Z	LMC	$10,373.14
2020	2	1887	6474375	No	TJACH: Coordinated Entry	B20MC510022	EN	05Z	LMC	$3,513.97
2020	2	1887	6485280	No	TJACH: Coordinated Entry	B20MC510022	EN	05Z	LMC	$13,113.75
								05Z	Matrix Code	$42,347.14
				No	Activity to prevent, prepare for, and respond to Coronavirus					$59,646.14
				Yes	Activity to prevent, prepare for, and respond to Coronavirus					$244,950.82
Total										$304,596.96

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2020
CHARLOTTESVILLE , VA

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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	20	1840	6443187	Admin & Planning	21A		$26,426.74
2020	5	1889	6443187	Charlottesville Admin/Planning	21A		$3,879.68
2020	5	1889	6452593	Charlottesville Admin/Planning	21A		$7,012.26
2020	5	1889	6463009	Charlottesville Admin/Planning	21A		$5,109.27
2020	5	1889	6474375	Charlottesville Admin/Planning	21A		$5,534.35
2020	5	1889	6485280	Charlottesville Admin/Planning	21A		$5,045.90
2020	5	1889	6490204	Charlottesville Admin/Planning	21A		$5,274.90
					21A	Matrix Code	$58,283.10
Total							$58,283.10

PR 83 CDBG Performance Measures Report

IDIS - PR83

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Performance Measures Report
Program Year 2020 CHARLOTTESVILLE,VA

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Public Facilities and Infrastructure

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Number of Persons Assisted										
with new access to a facility	0	0	0	0	0	0	0	0	0	0
with improved access to a facility	0	0	0	0	0	0	0	0	0	0
with access to a facility that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	0	0	0	0	0	0	0
Number of Households Assisted										
with new access to a facility	0	0	0	0	0	0	0	0	0	0
with improved access to a facility	0	0	0		0	0	0	0	0	0
with access to a facility that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	0	0	0	0	0	0	0

Public Services

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Number of Persons Assisted										
with new (or continuing) access to a service	0	0	0	771	316	0	0	0	26	1,113
with improved (or continuing) access to a service	0	0	0	0	0	0	0	0	0	0
with new access to a service that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	771	316	0	0	0	26	1,113

IDIS - PR83

U.S. Department of Housing and Urban Development
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Integrated Disbursement and Information System
CDBG Performance Measures Report
Program Year 2020 CHARLOTTESVILLE,VA

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Public Services (continued)

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Number of Households Assisted										
with new (or continuing) access to a service	0	0	0	0	0	0	0	0	0	0
with improved (or continuing) access to a service	0	0	0	0	0	0	0	0	0	0
with new access to a service that is no longer substandard	0	0	0	0	0	0	0	0	0	0
Totals :	0	0	0	0	0	0	0	0	0	0

Economic Development

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Total Number of Businesses Assisted	0	0	0	0	0	0	0	0	1	1
Of Total										
New businesses assisted	0	0	0	0	0	0	0	0	0	0
Existing businesses assisted	0	0	0	0	0	0	0	0	1	1
Number of business facades/buildings rehabilitated	0	0	0	0	0	0	0	0	0	0
Assisted businesses that provide a good or service to service area/neighborhood/community	0	0	0	0	0	0	0	0	1	1
Total Number of Jobs Created	0	0	0	0	0	0	0	0	0	0
Types of Jobs Created										
Officials and Managers	0	0	0	0	0	0	0	0	0	0

IDIS - PR83

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CDBG Performance Measures Report
Program Year 2020 CHARLOTTESVILLE,VA

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Economic Development (continued)

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Professional	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0
Sales	0	0	0	0	0	0	0	0	0	0
Office and Clerical	0	0	0	0	0	0	0	0	0	0
Craft Workers (skilled)	0	0	0	0	0	0	0	0	0	0
Operatives (semi-skilled)	0	0	0	0	0	0	0	0	0	0
Laborers (unskilled)	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0
Of jobs created, number with employer sponsored health care benefits	0	0	0	0	0	0	0	0	0	0
Number unemployed prior to taking jobs	0	0	0	0	0	0	0	0	0	0
Total Number of Jobs Retained	0	0	0	0	0	0	0	0	0	0
Types of Jobs Retained										
Officials and Managers	0	0	0	0	0	0	0	0	0	0
Professional	0	0	0	0	0	0	0	0	0	0

IDIS - PR83

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Performance Measures Report
Program Year 2020 CHARLOTTESVILLE,VA

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Economic Development (continued)

	Create Suitable Living			Provide Decent Housing			Create Economic Opportunities			Total
	Access	Afford	Sustain	Access	Afford	Sustain	Access	Afford	Sustain	
Technicians	0	0	0	0	0	0	0	0	0	0
Sales	0	0	0	0	0	0	0	0	0	0
Office and Clerical	0	0	0	0	0	0	0	0	0	0
Craft Workers (skilled)	0	0	0	0	0	0	0	0	0	0
Operatives (semi-skilled)	0	0	0	0	0	0	0	0	0	0
Laborers (unskilled)	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0
Of jobs retained, number with employer sponsored health care benefits	0	0	0	0	0	0	0	0	0	0
Acres of Brownfields Remediated	0	0	0	0	0	0	0	0	0	0

PR 23 HOME Summary of Accomplishments

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
HOME Summary of Accomplishments

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Program Year: 2020
Start Date 01-Jul-2020 - End Date 30-Jun-2021
CHARLOTTESVILLE CONSORTIUM
Home Disbursements and Unit Completions

Activity Type	Disbursed Amount	Units Completed	Units Occupied
First Time Homebuyers	$284,763.26	17	17
Existing Homeowners	$366,035.23	22	22
Total, Homebuyers and Homeowners	$650,798.49	39	39
Grand Total	$650,798.49	39	39

Home Unit Completions by Percent of Area Median Income

Activity Type						Units Completed
	0% - 30%	31% - 50%	51% - 60%	61% - 80%	Total 0% - 60%	Total 0% - 80%
First Time Homebuyers	1	10	3	3	14	17
Existing Homeowners	9	11	2	0	22	22
Total, Homebuyers and Homeowners	10	21	5	3	36	39
Grand Total	10	21	5	3	36	39

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
HOME Summary of Accomplishments

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Program Year: 2020
Start Date 01-Jul-2020 - End Date 30-Jun-2021
CHARLOTTESVILLE CONSORTIUM

Home Unit Reported As Vacant

Activity Type	Reported as Vacant
First Time Homebuyers	0
Existing Homeowners	0
Total, Homebuyers and Homeowners	0
Grand Total	0

U.S. Department of Housing and Urban Development
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Integrated Disbursement and Information System
HOME Summary of Accomplishments

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Program Year: 2020
Start Date 01-Jul-2020 - End Date 30-Jun-2021
CHARLOTTESVILLE CONSORTIUM

Home Unit Completions by Racial / Ethnic Category

	First Time Homebuyers		Existing Homeowners	
	Units Completed	Units Completed - Hispanics	Units Completed	Units Completed - Hispanics
White	4	0	6	0
Black/African American	2	0	15	0
Asian	6	0	0	0
American Indian/Alaskan Native	3	3	0	0
American Indian/Alaskan Native & White	1	1	0	0
Black/African American & White	1	0	1	0
Total	17	4	22	0

	Total, Homebuyers and Homeowners		Grand Total	
	Units Completed	Units Completed - Hispanics	Units Completed	Units Completed - Hispanics
White	10	0	10	0
Black/African American	17	0	17	0
Asian	6	0	6	0
American Indian/Alaskan Native	3	3	3	3
American Indian/Alaskan Native & White	1	1	1	1
Black/African American & White	2	0	2	0
Total	39	4	39	4

OMB Control No: 2506-0117 (exp. 09/30/2021)

2020 Impediments to Affordable Housing

Actions to Address Impediments to Fair Housing Choice

2020 Impediments and Plan of Action			
Impediment	**Description**	**Proposed Action**	**Actions in PY20**
Rental Affordability	Lack of rental units affordable to low-income households Increased competition for limited number of rental units Insufficient rental relief programs High up-front costs, including application fee, security deposit, 1st & last month rent	Increase the # of affordable rental units Provide incentives for development of affordable rental units Provide rental assistance locally	FLHF – 1 rental unit completed Alb Co – incentivized 96 units at Brookdale and awarded 8 Project Based Vouchers to the Southwood Apartments A, and 22 Project Based Vouchers to the Premier Circle Permanent Supportive Housing project. City – provided locally funded vouchers Skyline CAP subsidized rent for 4 households. PHA continues to work toward redevelopment of Friendship Court and is working on a LIHTC development as part of Habitat's Southwood redevelopment plan. NCCDF continues to work to bring more landlords and units into the affordable housing offering. Worked with RMRP from July to November of 2020. Maintain 12 affordable housing units in Nelson.
Homeownership Affordability	Low wages, and tight credit markets limit HO options fora broad range of households Increases in property taxes compromise affordability	Provide workforce programs to improve job skills& assist in job placement Continue & expand tax relief programs	City - GO Programs continue to provide training and assistance with job placement PVCC's Network2Work program has expanded and added volunteers; have received donations of cars to provide transportation to workers while they savefor their own Albemarle County provided $1.035 millionin real estate tax relief for elderly and/or disabled homeowners in FY19/20

