

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/85792504240?pwd=TmlQNHIKbC9PTmw3K0YvOCsrT2RSdz09>

Meeting ID: 857 9250 4240

Passcode: 060558

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)
 - c. PUBLIC HEARING – HOME-ARP Draft Allocation Plan – Ian Baxter
- 3. Presentations** 7:10 – 7:40
 - a. Staff Introductions – Christine Jacobs
 - i. Curtis Scarpignato – Transportation Planner
 - b. Quarterly Virginia Telecommunications Initiative (VATI) Presentation/Update – Lori Allshouse
 - c. FY24 Rideshare Work Program, Grant Application and FY24 Commuter Assistance Program (CAP) Strategic Plan Technical Assistance Grant Application – Sara Pennington
- 4. * Consent Agenda** 7:40 – 7:45

Action Items:

 - a. * Contract with Camoin Associates, Inc. for Comprehensive Economic Development Strategy (CEDS) – Christine Jacobs
 - b. * Minutes of December 1, 2022 Meeting
 - c. * Monthly Financial Reports
 - i. December Dashboard Report
 - ii. November and December Profit & Loss Statement
 - iii. November and December Balance Sheet
 - iv. December Accrued Revenues Report
- 5. New Business** 7:45 – 8:00
 - a. RAISE Grant Application - Rivanna River Bike/Ped Bridge Preliminary Engineering – Sandy Shackelford
 - b. Draft FY23 Amended Operating Budget – Christine Jacobs
- 6. * Resolutions** 8:00 – 8:00
 - a. *FY24 Rideshare Application Resolution – Christine Jacobs
 - b. *FY24 CAP Strategic Plan Application Resolution – Christine Jacobs
 - c. *RAISE Grant Application Resolution – Christine Jacobs
- 7. Executive Director's Report** 8:00 – 8:10
 - a. Monthly Report



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@tjpdcc.org • web: www.tjpdcc.org

8. Other Business

8:10 – 8:45

- a. Roundtable Discussion by Jurisdiction
- b. Next Meeting – March 2, 20223

Items for Next Meeting:

- i. FY23 Amended Budget – For consideration/approval
- ii. FY24 Rural Transportation Work Program & Budget – Presentation/Draft
- iii. DHCD/CDBG Regional Priorities – For consideration/approval
- iv. Blue Ridge Cigarette Tax Board (BRCTB) Update
- v. Executive Director Evaluation Process Begins

***ADJOURN**

8:45

Designates Items to be Voted On

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpd.org or visit the website www.tjpd.org.



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HOME-ARP DRAFT ALLOCATION PLAN

TJPD Commission 2.2.23

1

What is HOME-ARP?

- In 2021, the American Rescue Plan (ARP) was signed - Congress appropriated \$5 billion in ARP funds to be administered through HOME to perform four activities that must primarily benefit:
 - (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; (4) part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability; or (5) veterans and families that include a veteran family member that meet the criteria in one of (1)-(4) above.
- These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units.
- Localities can identify preferences within the above qualifying populations: a preference provides a priority for the selection of applicants who fall into a specific QP or category (e.g., elderly or persons with disabilities) within a QP (i.e., subpopulation) to receive assistance.

2

Locality	Total	Program (90%)	Capacity (up to 5%)	Operations (up to 5%)
Albemarle County	\$ 347,404.92	\$ 312,664.43	\$ 17,370.25	\$ 17,370.25
City of Charlottesville	\$ 347,404.92	\$ 234,498.32	\$ 17,370.25	\$ 17,370.25
Fluvanna County	\$ 347,404.92	\$ 234,498.32	\$ 17,370.25	\$ 17,370.25
Greene County	\$ 347,404.92	\$ 234,498.32	\$ 17,370.25	\$ 17,370.25
Louisa County	\$ 347,404.92	\$ 234,498.32	\$ 17,370.25	\$ 17,370.25
Nelson County	\$ 347,404.92	\$ 234,498.32	\$ 17,370.25	\$ 17,370.25

HOME-ARP & the TJPDC

- \$2,452,270.00 - a one-time allocation.
- The TJPDC will receive 15% of the award, \$367,890.50, for planning and administrative costs. The remaining funding will be split evenly amongst the six localities that comprise the Consortium: Albemarle, Charlottesville, Fluvanna, Greene, Nelson, and Louisa will each receive \$347,404.92.

3

Gaps & Needs Analysis

- Required consultation with agencies and service providers whose clientele include the HOME-ARP qualifying populations to identify unmet needs and gaps in housing or service delivery systems
- TJPDC contracted with Partners for Economic Solutions – conducted interviews and consultations over summer 2022, with final draft product produced in August 2022
- After production of Gaps & Needs Analysis, TJPDC staff sent to all locality staff for review and to determine eligible activities
 - Presentations at 5/6 governing boards in Fall 2022, and meetings with staff at all localities to determine eligible activities

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Gaps & Needs Analysis - Consultations

Agency/Organization Consulted	Type of Agency/ Organization	Method of Consultation	Date
Alleman County Housing Dept.	Housing & Policy	Small group discussion	7/1/22
Alleman County Dept. of Social Services	Social Services	Small group discussion	7/1/22
Alleman County Victim/Witness Program	Government	Small group discussion	6/28/22
Alleman County ARI of the Piedmont	Support	Small group discussion	6/30/22
Charlottesville Redevelopment and Housing Authority	Public Housing	Interview	7/22/22
City of Charlottesville Deputy City Manager for Racial Equity, Diversity and Inclusion	Housing & Policy	Small group discussion	7/1/22
City of Charlottesville Deputy City Manager for Operations	Housing & Policy	Interview	7/14/22
City of Charlottesville Dept. of Human Services	Social Services	Small group discussion	7/1/22
City of Charlottesville Dept. of Human Rights	Social Services	Small group discussion	7/1/22
City of Charlottesville Office of Community Solutions	Government	Small group discussion	6/10/22
City of Charlottesville Victim/Witness Program	Government	Small group discussion	6/28/22
The Chronicle	Housing	Small group discussion	6/29/22
Fluvanna County Dept. of Social Services	Social Services	Small group discussion	7/1/22
Fluvanna/Louis Housing Foundation	Housing	Small group discussion	6/29/22
Greene County	Government	Small group discussion	6/29/22
Greene County Dept. of Social Services	Social Services	Small group discussion	7/1/22
The Haven	Support	Small group discussion	7/15/22
Jefferson Area Board for Aging	Support	Interview	7/1/22
Legal Aid Justice Center	Legal Services	Small group discussion	7/7/22
Louis County Dept. of Social Services	Social Services	Small group discussion	7/1/22

Monticello Area Community Action Agency	Supportive Services	Small group discussion	6/30/22
Nelson County	Government	Small group discussion	7/1/22
Nelson County Community Development Foundation	Housing	Interview	7/12/22
On Our Own	Support	Interview	7/11/22
PACEM	Housing	Interview	7/13/22
Piedmont Housing Authority	Housing	Small group discussion	6/29/22
Premier Circle	Housing	Interview	6/21/22
Region Ten Community Services Board	Support	Interview	8/11/22
Scottsville	Government	Small group discussion	6/29/22
Sexual Assault Resource Agency	Support	Small group discussion	6/30/22
The Shelter for Help in Emergency	Support & Housing	Small group discussion	6/30/22
Skyline CAP	Housing	Small group discussion	6/29/22
Thomas Jefferson Area Coalition for the Homeless	Continuum of Care & Housing	Interview	6/21/22
United Way of Greater Charlottesville	Support	Interview	7/14/22
Veterans Services	Government	Interview	7/21/22
The Women's Initiative	Support	Small group discussion	6/30/22

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TJPD Consortium Allocation

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 694,809.83		
Acquisition and Development of Non-Congregate Shelters	\$ #		
Tenant Based Rental Assistance (TBRA)	\$ #		
Development of Affordable Rental Housing	\$ 1,285,398.19		
Non-Profit Operating	\$ 52,110.74	2.13%	5%
Non-Profit Capacity Building	\$ 52,110.74	2.13%	5%
Administration and Planning	\$ 367,840.50	15%	15%
Total HOME ARP Allocation	\$ 2,452,270.00		

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Locality Allocations

The following allocations describe the amount, subgrantee (if applicable) and activity:

- Albemarle - \$347,404.92 – Blue Ridge Area Coalition for the Homeless, supportive services for medically homeless individuals
- Charlottesville - \$347,404.92 – RFP to fund development of affordable rental housing
- Fluvanna- \$347,404.92 – Fluvanna/Louisa Housing Foundation, development of 8 affordable rental units for seniors at greatest risk of housing instability + nonprofit capacity and operating expenses.
- Greene - \$347,404.92 – Greene County Department of Social Services, supportive services with preference on elderly and children with families
- Louisa - \$347,404.92 - Fluvanna/Louisa Housing Foundation, development of 8 affordable rental units for seniors at greatest risk of housing instability + nonprofit capacity and operating expenses.
- Nelson - \$347,404.92 – Nelson County Community Development Foundation, development of 4 affordable rental units for seniors at greatest risk of housing instability + nonprofit capacity and operating expenses.

