Thomas Jefferson Planning District Commission
Thursday, October 6, 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/84414800939?pwd=dUxXdHNHMUl5SU91OEFKMzVLRlUyUT09
Meeting ID: 844 1480 0939
Passcode: 924030
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

2. **Matters from the Public** 7:00 – 7:10
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Ruth Emerick)

3. **Presentations**
   a. Central Virginia Regional Housing Partnership Update – Ian Baxter 7:10 – 7:30
   b. Virginia Housing Development Grant Update – Ian Baxter

4. *** Consent Agenda** 7:30 – 7:35

   Action Items:
   a. * Minutes of September 1, 2022 Meeting
   b. * Monthly Financial Reports
      i. August Dashboard Report
      ii. August Profit & Loss Statement
      iii. August Balance Sheet
      iv. August Accrued Revenues Report

5. **New Business** 7:35 – 7:50
   a. *Letter of Support Request – Greene County Building Resilient Infrastructure and Communities Grant (BRIC) – Christine Jacobs
   b. FY23 Commonwealth of Virginia Financial Assistance Contract (DHCD) and FY23 Work Plan- David Blount
   c. FY24 Projected Operating Budget – Christine Jacobs
      i. FY24 Projected Operating Budget
      ii. FY24 Projected Revenue
      iii. FY24 Projected Per Capita and Local Contributions

6. *** Resolutions** 7:50 – 7:55
   a. Resolution Approving the Fiscal Year 2024 TJPDC Projected Budget – Christine Jacobs

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

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

8. Other Business 8:10 – 8:30

a. Roundtable Discussion by Jurisdiction
b. Next Meeting – November 3, 2022

Items for Next Meeting:

i. Annual Financial Audit Report & Acceptance
ii. Quarter 1 Financial Report (July – Sept)
iii. Regional Transit Governance Study Presentation

*__ADJOURN__ 8:30

Designates Items to be Voted On

Thomas Jefferson Planning District Commission

Central Virginia Regional Housing Partnership

Regional Housing Partnership Update

TJPD Commission – 10.6.22

1

What's in the strategic plan?

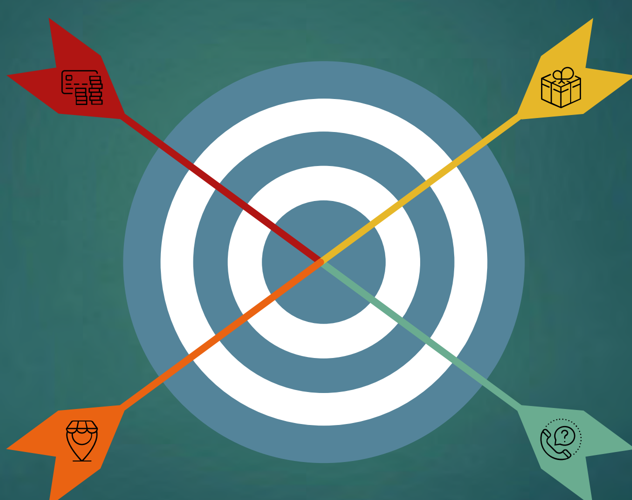
Goals, Outcomes, and Strategies

Equip stakeholders for success

Localities, builders, and nonprofits will have abundant access to tools, models, and resources to support and increase affordable housing options in their communities

Strengthen affordable housing ecosystem

Community members will have a deeper understanding of the impact of housing affordability in their locality and the region.



Deepen and sustain collaboration between stakeholders

Stakeholders will consistently engage to share ideas and collaborate on productive local and regional housing initiatives

Create a sustainable infrastructure for the RHP

Green marketing is a practice whereby companies seek to go above and beyond.

2

Goal 1: Equip housing stakeholders for success in addressing affordable housing

- STRATEGIES:
  - 1.1 - Create a toolkit of affordable housing policies, models, and case studies that stakeholders can use in their planning and zoning process
  - 1.2 - Research and collate a list of resources and relationships that support/fund affordable housing initiatives
  - 1.3 - Develop and deploy real-time regional housing dashboard
  - 1.4 - Complete a feasibility study for a regional land bank

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Goal 2: Strengthen the affordable housing ecosystem in the region through education and advocacy

- STRATEGIES:
- 2.1 - Develop and deploy an education strategy to address common community barriers
- 2.2 - Develop and share a community library of resources that strengthen affordable housing
- 2.3 - Amplify messaging that illustrates the positive impact of strong affordable housing in the region
- 2.4 - Leverage a housing dashboard to engage the community in affordable housing conversations

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Goal 3: Deepen and sustain collaboration between AH stakeholders

STRATEGIES:
- 3.1 - Engage stakeholders around a shared regional vision
- 3.2 -Leverage a calendar of events to address timely/pressing issues and build connections
- 3.3 - Facilitate meaningful cross-sector connections
- 3.4 - Deploy robust messaging with all stakeholders to inform, invite, and engage

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Goal 4: Create a sustainable infrastructure for the RHP to support the region's affordable housing goals

STRATEGIES:
- 4.1 - Revise bylaws/membership to encourage diverse and dynamic participation
- 4.2 - Ensure diverse funding streams with a focus on sustained investment from stakeholders
- 4.3 - Recruit, equip, and retain staff for capacity to support RHP's strategic goals

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Implementation Committees

- Data Committee – Goal 1, Goal 2
- Communications Committee – Goal 2, Goal 3
- Executive Committee – Goal 4

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Data Committee – Chair, Keith Smith

- Housing Toolkit – construction of types of tools, how often it is updated, content for tool categories, etc.
- Housing Dashboard – finalize metrics to populate dashboard, create outreach plan
- Resource and Relationship leveraging – comprehensive list of resources, funding mechanisms, etc.

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Data Committee

- Christopher Brement
- Dan Rosensweig
- Michael Payne
- Rachel Jones
- Ron Williams
- Sunshine Mathon

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Communications Committee – Chair, Margaret Clair

- Education strategy – timeline, audience, etc.
- Support outreach efforts for dashboard, toolkit, and other RHP products
- Create networking events quarterly or biannually – workshops/speaker series/etc.

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Communications Committee

- Antwon Brinson
- Diantha McKeel
- Gequetta Murray-Key
- Jesse Rutherford
- Mozell Booker
- Rebecca Schmidt

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Executive Committee

- Refreshed set of bylaws
- Increased and more sustainable funding strategy
- Review RHP membership
- VHDA Implementation Grant

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Executive Committee

- Ned Gallaway
- Keith Smith
- Colette Sheehy
- Anthony Haro
- Margaret Clair
- Greg Powe
- Shelby Edwards

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Next Steps

First meetings – meeting schedule, regularity, process, etc.

Implementation Schedule

Virginia Housing Grant

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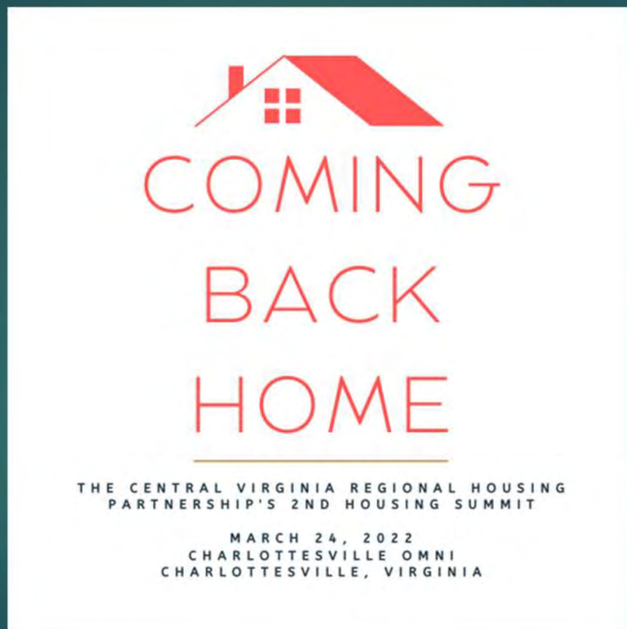

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What is the event?