CAPER – Charlottesville HOME Consortium & CDBG Page 41

Regulatory Barriers and Community Resistance	Land use codes and ordinances affect housing location & affordability Lack of clear definition of affordable housing	Revise codes & ordinances Develop definition of aff hsg & articulate	Albemarle County has completed draftinga new housing policy to address the full range of housing needs. Board of Supervisor approval is anticipated in July 2021. The County is to begin an update of the Comprehensive Plan and Zoning Ordinances in 2021.
		community benefits	The Regional Housing Partnership (RHP) has begun writing a regional housing plan. NCCDF – working actively with County Supervisors and Planning Department to be a partner in the County Comprehensive planning. We want to assure housing in general and Affordable Housing specifically is addressed in terminology and in land use codes.

Impediment	Description	Proposed Action	Responsible Parties
Discrimination in the Rental & Homeowner Market	Overt or covert discrimination against renters & homebuyers on the basis of race and ethnicity, family status, anddisability Predatory lending practices Lack of reasonable accommodations	Eliminate all discrimination in housing Raise awareness of fair housing laws Provide counseling and advocacy Promote VHDA's Rental Unit Accessibility Modification Grant	Non-profit housing counseling programs continue to address fair housing. PHA provided one-on-one counseling and group education to over 900 households in PY20. PHA also provided public trainingto 36 people that meets the Fair Housing CEU requirement for property managers Skyline CAP conducted workshops and 1:1 Counseling Skyline CAP conducted and 1:1 counseling

Impediment	Description	Proposed Action	Accomplishments for PY20
High Debt-to-Income Ratios and Foreclosures	Difficulties for families to come up with down payment assistance to duecredit issues	Credit repair programs Housing counseling Lease to own options	Skyline CAP offers a credit repair program through HUD Housing Counseling. FLHF provides a credit repair program toassist residents in preparing to purchase a home. FLHF started a new Lease-to-Own program that checks in with tenants every 3 months. FLHF provided down payment assistance to one family to purchase on their home.
Economic and Racial Disparities among Schools	Concentration of low- income and racial minority students into certain schools and districts may compromise school quality and exacerbate housing segregation among families	Increase transit option to expand geographic opportunities Educate landlords Encourage neighborhood economic and racial integration for families with children, especially in the City of Charlottesville and urbanized Alb County	Local governments, Local school boards, non-profit organizations International Rescue Committee Albemarle County Office of Housing began implementing a number of programs to increase landlord participation in the Housing Choice Voucher program. Activities include development of a new landlord orientation packet and incentive payments.

Lack of Housing Accessible to People with Disabilities and People Aging in Place	Lack of reasonable accommodations &housing designed with accessibility features, accessible units can be expensive Lack of senior housing that is income-accessible	Renovate existing homes Build accessible new homes Provide ramps Identify people with needs & refer to local programs	AHIP completed home rehabs and emergency repairs for 80 households that were home to either a senior or a person with a disability FLHF worked with local community groups to rehab a home for an elder with disabilities FLHF helped 106 families with major home repairs, over half being elderly residents. Skyline CAP completed 4 accessibility home repairs, some in partnership with other community agencies. NCCDF - completed 11 projects to rehab elderly and/or disabled housing 4 of which directly addressed accessibility.
Language and Cultural Barriers	Language differences can be a means for housing discrimination; immigrants may lack knowledge of housing and financing options; cultural differences yield neighbor and landlord tension Large family size	Reduce cultural and linguistic barriers to housing access Engage different groups in conversations about differences and similarities	International Rescue Committee Creciendo Juntos & other non-profits Schools
Educational Barriers	Lack of financial literacy Lack of knowledge of fair housing rights	Financial education & counseling Provide information and education	Local housing counselors, Piedmont Housing Alliance, other non-profit orgs, Legal Aid

CAPER – Charlottesville HOME Consortium & CDBG Page 44

Access to Services	Access to transportation, employment & childcare can limit housing choices in the city where most services are available	Workforce training Expanded transit options Self-sufficiency training & assistance	City GO Programs PVCC's Network2Work program has expanded and added volunteers; have received donations of cars to provide transportation to workers while they save for their own

Blue Ridge Cigarette Tax Board

September 2022

Thomas Jefferson Planning District Commission

1

Regional Cigarette Tax Board

Authority

- 2020 General Assembly: HB 785 and SB 588 were adopted to authorize additional local revenues.
- 2021 General Assembly: SB 1326 was adopted.
- Encourages local cigarette stamping and tax collection through regional cigarette tax boards of at least six localities, pursuant to joint powers authority and the Regional Cooperation Act.
- Defines various duties of boards and directs a task force review of ways to modernize the stamping and taxing system.

2

Regional Cigarette Tax Board

Back-ground

- Boards guided by agreements that establish membership and powers of a regional board, administrator duties, tax collection, disbursement of revenues, etc.
- Cigarette tax ordinances establish the levy, rules for wholesalers/distributors and for retailers, illegal acts, etc.
- Regional Cigarette Tax Boards—NOVA, Chesapeake Bay, Mount Rogers and Blue Ridge

3

Regional Cigarette Tax Board

Work to Establish a Regional Board

- Shared financial scenarios on projected sales/revenues and potential expenses/costs for administration in requesting start-up funds
- Shaped framework for Board membership, functions and parameters of administration
- The Blue Ridge Cigarette Tax Board was established October 2021

4

Regional Cigarette Tax Board

Other Actions

- Design/development of BRCTB stamp
- MOA between the BRCTB and TAX related to cigarette stamping process
- Establishing/building relationships with distributors/registration process
- Forms for tracking/reconciling stamp purchases/pack sales/revenues collected
- Collections began January, 2022; allowed 90 day "sell through" period

5

Regional Cigarette Tax Board

Cigarette Sales and Tax Revenue Generated

- January collections – ~$203,000
- June – ~$245,00
- Jan – June: ~$1.46 million
- Total packs sold (Jan – June): ~4.8 million
- Working with 20+ distributors who submit monthly reports on sales and remit revenue to BRCTB (designated by jurisdiction) minus 2% discount
- TJPDC distributes revenue to BRCTB members, net actual administrative costs

6

Regional Cigarette Tax Board

Issues We Encountered

- Wrong tax amount collected
- Tax attributed to wrong jurisdiction
- Tax collected at location outside BRCTB jurisdiction
- Calculation error on report/check submitted
- Any combination of the above!

7

Regional Cigarette Tax Board

Real Example from January

- Retailer physically located in Town of Madison, but distributor credited the packs sold to Madison County by mistake
- Conclusion:
  - Allotment given to the wrong locality, so adjustment made to allotment for both Town of Madison (credit) and Madison County (debit)
  - Because the distributor had prepaid taxes based on best guess sales for January, they had a credit. We made the locality allotment adjustments for the month that the distributor took the credit.

8

Regional Cigarette Tax Board

Clear Documentation is Necessary

- We continue to work to combat these errors with careful checking of the reports and dollar amounts received
- But, we still rely on jurisdictions to help catch errors when a retailer is attributed to the wrong locality
- We keep extensive documentation of the issues and actions taken to resolve problems and submit this with the allotment to the localities so they can understand the cash flow, as it does not always match the packs sold/revenue generated

9

Regional Cigarette Tax Board

Compliance Efforts are Underway

- Compliance Agent – Otis Collier
- Work to date: Shaping compliance system – background and Code review, retailer list, vehicle purchase, introduction letter for retailers, and visit checklist
- Goal is to use education and communication to work with retailers to ensure compliance before enforcement action takes place

10

Regional Cigarette Tax Board

Blue Ridge Cigarette Tax Board
www.tjpdc.org/brctb/

David Blount

Thomas Jefferson Planning District Commission

11

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, August 4, 2022

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

1. <u>CALL TO ORDER</u>:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:00 pm. Ruth Emerick took attendance by roll call. A quorum was not present.