7

Next Steps and Questions

- Transmittal to HUD
- Review Period
- Begin to create projects within IDIS (HUD system)

8

HOME-ARP Draft Allocation Plan Thomas Jefferson Planning District Region

Consultation

Discussions were held with representatives of:

- CoC(s) serving the Thomas Jefferson region;
- homeless service providers;
- domestic violence service providers;
- veterans' groups;
- public housing agencies (PHAs);
- public agencies that address the needs of the qualifying populations; and
- public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

These consultations occurred either in small groups or one-on-one interviews that covered current programs and services, the number and types of persons served, intake and referrals process, gaps in local homeless services, priority gaps to be addressed, and the differential needs among urban and rural jurisdictions.

Following is the list of consultations with organizations and dates.

Agency/Organization Consulted	Type of Agency/ Organization	Method of Consultation	Date
Albemarle County Housing Dept.	Housing & Policy	Small group discussion	7/1/22
Albemarle County Dept. of Social Services	Social Services	Small group discussion	7/1/22
Albemarle County Victim/Witness Program	Government	Small group discussion	6/28/22
ARC of the Piedmont	Support	Small group discussion	6/30/22
Charlottesville Redevelopment and Housing Authority	Public Housing	Interview	7/22/22
City of Charlottesville Deputy City Manager for Racial Equity, Diversity and Inclusion	Housing & Policy	Small group discussion	7/1/22
City of Charlottesville Deputy City Manager for Operations	Housing & Policy	Interview	7/14/22
City of Charlottesville Dept. of Human Services	Social Services	Small group discussion	7/1/22
City of Charlottesville Dept. of Human Rights	Social Services	Small group discussion	7/1/22
City of Charlottesville Office of Community Solutions	Government	Small group discussion	6/10/22
City of Charlottesville Victim/Witness Program	Government	Small group discussion	6/28/22
The Crossings	Housing	Small group discussion	6/29/22
Fluvanna County Dept. of Social Services	Social Services	Small group discussion	7/1/22
Fluvanna/Louisa Housing Foundation	Housing	Small group discussion	6/29/22
Greene County	Government	Small group discussion	6/29/22
Greene County Dept. of Social Services	Social Services	Small group discussion	7/1/22
The Haven	Support	Small group discussion	7/15/22
Jefferson Area Board for Aging	Support	Interview	7/1/22
Legal Aid Justice Center	Legal Services	Small group discussion	7/7/22
Louisa County Dept. of Social Services	Social Services	Small group discussion	7/1/22

Monticello Area Community Action Agency	Supportive Services	Small group discussion	6/30/22
Nelson County	Government	Small group discussion	7/1/22
Nelson County Community Development Foundation	Housing	Interview	7/12/22
On Our Own	Support	Interview	7/11/22
PACEM	Housing	Interview	7/13/22
Piedmont Housing Authority	Housing	Small group discussion	6/29/22
Premier Circle	Housing	Interview	6/21/22
Region Ten Community Services Board	Support	Interview	8/11/22
Scottsville	Government	Small group discussion	6/29/22
Sexual Assault Resource Agency	Support	Small group discussion	6/30/22
The Shelter for Help in Emergency	Support & Housing	Small group discussion	6/30/22
Skyline CAP	Housing	Small group discussion	6/29/22
Thomas Jefferson Area Coalition for the Homeless	Continuum of Care & Housing	Interview	6/21/22
United Way of Greater Charlottesville	Support	Interview	7/14/22
Veterans Services	Government	Interview	7/21/22
The Women's Initiative	Support	Small group discussion	6/30/22

Summarize feedback received and results of upfront consultation with these entities:

The communities represented by the TJHC are served by a network of organizations providing housing and services for the homeless, but the capacity of these organizations is very limited relative to the extent of the need. The very high rents and housing shortages throughout the region impact not just the homeless but most low-income households as well, with some rental units being sold and others being renovated for lease through Airbnb. Rental units are particularly limited in the region's four rural counties, which have typically had minimal multi-family development. The shortage of housing units and landlords willing to accept Housing Choice Vouchers greatly limits recipients' ability to use those vouchers. Our region also has a shortage of land for new housing, especially so in the City of Charlottesville but also in other TJHC-served counties, as well. In addition, few of the potential sites for development are conveniently located to public services or public transportation and sites in rural counties often present limited access to water and sewer infrastructure.

The inventory of housing for the homeless includes a day shelter, a high-barrier shelter for adult males and females with 63 beds, a low-barrier thermal shelter (24 beds) for 20 weeks per year, 92 units for medically-vulnerable adult males (most of which will not be available after April 2023), 35 units of housing with permanent supportive housing, 102 vouchers with supportive services, 52 hotel rooms, 25 shelter beds for victims of domestic violence, and 6 units of

transitional housing. Efforts are underway to develop another 80 units of supportive housing at the Premier Circle site by 2025, but only 22 vouchers have been secured to date.

Almost all of the inventory is located in Charlottesville and Albemarle County with few, if any, resources in the four rural counties – Fluvanna, Greene, Louisa and Nelson counties. The inventory does not include a low-barrier, year-round shelter, emergency shelter for families, a youth shelter with appropriate supervision, or sufficient transitional housing and resources to support families and individuals in successfully moving out of shelters and achieving housing stability. Some private and government resources exist to prevent imminent homelessness or to help transition a family to permanent housing, but that assistance is typically limited to a single month, which may not be sufficient to prevent future homelessness.

In the rural counties, homelessness can be hard to see. Most homeless families are doubling or tripling up with family or friends, living in sheds or other substandard housing, or living in their cars or tents. Home repair services could help some of those families prevent homelessness.

Homeless individuals with mental illness and/or substance abuse issues are barred from high-barrier shelters, and some are being barred from low-barrier shelters and other services due to behavioral problems. The waiting lists for mental health services are very long, and worker shortages are impacting the treatment capacity of some support organizations, including those supporting persons with developmental disabilities.

Several interviewees noted a need for better communication and coordination among the various service providers. The Housing Management Information System (HMIS) is used extensively by Charlottesville and Albemarle County service providers but not much by potential referral sources in the rural counties.

Key priorities identified by the participants were:

- funding and replacement units for Premier Circle;
- a low-barrier, year-round shelter, including better accommodations for families;
- permanent housing, particularly basic one-bedroom units;
- transitional housing for women and families;
- additional housing counselors and navigation services to work with landlords and households at risk of homelessness;
- housing repair resources for low-income families and seniors living in substandard housing and at risk of homelessness, particularly in the rural counties;
- a shelter for youth with appropriate supervision; and
- transportation funds to help clients access required services.

Public Participation

In accordance with Section V.B of the Notice (page 13), PJs must provide for and encourage citizen participation in the development of the HOME-ARP allocation plan. Before submission

of the plan, PJs must provide residents with reasonable notice and an opportunity to comment on the proposed HOME-ARP allocation plan of **no less than 15 calendar days**. The PJ must follow its adopted requirements for “reasonable notice and an opportunity to comment” for plan amendments in its current citizen participation plan. In addition, PJs must hold **at least one public hearing** during the development of the HOME-ARP allocation plan and prior to submission.

PJs are required to make the following information available to the public:

- The amount of HOME-ARP the PJ will receive, and
- The range of activities the PJ may undertake.

Throughout the HOME-ARP allocation plan public participation process, the PJ must follow its applicable fair housing and civil rights requirements and procedures for effective communication, accessibility, and reasonable accommodation for persons with disabilities and providing meaningful access to participation by limited English proficient (LEP) residents that are in its current citizen participation plan as required by 24 CFR 91.105 and 91.115.

Template:

Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:

- ***Date(s) of public notice: 1/18/2023***
- ***Public comment period: start date - 1/18/2023 end date - 2/2/2023***
- ***Date(s) of public hearing: 2/2/2023***

Describe the public participation process:

A public notice was published on the TJPDC’s website on January 18, indicating where members of the public could find the draft allocation plan, and when the public hearing on February 2nd would be taking place, and how to access it. Where necessary, materials were offered in Spanish and Farsi. Advertisements indicating these details were taken out in four newspapers serving the planning district; the Daily Progress, the Nelson County Times, the Greene County Record, and the Central Virginian.

Describe efforts to broaden public participation:

Presentations concerning the HOME-ARP allocation plan were made at 5 of the 6 localities that comprise the HOME Consortium to receive public comment at each jurisdiction’s governing board, as well as to offer opportunities for feedback from elected officials. The 6th locality declined a presentation to their governing board.

Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:

Enter narrative response here.

Summarize any comments or recommendations not accepted and state the reasons why:

Enter narrative response here.

Needs Assessment and Gaps Analysis

Homeless Needs Inventory and Gap Analysis Table

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	25	44	179										
Transitional Housing		6											
Permanent Supportive Housing			101		34								
Rapid Re-Housing			25		5								
Other Permanent Housing		12	25										
Sheltered Homeless						34	411	47	43				
Unsheltered Homeless							26		5				
Current Gap											10	66	

Describe the size and demographic composition of qualifying populations within the PJ's boundaries:

Homeless as defined in 24 CFR 91.5

The Point-in-Time Count for January 2022 identified 437 homeless individuals including 219 individuals in emergency shelters as well as those with vouchers, in hotels, in transitional housing or in Rapid Re-Housing. Of those, 26 were unsheltered. The total count included 72 females, 154 males, and 10 non-binary, questioning or trans-gender persons. Just over 51 percent were White, 45 percent Black, 2 percent of multiple races and 1 percent American Indian, Alaska Native or Indigenous and 1 percent Asian or Asian American. Three percent were Hispanic/Latinx of any race. Fifty-five or almost one-quarter of the homeless individuals qualified as chronically homeless, with 10 of those unsheltered.

Nine homeless households were counted, including seven in emergency shelters and two in transitional housing. These households represented 30 persons, including 20 children under the age of 18. No family households were identified as unsheltered. Fifty-three percent of household members were White, 33 percent were Black and 13 percent were of multiple races. Twenty-three percent identified themselves as Hispanic/Latinx. None were considered chronically homeless. An additional 25 persons were in a domestic violence shelter.

Of the 26 unsheltered adults, 10 had a serious mental illness, 10 had a substance use disorder and five were survivors of domestic violence.

At Risk of Homelessness as defined in 24 CFR 91.5

In 2022, the Continuum of Care worked with 82 individuals across 52 households, of which 15 were households with children, who were within two weeks of being homeless in Fiscal Year 2021. More typically, the average is 90 to 100 individuals per year who are eligible for homeless prevention services.

The Legal Aid Justice Center receives calls for 5 to 10 evictions per month, most often from women of color with one or more children. These households are at elevated risk of being homeless within two weeks.

Throughout the six-jurisdiction region, 105 unlawful detainer eviction cases were on the court dockets for the two-week period from 7/22/22 through 8/4/22. Not all of these cases went to trial, even fewer went to actual evictions, and not all of these households became homeless, but the number gives a sense of scale as to the potential number of households at risk of homelessness.

Five households in the Rapid ReHousing Program will need to find alternative housing this year. The Haven will continue working with them to help them make that transition.

The need for households that meet the definition of at risk of homelessness is estimated at 10 family units.

Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice

The Point-in-Time Count revealed 48 adult survivors of domestic violence. Shelter for Help in Emergency (SHE), the region's primary shelter for domestic violence victims, reports seeing 200 families per year with an additional 10-15 male victims who are placed in hotels. Another 400 are seen who do not require housing. Sexual Assault Resource Agency (SARA) assists 300 to 400 assault victims annually; those that need shelter are transported to SHE. SARA has seen an uptick in teenagers being sexually trafficked but has no formal statistics. Without an appropriate youth shelter, these individuals often return to their traffickers.

Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice

The Comprehensive Housing Affordability Strategy (CHAS) data for 2014 to 2018 showed that the region had 4,870 renter households with incomes between 0 and 30 percent of Area Median Income (AMI) and an additional 2,195 households with incomes between 30 and 50 percent of AMI with one or more severe housing problems. These housing problems are defined as spending more than 50 percent of income for gross rent, overcrowding with more than 1.5 persons per room, lack of complete kitchen facilities, and/or lack of complete plumbing facilities. With a 7.9-percent increase in regional population since 2016 coupled with the rapid increase in rents, these counts significantly underestimate the extent of households at great risk of housing instability. The 2014-2018 data indicate a shortage of 7,065 units affordable to households with incomes up to 50 percent of AMI; more than two-thirds of the gap is for households with incomes up to 30 percent of AMI. The gap is larger than might be thought considering the number of rental units affordable to households with incomes at 50 percent of AMI because many of those units are occupied by households that could afford to rent more expensive units but choose not to. Their demand squeezes out lower-income households from many of the units they might be able to afford.

Regional Housing Needs Inventory and Gap Analysis Table - CHAS 2014-2018 Data

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	33,250		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	5,140		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		4,870	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		2,195	
Current Gaps			7,065

Shown in the following table by jurisdiction, the gap in the number of units affordable to households with incomes at 50 percent of AMI includes 2,720 units in Charlottesville and 3,050 units in Albemarle County – 82 percent of the regional total. At the 50 percent of AMI level in 2014 to 2018, the housing gaps in Fluvanna, Greene and Nelson counties were more modest due to greater affordability with 195 to 245 households with severe housing problems. Louisa’s housing problems were more extensive with 620 households experiencing severe housing problems.

Housing Needs Inventory and Gap Analysis by Jurisdiction Table - CHAS 2014-2018 Data

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Charlottesville			
Total Rental Units	10,570		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	1,335		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		2,170	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		550	
Current Gaps			2,720
Albemarle County			
Total Rental Units	15,220		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	1,620		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		1,815	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		1,235	
Current Gaps			3,050

**Housing Needs Inventory and Gap Analysis by Jurisdiction Table - CHAS 2014-2018 Data
(Continued)**

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Fluvanna County			
Total Rental Units	1,585		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	345		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		195	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		50	
Current Gaps			245
Greene County			
Total Rental Units	1,460		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	430		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		75	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		120	
Current Gaps			195

**Housing Needs Inventory and Gap Analysis by Jurisdiction Table - CHAS 2014-2018 Data
(Continued)**

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Louisa County			
Total Rental Units	2,755		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	610		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		410	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		210	
Current Gaps			620
Nelson County			
Total Rental Units	1,660		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	NA		
Rental Units Affordable to HH at 50% AMI (Other Populations)	800		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		205	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		30	
Current Gaps			235

A related indicator of the need for housing assistance is the extent of poverty in the region. Summarized in the following table, the region had almost 27,000 people living below the poverty level in 2016-2020, a rate of 11.2 percent. Among Black or African American residents, the rate

reached 18.5 percent. With almost 3,100 families living below the poverty level, the percentage was lower at 4.9 percent of all families. Just under 40 percent of the families living below the poverty level were headed by Black or African American persons – 17.1 percent of those families.

Population and Families Below the Poverty Level by Race, 2016-2020						
Jurisdiction	Population			Families		
	Total	Number Below Poverty Level	Percent Below Poverty Level	Total	Number Below Poverty Level	Percent Below Poverty Level
All Races						
Charlottesville	44,552	10,290	23.1%	8,950	304	3.4%
Albemarle County	101,147	7,753	7.7%	26,522	955	3.6%
Fluvanna County	25,308	1,199	4.7%	7,131	200	2.8%
Greene County	19,615	1,922	9.8%	5,372	381	7.1%
Louisa County	36,372	4,136	11.4%	10,249	861	8.4%
Nelson County	14,720	1,687	11.5%	4,372	380	8.7%
Total Region	241,714	26,987	11.2%	62,596	3,081	4.9%
Householder - White Alone						
Charlottesville	44,552	6,271	20.0%	6,616	357	5.4%
Albemarle County	83,115	5,698	6.9%	22,484	652	2.9%
Fluvanna County	20,233	603	3.0%	6,164	111	1.8%
Greene County	16,273	1,025	6.3%	4,761	238	5.0%
Louisa County	28,929	2,394	8.3%	8,439	506	6.0%
Nelson County	12,461	1,232	9.9%	3,709	234	6.3%
Total Region	205,563	17,223	8.4%	52,173	2,098	4.0%
Householder - Black or African American Alone						
Charlottesville	8,391	2,096	25.0%	1,745	471	27.0%
Albemarle County	8,937	1,213	13.6%	2,183	212	9.7%
Fluvanna County	3,482	285	8.2%	790	56	7.1%
Greene County	1,498	202	13.5%	370	92	24.9%
Louisa County	5,164	1,226	23.7%	1,482	249	16.8%
Nelson County	1,932	420	21.7%	614	146	23.8%
Total Region	29,404	5,442	18.5%	7,184	1,226	17.1%
Source: American Community Survey, 2016-2020.						

Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing (Optional):

For emergency shelter, the inventory at the January Point-in-Time Count included:

- Albemarle County Department of Social Services – 14 hotel vouchers for homeless families;
- Albemarle County Schools Families in Crisis – five emergency vouchers for homeless families;
- PACEM – 24 thermal shelter beds available 20 weeks of the year;
- Salvation Army shelter – 63 year-round beds and 14 overflow beds;
- Thomas Jefferson Area Coalition for the Homeless – 86 of the 92 beds at Premier Circle for medically vulnerable individuals (most of which will be gone in April 2023) plus 33 hotel vouchers, which are no longer funded; and
- The Shelter for Help in Emergency domestic violence shelter – 25 beds for women and children from across the region who are fleeing domestic violence or sexual assault as well as hotel rooms for male survivors and women and children when they first access SHE services.

Transitional housing is limited to:

- The Shelter for Help in Emergency domestic violence shelter – two units (six beds) for women with children; and
- Monticello Area Community Action Agency (MACAA) – four units for families investing in transformational change to work their way out of poverty.

Permanent supportive housing includes:

- McGuire VA Medical Center provides supportive services to 34 veterans with vouchers under the Veterans Affairs Supportive Housing (VASH) program;
- Region Ten Community Services Board – 38 vouchers for permanent supportive housing for persons with mental health;
- Thomas Jefferson Health District – 28 vouchers for persons with HIV/AIDS; and
- Virginia Supportive Housing – 35 beds at The Crossings.

The Rapid Re-Housing Program includes:

- The Haven manages 25 housing vouchers for homeless individuals; and
- Virginia Supportive Housing – five vouchers for veterans’ families under the Supportive Services for Veterans Families (SSVF) program funded by the U.S. Department of Veterans Affairs.

Other permanent housing is provided by:

- Charlottesville Redevelopment and Housing Authority (CRHA) – 12 Emergency Housing Vouchers (now 15 vouchers); and

- Region Ten Community Services Board – 25 vouchers for individuals with severe mental illnesses under Virginia Department of Behavioral and Developmental Services programs.
- Nelson County Community Development Foundation – 16 Emergency Housing Vouchers

The 2014-2018 CHAS data indicated a total of 5,140 rental housing units affordable to households with incomes up to 50 percent of AMI.

Since 2016, CoStar, a national real estate data firm, reports that the average multi-family unit rent in the Thomas Jefferson region increased by 26.9 percent from \$1,217 in 2016 to \$1,544 in mid-2022. CoStar's database includes 15,529 rental units in 236 developments ranging in size from 1 to 468 units. Rent data are available for 128 developments with 12,432 units – 80 percent of the total units. Among the developments which provided rent development, the number of developments with average unit rents affordable to low-income households in June 2022 are as follows:

Number of Multi-Family Rental Developments with Rents Affordable to Low-Income Households by Bedroom Size, Thomas Jefferson Region, June 2022						
Unit Size	Median Rent	Number with Unit Type and Rent Data	Developments with Average Rents Affordable at			
			0%-30% of AMI		30%-50% of AMI	
			Number	Percent	Number	Percent
Studio	\$1,216	15	1	7%	4	27%
One-Bedroom	\$1,211	87	3	3%	28	32%
Two-Bedroom	\$1,514	109	5	5%	34	31%
Three-Bedroom	\$1,784	59	2	3%	12	20%
Source: CoStar, 2022; Partners for Economic Solutions, 2022.						

Only eight developments with a total of 228 units have average rents for units of any size affordable to households with incomes up to 30 percent of AMI. The 46 developments with average rents affordable to households at 30 to 50 percent of AMI have 3,280 units. Despite an increase in the number of units and households, the number of units affordable to households with incomes up to 50 percent of AMI has fallen 36 percent from 5,140 units in 2014-2018 to 3,280 units in 2022.

The shortages in units at affordable rents is evidenced by the difficulties that households with housing choice vouchers have in finding units in Charlottesville and Albemarle County they can access with their vouchers. Many are forced to seek housing farther out away from transit access, jobs and services.

Describe the unmet housing and service needs of qualifying populations:

Homeless as defined in 24 CFR 91.5

The opening of Premier Circle to serve medically vulnerable individuals has met an important gap, particularly in a time of growing numbers of older persons facing

homelessness. At least 50 to 70 of the 92 units will be lost in April 2023 when construction begins on 80 units of permanent supportive housing. There is a gap of roughly \$400,000 in the funding needed to support these individuals through April and their rehousing. Unless the current residents can be rehoused and those units replaced, this will create a significant gap. An additional \$400,000 is needed to maintain the 22 remaining units for another 12 months from May 2023 through April 2024.

Twenty-four of the shelter beds are available only for 20 weeks in cold weather. This indicates a need for a low-barrier year-round shelter.

Service providers noted that the region has an insufficient number of beds for persons with mental illness or substance abuse issues, as evidenced by the number of unsheltered individuals with mental illness (10) or substance abuse (10) issues found in the Point-in-Time Count.

Service providers also identified a lack of funding for 1) emergency transportation to shelters for sexual abuse victims, particularly at night, and 2) transportation vouchers to access housing and other services. Lack of access to public restrooms is a continuing problem for both unhoused individuals and the public at large, specifically along the mall in downtown Charlottesville.

At Risk of Homelessness as defined in 24 CFR 91.5

A key gap relates to homeless families. Though few were identified in the Point-in-Time Count, local social service agencies report many families that would qualify on the basis of doubling and tripling up or living in substandard conditions. Statistics reported to the U.S. Department of Education indicate that the six school districts in the region had 299 students who were homeless during the 2020-2021 school year.

With the end of the Rent Relief Program, many more families are at risk of eviction, particularly in the face of rapidly rising rents, which preclude their ability to locate other suitable housing. The region has some limited funding available to help families make the transition, e.g., security deposit or first month's rent; however, those one-time grants are not necessarily sufficient to get the families into a stable housing situation.

Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice

The Shelter for Help in Emergency is well equipped to provide up to 90 days of housing for domestic violence victims and has no waiting list. It is much more limited in its ability to help those victims transition into permanent housing with only two transitional housing units. SARA has seen an uptick in teenagers being sexually trafficked but has no statistics. Without an appropriate youth shelter, they often return to their traffickers.

Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability as defined by HUD in the Notice

In the rural counties where housing instability is often seen in households living in substandard housing, deterioration of those units can trigger a loss of shelter. This is

particularly true for seniors without the means to maintain their aging homes. Repairs to roofs, HVAC systems and access ramps could allow these seniors to age in place.

Identify any gaps within the current shelter and housing inventory as well as the service delivery system:

Some community development professionals from the rural counties were not fully aware of the services available to the homeless regionally. Outreach to those agencies would be appropriate so as to emphasize the importance of linking their clients to available services through HMIS. Establishing a standard protocol of sending referrals from the rural counties through the Homeless Hot Line or The Haven would reinforce the Coordinated Entry system.

The number of transitional housing units is woefully inadequate with only six units explicitly reserved for persons transitioning from homelessness. The regional housing shortage impedes housing voucher holders from securing housing accessible to jobs, transit and services. Hiring housing navigators to build direct relationships with landlords and help them mitigate the risks of accepting vouchers could help to reduce landlords' reluctance to participate.

Under Section IV.4.2.ii.G of the HOME-ARP Notice, a PJ may provide additional characteristics associated with instability and increased risk of homelessness in their HOME-ARP allocation plan. These characteristics will further refine the definition of "other populations" that are "At Greatest Risk of Housing Instability," as established in the HOME-ARP Notice. If including these characteristics, identify them here:

Living in substandard/unsafe housing, as identified in the 2018 Consolidated Plan. There are individuals and households across the planning district that live in unsafe/substandard housing primarily due to their inability to finance repairs or move.

Identify priority needs for qualifying populations:

There are a significant number of challenges facing qualifying populations. The first priority need for qualifying populations is the ability to access safe and affordable housing. This is a priority need of all qualifying populations and subpopulations, including elderly individuals in rural areas. The second priority need is for additional supportive services to support qualifying populations to promote stability in the search for housing or to remain in a stable housing situation, including medically vulnerable individuals currently experiencing homelessness. A third priority need is to increase capacity in rural areas to provide supportive services and permanent housing to qualifying populations, especially seniors and families with children. A final priority need is access to jobs that are able to pay for the increasing cost of housing.

Explain how the PJ determined the level of need and gaps in the PJ's shelter and housing inventory and service delivery systems based on the data presented in the plan:

These priority needs were developed with the input of over 35 organizations including local governments, service providers, and other stakeholders that interact with the qualifying populations in the region. There is a significant gap in rental units available to qualifying populations in the region; the level of need and gaps were determined using the data provided by organizations consulted, as well as additional federal, state, local, and private sector sources. TJPDC synthesized this information and provided it to localities to inform their allocation planning. The clear need for more rental housing and supportive services was reflected in both

the hard data and testimony from consulted organizations; that there are many individuals who belong to one or more qualifying populations that have a difficult time accessing housing and supportive services, even with vouchers or other support systems. Thus, the localities in the HOME consortium have chosen to allocate HOME-ARP funds to develop new affordable rental housing for qualifying populations, as well as provide supportive services to help individuals and families stay housed and achieve self-sufficiency.