- The Central Virginia Regional Housing Partnership's 2nd Annual Regional Housing Summit, Coming Back Home, will bring together multi-sector, multi-jurisdictional housing-related stakeholders to share and discuss innovative solutions to address our regional housing needs.
- March 24th, 2022 – 8am to 4pm
- Keynote Speaker: Jay Grant, Executive Director, LISC Hampton Roads
- Night-before networking event at Charlottesville Common House – Board members, panelists, keynote speaker, donors
- Full partnership meeting at end of day
- 9 Breakout sessions:
  - Policy
  - Partnerships
  - Progress

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Keynote Speaker

Jay Grant, Executive Director, LISC Hampton Roads

Over 15 years of experience at DHCD and HUD, focusing on community development, affordable housing finance, and compliance

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Policy Sessions

- Air BnB's – STR's vs. LTR's
  - **Travis Wilburn – Managing Partner, Stay Charlottesville**
  - **Anjali Kolachalam, Senior Policy Analyst, Up for Growth**
    - **Eric Terry – Virginia Lodging and Travel Association – Moderator**
- "College Towns" – Ensuring affordable housing for residents and students
  - **Matt Hanratty, Town of Blacksburg**
  - **Sarah Stafford, William & Mary**
    - **Ridge Schuyler – moderator**
- Missing middle housing (rural and urban) –
  - **Sierra Latham, Richmond Federal Reserve**
  - **Michael Payne, City of Charlottesville**
  - **Kellie Brown, Arlington County**

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Partnership Sessions

- Faith-based developments (how to engage with and create new housing) –
  - **Park Street Christian Church Development Team**
    - **Greg Powe, Powe Studio Architects PC – moderator**
- UVA affordable housing initiative
  - **UVA Affordable Housing initiative team**
- "Cousin Johnny" session – how to prevent displacement/preservation of rural communities (community preservation)
  - **Jesse Rutherford, Nelson County**
  - **Perry Hickman, Virginia Rural Development State Director, USDA**

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Progress Sessions

- Housing and Economic Development
  - **Presentation – Andrew McCoy – Virginia Tech**
- Affordable Housing in the context of seniors (urban and rural) – aging in place
  - **Shannon Guzman, AARP**
- Alternative forms of housing construction (3D Printing Homes, Tiny Homes, Prefab Housing) –
  - **Virginia Housing Staff**

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2023 Spring Event Budget - March 24, 2023	
Revenue	*2022 Budgeted - 1 day*
Ticket Sales	
Sponsorships -	
VHDA Grant	$ 15,000.00
	$ 15,000.00
Expenses	*2022 Budgeted - 1 day*
Personnel (220 hrs @ $75/hr)	$ 16,500.00
Networking Reception	
Reception Venue (Common House)	$ 750.00
Reception Appetizers	$ 1,200.00
Reception Drinks	$ 750.00
Summit	
Omni Breakfast ($30.66 per 180 people)	$ 5,518.80
Omni Lunch ($45.49 per 180 people)	$ 8,188.20
Break-out Room Rental	$ 1,273.00
Program Printing	$ 350.00
Encore - Event A/V	$ 8,932.00
Other Materials*	$ 350.00
Keynote/Travel Expenses	$ 5,000.00
	$ $49,812.00
Revenue less Expenses	

Event Budget

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Sponsorship Levels

$10,000 (1 sponsor)
- Presenting Sponsorship of the Keynote Speaker on July 8, 2020
- Premier seating at the event
- Eight full summit registrations including all meals
- Vendor table in pre-function area

$5,000
- Sponsorship of one meal
- Eight full summit registrations including all meals
- Logo on all summit materials
- Vendor table in pre-function area

$2,500
- Sponsorship of breakout session
- Two full summit registrations including all meals
- Logo on all summit materials
- Vendor table in pre-function area

$1,000
- Sponsorship of breaks
- One full summit registration including all meals
- Logo on all summit materials
- Vendor table in pre-function area

Fundraising

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PDC Development Grant: October 2022 Update

Thomas Jefferson Planning District Commission
October 2022

Ian Baxter, TJPDC Planner II

1

Background - Refresher

- On July 13, 2021, Virginia Housing announced $40 million in grants to Virginia's 21 Planning District Commissions
- The TJPDC was awarded $2 million to help support new affordable housing units in the region
- In April 2022, TJPD Commission approved staff recommendation to fund 160 new affordable units in each locality in the planning district.

2

Selected Priority Development Partners

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

3

Habitat for Humanity

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

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

4

Habitat for Humanity Update

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

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HFHGC – 128, 130, 132 & 134 Piedmont Ave S, Charlottesville

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Fluvanna Habitat – 440 Charney Way, Palmyra Houchens Place Development

7

CRHA

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

- Demolition of 58 deteriorated townhome-style public housing units and will be replaced with 113 townhome and garden-style rental apartments. The TJPDC will be funding 48 of the 113 proposed new rental units.
- Will serve population with incomes ranging from 30-60% AMI.
- Significant and extensive input from current public housing residents

8

CRHA Update

- Construction set to begin in November 2022
- HUD Approvals received in Summer 2022

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VSH

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

- New construction of a four-story building. The project will provide 80 affordable studio apartments for homeless and low-income adults.
- Sixty units will have rental subsidies for homeless adults and the remaining units will be affordable for individuals earning 50% AMI or less.
- Units are permanent supportive housing

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VSH Update

- VSH continues to work towards final design development drawings and to secure predevelopment and permanent funds
- All funding commitments are to be secured by March 2023. VSH will close on tax credits and a construction loan by the end of April 2023
- Construction is set to begin May 1, 2023

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Budget and Development Progress

APPLICANT	FUNDS AWARDED	FUNDS SPENT	UNITS FUNDED	UNITS COMPLETED
Habitat for Humanity	$640,000	$180,000	32	5
CRHA	$660,000	-	48	-
Virginia Supportive Housing	$500,000	$121,728.21	80	-
TOTAL	$1,800,000	$301,728.21	160	-

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, September 1, 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		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	x		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			Brandon Boccher, PT Housing Grant Administrator	x	
Rachel Jones			**GUESTS/PUBLIC PRESENT**		
Tommy Barlow	x				
Nelson County					
Jesse Rutherford	x				
Ernie Reed	x				

1. CALL TO ORDER:

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 and certified that a quorum was present. The in-person Commissioners considered allowing remote participation for the following commissioner per the Commission's remote participation policy: Lyle Solla-Yates participated from Charlottesville, VA for medical reasons. The Commissioners were introduced to new TJPDC staff member Brandon Boccher, who is temporarily helping with the federal housing programs.

Motion/Action: On a motion by Tommy Barlow, seconded by Dale Herring, the Commission unanimously allowed Lyle Solla-Yates to participate remotely at the September 1, 2022, meeting.

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

a. **Comments by the Public:** None.

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

c. **Presentation – Draft HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER):**

Brandon Boccher shared an update on the Draft CAPER, which is submitted every five years as part of participation in HUD's HOME program.

d. **Public Hearing:**

Chair Ned Galloway opened the public hearing for the Draft HOME CAPER. There was no one from the public in attendance, nor were any comments submitted in advance of the meeting. The public hearing was closed.