2. <u>MATTERS FROM THE PUBLIC</u>:

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

3. <u>PRESENTATIONS:</u>

a. **50th Anniversary Resolution, Presented by Delegate Hudson**

Delegate Sally Hudson presented a commending resolution recognizing the TJPDC's 50th Anniversary.

b. Virginia Telecommunications Initiative (VATI) 2022 Update

Lori Allshouse, VATI Program Director, gave an update on the project and timeline. TJPDC has executed agreements with all 13 counties and pre-contract activities are nearly completed. Lori discussed next steps, including the need to enter into various contracts (Firefly, TJPDC/DHCD) and hold a stakeholder kick-off meeting.

c. Certification of Quorum and Remote Participation of Commission Members

At 7:14 pm, Chair Ned Gallaway paused the presentations to allow for an in-person quorum to be certified by Ruth Emerick The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Jim Andrews participated from Maine for personal reasons, Keith Smith participated from Palmyra, VA for medical reasons, and Tommy Barlow participated from Louisa, VA for medical reasons.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously voted to allow Jim Andrews, Keith Smith, and Tom Barlow to participate remotely at the August 4, 2022, meeting.

d. Watershed Improvement Program (WIP) Update

Isabella O'Brien presented an update on the WIP program, including background information on the program and current activities.

e. Hazard Mitigation Plan Update

Ian Baxter shared an update on the Hazard Mitigation Plan, including the acceptance of the plan by VDEM. Next steps include submitting the plan to FEMA and making any necessary revisions before the plan is formally adopted by all the TJPDC member jurisdictions.

4. CONSENT AGENDA: Action Items

a. Minutes of June 2, 2022

b. Minutes of June 23, 2022 Special Meeting

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously approved the consent agenda as presented.

5. NEW BUSINESS:

a. Quarterly Financial Update

Total income for May was $574,125 and for June was $271,463 with operating expenses of $126,286 in May and $142,203 in June. Pass-through expenses in May were $429,625 and in June were $147,669. There was a net gain in May of $18,214 and an expected net loss in June of ($18,409). Net Quick Assets are $928,020, which is 8.83 months of operating expenses (well in excess of the targeted five months). The unrestricted cash on hand has dropped to 1.21 months, below the target of four months. This is primarily due to the fact that we have larger grants that require us to hold larger receivable amounts. Additionally, we have several grants that only allow quarterly reimbursement. The capital reserves balance is $402,307. The FY22 year-end net gain is $51,187.

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously voted to accept the quarterly financial update as presented.

b. Authorization to Engage in Auto Auction Memo

Staff recommends that the Commission authorize staff to use public auction to procure a vehicle, up to a maximum purchase price of $35,000 per the BRCTB's authorization at its March meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously voted to authorize TJPDC staff to engage in public auction as a means to secure a vehicle.

c. Virginia Telecommunications Initiative (VATI) 2023 Unsolicited Proposal

In early July, TJPDC staff submitted a Notice of Application to the Department of Housing and Community Development (DHCD) stating the TJPDC's intention to apply for 2023 Virginia Telecommunications Initiative (VATI) funding to expand broadband into areas not covered by our current 2022 VATI project. This notice is required to be able to submit an application for 2023. The Commission would need to hold a public hearing on this and any other unsolicited proposals received and make a decision prior to the application submission deadline of August 25.

6. RESOLUTIONS:

a. Resolution Accepting an Unsolicited Proposal for Extending Broadband Access in Several Counties

Staff recommended that the Commission adopt a resolution accepting for consideration an unsolicited proposal for extending broadband access in several counties.

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously approved the resolution accepting for consideration an unsolicited proposal for extending broadband access in several counties.

7. **EXECUTIVE DIRECTOR'S REPORT:**

Monthly Report: Christine Jacobs gave updates on staffing hires and departures. Staff will convene the 50th Anniversary working group to identify potential opportunities to celebrate the TJPDC's milestone. Updates were given on the TJPDC's programs. The Regional Transit Vision plan timeline has been extended by two months in order to continue additional outreach and engagement. The TJPDC was awarded an $80,000 grant (with an additional $20,000 local match) from the US Economic Development Administration (EDA) under its Economic Adjustment Assistance grant to develop a Comprehensive Economic Development Strategy (CEDS).

9. **CLOSED SESSION:** per Code of Virginia 2.2-3711 (A) 1

a. **Employee** – Individual Employee(s) Discussion
Using the attached closed session form, prepared by Christine Jacobs, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

b. **Public Session Resumes**
Per the attached closed session form, the public session resumed, and visitors were re-admitted back into the TJPD Commission Zoom meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously agreed to call a meeting of the Executive Committee.

10. **OTHER BUSINESS:**

a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.
b. **Items for Special Meeting mid-August (TBD):** Review VATI 2023 Proposals
c. **Items for Next Meeting – September 1, 2022**
    i. Draft FY24 Projected Budget and Local Revenue Requests
    ii. HOME & CDBG CAPER Draft Presentation and Public Hearing
    iii. Blue Ridge Cigarette Tax Board Update
    iv. Legislation on All-Virtual Meetings for Regional Bodies Update

ADJOURNMENT:

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the August 4, 2022 Commission meeting at 8:43 pm.

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

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
Closed Session Draft Minutes, Thursday, August 4, 2022
Minutes prepared by Christine Jacobs

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
City of Charlottesville			Christine Jacobs, Executive Director	x	
Michael Payne	x		David Blount, Deputy Director/Legislative Director	x	
Lyle Solla-Yates			Don Reed, Finance Director		
Albemarle County			Ruth Emerick, Chief Operating Officer		
Ned Gallaway, Chair	x		Sandy Shackelford, Planning/Transportation Director		
Jim Andrews		x	Shirese Franklin, Planner II		
Fluvanna County			Ian Baxter, Planner II		
Tony O'Brien, Vice Chair	x		Lucinda Shannon, Senior Regional Planner		
Keith Smith, Treasurer		x	Sara Pennington, TDM/Rideshare Program Manager		
Greene County			Gretchen Thomas, Administrative Assistant		
Dale Herring	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			
Nelson County					
Jesse Rutherford	x				
Ernie Reed					

Closed Session:

Motion to Enter Closed Session: I, Dale Herring, move that the Commission be convened to a closed session pursuant to personnel exemption found is Sec. 2.2-3711(A)1 of the Code of Virginia to discuss personnel issues. Motion seconded by Jesse Rutherford.

Roll call vote:

___________________ (Aye) (Nay) Michael Payne
__Not present________ (Aye) (Nay) Lyle Solla-Yates
___________________ (Aye) (Nay) Jim Andrews
___________________ (Aye) (Nay) Tony O'Brien
___________________ (Aye) (Nay) Keith Smith
___________________ (Aye) (Nay) Dale Herring
___________________ (Aye) (Nay) Andrea Wilkinson
___________________ (Aye) (Nay) Rachel Jones
___________________ (Aye) (Nay) Tommy Barlow
___________________ (Aye) (Nay) Jesse Rutherford
___Not Present_______ (Aye) (Nay) Ernie Reed
___________________ (Aye) (Nay) Ned Gallaway

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

Motion (Passed) (Failed).

Motion to Exit Closed Session: I, Dale Herring, move that the Commission exit closed session. Motion seconded by Jesse Rutherford for the committee to exit closed session.

Roll call vote:

____________________	(Aye) (Nay) Michael Payne	____________________	(Aye) (Nay) Andrea Wilkinson
__Not present________	(Aye) (Nay) Lyle Solla-Yates	____________________	(Aye) (Nay) Rachel Jones
____________________	(Aye) (Nay) Jim Andrews	____________________	(Aye) (Nay) Tommy Barlow
____________________	(Aye) (Nay) Tony O'Brien	____________________	(Aye) (Nay) Jesse Rutherford
____________________	(Aye) (Nay) Keith Smith	___Not present______	(Aye) (Nay) Ernie Reed
____________________	(Aye) (Nay) Dale Herring	____________________	(Aye) (Nay) Ned Gallaway

Motion (Passed) (Failed).

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

Roll call vote:

____________________	(Aye) (Nay) Michael Payne	____________________	(Aye) (Nay) Andrea Wilkinson
___Not Present______	(Aye) (Nay) Lyle Solla-Yates	____________________	(Aye) (Nay) Rachel Jones
____________________	(Aye) (Nay) Jim Andrews	____________________	(Aye) (Nay) Tommy Barlow
____________________	(Aye) (Nay) Tony O'Brien	____________________	(Aye) (Nay) Jesse Rutherford
____________________	(Aye) (Nay) Keith Smith	____Not Present_____	(Aye) (Nay) Ernie Reed
____________________	(Aye) (Nay) Dale Herring	____________________	(Aye) (Nay) Ned Gallaway

Motion (Passed) (Failed).