HOME-ARP Activities

Template:

Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:

Albemarle: HOME-ARP funds designated for Albemarle County will be provided to the HUD-designated Continuum of Care lead agency – Blue Ridge Area Coalition for the Homeless (BRACH) – to be used in the areas needed most, described below. BRACH has completed a strategic plan, based on longitudinal data and performance data reviews, resulting in prioritized areas within the continuum of care, most notably emergency shelter programming and supportive services.

Charlottesville: The method to solicit contractors to build affordable rental housing will be through a Request for Proposal (RFP).

Fluvanna: Fluvanna/Louisa Housing Foundation (FLHF) was selected by the Board of Supervisors to develop affordable rental housing in the County; FLHF is the County's HOME subrecipient and was able to present a project that was eligible under HOME-ARP guidelines and serves QP's. FLHF was able to provide evidence through both the HOME-ARP consultation process as well as to the Board of Supervisors and County staff that indicated a critical need for affordable rental housing for elderly individuals at risk of homelessness. Through these consultations and meetings, the Board of Supervisors indicated that FLHF will be allocated Fluvanna's portion of the regional HOME-ARP funding.

Greene: N/A

Nelson: Nelson County Community Development Foundation (NCCDF) was selected by the Board of supervisors to develop affordable rental housing in the County; NCCDF is the County's HOME subrecipient and was able to present a project that was eligible under HOME-ARP guidelines and serves QP's. NCCDF was able to provide evidence through both the HOME-ARP consultation process as well as to the Board of Supervisors and County staff that indicated a critical need for affordable rental housing for elderly individuals at risk of homelessness. Through these consultations and meetings, the Board of Supervisors indicated that NCCDF will be allocated Nelson's portion of the regional HOME-ARP funding.

Louisa: Fluvanna/Louisa Housing Foundation (FLHF) was selected by the Board of Supervisors to develop affordable rental housing in the County; FLHF is the County's HOME subrecipient and was able to present a project that was eligible under HOME-ARP guidelines and serves QP's. FLHF was able to provide evidence through both the HOME-ARP consultation process as well as to the Board of Supervisors and County staff that indicated a critical need for affordable rental housing for elderly individuals at risk of homelessness. Through these consultations and meetings, the Board of Supervisors indicated that FLHF will be allocated Louisa's portion of the regional HOME-ARP funding.

Describe whether the PJ will administer eligible activities directly:

Only Greene County will administer funding directly through its Department of Social Services.

If any portion of the PJ's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:

N/A

In accordance with Section V.C.2. of the Notice (page 4), PJs must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits.

Template:

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 694,809.83		
Acquisition and Development of Non-Congregate Shelters	\$ #		
Tenant Based Rental Assistance (TBRA)	\$ #		
Development of Affordable Rental Housing	\$ 1,285,398.19		
Non-Profit Operating	\$ 52,110.74	2.13%	5%
Non-Profit Capacity Building	\$ 52,110.74	2.13%	5%
Administration and Planning	\$ 367,840.50	15%	15%
Total HOME ARP Allocation	\$ 2,452,270.00		

Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:

As indicated in the Cooperative Agreement that provides the framework for the Thomas Jefferson HOME Consortium, each of the six localities will receive 1/6 of the total HOME-ARP funding, minus 15% for the TJPDC to administer the grant. That total is \$2,084,429.50, with each locality receiving \$347,404.92. Localities have the option to designate \$34,740.49 for nonprofit operating and/or capacity building. TJPDC staff worked with each locality to

determine an appropriate activity, informed by the Gaps and Needs analysis, which can be found below.

Albemarle: Albemarle County's \$347,404.92 allocation will be distributed to the CoC lead, Blue Ridge Area Coalition for the Homeless, for the purpose of providing supportive services to medically vulnerable homeless individuals in emergency shelter. Supportive services will be prioritized for those individuals in emergency shelter beds that will be turned over for the development of permanent supportive housing construction in mid-year 2023. Supportive services will be focused on developing and implementing housing permanency plans for these individuals in advance of the Premier Circle emergency shelter program closure. Housing permanency plans will include housing search, landlord relationship-building, application to mainstream housing programs, and warm referrals to medical and behavioral health programs, as appropriate.

Charlottesville: The City of Charlottesville's \$347,404.92 allocation will be used to fund development of new affordable rental housing for the qualifying populations.

Fluvanna: Fluvanna County's \$312,664.43 allocation will be provided to the Fluvanna-Louisa Housing Foundation (FLHF) for the development of 8 affordable rental housing units with a preference for older residents at greatest risk of housing instability due to substandard housing and whose incomes fall below 50% AMI. FLHF will be allocated \$34,740.49 for nonprofit capacity and operating expenses.

Greene: Greene County's \$347,404.92 allocation will be used by its Department of Social Services to provide supportive services to individuals and households within the qualifying populations through direct assistance and case management services, with a preference for households with children and then older individuals.

Nelson: Nelson County's \$312,664.43 allocation will be allotted to the Nelson County Community Development Foundation (NCCDF) who will use them to develop 4 affordable rental housing units in Nelson County with a preference for older residents at greatest risk of homelessness due to substandard housing who fall below 50% AMI. NCCDF will be allocated \$34,740.49 for nonprofit capacity and operating expenses.

Louisa: Louisa County's \$312,664.43 allocation will be provided to the Fluvanna-Louisa Housing Foundation (FLHF) for the development of 8 affordable rental housing units in Louisa with a preference for older residents at greatest risk of housing instability due to substandard housing and whose incomes fall below 50% AMI. FLHF will be allocated \$34,740.49 for nonprofit capacity and operating expenses.

Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

Albemarle: The gap analysis points to several housing needs in this community. A significant lack of affordable housing inventory combined with a high cost of living and housing makes housing a challenge for all community members below 120% of area median income. A best practice is to focus on the most vulnerable, however, prioritize those individuals at the highest risk. Given the looming closure of the Premier Circle emergency shelter program and the subsequent loss of the 92 shelter beds designated for medically vulnerable community members, the highest priority in Albemarle County is securing safe housing for these individuals. This focus on the most vulnerable ensures that we are working to prevent the highest degree of harm to these individuals and avoiding the deep-end system costs associated with a large, medically fragile unsheltered population.

Charlottesville: There is a serious shortage of affordable units for households making 60% AMI or less, and this challenge is even more problematic for those making 0 to 30% AMI. The City has made a goal to amend its Housing Policy to target these hard-to-serve qualifying populations. The related Inclusionary Zoning is currently under way. The construction of new affordable rental units for QP's aligns with both the previously indicated needs as well as the City's priorities.

Fluvanna: The construction of one-bedroom housing units with a preference towards seniors at greatest risk of homelessness is appropriate as Fluvanna County is rural with an aging population. The aging population is at great risk of homelessness due to substandard or insufficient housing. The current need for repairs outpaces the funding available and many of the housing units require 3 or more systems to be replaced. Many of the low-income seniors in the area fall below the 50% AMI income threshold, many below 30% AMI, and lack the means to maintain their home properly and subsequently live in deteriorating housing with multi-system failures. Much of the current housing inhabited by elderly residents is in such a state of disrepair that fixing the unit is no longer financially responsible as it should be demolished. The housing shortage, particularly for smaller units, is severe as there are minimal multi-family apartment units available. The older population requires downsizing and lower maintenance housing, but the area lacks one- and two-bedroom units. Almost all available housing inventory is located in Charlottesville and Albemarle County with few, if any resources in Fluvanna.

Greene: In Greene, services to help individuals and families maintain rental housing are extremely limited; a system of coordinated care for such assistance is lacking. The funds, then, would be used to bolster both. Through the establishment of "case management" services that could coordinate and assist families with supportive services to rebuild stability to maintain housing is critical for families in Greene facing disruption. Furthermore, over the past several years but especially since the onset of the COVID pandemic, Greene County Social Services has encountered numerous instances of families facing disruption due to housing instability, thus creating trauma and lack of permanence for the children. This has at times resulted in separation of the family and the children entering foster care. There are also a significant number of elderly residents at risk of homelessness in the County due to limited income, substandard housing, or other risk factors.

Nelson: The housing inventory in Nelson has been the most competitive in the region with many of the smaller, older homes that can be repaired going to the short-term rental market instead.

Many of the existing homes owned by seniors are not eligible for repair due to the extent of the deterioration. Nelson County has a population in poverty of 11.5% or 1,687 people (380 families). There are 205 families under 30% AMI at risk of homelessness. The average for the county hides the fact that there are areas in Nelson that are much more impacted than others. Afton and Nellysford, with an older, but much more affluent population has much lower poverty rates across all age groups than the Eastern district (Schuyler) which has rates of over 25%, for example. In the rural counties where housing instability is often seen in households living in substandard housing, deterioration of those units can trigger a loss of shelter. This is particularly true for seniors without the means to maintain their aging homes. Repairs to roofs, HVAC systems and access ramps could allow these seniors to age in place, however, the needs are outpacing the repair efforts and many homes are beyond repair. The inhabitants are, in fact, homeless as they have nowhere else to go. Some live in buildings that are not suitable for human habitation.