3. **<u>PRESENTATIONS:</u>**

a. **Blue Ridge Cigarette Tax Board Update**

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 shared an update on the BRCTB's activities, including the purchase of a vehicle, the first "true up" of administrative costs, and issues that have come up during the first six months of operation.

4. **<u>CONSENT AGENDA:</u>** Action Items

a. **Minutes of August 4, 2022**

b. **Minutes of August 22, 2022 Special Meeting**

c. **Monthly Financials Reports**

d. **Executive Director Annual Contract**

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously approved the consent agenda as amended to include a correction to the attendance roster for the August 4, 2022 meeting minutes.

5. NEW BUSINESS:

a. Draft Policy for Remote Participation

Staff presented a draft remote participation policy, titled Remote Electronic Participation and All-Virtual Meeting Policy. Remote participation under such a policy is 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 existing May 2020 Remote Meeting Policy and June 2021 Remote Electronic Meeting Policy.

Motion/Action: On a motion by Michael Payne, seconded by Tony O'Brien, the Commission unanimously adopted the Remote Electronic Participation and All-Virtual Meeting Policy as presented.

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 Operating Budget is balanced with assumption of only known revenue sources and expenses. It assumes a two-cent increase in the per capita rate and anticipates an average 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 asked for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting.

Motion/Action: On a motion by Keith Smith, seconded by Michael Payne, the Commission unanimously voted to incorporate a two-cent per capita rate increase in the FY24 proposed budget for consideration in October, and to incorporate the same increase in budgets for the following four years.

6. RESOLUTIONS: None.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report: Christine Jacobs gave updates on the recent changes to TJPDC office building's ownership and management company. Updates were given on the TJPDC's programs as follows: The 2022 VATI project is now under contract with the Department of Housing and Community Development (DHCD), and an application for a 2023 VATI grant was submitted on behalf of four counties. DHCD released a Notice of Funding Opportunity for another round of Virginia Evection Reduction Pilot funds for calendar year 2023, and the TJPDC intends to apply. The FFY22 Housing Preservation Grant is still pending award notification. Five units have been completed to date using the Virginia Housing Development Grant. Staff are pursuing a Safe Streets for All (SS4A) grant through the US Department of Transportation to develop regional/local safety action plans, which is needed to be eligible for future transportation safety improvement funds through SS4A. The

Rivanna River Basin Commission's Annual Conference is September 29, 2022 at the Lewis and Clark Exploratory Center. Staff is completing the EDA administrative onboarding for the CEDS grant award and will be convening a steering committee to guide the development of the CEDS plan.

8. CLOSED SESSION, IF NEEDED: per Code of Virginia 2.2-3711 (A) 1

Not needed.

9. OTHER BUSINESS:

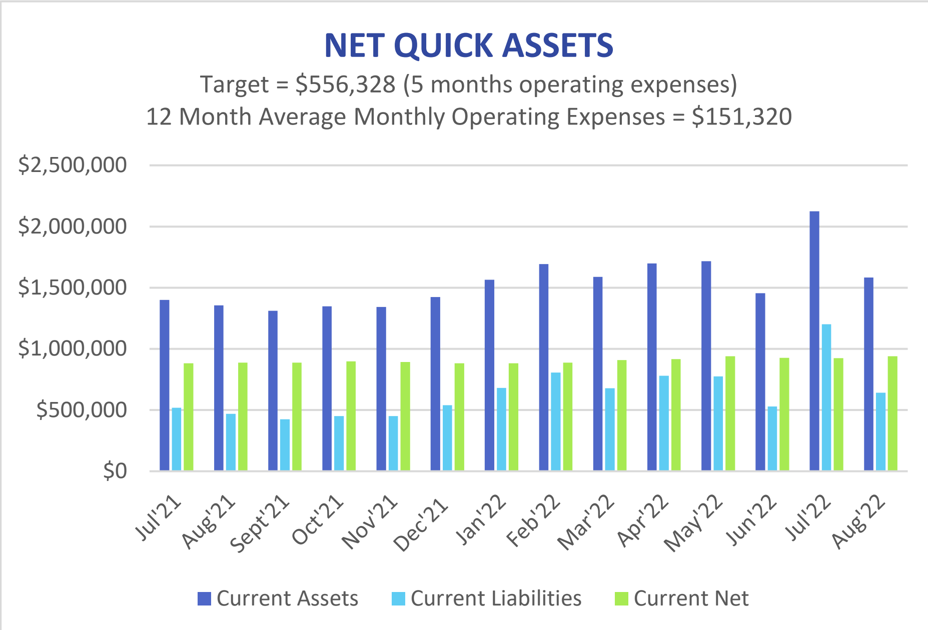
a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
b. **Items for Next Meeting – October 6, 2022**
    i. FY24 Projected Budget for Consideration/Approval
    ii. Annual DHCD Funding Agreement
    iii. Regional Housing Partnership Update

ADJOURNMENT:

Motion/Action: On a motion by Ned Galloway, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the September 1, 2022 Commission meeting at 8:47 pm.

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

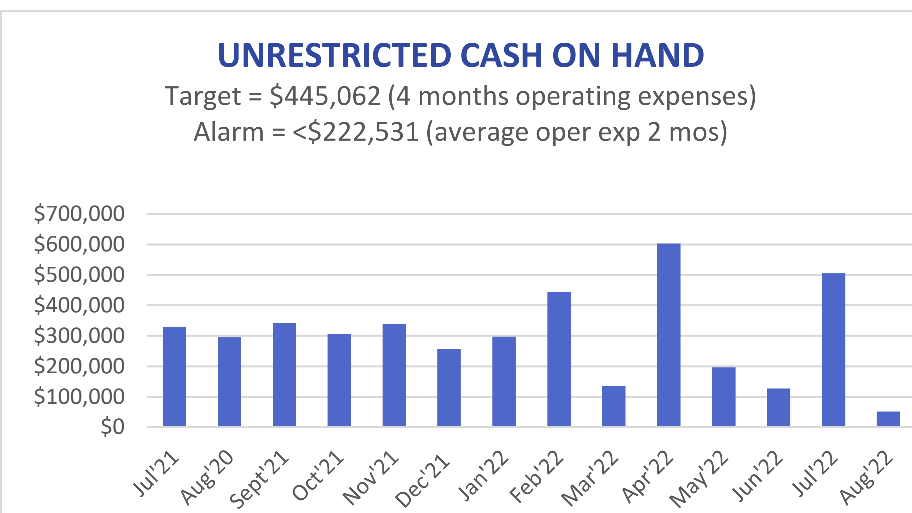
FY 23 FINANCIAL DASHBOARD
Through August 2022



MONTHLY NET QUICK ASSETS

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 = $926,324
Jul'22 = $924,190
Aug'22 = $940,983