Certified: ____________________________ Christine Jacobs

Thomas Jefferson
Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Special Meeting Minutes, August 22, 2022

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
City of Charlottesville			Christine Jacobs, Executive Director		x
Michael Payne			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, Chair		x	Sandy Shackelford, Planning/Transportation Director		
Jim Andrews			Ian Baxter, Planner II		
Fluvanna County			Lucinda Shannon, Senior Regional Planner		
Tony O'Brien, Vice Chair			Sara Pennington, TDM/Rideshare Program Manager		
Keith Smith, Treasurer		x	Gretchen Thomas, Administrative Assistant		
Greene County			Isabella O'Brien, Planner I		
Dale Herring		x	Ryan Mickles, Planner III		
Andrea Wilkinson		x	Lori Allshouse, Program Director - VATI		
Louisa County					
Rachel Jones			**GUESTS/PUBLIC PRESENT**		
Tommy Barlow		x			
Nelson County					
Jesse Rutherford		x			
Ernie Reed		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) Acting Chair, Keith Smith, presided and called the meeting to order at 3:00 pm. Christine Jacobs read the notice of electronic meeting and commissioner and public protocol, took attendance by roll call, and certified that a quorum was present.

2. PUBLIC HEARING:

a. **Proposals for providing universal broadband access;** no comments were made

3. <u>RESOLUTION:</u>

Staff recommended that the Commission adopt a resolution approving an unsolicited proposal for extending broadband access in several counties. Firefly will serve as the private-sector co-applicant for the 2023 Virginia Telecommunications (VATI) application to DHCD.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously adopted the Resolution to Approve a Proposal for Providing Broadband Access as presented by staff.

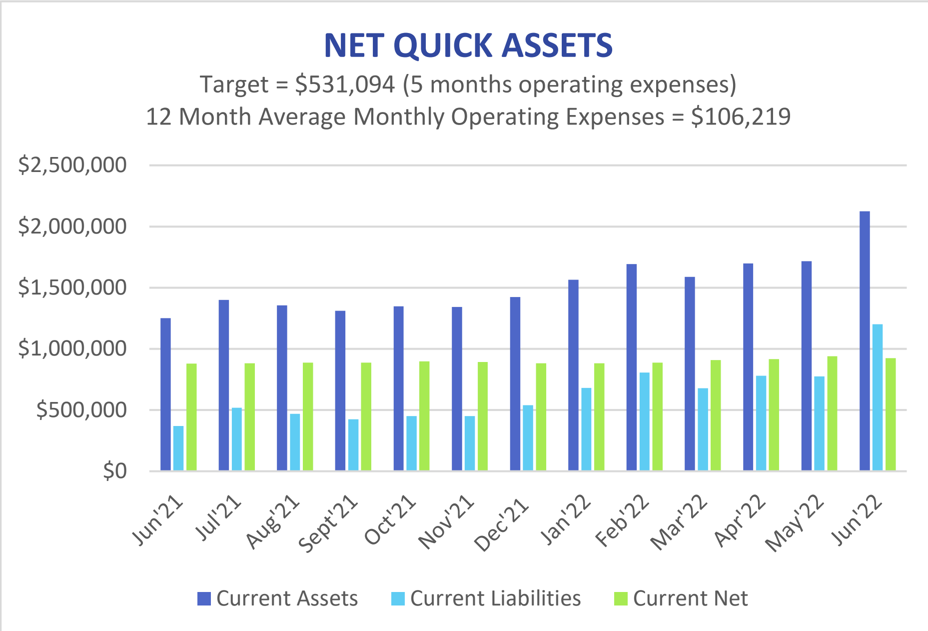
4. <u>OTHER BUSINESS:</u> None

<u>ADJOURNMENT</u>:

Motion/Action: On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the August 22, 2022 Special meeting at 3:07 pm.

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

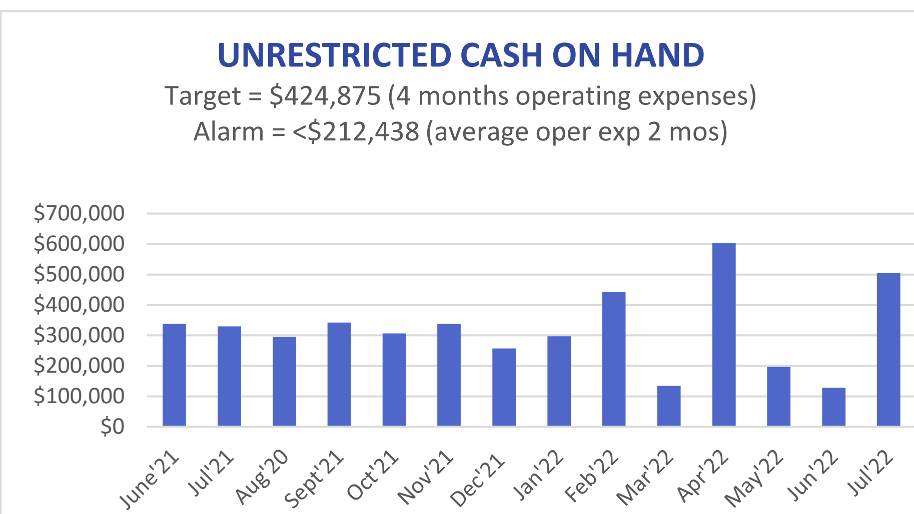
FY 23 FINANCIAL DASHBOARD
Through July 2022



<u>Monthly Net Quick Assets</u>

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
Mar'22 = $908,525
Apr'22 = $917,249
May'22 = $940,919
Jun'22 = $928,020
Jul'22 = $924,190

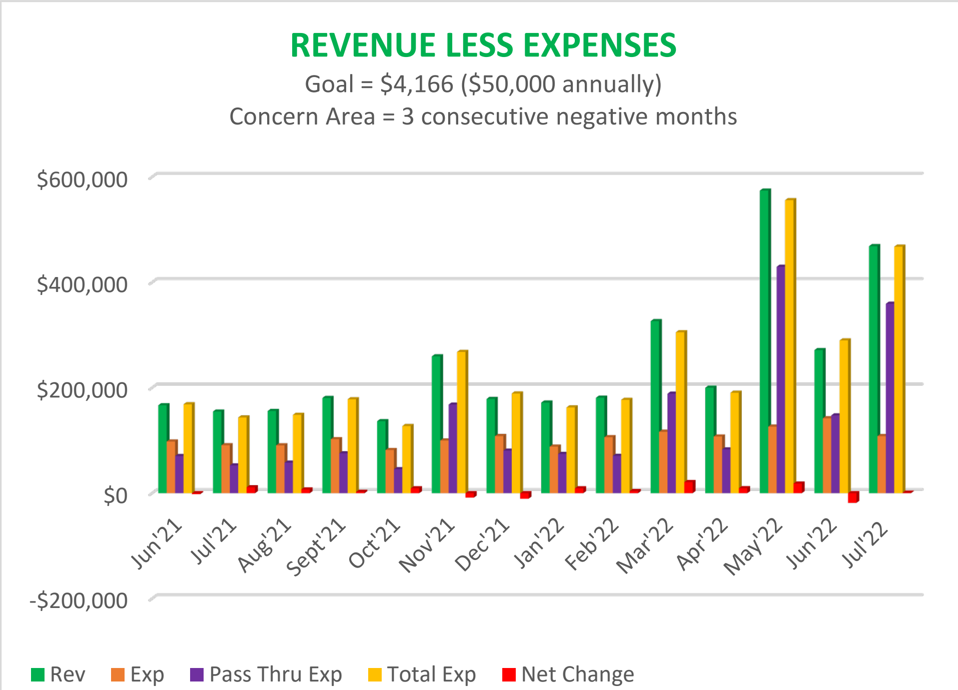
<u>Net Quick Assets</u> are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of July 2022, the TJPDC had 8.70 months of operating expenses. The rolling twelve-month average operating expenses increased to $106,219. The 3-month average of expenses is $124,122. Actual operating expenses for July were $108,256 compared to $137,823 in June. The decreased operating expenses were primarily due to budgeted one-time end of fiscal year bonuses and the purchase of necessary technology replacements and additions in June of 2022. Capital reserves = $924,190 - $531,094 = $393,095.