The preference for the 4 new affordable two-bedroom rental units will be seniors. This population is at greatest risk of homelessness due to substandard or insufficient housing. The NCCDF provides a stopgap by repairing homes for the elderly, however, the needs outpace the funding available and many of the housing units require 3 or more systems to be replaced. Many of the low-income seniors in the area fall below the 50% AMI income threshold, many below 30% AMI, and lack the means to maintain their home properly and subsequently live in deteriorating housing with multi-system failures. Much of the current housing inhabited by elderly residents is in such a state of disrepair that fixing the unit is no longer financially responsible as it should be demolished.

Louisa: The construction of one-bedroom housing units with a preference towards seniors at greatest risk of homelessness is appropriate as Louisa County is rural with an aging population. The aging population is at great risk of homelessness due to substandard or insufficient housing. The current need for repairs outpaces the funding available and many of the housing units require 3 or more systems to be replaced. Many of the low-income seniors in the area fall below the 50% AMI income threshold, many below 30% AMI, and lack the means to maintain their home properly and subsequently live in deteriorating housing with multi-system failures. Much of the current housing inhabited by elderly residents is in such a state of disrepair that fixing the unit is no longer financially responsible as it should be demolished. The housing shortage, particularly for smaller units, is severe as there are minimal multi-family apartment units available. The older population requires downsizing and lower maintenance housing, but the area lacks one- and two-bedroom units. Almost all available housing inventory is located in Charlottesville and Albemarle County with few, if any resources in Louisa.

HOME-ARP Production Housing Goals

Template

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

At least 20 new affordable rental units for qualifying populations will be developed across the Thomas Jefferson HOME Consortium's member localities.

Albemarle: N/A

Charlottesville: Potential number of units to be produced will be determined after the Request For Proposal process is completed.

Fluvanna: At least 8 units will be produced with HOME-ARP funds seniors at greatest risk of homelessness in Fluvanna County.

Greene: N/A

Nelson: At least 4 units will be produced with HOME-ARP funds for seniors at greatest risk of homelessness in Nelson County.

Louisa: At least 8 units will be produced with HOME-ARP funds for seniors at greatest risk of homelessness in Louisa County.

Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:

Albemarle: N/A

Charlottesville: Due to the uncertainty around other funds involved in the development of affordable rental housing for qualifying populations using HOME-ARP funds, the City does not have an estimate for the number of units that will be developed. However, these funds will, hopefully, be leveraged into developing many new affordable rental units.

Fluvanna: The 8 one-bedroom housing units will be constructed to address the needs of the aging community in the area, those that are at greatest risk of homelessness, low-income, and living in substandard housing due to a lack of viable options. This goal will serve to alleviate the priority need for stable, safe housing for elderly individuals at risk of homelessness.

Greene: N/A

Nelson: The 4 two-bedroom housing units will be constructed to address the needs of the aging community in the area, those that are at risk of homelessness, low-income, and living in substandard housing due to a lack of viable options.

Louisa: The 8 one-bedroom housing units will be constructed to address the needs of the aging community in the area, those that are at greatest risk of homelessness, low-income, and living in substandard housing due to a lack of viable options. This goal will serve to alleviate the priority need for stable, safe housing for elderly individuals at risk of homelessness.

Preferences

A preference provides a priority for the selection of applicants who fall into a specific QP or category (e.g., elderly or persons with disabilities) within a QP (i.e., subpopulation) to receive assistance. A *preference* permits an eligible applicant that qualifies for a PJ-adopted preference to be selected for HOME-ARP assistance before another eligible applicant that does not qualify for a preference. A *method of prioritization* is the process by which a PJ determines how two or more eligible applicants qualifying for the same or different preferences are selected for HOME-ARP assistance. For example, in a project with a preference for chronically homeless, all eligible QP applicants are selected in chronological order for a HOME-ARP rental project except that eligible QP applicants that qualify for the preference of chronically homeless are selected for occupancy based on length of time they have been homeless before eligible QP applicants who do not qualify for the preference of chronically homeless.

Please note that HUD has also described a method of prioritization in other HUD guidance. Section I.C.4 of Notice CPD-17-01 describes Prioritization in CoC CE as follows:

“Prioritization. In the context of the coordinated entry process, HUD uses the term “Prioritization” to refer to the coordinated entry-specific process by which all persons in need of assistance who use coordinated entry are ranked in order of priority. The coordinated entry prioritization policies are established by the CoC with input from all community stakeholders and must ensure that ESG projects are able to serve clients in accordance with written standards that are established under 24 CFR 576.400(e). In addition, the coordinated entry process must, to the maximum extent feasible, ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. Regardless of how prioritization decisions are implemented, the prioritization process must follow the requirements in Section II.B.3. and Section I.D. of this Notice.”

If a PJ is using a CE that has a method of prioritization described in CPD-17-01, then a PJ has preferences and a method of prioritizing those preferences. These must be described in the HOME-ARP allocation plan in order to comply with the requirements of Section IV.C.2 (page 10) of the HOME-ARP Notice.

In accordance with Section V.C.4 of the Notice (page 15), the HOME-ARP allocation plan must identify whether the PJ intends to give a preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project.

- Preferences cannot violate any applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a).
- The PJ must comply with all applicable nondiscrimination and equal opportunity laws and requirements listed in 24 CFR 5.105(a) and any other applicable fair housing and civil rights laws and requirements when establishing preferences or methods of prioritization.

While PJs are not required to describe specific projects in its HOME-ARP allocation plan to which the preferences will apply, the PJ must describe the planned use of any preferences in its

HOME-ARP allocation plan. This requirement also applies if the PJ intends to commit HOME-ARP funds to projects that will utilize preferences or limitations to comply with restrictive eligibility requirements of another project funding source. **If a PJ fails to describe preferences or limitations in its plan, it cannot commit HOME-ARP funds to a project that will implement a preference or limitation until the PJ amends its HOME-ARP allocation plan.** For HOME-ARP rental housing projects, Section VI.B.20.a.iii of the HOME-ARP Notice (page 36) states that owners may only limit eligibility or give a preference to a particular qualifying population or segment of the qualifying population if the limitation or preference is described in the PJ's HOME-ARP allocation plan. Adding a preference or limitation not previously described in the plan requires a substantial amendment and a public comment period in accordance with Section V.C.6 of the Notice (page 16).

Template:

Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:

Albamarle: Albamarle intends to give a preference for medically vulnerable adults experiencing homelessness (QP1).

Charlottesville: N/A

Fluvanna: Preference will be given to residents at greatest risk of homelessness (QP4) age 70 or older and under 30% AMI in a dwelling that is considered substandard (has 3 or more systems in their home failing). A secondary preference will be made for those 62 or older and under 50% AMI with 2 or more systems failing. The method of prioritization will consider the individual's income, age, and condition of housing.

Greene:

Greene County considers the use of HOME ARP funds as available to all eligible populations with a priority provided to:

1. Families with children under the age of 18 and are homeless or at risk of homelessness;
2. Persons over the age of 60 who are homeless or are at risk of homelessness;
3. All other eligible populations.

Nelson: Preference will be given to residents at greatest risk of homelessness (QP4) age 62 or older and under 50% AMI in a dwelling that is considered substandard (has 3 or more systems in their home failing)..

Louisa: Preference will be given to residents at greatest risk of homelessness (QP4) age 70 or older and under 30% AMI in a dwelling that is considered substandard (has 3 or more systems in their home failing). A secondary preference will be made for those 62 or older and under 50% AMI with 2 or more systems failing.. The method of prioritization will consider the individual's income, age, and condition of housing.

If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:

Albemarle: There is a significant gap in services for medically vulnerable individuals who are currently experiencing homelessness. This prioritization was chosen in order to address a critical gap in services for those experiencing homelessness who are most vulnerable due to medical conditions. This issue was identified in the needs assessment and gap analysis as a critical subpopulation of individuals currently experiencing homelessness.

Charlottesville: N/A

Fluvanna: A high percentage of the <50% AMI aging population live in substandard housing and are at greatest risk homelessness due to 3 or more systems failing in their home. Point in time counts are difficult to identify the homeless as they do not encompass failing housing units. These homeowners do not have the means necessary to make critical home repairs and renovations to keep their home habitable. In Fluvanna, at least 100 families are provided major home repairs each year to keep them in their homes with an average age of 72 years for each recipient. Average home repair cost is \$3,617 and only takes care of the most urgent need. Many recipients return annually for additional needed repairs. In accordance with 24 CFR 91.5, this population can be considered at-risk of homelessness because these individuals make less than 50% AMI and live in substandard housing, which is a characteristic associated with housing insecurity identified in the Consortium's approved Consolidated Plan.