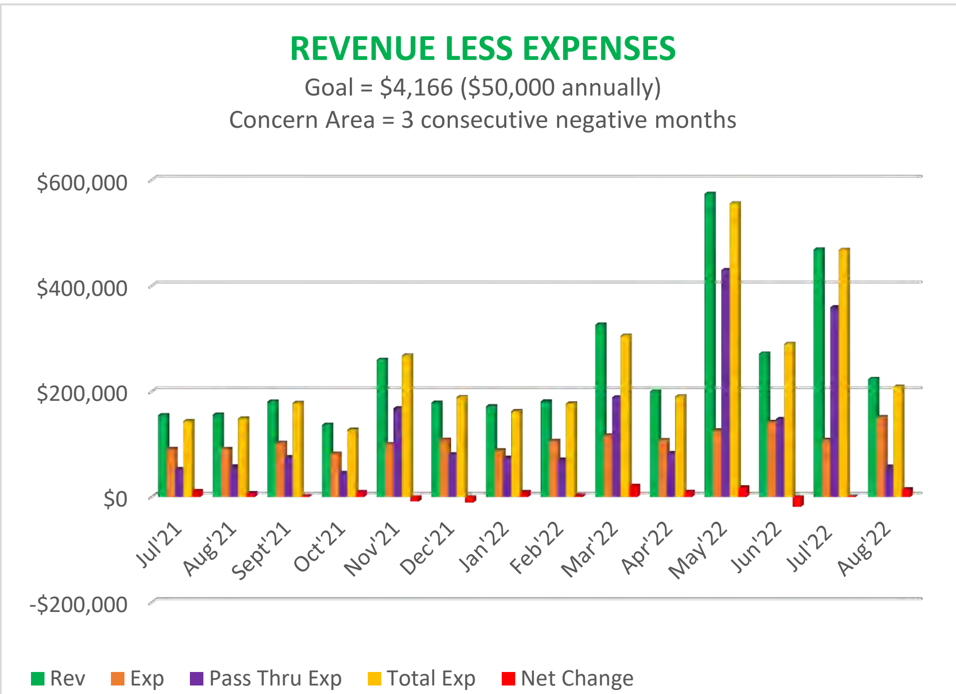
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of August 2022, the TJPDC had 8.46 months of operating expenses. The rolling twelve-month average operating expenses increased to $111,266. The 3-month average of expenses is $119,236. Actual operating expenses for August were $151,320 compared to $108,256 in June, primarily due to the purchase of a vehicle for the cigarette tax compliance work. Capital reserves = $940,983 - $556,328 = $384,655.



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

MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. Unrestricted cash has decreased to $51,067 at the end of August 2022, which represents 0.46 months of operating expenses. This is at the concern level and is due to large receivables that are only able to be collected on a quarterly, bi-annual, or performance basis (to include the Virginia Telecommunications Initiative, Housing

Preservation Grant, Virginia Eviction Reduction Pilot, Hazard Mitigation, and Watershed Improvement Program). Staff are watching our cash flow very carefully and aggressively pursuing accounts receivable. As of the writing of this dashboard, sizeable payments have been made that will be cleared in the September report.



Monthly Net Revenue

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 - ($14,029)
Jul'22 = $982
Aug'22 = $14,516

Net Revenue is the surplus or shortfall resulting from monthly revenues minus expenses. **The net gain in August was $14,516.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). The FY23 net gain to date is $17,665. The Accrued Revenue Report shows total available funds of $1,805,526 for the remaining 10 months in FY23 ($180,552.57 per month). Actual operating expenses for August were $151,320 with a 3-month average of $119,236.

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.

Consolidated Profit and Loss

	Aug 22	Budget	Jul - Aug ...	YTD Bud...	Annual Bu...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	114,891	2,124,847	285,107	4,245,531	25,906,162
4120 · State Funding Source	23,513	91,726	55,414	183,452	1,100,715
4130 · Local Source	70,730	1,066,940	333,518	2,134,942	13,984,859
42000 · Local Match Per Capita	12,756	13,737	25,504	30,475	160,847
4280 · Interest Income	1,556	42	2,795	83	500
Total Income	223,446	3,297,292	702,337	6,594,482	41,153,083
Gross Profit	223,446	3,297,292	702,337	6,594,482	41,153,083
Expense					
61000 · Personnel	95,385	108,205	173,998	215,528	1,302,934
6900 · Overhead Allocation	0	0	0	0	0
6260 · COGS	2,175	0	4,350	(8,171)	0
62391 · Postage Expense	79	195	541	389	2,344
62392 · Subscriptions, Publications	0	154	0	308	1,850
62393 · Supplies	1,764	716	1,893	1,433	8,668
62394 · Audit -Legal Expenses	850	0	892	(2,300)	37,000
6240 · Advertising	507	2,034	814	3,215	24,414
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	222	758	654	1,515	9,093
62410 · TJPDC Contractual	6,293	6,375	10,501	12,649	75,970
6382 · Contractual Service Grants	0		0		0
6281 · Dues	317	951	2,663	2,472	12,016
62850 · Insurance	516	508	1,451	1,015	6,300
62890 · Printing/Copier	429	504	694	1,053	6,259
63200 · Rent Expense	8,249	7,804	16,498	16,015	101,142
63210 · Equipment/Data Use	31,387	1,745	36,319	3,490	21,113
63220 · Telephone Expense	627	747	1,060	1,495	8,967
63300 · Travel-Vehicle	819	5,928	1,409	11,817	70,709
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	453	500	623	1,001	6,001
6390 · Professional Development	1,248	2,866	3,058	5,742	35,007
Total Expense	151,320	139,989	257,417	268,667	1,729,787
Net Ordinary Income	72,127	3,157,303	444,920	6,325,815	39,423,296
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	24,639	49,742	136,355	111,368	1,087,192
8399 · Grants Contractual Services	32,971	3,205,082	290,900	6,394,757	38,336,104
Total Other Expense	57,610	3,254,824	427,256	6,506,125	39,423,296
Net Other Income	(57,610)	(3,254,824)	(427,256)	(6,506,125)	(39,423,296)
Net Income	**14,517**	**(97,520)**	**17,665**	**(180,310)**	**0**

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

	Aug 31, 22	Aug 31, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	373,083.67	718,609.86	-345,526.19
1189 · Capital Reserve	411,094.00	324,032.00	87,062.00
Total Checking/Savings	784,177.67	1,042,641.86	-258,464.19
Accounts Receivable			
1190 · Receivable Grants	774,144.68	281,365.03	492,779.65
Total Accounts Receivable	774,144.68	281,365.03	492,779.65
Other Current Assets			
1310 · Prepaid Rent	208.34	416.67	-208.33
1330 · Prepaid Insurance	6,178.48	14,809.82	-8,631.34
1360 · Prepaid Other	17,826.75	11,984.21	5,842.54
Total Other Current Assets	24,213.57	27,210.70	-2,997.13
Total Current Assets	1,582,535.92	1,351,217.59	231,318.33
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	122,334.57	123,885.29	-1,550.72
1499 · Accumulated Depreciation	-99,989.30	-122,920.31	22,931.01
Total Fixed Assets	36,718.38	15,338.09	21,380.29
TOTAL ASSETS	**1,619,254.30**	**1,366,555.68**	**252,698.62**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	314,739.10	44,186.33	270,552.77
Total Accounts Payable	314,739.10	44,186.33	270,552.77
Credit Cards			
2155 · Accounts Payable Credit Card	3,352.40	1,845.81	1,506.59
Total Credit Cards	3,352.40	1,845.81	1,506.59
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	70.50	-70.50
2467 · Employee Deferred Compensation	1,445.04	0.00	1,445.04
2800 · Deferred Revenue	322,016.55	421,020.56	-99,004.01
Total Other Current Liabilities	323,461.59	421,091.06	-97,629.47
Total Current Liabilities	641,553.09	467,123.20	174,429.89
Long Term Liabilities			
2200 · Leave Payable	31,530.28	39,741.13	-8,210.85
Total Long Term Liabilities	31,530.28	39,741.13	-8,210.85
Total Liabilities	673,083.37	506,864.33	166,219.04
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	56,392.99	0.00	56,392.99
3600 · Net Investment in Fixed Assets	29,931.75	0.00	29,931.75
Net Income	17,664.57	17,509.73	154.84
Total Equity	946,170.93	859,691.35	86,479.58
TOTAL LIABILITIES & EQUITY	**1,619,254.30**	**1,366,555.68**	**252,698.62**