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

<u>Months of Unrestricted Cash</u> divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. <u>Unrestricted cash has increased to $505,129 at the end of July 2022, which represents 4.76 months of operating expenses.</u>

FY 23 FINANCIAL DASHBOARD
Through July 2022



MONTHLY NET REVENUE

Jun'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
Mar'22 = $21,052
Apr'22 = $9,499
May'22 = $18,214
Jun'22 - ($18,409)
Jul'22 = $982

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. **The net gain in July was $982.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). The official FY22 net gain was $56,332. The Accrued Revenue Report shows total available funds of $1,902,726 for the remaining 11 months in FY23 ($172,975.11 per month). Actual operating expenses for July were $108,256 with a 3-month average of $124,122.

NOTES

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

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
July 2022

8:05 AM
08/24/22
Accrual Basis

	Jul 22	Budget	Jul 22	YTD Bud...	Annual Bu...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	169,519	2,120,684	169,519	2,120,684	25,906,162
4120 · State Funding Source	25,337	91,725	25,337	91,725	1,100,715
4130 · Local Source	259,825	1,068,002	259,825	1,068,002	13,984,859
42000 · Local Match Per Capita	12,748	16,737	12,748	16,737	160,847
4280 · Interest Income	1,239	42	1,239	42	500
Total Income	468,667	3,297,190	468,667	3,297,190	41,153,083
Gross Profit	468,667	3,297,190	468,667	3,297,190	41,153,083
Expense					
61000 · Personnel	79,276	107,322	79,276	107,322	1,302,934
6900 · Overhead Allocation	0	0	0	0	0
6260 · COGS	2,175	(8,171)	2,175	(8,171)	0
62391 · Postage Expense	462	195	462	195	2,344
62392 · Subscriptions, Publications	0	154	0	154	1,850
62393 · Supplies	129	716	129	716	8,668
62394 · Audit -Legal Expenses	42	(2,300)	42	(2,300)	37,000
6240 · Advertising	308	1,181	308	1,181	24,414
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	432	758	432	758	9,093
62410 · TJPDC Contractual	4,208	6,275	4,208	6,275	75,970
6382 · Contractual Service Grants	0		0		0
6281 · Dues	3,722	1,522	3,722	1,522	12,016
62850 · Insurance	935	508	935	508	6,300
62890 · Printing/Copier	265	549	265	549	6,259
63200 · Rent Expense	8,249	8,212	8,249	8,212	101,142
63210 · Equipment/Data Use	4,932	1,745	4,932	1,745	21,113
63220 · Telephone Expense	433	747	433	747	8,967
63300 · Travel-Vehicle	711	5,889	711	5,889	70,709
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	170	501	170	501	6,001
6390 · Professional Development	1,809	2,876	1,809	2,876	35,007
Total Expense	108,256	128,678	108,256	128,678	1,729,787
Net Ordinary Income	360,411	3,168,512	360,411	3,168,512	39,423,296
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	111,716	61,626	111,716	61,626	1,087,192
8399 · Grants Contractual Services	247,714	3,189,675	247,714	3,189,675	38,336,104
Total Other Expense	359,430	3,251,301	359,430	3,251,301	39,423,296
Net Other Income	(359,430)	(3,251,301)	(359,430)	(3,251,301)	(39,423,296)
Net Income	**982**	**(82,790)**	**982**	**(82,790)**	**0**

8:06 AM
08/24/22
Accrual Basis

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

	Jul 31, 22	Jul 31, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	926,742.47	803,258.53	123,483.94
1189 · Capital Reserve	411,094.00	324,032.00	87,062.00
Total Checking/Savings	1,337,836.47	1,127,290.53	210,545.94
Accounts Receivable			
1190 · Receivable Grants	762,420.22	246,396.20	516,024.02
Total Accounts Receivable	762,420.22	246,396.20	516,024.02
Other Current Assets			
1310 · Prepaid Rent	416.67	416.67	0.00
1330 · Prepaid Insurance	6,372.74	14,836.45	-8,463.71
1360 · Prepaid Other	18,266.65	9,360.48	8,906.17
Total Other Current Assets	25,056.06	24,613.60	442.46
Total Current Assets	2,125,312.75	1,398,300.33	727,012.42
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	-99,145.45	-121,746.17	22,600.72
Total Fixed Assets	7,378.95	16,512.23	-9,133.28
TOTAL ASSETS	**2,132,691.70**	**1,414,812.56**	**717,879.14**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	769,619.16	38,198.44	731,420.72
Total Accounts Payable	769,619.16	38,198.44	731,420.72
Credit Cards			
2155 · Accounts Payable Credit Card	10,066.93	6,078.75	3,988.18
Total Credit Cards	10,066.93	6,078.75	3,988.18
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	-76.50	0.00	-76.50
2467 · Employee Deferred Compensation	-100.00	0.00	-100.00
2468 · 401A VRS Contribution	0.00	2,320.06	-2,320.06
2800 · Deferred Revenue	421,613.56	473,136.99	-51,523.43
Total Other Current Liabilities	421,437.06	475,457.05	-54,019.99
Total Current Liabilities	1,201,123.15	519,734.24	681,388.91
Long Term Liabilities			
2200 · Leave Payable	32,131.33	41,998.11	-9,866.78
Total Long Term Liabilities	32,131.33	41,998.11	-9,866.78
Total Liabilities	1,233,254.48	561,732.35	671,522.13
Equity			
3000 · General Operating Fund	431,087.62	518,149.62	-87,062.00
3100 · Restricted Capital Reserve	411,094.00	324,032.00	87,062.00
32000 · Unrestricted Net Assets	56,273.79	0.00	56,273.79
Net Income	981.81	10,898.59	-9,916.78
Total Equity	899,437.22	853,080.21	46,357.01
TOTAL LIABILITIES & EQUITY	**2,132,691.70**	**1,414,812.56**	**717,879.14**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2024

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2022	AUGUST 2022	YEAR TO DATE FY23	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY24+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY23	NOTES
110	**State Support to PDC (DHCD)**	89,971	7,499		7,499			7,499	82,472	State funding to TJPDC General
110	**TJPDC Corporation**	0	0		0			0	0	501(c)3 Non-profit Arm
110	**Bank Interest**	1,239	1,239		1,239			1,239	0	Investment Pool Savings Income
170/171	**Rural Transportation**	58,000	4,960		4,960			4,960	53,040	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	13,500	1,350		1,350			1,350	12,150	Rental Fees
277	**Legislative Liaison**	103,773	1,741		1,741			1,741	102,032	David Legis Operations - Deferred
278	**VAPDC-ED**	50,000	4,167		4,167			4,167	45,833	Contract for Admin Services
296	**Member Per Capita**	165,709	12,748		12,748			12,748	152,961	Local Govt Annual Contributions
303	**Solid Waste**	10,500	291		291		5,000	291	5,209	Contract for annual reporting
315	**Stanardsville TAP**	28,749	91		91	23,499		23,590	5,159	*VDOT Streetscape Contract
907	**WIP Phase III - Contract #5**	58,000	4,980		4,980	13523		18,503	39,497	*Watershed Improvement Plan
907	**WIP Phase III - Contract #6**	58,000	0		0		16,195	0	41,805	Watershed Improvement Plan
908	**RRBC**	10,500	346		346			346	10,154	Rivanna Commission
Program Code	**PROGRAM COTRACTS/GRANTS With Pass-Thrus**	0								
181	**RTP-TDM - Admin**	50,000	1,559		1,559			1,559	48,441	*Regional Transit Partnership
	RTP Pass-Thru	0	0		0			0	0	Grant Match if needed
182	**Regional Transit Vision Grant**	34,138	5,627		5,627	27,867		33,494	644	*Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	315,862	0		0	276,918		276,918	38,944	*Regional Transit Vision Plan - Consultant
184	**Transit Governance Admin**	37,723	899		899			899	36,824	*Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	149,600						0	149,600	*Regional Transit Governance Study - Consultant
190/195/198	**MPO-PL**	175,267	8,533		8,533			8,533	166,734	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	137,500						0	137,500	
191/196/199	**MPO-FTA**	138,777	5,007		5,007			5,007	133,770	MPO FTA Transit Planning
	MPO - FTA Pass Thru							0	0	
193	**Rideshare - Admin**	163,054	11,209		11,209			11,209	151,845	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	11,144			0			0	11,144	Potential contract for marketing plan
330	**Hazard Mitigation - Admin**	67,200	2,246		2,246	52,435		54,681	12,519	*24 month planning project resiliency
	Haz Mit Pass-Thru	0			0			0	0	Technical Support/Mapping (if needed)
333	**EDA-CEDS - Admin**	20,000	384		384			384	473	EDA admini
	EDA-CEDS - Pass-Thru	80,000						0		EDA Consultant Pass-through
726	**HOME ARP - Admin**	367,541	2,461		2,461	30,381	242,566	32,842	92,132	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,082,730			0		1,943,881	0	138,849	*Consultant for Gap Analysis
727	**HOME TJPDC Admin**	72,408	4,577		4,577			4,577	67,831	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716		111,716			111,716	539,964	*HUD HOME Housing Grants Construction
728	**Housing Preservation Grant - Admin**	23,489	2,185		2,185			2,185	21,304	*USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513		13,513			13,513	119,593	*USDA Housing Repair Construction
729	**Regional Housing Partnership - AH**	69,500	2,691		2,691			2,691	66,809	Regional Housing Partnership
	RHP - Consultant Pass-Thru				0			0	0	Spark Mill - RHP Strategic Planning Consultant
732	**VERP - Admin**	12,500	933		933	7,661		8,594	3,906	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	237,500			0	29,004		29,004	208,496	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	200,000	2,762		2,762	35,048	111,619	37,810	50,571	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000			0	302,228	748,886	302,228	748,886	*VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigarette Tax Board**	165,951	7,433		7,433			7,433	158,518	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	2,400,000	234,201		234,201			234,201	2,165,799	Pass through - direct costs
761	**VATI - Admin**	875,000	11,319		11,319	54,859	628,908	66,178	179,914	VATI Admin - 36-42 months
	VATI Pass-Through	112,500,000			0		78,500,000	0	34,000,000	Program/Construction Pass-Through
	TOTAL - All Programs	**123,751,188**	**468,667**		**468,667**	**974,422**	**82,197,055**	**1,443,089**	**40,011,901**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**120,132,022**	359,430	-	359,430	608,150	79,248,886	967,580	38,109,175	Pass-Thru Subtotal