Greene: The gaps and needs analysis identified a lack of rental housing, and specifically affordable rental housing, in the region but particularly exacerbated in the outlying rural counties. Available beds for emergency shelter and transitional housing are also in short supply. Likewise, services to remedy factors contributing to housing instability are limited, and again all the worse in the rural counties of the district. Given such restrictions, combined with limited resources, the analysis implies the assistance focus on the most vulnerable populations among the categories. Greene County has assessed the most vulnerable to include children in families who are homeless or are at risk of homelessness, and the elderly. Both are at substantial risk of significant impact lacking permanent and stable housing.

Nelson: Many of Nelson's aging citizens live in substandard housing and are at risk of homelessness due to 3 or more systems failing in their home. There are many families with children that are doubled up as well. Point in time counts and other statistics do not accurately represent the entire picture of poverty. They do not include failing housing units and homeowners who do not have the means necessary to make critical home repairs and renovations to keep their home inhabitable. In accordance with 24 CFR 91.5, this population can be considered at-risk of homelessness because these individuals make less than 50% AMI and live in substandard housing, which is a characteristic associated with housing insecurity identified in the Consortium's approved Consolidated Plan.

Louisa: A high percentage of the <50% AMI aging population live in substandard housing and are at greatest risk of homelessness due to 3 or more systems failing in their home. Point in time counts are difficult to identify the homeless as they do not encompass failing housing units. These homeowners do not have the means necessary to make critical home repairs and renovations to keep their home habitable. In accordance with 24 CFR 91.5, this population can be considered at-risk of homelessness because these individuals make less than 50% AMI and live in substandard housing, which is a characteristic associated with housing insecurity identified in the Consortium's approved Consolidated Plan.

Referral Methods

PJs are not required to describe referral methods in the plan. However, if a PJ intends to use a coordinated entry (CE) process for referrals to a HOME-ARP project or activity, the PJ must ensure compliance with Section IV.C.2 of the Notice (page10).

A PJ may use only the CE for direct referrals to HOME-ARP projects and activities (as opposed to CE and other referral agencies or a waitlist) if the CE expands to accept all HOME-ARP qualifying populations and implements the preferences and prioritization established by the PJ in its HOME-ARP allocation plan. A direct referral is where the CE provides the eligible applicant directly to the PJ, subrecipient, or owner to receive HOME-ARP TBRA, supportive services, admittance to a HOME-ARP rental unit, or occupancy of a NCS unit. In comparison, an indirect referral is where a CE (or other referral source) refers an eligible applicant for placement to a project or activity waitlist. Eligible applicants are then selected for a HOME-ARP project or activity from the waitlist.

The PJ must require a project or activity to use CE along with other referral methods (as provided in Section IV.C.2.ii) or to use only a project/activity waiting list (as provided in Section IV.C.2.iii) if:

1. the CE does not have a sufficient number of qualifying individuals and families to refer to the PJ for the project or activity;
2. the CE does not include all HOME-ARP qualifying populations; or,
3. the CE fails to provide access and implement uniform referral processes in situations where a project's geographic area(s) is broader than the geographic area(s) covered by the CE

If a PJ uses a CE that prioritizes one or more qualifying populations or segments of qualifying populations (e.g., prioritizing assistance or units for chronically homeless individuals first, then prioritizing homeless youth second, followed by any other individuals qualifying as homeless, etc.) then this constitutes the use of preferences and a method of prioritization. To implement a CE with these preferences and priorities, the PJ **must** include the preferences and method of prioritization that the CE will use in the preferences section of their HOME-ARP allocation plan.

Use of a CE with embedded preferences or methods of prioritization that are not contained in the PJ's HOME-ARP allocation does not comply with Section IV.C.2 of the Notice (page10).

Template:

Identify the referral methods that the PJ intends to use for its HOME-ARP projects and activities. PJ's may use multiple referral methods in its HOME-ARP program. (Optional):

Albemarle: Albemarle County will rely on the Coordinated Entry process operated by COC lead Blue Ridge Area Coalition for the Homeless, which will identify individuals by vulnerability, including the presence of disability or illness, and individuals designated as homeless per HUD's definition.

Charlottesville: Potential contractors will be required to use affirmative marketing of available units by coordinating with services providers like BRACH, Piedmont Housing Alliance (PHA), the Charlottesville Redevelopment and Housing Authority (CRHA), the City of Charlottesville's Office of Community Solutions, Department of Human Services, and other referral organizations. This process will create a list of qualifying individuals for the new rental units.

Fluvanna: FLHF will use a waiting list that will incorporate HUD-approved preferences and will serve individuals in chronological order.

Greene: Greene County will utilize a two-pronged referral process to include the coordinated entry system through the Thomas Jefferson Area Coalition for the Homeless as part of the Continuum of Care as well as an internal referral system. Referrals received through the CE will be accepted as indirect referral and combined on a waitlist with referrals made directly to the Greene County Department of Social Services.

Nelson: NCCDF will use a waiting list that will incorporate HUD-approved preferences and will serve individuals in chronological order.

Louisa: FLHF will use a waiting list that will incorporate HUD-approved preferences and will serve individuals in chronological order.

If the PJ intends to use the coordinated entry (CE) process established by the CoC, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered. (Optional):

Albemarle: All qualifying populations will be eligible for supportive services, but homeless individuals with medical conditions will be prioritized. The CE process will be used to identify these individuals for services.

Charlottesville: N/A

Fluvanna: N/A

Greene: Greene County will use the CE process to receive eligible applicants from all populations to be added to the waitlist maintained by the Greene County Department of Social Services.

Nelson: N/A

Louisa: N/A

If the PJ intends to use the CE process established by the CoC, describe the method of prioritization to be used by the CE. (Optional):

Albemarle: The method of prioritization will be to first identify individuals who are chronically homeless by HUD's definition. Then, those who are considered medically vulnerable – including the presence of a disability or illness – will be prioritized for supportive services through HOME-ARP funding.

Albemarle: N/A

Charlottesville: N/A

Fluvanna: N/A

Greene: As described previously, Greene County prioritizes families with children under the age of 18 and, secondly, persons over the age of 60 as the most vulnerable populations needing supportive services. All other populations are then open as received chronologically.

Nelson: N/A

Louisa: N/A

If the PJ intends to use both a CE process established by the CoC and another referral method for a project or activity, describe any method of prioritization between the two referral methods, if any. (Optional):

Albemarle: N/A

Charlottesville: N/A

Fluvanna: N/A

Greene: Greene County would not distinguish between the two methodologies.

Nelson: N/A

Louisa: N/A

Limitations in a HOME-ARP rental housing or NCS project

Limiting eligibility for a HOME-ARP rental housing or NCS project is only permitted under certain circumstances.

- PJs must follow all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a). This includes, but is not limited to, the Fair Housing Act, Title VI of the Civil Rights Act, section 504 of Rehabilitation Act, HUD's Equal Access Rule, and the Americans with Disabilities Act, as applicable.
- A PJ may not exclude otherwise eligible qualifying populations from its overall HOME-ARP program.
- Within the qualifying populations, participation in a project or activity may be limited to persons with a specific disability only, if necessary, to provide effective housing, aid, benefit, or services that would be as effective as those provided to others in accordance with 24 CFR 8.4(b)(1)(iv). A PJ must describe why such a limitation for a project or activity is necessary in its HOME-ARP allocation plan (based on the needs and gap identified by the PJ in its plan) to meet some greater need and to provide a specific benefit that cannot be provided through the provision of a preference.
- For HOME-ARP rental housing, section VI.B.20.a.iii of the Notice (page 36) states that owners may only limit eligibility to a particular qualifying population or segment of the qualifying population if the limitation is described in the PJ's HOME-ARP allocation plan.
- PJs may limit admission to HOME-ARP rental housing or NCS to households who need the specialized supportive services that are provided in such housing or NCS. However, no otherwise eligible individuals with disabilities or families including an individual with a disability who may benefit from the services provided may be excluded on the grounds that they do not have a particular disability.