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	SEPTEMBER 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		14,998			14,998	74,973	State funding to TJPDC General
110	**TJPDC Corporation**	0	0			0			0	0	501(c)3 Non-profit Arm
110	**Bank Interest**	2,795	1,239	1,556		2,795			2,795	0	Investment Pool Savings Income
170/171	**Rural Transportation**	58,000	4,960	1,904		6,864			6,864	51,136	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	13,500	1,350	2,860		4,210			4,210	9,290	Rental Fees
277	**Legislative Liaison**	103,773	1,741	5,086		6,827			6,827	96,946	David Legis Operations - Deferred
278	**VAPDC-ED**	50,000	4,167	4,167		8,334			8,334	41,666	Contract for Admin Services
296	**Member Per Capita**	165,709	12,748	12,756		25,504			25,504	140,205	Local Govt Annual Contributions
303	**Solid Waste**	10,500	291	237		528		5,000	528	4,972	Contract for annual reporting
315	**Stanardsville TAP**	28,749	91	319		410	23,499		23,909	4,840	*VDOT Streetscape Contract
907	**WIP Phase III - Contract #5**	58,000	4,980	6,170		11,150	13,523		24,673	33,327	*Watershed Improvement Plan
907	**WIP Phase III - Contract #6**	58,000	0	0		0		16,195	0	41,805	Watershed Improvement Plan
908	**RRBC**	10,500	346	665		1,011			1,011	9,489	Rivanna Commission
Program Code	**PROGRAM COTRACTS/GRANTS With Pass-Thrus**	0									
181	**RTP-TDM - Admin**	50,000	1,559	6,826		8,385			8,385	41,615	*Regional Transit Partnership
	RTP Pass-Thru	0	0			0			0	0	Grant Match if needed
182	**Regional Transit Vision Grant**	34,138	5,627	479		6,106	27,867		33,973	165	*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	682		1,581			1,581	36,142	*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	12,974		21,507			21,507	153,760	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	137,500							0	137,500	
191/196/199	**MPO-FTA**	138,777	5,007	10,274		15,281			15,281	123,496	MPO FTA Transit Planning
	MPO - FTA Pass Thru								0	0	
193	**Rideshare - Admin**	166,198	11,209	10,837		22,046			22,046	144,152	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	8,000				0			0	8,000	Potential contract for marketing plan
330	**Hazard Mitigation - Admin**	67,200	2,246	984		3,230	52,435		55,665	11,535	*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	378		762			762	19,238	EDA administration
	EDA-CEDS - Pass-Thru	80,000							0	80,000	EDA Consultant Pass-through
726	**HOME ARP - Admin**	332,541	2,461	2,677		5,138	30,381	242,566	35,519	54,456	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,117,730				0		1,943,881	0	173,849	*Consultant for Gap Analysis
727	**HOME TJPDC Admin**	72,408	4,577	6,880		11,457			11,457	60,951	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716	24,639		136,355			136,355	515,325	*HUD HOME Housing Grants Construction
728	**Housing Preservation Grant - Admin**	23,489	2,185	2,171		4,356			4,356	19,133	*USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513	32,971		46,484			46,484	86,622	*USDA Housing Repair Construction
729	**Regional Housing Partnership - AH**	69,500	2,691	4,564		7,255			7,255	62,245	Regional Housing Partnership
	RHP - Consultant Pass-Thru	0				0			0	0	Spark Mill - RHP Strategic Planning Consultant
732	**VERP - Admin**	12,500	933	1,052		1,985	7,661		9,646	2,854	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	237,500	10,217			10,217	29,004		39,221	198,279	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	200,000	2,762	3,263		6,025	35,048	111,619	41,073	47,308	*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 Cigaratte Tax Board**	165,951	7,433	43,507		50,940			50,940	115,011	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	15,277		26,596	54,859	628,908	81,455	164,637	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	**123,752,745**	**478,884**	**223,654**		**702,538**	**974,422**	**82,197,055**	**1,676,960**	**39,878,729**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**120,163,878**	369,647	57,610	-	427,257	608,150	79,248,886	1,035,407	38,073,204	Pass-Thru Subtotal

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

$111,266	12 month average
$119,236	3 month average
$151,320	last month

Total Grant Funds Remaining	39,878,729
Pass-through funds	$38,073,204
TJPDC Available Funds	$1,805,526
Remaining Available funds	**$180,552.57**

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

October 6, 2022

Ms. Debbie Messmer
State Hazard Mitigation Officer
Virginia Department of Emergency Management
9711 Farrar Ct.
Richmond, VA 23236
www.vaemergency.gov

RE: Support for Greene County's BRIC Grant Application

Dear Ms. Messmer,

I am writing in support of the County of Greene, Virginia's application for FEMA's Building Resilient Infrastructure and Communities (BRIC) FY22 Grant, through the Virginia Department of Emergency Management. The construction of a pumped storage reservoir and water treatment plant will secure drinking water for the rural community for the next 50 years.

As the Rapidan River flows, so does drinking water in Greene and Orange counties and beyond into the Rappahannock River communities. Greene County lies at the headwaters of the river and a prolonged drought in 2002 required humans stationed on the riverbed to direct water into the pumps to provide adequate drinking water for Greene. Orange County lies below Greene and also utilizes the Rapidan River for its drinking water. Due to the geologic makeup of the Piedmont along the Blue Ridge Mountains, it is not possible to utilize wells to provide drinking water to the community. The submitted application displays the need for Greene County to build the project to mitigate future droughts and secure safe drinking water for residents.

The proposed project meets the Thomas Jefferson Planning District Commission's (TJPDC) draft 2023 regional Natural Hazard Mitigation Plan as a high-priority need for Greene County, as approved by VDEM and currently under FEMA review.

Thank you for the consideration of this request and the positive impacts these improvements will provide for Greene County. If you have any questions for the TJPDC or if you need additional information, please contact Christine Jacobs at cjacobs@tjpdc.org.

Sincerely,

Christine Jacobs
Executive Director

City of Charlottesville Albemarle County Fluvanna County Greene County Louisa County Nelson County

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

COMMONWEALTH OF VIRGINIA
FINANCIAL ASSISTANCE CONTRACT
NUMBER 110-23

July 1, 2022 to June 30, 2023

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department") and the THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (herein called the "Commission"), WITNESSETH THAT:

WHEREAS, the Commission has been organized by the governing authorities within its boundaries pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number 10 by planning, encouraging, and assisting governmental subdivisions to plan for the future; and

WHEREAS, the Commission desires to secure financial support from the Department under the terms of the Regional Cooperation Act; and

WHEREAS, the Department is empowered to provide state financial support to Planning District Commissions to help them achieve the aforementioned objectives;

NOW, THEREFORE, the parties hereto mutually agree as follows:

COMPENSATION

1. Based upon the Appropriation Act of the Commonwealth of Virginia for the 2022-2024 Biennium, as amended, the Department agrees to pay to the Commission for the fiscal year beginning July 1, 2022, and ending June 30, 2023, eighty-nine thousand nine hundred seventy-one ($89,971.00), subject to the provisions of any budget reduction plan approved by the Governor and provided that the Commission shall meet the requirements listed below.

METHOD OF PAYMENT

2. The Department shall distribute funds on a quarterly basis, with the total allocation being divided into four (4) equal payments, after receipt of the required annual report, related materials, and executed contract. In the event that any budget reductions are approved by the Governor, the Department will make appropriate reductions in the quarterly payments to the Commission beginning with the first quarter after such reductions are approved by the Governor and communicated to the Department.