*indicates unspent finds can 'roll-over' in FY24

$106,219	12 month average
$124,122	3 month average
$108,256	last month

Total Grant Funds Remaining	40,011,901
Pass-through funds	$38,109,175
TJPDC Available Funds	$1,902,726
Remaining Available funds	**$172,975.11**

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 21st day of September, 2022, by and between the **Thomas Jefferson Planning District Commission**, a Virginia planning district commission, ("**TJPDC**"), and **Christine E.B. Jacobs** ("**Employee**"), both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, the Thomas Jefferson Planning District Commission desires to employ the services of Employee as Executive Director of the TJPDC, as provided by the Regional Cooperation Act (§ 15.2-4200 et al. of the *Code of Virginia*) and the Charter of the Thomas Jefferson Planning District Commission; and

WHEREAS, it is the desire of the Commission to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, it is the desire of the Commission to (1) retain the services of Employee and to provide inducement for her to remain in such employment; (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (4) to provide a just means for terminating employee's services at such time as she may be unable to fully discharge her duties or when the Commission may desire to otherwise terminate her employ; and

WHEREAS, Employee desires to accept employment as Executive Director of the Thomas Jefferson Planning District Commission; now

THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties

The Thomas Jefferson Planning District Commission hereby agrees to employ Employee as Executive Director to perform the functions and duties of Executive Director as specified in the Commission's Charter and policies and to perform such other legally permissible and proper duties and functions as the Commission shall from time-to-time assign.

Section 2. Term

A. This agreement shall be for a one (1) year term ending September 21, 2023. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Commission to terminate the services of Employee at any time, subject only to the provisions set forth in Section 9, paragraph A, of this agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with TJPDC subject only to the provision set forth in Section 9, paragraphs B and C, of this agreement.

C. In the event written notice is not given by either party at least sixty (60) days prior to the termination date as herein provided, this agreement shall be extended on the same terms and conditions for an additional one (1) year term and shall continue to renew annually until the required notice is given by either party.

Section 3. Salary

The TJPDC agrees to pay Employee for her services rendered pursuant hereto an annual base salary of $108,150 payable in installments at the same time as other employees of TJPDC are paid. Employee will be evaluated by June of each year by the Commission or a committee thereof, at which time, TJPDC may, in its sole discretion, increase said base salary and/or other benefits of Employee in such amounts and to such an extent as the Commission may determine it is desirable to do so on the basis of that performance evaluation and such other factors as it may determine. Any salary increase awarded shall be effective for the pay period beginning July 1 of the next fiscal year.

Section 4. Hours of Work

It is generally expected that the Employee will maintain regular office hours consistent with the established normal business hours of TJPDC. However, it is recognized that Employee must devote significant time outside normal office hours to the business of TJPDC, and to that end Employee will be allowed to take compensatory time off up to an equivalent amount of time worked beyond those of normal office hours.

Section 5. Automobile Allowance

The Employee may use her personal automobile for Commission related business. Mileage will be reimbursed at the rate approved by the Commission for all employees and trip reimbursed mileage will be from Commission office to destination and return. The Employee shall be responsible for paying for any liability, property damage, and comprehensive insurance and for the purchase, operation, maintenance, repair, and regular replacement of said personal automobile.

Section 6. Dues and Subscriptions

TJPDC agrees, at its sole discretion, to budget and to pay the professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation, growth, and advancement, and for the good of TJPDC.

Section 7. Professional Development

A. TJPDC agrees, at its sole discretion, to budget and to pay the travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for TJPDC, including but not limited to state, regional and local governmental meetings as mutually agreed upon by the Employee and the Commission.

B. TJPDC also agrees, at its sole discretion, to budget and to pay for the travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for her professional development and for the good of the Commission.

C. TJPDC also agrees, at its sole discretion, to budget and to pay for education assistance, at a 1:1 ratio, that contributes to Employee's value to the TJPDC.

Section 8. General Expenses

A. TJPDC agrees that it will reimburse Employee for the reasonable costs of her personal cellular telephone or provide her with such a phone, at her discretion. Employee will also be provided a parking garage pass at the expense of TJPDC.

B. TJPDC recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or to pay said general expenses, and the Director of Finance is hereby authorized to disburse such monies upon receipt of duly executed expense vouchers, receipts, statements, or personal affidavits.

Section 9. Termination and Severance Pay

A. In the event Employee is terminated by the Commission before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform the duties of Executive Director, TJPDC agrees to pay Employee a lump sum cash payment equal to ninety (90) days aggregate salary, provided, however, that in the event Employee is terminated because of conviction of any illegal act involving personal gain to her, TJPDC shall have no obligation to pay the aggregate severance sum designated in this paragraph.

B. In the event Employee voluntarily resigns her position with TJPDC before expiration of the aforesaid term of employment, then Employee shall give TJPDC no less than sixty (60) days notice in advance.

C. In the event the Executive Director leaves TJPDC employment for any reason, the Executive Director agrees she will not represent any interest, other than a personal interest, before the Commission for a period of one year from date of separation, without prior approval of the TJPDC.

Section 10. Other Terms and Conditions of Employment

A. TJPDC shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the *Code of Virginia*, or any other law.

B. The Employee will accumulate annual leave at a rate of 18 days per year. All provisions of the *Code of Virginia* and regulations and rules of TJPDC relating to vacation and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of TJPDC. This shall be in addition to said benefits enumerated specifically for the benefit of the Employee, except as herein provided.

Section 11. General Provisions

A. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

B. This agreement shall become effective commencing September 21, 2022.

C. If any provision, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the Thomas Jefferson Planning District Commission has caused this agreement to be signed and executed in its behalf by the Chairperson of the Commission, and the

Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

CHAIRPERSON
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION, CHARLOTTESVILLE, VIRGINIA

EMPLOYEE

Thomas Jefferson
Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMO

To: TJPD Commissioners

From: David Blount, Deputy Director

Date: September 1, 2022

Re: All-Virtual Meeting and Remote Electronic Participation Policy

Purpose:
To consider adoption of a Commission policy allowing members to participate in meetings by electronic communication means and for the Commission to hold all-virtual meetings.

Background:
In April 2020, the Commission adopted a Remote Meeting Policy, consistent with *Code of Virginia* provisions, to govern its meetings that were being held under the statewide COVID state of emergency. Subsequently, the Commission continued to meet by electronic communication means due to the ongoing state of emergency declared by the City of Charlottesville. In June, 2021, the Commission adopted a Remote Electronic Participation Policy, which is required to be in place in order for individual members to participate in Commission meetings from a remote location when a quorum is physically assembled.