SCOPE OF SERVICES

3. The Commission shall furnish to the Department the following items during the term of this Contract, or as specified below:

   a. An annual report, as required by Va. Code Section 15.2-4215, submitted no later than September 1, 2022. This report shall include, at a minimum, the following information:

      1. A description of the activities conducted by the Commission during the preceding fiscal year, describing how the Commission met the provisions of Va. Code Section 15.2-4208 of the Regional Cooperation Act.

2. A summary of the sources and amounts of funding provided to the Commission.

3. A copy of the annual work program proposed for the fiscal year of this Contract.

4. A description of regional strategic plan development and implementation activities.

5. A summary description highlighting achievements of special merit with regard to regional cooperation.

6. A current list of Commission members by jurisdiction and staff by title or function.

b. A copy of the Commission's annual audit as prepared by a Certified Public Accountant in accordance with the Office of Management and Budget Circular A-133. This item shall be submitted within a thirty day period after its acceptance from the CPA.

c. A copy of any amendment to the Commission's Charter and/or by-laws. This item shall be submitted upon ratification of any such amendments.

d. Copies of all Commission publications completed during the term of the contract, which may be provided in electronic format.

COMMONWEALTH OF VIRGINIA
Department of Housing and
Community Development

By: ______________________________

____
Director
Department of Housing and
Community Development

Date: ______________________________

Thomas Jefferson Planning District
Commission
Planning District Number 10

By: Ned Gallaway (Sep 12, 2022 13:16 EDT)
Chair

Date: Sep 12, 2022

By: ______________________________
Executive Director

Date: 9/12/2022

11023ThomasJeffersonPDC99202243417

Final Audit Report 2022-09-12

Created:	2022-09-12
By:	Christine Jacobs (cjacobs@tjpdc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnj4dLLylzY6ZpCC_QmpChclak2Yclm_x

"11023ThomasJeffersonPDC99202243417" History

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Signer ngallaway@albemarle.org entered name at signing as Ned Gallaway
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Document e-signed by Ned Gallaway (ngallaway@albemarle.org)
Signature Date: 2022-09-12 - 5:16:34 PM GMT - Time Source: server- IP address: 50.221.21.94

Agreement completed.
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Adobe Acrobat Sign

tjpdc.org

FY23 Work Program

Agency-wide

- Strategic Plan: Continue to implement the recommendations of the Strategic Plan adopted on September 6, 2018, while implementing a process with the Commission to revise and update the Plan during FY23.
- Communications: Continue to build and enhance components of the agency communications plan to increase awareness of and engagement with public and TJPDC programs, meetings and events.
- Changes to Organizational Leadership and Operations: Leadership Team to continue to address high level administrative functions with recent hiring of COO. Continue to monitor and implement internal policies necessitated by the evolution of COVID-19, especially regarding technology and telework. Continually monitor the manner in which external services are delivered.
- Cigarette Tax Administration: Provide support services for the Blue Ridge Cigarette Tax Board in the administration of local cigarette tax ordinances.
- Broadband Grant Administration: Provide administrative implementation and support services, working with co-awardee Firefly Fiber Broadband, for the FY22 VATI Broadband grant (RISE Project).
- Equity: Implement processes and initiatives in the recently-updated Title VI Plan and continue to pursue opportunities to better integrate considerations for equity into the TJPDC planning processes, projects and programs.

Transportation

MPO

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

Administration

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

trainings, and workshops related to MPO activities, as necessary. Assist local, regional and State efforts with special studies, projects and programs.

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

Long-Range Planning

- Performance Measures Analysis: Report on federal transportation planning requirements and the MPO role in meeting performance targets.
- 2050 Long Range Transportation Plan: Begin the two-year process of updating the Long-Range Transportation Plan for the MPO area.
- Equity: Implement processes and initiatives identified in the recently updated Title VI Plan and continue to pursue opportunities to better integrate considerations for equity into the transportation planning processes and project selection.
- Bicycle and Pedestrian Planning: Complete a unified map of bicycle and pedestrian transportation infrastructure throughout the region combining data from the University of Virginia, the City of Charlottesville, and Albemarle County, standardizing definitions and field names.
- Regional Transit Planning: In support of the Regional Transit Partnership (RTP), complete necessary evaluations of existing and proposed transit services in the region.
- Regional Transit Governance Study: Conduct a governance study of transit operations in the region to determine the feasibility of a regional transit authority, including funding opportunities, allocation of resources and membership.
- Rail Planning: MPO staff will continue to coordinate opportunities for public-private partnerships for long-term rail use at the Charlottesville Amtrak Station site.

Short-Range Planning

- Transportation Improvement Program (TIP): Complete the update to the FY24-FY27 Transportation Improvement Program.
- SMART Scale: MPO staff will work with VDOT, DRPT, City and County staff to submit Round 5 SMART Scale project applications based on work undertaken in FY22 to prepare pre-applications.
- Supporting Alternative Modes of Transportation:

Travel Demand Management (TDM): Continue efforts, in conjunction with RideShare, to address telework, and work to integrate TDM into all MPO recommendations and projects.

Regional Transit Partnership (RTP): Staff Regional Transit Partnership meetings. Address immediate transit coordination needs. Improve communication between transit providers, localities and stakeholders. Continue to explore shared facilities and operations for transit providers, continue work to reassess the need for a Regional Transit Authority, and continue to participate in transit planning within the region.

- Transit Plans: Provide technical support and staffing to ensure the successful completion of the DRPT Technical Assistance grant for a Regional Transit Visioning Plan.
- On-Call Services: MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners.

RURAL TRANSPORTATION

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

Administration

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

Regional Planning and Local Technical Assistance

- Assist Rural Localities in Local Planning Efforts: Provide technical planning assistance and staff support to localities on transportation related activities. Undertake community planning projects and provide technical assistance as requested by local governments and as resources allow.
- Prepare Grant Applications for SMART SCALE: TJPDC will support rural localities with SMART Scale applications, providing assistance, data and mapping services to applicant jurisdictions as requested.
- Zion Crossroads Gateway Plan: In support of consultants’ work, complete transportation corridor plan for US 15 at I-64 at Zion Crossroads of Fluvanna and Louisa Counties.
- Rural Transit Needs Assessment: In collaboration with Jaunt, evaluate the transit needs in the rural localities and identify opportunities for future studies or service improvements.

- Bike and Pedestrian Project Prioritization: Develop a methodology to prioritize the rural bicycle and pedestrian projects identified in the 2019 Jefferson Area Bicycle and Pedestrian Plan.
- Support Travel Demand Management Strategies and Rural Transit Development: The Rural Transportation Program will work to improve rural transit service in the region. It will support the development of studies and plans that will promote access to safe infrastructure for rural users.
- Support Local and State requests for assistance:
  - Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies
  - Develop and provide GIS information, as requested
  - Provide assistance to local and state partners, as requested

RIDESHARE

Promote Ridesharing Services

- Promote ridesharing services throughout the region.
- Continue to increase commuter registrations with rewards earned for using alternative modes of transportation through AgileMile database.
- Raise awareness of Guaranteed Ride Home program

Promote Telework

- Partner with Chamber of Commerce and Economic Development organizations to promote free telework services and be a regional resource.
- Continue to partner with C3 as a resource and steering committee member for the Better Business Challenge as transportation member.
- Continue partnerships with UVA and regional transit providers.