The 2022 General Assembly approved, and the governor signed, HB 444, which makes various changes to the existing Freedom of Information Act (FOIA) law, effective September 1. The *Code of Virginia* at § 2.2-3708.3 (D) requires that public bodies adopt a participation policy before using the provisions for remote participation or all-virtual public meetings. No policy is required for meetings conducted under § 2.2-3708.2, which permits public bodies to meet virtually without a quorum physically assembled when the Governor has declared a state of emergency or the locality in which the public body is located has declared a local state of emergency.

Purpose:
A public body must adopt the aforementioned policy by recorded vote at a public meeting and the policy must "be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting."

The policy must describe the circumstances under which remote participation and an all-virtual public meeting will be allowed, as well as the process the public body will use for addressing requests to use

City of Charlottesville Albemarle County Fluvanna County Greene County Louisa County Nelson County
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remote participation, approving or denying such requests, and creating a record of such requests. It also must fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year.

Recommendation: Staff recommends that the Commission adopt the attached policy, titled Remote Electronic Participation and All-Virtual Meeting Policy, as authorized by § 2.2-3708.3 of the *Code of Virginia*, for the Commission and for any committee created by or under the authority of the Commission. With adoption, this policy would replace the aforementioned May, 2020, Remote Meeting Policy and the June, 2021, Remote Electronic Meeting Policy.

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY

This policy has two purposes. The first is to provide for the Thomas Jefferson Planning District Commission (TJPDC) to permit a member to participate in a Commission meeting through electronic communication means from a remote location, and the second is to allow the Commission to conduct of all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA) and as set out in this policy.

POLICY:
It is the policy of Thomas Jefferson Planning District Commission (TJPDC) that individual members of the TJPDC may participate in TJPDC meetings by electronic communication as permitted by subsection B of § 2.2-3708.3 of the *Code of Virginia.* This policy shall apply to the entire membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

In order for an individual member to participate from a remote location, a quorum of the Commission must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

Further, it is the policy of the TJPDC that the Commission may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

This policy shall apply to the Commission and to all committees created by or under the authority of the Commission.

REMOTE ELECTRONIC PARTICIPATION BY COMMISSION MEMBERS:
"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

A. Notification of Inability to Attend Because of Disability, Medical Condition, Location or Personal Matter
In advance of the meeting at which remote participation is requested, the member shall notify the Chair or Executive Director that he or she is unable to attend the meeting

1) due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

2) because a family member's medical condition requires the member to provide care for such family member;

3) because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

4) due to a personal matter. The member must identify with specificity the nature of the personal matter and may not use remote participation due to personal matters more than two meetings per calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation
A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commissioners present must approve of the remote electronic participation in order for the member to participate remotely; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

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

ALL-VIRTUAL MEETINGS:
"All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of

the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

The TJPDC may hold all-virtual public meetings, provided that it follows the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;

2) Public access to the all-virtual public meeting is provided via electronic communication means;

3) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;

4) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;

5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;

6) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;

7) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

8) If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;

9) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10) Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

				8/26/2022
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	***FY21 Actual***	***FY22 Actual***	***FY23 Approved***	***FY24 Operating***
Federal	$3,311,545	$1,319,557	$25,906,174	$30,381,224
State	$256,898	$862,691	$1,100,715	$917,429
Local	$442,110	$1,908,011	$13,914,065	$13,898,396
Local per capita	$157,820	$158,876	$160,847	$165,708
Interest Income	$1,382	$25,200	$500	$2,000
Rent Income	$13,450	$2,769	$13,500	$15,000
Grant & Reserves Transfer	$0		$57,270	$58,976
Total Revenue	$4,183,206	$4,277,104	$41,153,072	$45,438,733
Operating Expenses				
Personnel Costs				
Salaries	$793,008	$931,013	$1,073,840	$1,050,795
Fringe and Release	$170,318	$0	$229,094	$229,382
Total Personnel	$963,326	$931,013	$1,302,934	$1,280,177
Other Costs				
Postage	$1,835	$1,942	$2,344	$2,344
Subscriptions	$947	$156	$1,850	$1,850
Supplies	$5,470	$5,912	$8,668	$8,668
Audit-Legal	$15,936	$22,900	$37,000	$37,000
Advertising	$4,574	$22,580	$24,414	$28,664
Meeting Expenses	$1,119	$1,824	$9,093	$9,955
TJPDC Contractual	$58,537	$80,958	$75,970	$95,805
Dues	$9,132	$8,623	$12,016	$12,766
Insurance	$5,774	$6,563	$6,300	$7,000
Printing/Copy	$4,459	$4,538	$6,261	$6,205
Rent	$97,269	$98,058	$101,142	$104,092
Equip/Data Use	$36,280	$40,728	$21,113	$28,113
Capital & Leases	$0	$0	$0	$0
Telephone	$7,659	$6,388	$8,967	$8,967
Travel-Vehicle	$6,711	$9,646	$70,709	$43,573
Janitorial	$2,310	$2,050	$6,001	$6,001
Professional Development	$5,421	$16,555	$34,996	$37,648
Total Other Costs	*$263,433*	*$329,420*	*$426,843*	*$438,650*
TOTAL OPERATING EXPENSES	$1,226,759	$1,260,434	$1,729,776	$1,718,828
Net Ordinary Income - Pass Through $	$2,956,447	$3,016,670	$39,423,296	$43,719,905
Other				
HOME Pass Thru	$582,891	$736,642	$937,322	$976,041
HPG Pass Thru	$105,287	$113,255	$149,870	$149,870
All Grants/Contracts Pass Thrus	$2,141,976	$2,110,440	$38,336,104	$42,593,994
Total Other Expenses	*$2,830,154*	*$2,960,337*	*$39,423,296*	*$43,719,905*
Net Other Income	-$2,830,154	-$2,960,337	-$39,423,296	-$43,719,905
Net Income	**$126,293**	**$56,333**	**$0**	**$0**

FY24 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State Contribution - DHCD		$89,971				
110	WSC & Offices						$15,000
110	Interest Income					$2,000	
301	Charlottesville				$31,669		
302	Albemarle				$70,943		
304	Fluvanna				$17,085		
305	Greene				$13,039		
306	Louisa				$23,786		
307	Nelson				$9,188		
	Unknown Source/Reserve Transfer			$58,976			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
	Transit Planning						
181	Regional Transit Partnership (RTP)			$50,000			
184	Transit Governance Study	$8,211		$4,028			
	Charlottesville-Albemarle MPO						
191/196/199	FTA Funding	$91,222	$11,402				
190/195/198	PL Funding	$186,914	$23,364				
	Rideshare						
193	Rideshare/TDM - DPRT		$139,358	$34,840			
HOUSING AND NONPROFIT							
726	HOME-ARP	$35,004					
727	HOME Consortium Admin	$70,035					
728	Housing Preservation	$23,489					
729	Regional Housing Partnership			$68,000			
732	VERP - DHCD		$0				
733	VA Housing - PDC		$53,333				
ENVIRONMENT							
303	Solid Waste			$5,500			
330	Haz Mit Grant	$0	$0				
907	WIP DEQ	$58,000					
908	RRBC			$10,500			
OTHER PROGRAMS							
277	Legislative Liaison			$106,909			
278	VAPDC			$50,000			
333	CEDS	$5,334		$1,333			
760	Reional Cigarette Tax			$140,979			
761	VATI DHCD	$180,818		$69,182			
PASS THRU REVENUE							
181	Regional Transit Partnership (RTP)			$0			
184	Transit Governance Study	$32,563		$15,973			
170/171	Rural Transportation Planning	$0		$0			
193	Rideshare/TDM - DRPT		$0	$0			
191/196/199	MPO - FTA	$0	$0				
190/195/198	MPO - PL	$0	$0				
303	Solid Waste			$5,000			
333	CEDS	$21,334		$5,333			
726	HOME-ARP Pass Through	$277,697					
727	Consortium HOME Pass Through	$630,317					
728	Housing Preservation Pass Through	$133,106					
732	VERP - DHCD Pass Through		$0				
733	VA Housing - PDC Pass Through		$600,000				
760	Regional Cigarette Tax Pass Through			$2,400,000			
761	VATI - DHCD	$28,569,180		$10,930,818			
Total Revenues by Category		**$30,381,223**	**$917,429**	**$13,957,371**	**$165,709**	**$2,000**	**$15,000**
Sum Total of Revenues							**$45,438,732**