Promote Transit Services

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

Planning, Environment and Economic Development

LOCAL ASSISTANCE

- Continue to assist the Town of Stanardsville with project management for completion of design and construction of Phase II of the Streetscape Project.
- Complete a small area plan for the Zion Crossroads area of Fluvanna and Louisa Counties, in combination with the transportation corridor plan carried out as part of the Rural Transportation Program.
- Provide other assistance as requested.

ENVIRONMENTAL PROGRAM

- Continue Watershed Implementation Planning (WIP) Assistance Program work with DEQ, and working with local and regional officials and staff to provide input and recommendations for meeting state performance measures of the program.

- Manage Rivanna River Basin Commission (RRBC) activities.
- Submit the annual Recycling Report to DEQ by April 30. Monitor the implementation of the recommendations of the Solid Waste Management Plan.
- Complete work on the five-year update to the Regional Hazard Mitigation Plan, which identifies and analyzes hazard risks and develops mitigation strategies. Local approvals will be obtained in the Fall of 2022.
- Continue to facilitate Solid Waste/Recycling stakeholder meetings on a quarterly basis.

ECONOMIC DEVELOPMENT

- GO Virginia and CVPED: Assist the GO Virginia region and the Central Virginia Partnership for Economic Development (CVPED) with administration and procedures.
- Comprehensive Economic Development Strategy (CEDS): Facilitate the development of a regional CEDS plan, if funding is awarded.
- Broadband: Provide administrative implementation and support services, in conjunction with Firefly Fiber Broadband, for the FY22 VATI Broadband grant (RISE Project). Continue to explore additional opportunities for funding and partnerships for broadband access and affordability.

Housing & Human Services

REGIONAL EFFORTS

- Through the Regional Housing Partnership (RHP), implement strategies from the newly develop RHP strategic plan completed June 2022; continue implementation of the affordable housing locator tool; and continue to host an in-person and/or virtual housing educational event/series.
- Provide technical and administrative support for grant awardees as part of the Virginia Housing PDC Housing Development Program.
- Implement the Virginia Eviction Reduction Pilot (VERP) planning grant to support eviction prevention service in Charlottesville and Albemarle.
- Provide local assistance to localities for the development of a Housing Chapter for Comprehensive plans.

THOMAS JEFFERSON HOME CONSORTIUM

Administrative and Financial Management

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

Planning, Outreach and Coordination

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

HOUSING PRESERVATION GRANT

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

Legislative Services

- Advocate for legislation and budget initiatives requested by member localities for introduction in the General Assembly. Monitor state legislative activities, including legislative studies, affecting local governments on an on-going basis. Conduct any related/required analysis of legislative topics.
- Provide reports and information on relevant legislative happenings to localities and the region’s legislators on an on-going basis. Legislative updates are provided through a monthly Legislative Update throughout the year, and more frequently during the legislative session on specific topics and to targeted audiences.
- Prepare, with input from the localities, the regional legislative program for each upcoming General Assembly session.
- Prepare a final summary of General Assembly actions.
- Provide staff support for the Mayor and Chairs quarterly meetings, the VATI Broadband grant and regional cigarette tax administration efforts.
- The Director of Legislative Services also serves as the Executive Director of the Virginia Association of Planning District Commissions (VAPDC).

Revenue	$0.62 per capita *FY21 Actual*	$0.62 per capita *FY22 Actual*	$0.62 per capita *FY23 Approved*	$0.62 per capita *FY24 Operating*
Federal	$3,311,545	$1,319,557	$25,906,174	$41,381,224
State	$256,898	$862,691	$1,100,715	$917,429
Local	$442,110	$1,908,011	$13,914,065	$2,898,396
Local per capita	$157,820	$158,876	$160,847	$171,055
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	$53,393
Total Revenue	$4,183,206	$4,277,104	$41,153,072	$45,438,497
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	$37,412
Total Other Costs	*$263,433*	*$329,420*	*$426,843*	*$438,414*
TOTAL OPERATING EXPENSES	$1,226,759	$1,260,434	$1,729,776	$1,718,592
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				$32,691		
302	Albemarle				$73,231		
304	Fluvanna				$17,636		
305	Greene				$13,459		
306	Louisa				$24,553		
307	Nelson				$9,485		
	Unknown Source/Reserve Transfer			$53,393			
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	$250,000		$0			
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	$39,500,000		$0			
Total Revenues by Category		**$41,381,225**	**$917,429**	**$2,951,788**	**$171,055**	**$2,000**	**$15,000**
Sum Total of Revenues							**$45,438,497**

**NOTE unknown source or reserve transfer

FY24

			Per Capita				Per Capita					Required Local Match					Per Commission Policy:		
	7/1/2022		0.64	Local	Local	Local	0.4	Local	Local		0.64						75%	25%	
	Population*	% 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)	Watershed Improvement Program (WIP)	Balance	Regional	Local	*Difference from FY23 Total Contribution*
Charlottesville	51,079	19.11%	$ 32,691	$ 7,331	$ 2,540	$ 1,337	$ 20,432	$ 25,000	$ 9,550	$ 98,880	$ 32,691	$ -	$ (11,759)		$ (2,771)	$ 18,161	$ 13,621	$ 4,540	*$ 2,686*
Albemarle	114,424	42.81%	$ 73,231	$ 15,876	$ 5,560	$ 6,210	$ 45,770	$ 25,000	$ 21,310	$ 192,957	$ 73,231	$ (2,620)	$ (20,492)		$ (6,208)	$ 43,911	$ 32,933	$ 10,978	*$ 6,245*
Fluvanna	27,556	10.31%	$ 17,636	$ 3,999	$ 1,370	$ 1,897	$ 11,022	$ -	$ 5,250	$ 41,174	$ 17,636	$ (3,261)	$ -		$ (1,495)	$ 12,880	$ 9,660	$ 3,220	*$ 912*
Greene	21,030	7.87%	$ 13,459	$ 2,997	$ 1,030	$ 1,056	$ 8,412	$ -	$ 3,905	$ 30,859	$ 13,459	$ (2,472)	$ -		$ (1,141)	$ 9,846	$ 7,385	$ 2,462	*$ 1,142*
Louisa	38,364	14.35%	$ 24,553	$ 5,274	$ -	$ -	$ 15,346	$ -	$ 7,110	$ 52,283	$ 24,553	$ (4,278)	$ -		$ (2,081)	$ 18,194	$ 13,646	$ 4,549	*$ 2,147*
Nelson	14,820	5.54%	$ 9,485	$ 2,335	$ -	$ -	$ 5,928	$ -	$ 2,875	$ 20,623	$ 9,485	$ (1,869)	$ -		$ (804)	$ 6,812	$ 5,109	$ 1,703	*$ 211*
TOTALS	267,273	100.00%	$ 171,055	$ 37,812	$ 10,500	$ 10,500	$ 106,909	$ 50,000	$ 50,000	$ 436,776	$ 171,055	$ (14,500)	$ (34,766)		$ (14,500)	$ 109,804	$ 82,353	$ 27,451	*$ 13,343*
												$14,500	$34,766		$ 14,500				

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Thomas Jefferson Planning District Commission
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RESOLUTION APPROVING THE FISCAL YEAR 2024 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION PROJECTED BUDGET

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

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

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

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year; and

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year; and

WHEREAS, the Executive Director recommends to the Commission for the Fiscal Year 2024 a Projected Budget of $45,438,497 in Revenues and $5,438,497 in Expenses; and

WHEREAS, the FY 2024 projected budget recommends local funding with per capita funding at sixty-four cents per person and maintaining a per capita contribution of forty cents per person specific to legislative liaison services, based upon the most recent Weldon Cooper Center population estimates published January 28, 2022; and

WHEREAS, the FY 2024 budget anticipates per capita contributions to first provide grant matching funds to urban and rural transportation grants and then to regional and local services in a ratio of 75% regional and 25% direct local services; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2024 Projected Budget and Member Assessments, which is attached hereto and which shall be included in the minutes of the Commission meeting of October 6, 2022.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 6, 2022, a quorum being present.

_______________________________________	_______________________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Ned Gallaway, Commission Chair Thomas Jefferson Planning District Commission
___________________________	________________________
Date	Date

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: October 6, 2022
Re: Executive Director's Report

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

Administration

- October 6, 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)

3. **Presentations**
    a. Central Virginia Regional Housing Partnership Update (CVRHP) – Ian Baxter
    The Central Virginia Regional Housing Partnership was established in 2019 and is made up on appointed representatives from our six member jurisdictions and private, non-profit and citizen stakeholders, to include representatives from UVA, workforce development, public health, and public transit. Staff will update the Commission on the recently completed strategic plan, current intiatives, and an upcoming, in-person Housing Summit in May of 2023 at the Omni Charlottesville, hosted by the CVRHP. A copy of the presentation is included in the meeting materials.

    b. Virginia Housing Development Grant Update – Ian Baxter
    The TJPDC was awarded $2 million from Virginia Housing to develop a minimum of 20 affordable housing units throughout the region. Three sub-recipients (Virginia Supportive Housing, Habitat for Humanity (Charlottesville, Piedmont, Fluvanna) and the Charlottesville Redevelopment Housing Authority) were awarded gap funding to complete approximately 160 total units. Staff will update the Commission on the progress of the program. A copy of the presentation is included in the meeting materials.

4. ***Consent Agenda**
    a. Minutes of the September 1, 2022 Commission Meeting
    b. Monthly Financial Reports are included in the meeting materials
        i. August Financial Dashboard Report

ii. August Profit & Loss Statement
iii. August Balance Sheet
iv. August Accrued Revenues Report

<u>*Staff recommends a motion to approve the consent agenda.</u>

5. New Business

a. *Letter of Support Request – Greene County – Building Resilient Infrastructure and Communities (BRIC) Grant – Christine Jacobs - BRIC is a competitive FEMA grant (through VDEM) to support states, local communities, tribes, and territories for hazard mitigation projects that aim to reduce the risk from disasters and natural hazards. Greene County staff have asked the Commission for their support for a grant to construct a pumped storage reservoir and water treatment plan to mitigate future droughts and secure safe drinking water for the community. A draft copy of a support letter is included in the meeting materials.

<u>Staff recommends a motion to support Greene County's Building Resilient Infrastructure and Communities (BRIC) grant application to FEMA.</u>

b. FY23 Commonwealth of Virginia Financial Assistance Contract (DHCD) and FY23 Work Plan. The TJPDC receives annual funding from the state through the Department of Housing and Community Development. Staff will give a brief update. A copy of the annual contract and FY23 work plan are included in the meeting materials.

c. FY24 Projected Operating Budget – The draft FY24 Projected Operating Budget was reviewed by the Executive/Finance Committee in August and recommended to the Commission for review in the September 1, meeting. The FY24 Projected Budget is balanced with $45,438,497 in revenues and $445,435,497 in expenses, with the assumption of only known revenue sources and expenses. It includes a two-cent increase in the per capita rate ($0.64) as approved by the Commission in the September meeting. The only two changes between the current budget for consideration and the draft that was presented in September are:

i. The Virginia Telecommunications Initiative (VATI) program includes local funds from participating jurisdictions in addition to federal grant funds. Since all participating jurisdictions intend to use ARPA funds for their contribution, the $11,000,000 will be coded as federal revenue. Therefore, the projected Federal revenue increased from $30,381,224 to $41,381,224 and the Local projected revenue decreased from $13,898,396 to $2,898,396.
ii. The $0.02 increase in the per capita rate results in an increase in local per capita revenue from $165,708 to $171,055.
iii. Due to the per capita increase, the reserve transfer needed to balance the budget decreased from $58,976 to $53,393.

A copy of the FY24 Projected Operating Budget, Projected Revenues by source, and Projected Per Capita and Local Contributions are included in the meeting materials.

6. **Resolutions**
    a. Resolution Approving the Fiscal Year 2024 Thomas Jefferson Planning District Commission Projected Budget – Christine Jacobs

    Staff recommends a motion to approve the resolution adopting the FY24 TJPDC projected budget.

7. **Executive Director's Monthly Report**

Administration –

i. The TJPDC is currently interviewing multiple candidates for our three open positions: Regional Transportation Planner, Housing and Community Development Grants Manager, and Project Administrative Assistant.

VATI/Broadband –

i. In September, staff prepared, scheduled, and facilitated internal, project team, and external meetings, to include the first quarterly stakeholder meeting with 38 attendees. Additionally, staff did a monitoring/learning site visit in the field with members of CVEC/Firefly, launched the TJPDC project webpage, and met with DHCD and Firefly to discuss requirements for monthly reporting and invoicing.
ii. As you know, 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. Challenges to the applications are due to DHCD by October 6 and DHCD will notify challenged applicants by October 13.

Housing –

i. Staff submitted an application for Virginia Eviction Reduction Pilot (VERP) 3.0 funds on September 16th.
ii. Regional Housing - The Central Virginia Regional Housing Partnership held their quarterly meeting on September 28th. An update was given on the newly adopted 5-year strategic plan. The CVRHP will hold an in-person regional Housing Summit in March at the Omni Charlottesville. More details to come.
iii. HOME-ARP – The HUD required Gaps and Needs Analysis has been completed. Staff will meet with each local jurisdictions to receive direction on how the funds will be committed. Staff will then prepare the required annual action plan with the goal of submission to HUD by February of 2023.

Transportation –

i. SS4A - Staff submitted a nearly $1.1 million application to USDOT for the Safe Streets and Roads for All grant program to develop a comprehensive safety action plan. All six jurisdictions supported the application and provided commitment for the required local match.
ii. Charlottesville-Albemarle Metropolitan Planning Organization - The CA-MPO is undertaking an update to the Long-Range Transportation Plan (LRTP). Staff have been working with the Office of Intermodal Planning and Investment to develop a methodology and metrics to prioritize projects that will be a part of the constrained list.

iii. Rural Transportation – The Rural Transportation Technical Committee held their monthly meeting with a presentation and discussion on the pros and cons of rural paving.
iv. The Regional Transit Vision plan draft was delivered to staff for a first round of suggested revisions/additions. The revised draft plan will then be presented to the Regional Transit Partnership in their October meeting. September's RTP meeting included a presentation from the Chief Executive Officer of the Northern Virginia Transportation Authority who discussed their revenue streams and how decisions were made around funding.

Environment –

i. The Rivanna River Basin Commission's annual conference was held on September 29th at the Lew and Clark Exploratory Center. The themes of the conference were utility-scale solar and environmental justice.
ii. Staff submitted priority regional activities for the Watershed Improvement Program. In the coming weeks, staff will work with local government staff to identify potential opportunities to support local initiatives through the WIP program.

Economic Development –

i. A Request for Proposals was issued for a consultant to complete a Comprehensive Annual Action Plan for Region 10 and Region 9. Proposals are due by October 14th.

8. Other Business

a. Round table discussions from Commission members about topics of interest from each jurisdiction.
b. The next Commission meeting is Thursday, November 3, 2022. Items for the November meeting may include but are not limited to 1) Annual Financial Audit Report $ Acceptance, 2) Quarter One Financial Report (July-Sept), and 3) Regional Transit Governance Study Presentation.

Adjourn