**NOTE unknown source or reserve transfer

FY24

	Pop.	**% Pop.**	**Per Capita**	**Rideshare**	**Solid Waste**	**RRBC**	**Legislative Liaison**	**Regional Transit Partnership**	**Regional Housing Partnership**	**Total Contribution**	**Per Capita**	**Rural**	**MPO**	**Hazard Mit (FY26/FY27)**	**Solid Waste/ Recycling**	**Balance**	**Regional**	**Local**	***Difference from FY23 Total Contribution***
			Per Capita				**Per Capita**										**Per Commission Policy:**		
	7/1/2022		**0.62**	**Local**	**Local**	**Local**	**0.4**	**Local**	**Local**		**0.65**	**Required Local Match**					**75%**	**25%**	
Charlottesville	$ 51,079	19.11%	$ 31,669	$ 7,331	$ 2,540	$ 1,337	$ 20,432	$ 25,000	$ 9,550	$ 97,859	$ 31,669	$ -	$ (11,759)		$ (2,007)	$ 19,910	$ 14,933	$ 4,978	*$ 1,665*
Albemarle	$ 114,424	42.81%	$ 70,943	$ 15,876	$ 5,560	$ 6,210	$ 45,770	$ 25,000	$ 21,310	$ 190,668	$ 70,943	$ (2,620)	$ (20,492)		$ (4,495)	$ 47,830	$ 35,873	$ 11,958	*$ 3,957*
Fluvanna	$ 27,556	10.31%	$ 17,085	$ 3,999	$ 1,370	$ 1,897	$ 11,022	$ -	$ 5,250	$ 40,623	$ 17,085	$ (3,261)	$ -		$ (1,083)	$ 13,824	$ 10,368	$ 3,456	*$ 361*
Greene	$ 21,030	7.87%	$ 13,039	$ 2,997	$ 1,030	$ 1,056	$ 8,412	$ -	$ 3,905	$ 30,439	$ 13,039	$ (2,472)	$ -		$ (826)	$ 10,566	$ 7,925	$ 2,642	*$ 721*
Louisa	$ 38,364	14.35%	$ 23,786	$ 5,274	$ -	$ -	$ 15,346	$ -	$ 7,110	$ 51,515	$ 23,786	$ (4,278)	$ -		$ (1,507)	$ 19,508	$ 14,631	$ 4,877	*$ 1,380*
Nelson	$ 14,820	5.54%	$ 9,188	$ 2,335	$ -	$ -	$ 5,928	$ -	$ 2,875	$ 20,326	$ 9,188	$ (1,869)	$ -		$ (582)	$ 7,319	$ 5,490	$ 1,830	*$ (86)*
TOTALS	$ 267,273	100.00%	$ 165,709	$ 37,812	$ 10,500	$ 10,500	$ 106,909	$ 50,000	$ 50,000	$ 431,430	$ 165,709	$ (14,500)	$ (34,766)		$ (10,500)	$ 118,958	$ 89,219	$ 29,740	*$ 7,998*
												$14,500	$34,766		10,500				

0.03022372

$ 7,841

<u>296-LOCALITY FUNDING FY24 Projected</u>

Published January 28th, 2022

Thomas Jefferson
Planning District Commission
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MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: September 1, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since August 1, 2022.

Administration

- September 1, 2022 Meeting Agenda
  1. **Call to Order**
     a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
     b. Vote to Allow Electronic Participation, if needed – Ruth Emerick
  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 Ruth Emerick)
     c. Presentation – Draft HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER)
        i. The US Housing and Urban Development's (HUD) 5-year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community and Planning Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

           The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

           The TJPDC serves as the Administrator for the Regional HOME Consortium for our region (with the City of Charlottesville identified as the Lead

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Agency). The CAPER includes accomplishments of the HOME program as well as entitlement program accomplishments for the City of Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 19, 2022, through September 19, 2022. After the comment period, the CAPER will be considered by the City Council before submitting to HUD for approval.

Brandon Boccher will present on the FFY21 program performance. A copy of the draft CAPER is included in the meeting packet.

d. PUBLIC HEARING – Draft HOME CAPER

3. **Presentations**
    a. Blue Ridge Cigarette Tax Board (BRCTB) – The BRCTB was established in October of 2021. The TJPDC serves as the administrator of the tax board. Tax collections began in January of 2022. David Blount and Ruth Emerick will present an update on the first six months of operations. A copy of his presentation is included in the meeting materials.

4. ***Consent Agenda**
    a. Minutes of the August 4, 2022 Commission Meeting
    b. Minutes of the August 22, 2022 Special Commission Meeting
    c. Monthly Financial Reports
        i. July Financial Dashboard Report
        ii. July Profit & Loss Statement
        iii. July Balance Sheet
        iv. July Accrued Revenues Report
    d. Executive Director Annual Contract – September 2023 – The Executive Director has an annual contract up for renewal. The salary reflects the previous decision made by the Commission. By approving the consent agenda, the Commission authorizes the chair to execute the agreement with the Executive Director.

    Staff recommends a motion to approve the consent agenda.

5. **New Business**
    a. Draft Policy for Remote Participation and All-Virtual Meetings – The 2022 General Assembly approved, and the governor signed HB 444, which makes various changes to the existing Freedom of Information Act (FOIA) law, effective September 1. The *Code of Virginia* at § 2.2-3708.3 (D) requires that public bodies adopt a participation policy before using the provisions for remote participation or all-virtual public meetings. Staff will present a draft policy for the Commission to consider. A memo and copy of the draft policy are included in the meeting materials.

    Staff recommends a motion to adopt the Remote Electronic Participation and All-Virtual Meeting Policy, as authorized by § 2.2-3708.3 of the *Code of Virginia*, for the Commission and to all committees created by or under the authority of the Commission.

b. Draft FY24 Projected Operating Budget – Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY24 Projected Budget is balanced with assumption of only known revenue sources and expenses. It assumes a level per capita rate and anticipates an average of 3% increase in salaries for staff. The projected budget currently assumes a $58,976 transfer from reserves to balance the budget. The FY24 operating budget will likely have significant changes as additional grants and programs are identified. Staff asks for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting. Included in the meeting materials is the draft operating budget, draft revenues by source, and the draft per capita and local contribution requests.

6. Resolutions

a. None

7. Executive Director's Monthly Report

Administration –

i. The TJPDC office space has changed ownership and management companies. We are working with our new landlord to address some ongoing maintenance.
ii. The TJPDC continues to issue the newly redesigned monthly e-newsletter.

VATI/Broadband –

i. The TJPDC executed an agreement with the Department of Housing and Community Development for the 2022 VATI project.
ii. Staff, along with our co-applicant Firefly, prepared and submitted a $13 million 2023 VATI grant application for work to be completed on behalf of Albemarle, Greene, Cumberland, and Madison counties.

Housing –

i. DHCD released a Notice of Funding Opportunity for another round of Virginia Eviction Reduction Pilot funds for calendar year 2023. Applications are due September 16^{th}, 2022. TJPDC intends to submit an application and receive proposals from potential sub-recipients/co-applicants following a Request for Proposals. The selection committee selected Piedmont Housing Alliance as the VERP co-applicant.
ii. Staff submitted all application materials for the US Department of Agriculture's FFY22 Housing Preservation Grant. We are awaiting award notification.
iii. Progress has been made on the Virginia Housing Development Grant. Five units have been completed to date.

Transportation –

i. The Regional Transit Vision plan public engagement continues. Staff have attended numerous community events and have interviewed community members and stakeholders to solicit feedback on the draft plan.
ii. Staff continues to pursue a Safe Streets for All (SS4A) grant through the US Department of Transportation to develop regional/local safety action plans. A safety action plan is required to be eligible for transportation safety improvement

funds through SS4A. Staff continues to meet with locality staff and present to governing boards to gauge interest in a regional/multi-jurisdictional application.

Environment –

i. The Rivanna River Basin Commission's Annual Conference is September 29, 2022 from 1:00-3:00 pm at the Lewis and Clark Exploratory Center at Darden Towe Park. Registration for the event can be found here. The focus of the conference is the recent Virginia solar policies.

Economic Development –

i. Staff is completing the EDA administrative onboarding for the CEDS grant award. The next steps are to convene a steering committee to guide the development of the plan.

8. Other Business

a. Round table discussions from Commission members about topics of interest from each jurisdiction.
b. The next Commission meeting is Thursday, October 6, 2022. Items for the October meeting may include but are not limited to 1) FY24 Projected Budget for Consideration/Approval, 2) Annual DHCD Funding Agreement, 3) Regional Housing Partnership and VA Housing Development Grant Update

9. Closed Session, if needed - *per Code of Virginia 2.2-3711 (A) 1

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

Adjourn