Template

Describe whether the PJ intends to limit eligibility for a HOME-ARP rental housing or NCS project to a particular qualifying population or specific subpopulation of a qualifying population identified in section IV.A of the Notice:

Albemarle: N/A

Charlottesville: N/A

Fluvanna: N/A

Greene: N/A

Nelson: N/A

Louisa: N/A

If a PJ intends to implement a limitation, explain why the use of a limitation is necessary to address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:

Albemarle: N/A

Charlottesville: N/A

Fluvanna: N/A

Greene: N/A

Nelson: N/A

Louisa: N/A

If a limitation was identified, describe how the PJ will address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the limitation through the use of HOME-ARP funds (i.e., through another of the PJ's HOME-ARP projects or activities):

Albemarle: N/A

Charlottesville: N/A

Fluvanna: N/A

Greene: N/A

Nelson: N/A

Louisa: N/A

HOME-ARP Refinancing Guidelines

If the PJ intends to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing that is being rehabilitated with HOME-ARP funds, the PJ must state its HOME-ARP refinancing guidelines in accordance with 24 CFR 92.206(b). The guidelines must describe the conditions under which the PJ will refinance existing debt for a HOME-ARP rental project, including:

- ***Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity***

N/A

- ***Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.***

N/A

- ***State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.***

N/A

- ***Specify the required compliance period, whether it is the minimum 15 years or longer.***

N/A

- ***State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.***

N/A

- ***Other requirements in the PJ's guidelines, if applicable:***

N/A

Virginia Telecommunication Initiative (VATI) 2022
Broadband Project

*Partners for Broadband Solutions in Central
Virginia*

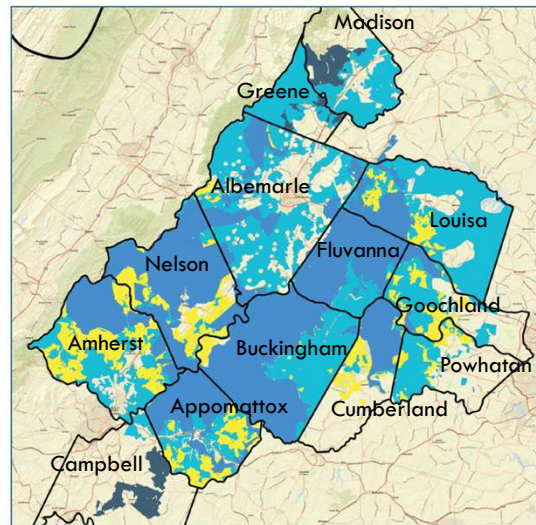
February 2, 2023



1

VATI 2022 Grant supports
Firefly's Regional Internet Service Expansion (RISE) Project

36
Months



13
Counties

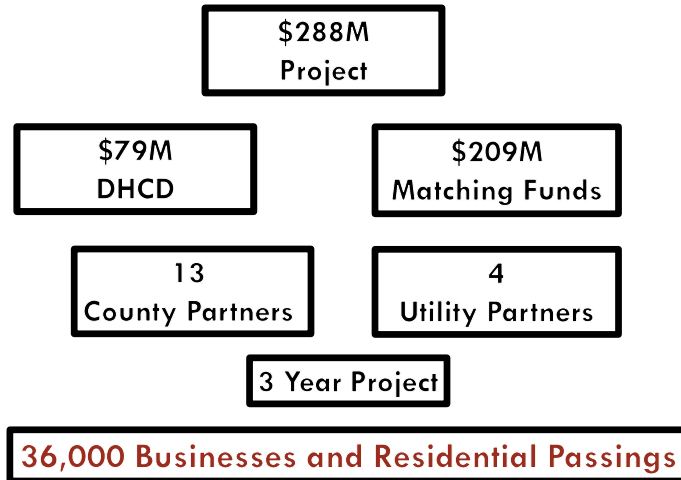


Source: FIREFLY

2

Virginia Telecommunication Initiative (VATI) 2022 Broadband Project

By the Numbers



3

Highlights

4

Held Quarterly Stakeholders' Meeting December 1, 2022



41 Attendees

5

Financial Management



Reviewed, verified, and submitted first set of remittance requests to DHCD and several counties



Received and processed first set of reimbursements

6

Site Visits

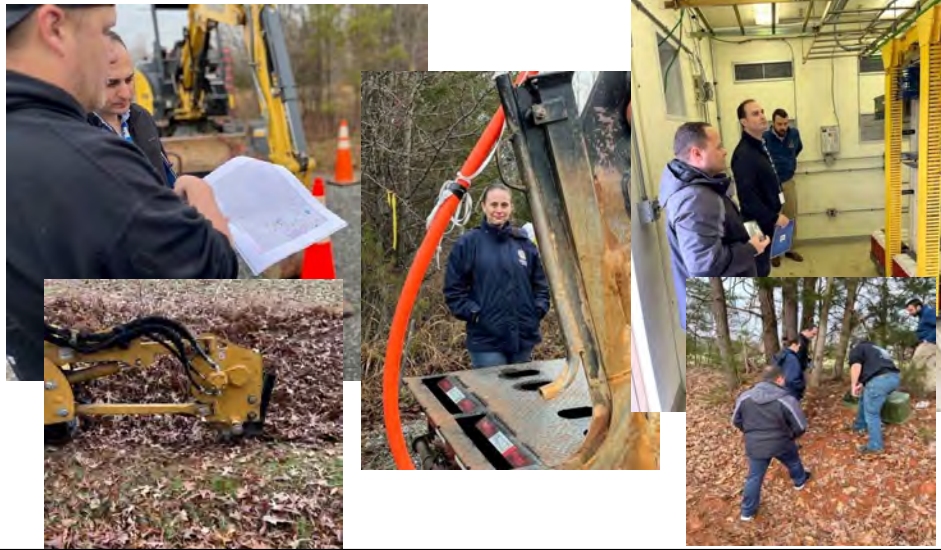
7

Nelson County – November 7, 2022



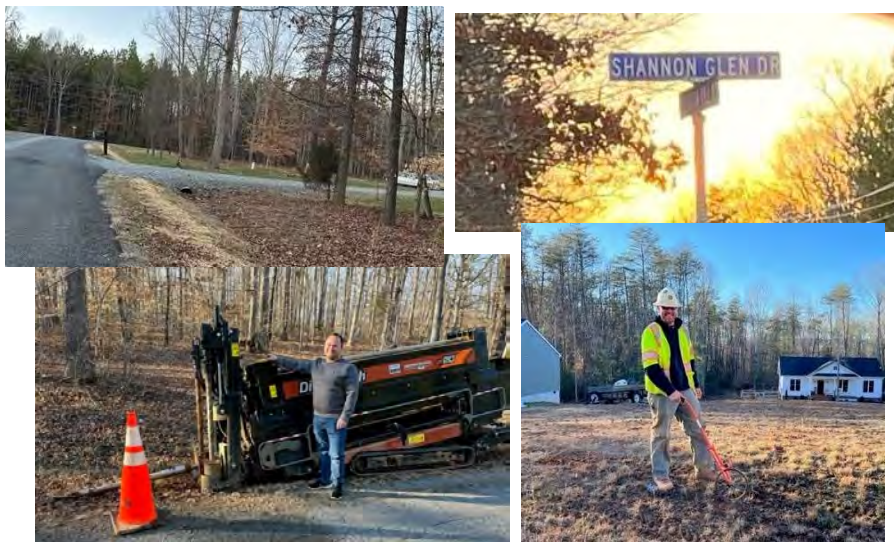
8

Powhatan County – December 9, 2022



9

Louisa County – January 24, 2023



10

VATI 2022 Project Progress

□ Jan 15 DHCD Report

- 361 miles of field data collection
- 1,489 miles of fiber design
- 269 miles of make ready construction
- 59 miles of aerial fiber placement
- 73 miles of underground fiber placement
- 59 miles of splicing
- 55 passings
- 12 miles of Dominion Construction

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2023 VATI Grant Opportunity Update



TJPDC submitted VATI
2023 grant application on
August 25



VATI request is for
\$13M of a \$23M
project in the counties
of Albemarle,
Cumberland, Greene
and Madison



Grant would provide
funds for eligible
“unserved” areas
included in current 2022
VATI grant project area



DHCD expected to
announce awards in
February

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For Additional Information/Updates

Tjpd.org/our-work/broadband



Fireflyva.com/rise/



13

Thomas Jefferson Planning District Commission
FY-2024 RideShare Work Program
July 01, 2023 – June 30, 2024



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A woman with glasses is sitting at a desk, working on a laptop. There are papers and a calculator on the desk. The teleworkva logo is in the top left corner, and the rideSHARE logo is in the top right corner.

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Preface

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

This scope of work has been prepared to outline the work program that will be undertaken within the scope of the RideShare funding that is allocated to the PDC. The scope of work includes operational expenses for managing the regional RideShare program, marketing, events, and time spent seeking other funding opportunities in support of the greater goals of RideShare. All activities included in the work program must meet the Transportation Demand Management (TDM) Operating Assistance grant program requirements administered by DRPT.

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Introduction

Purpose and Objective

The CAPS Operating Assistance grant program (formerly known as the TDM Operating Assistance Grant) provides funding to support the operation of existing commuter assistance programs that serve the public, reduce single-occupant vehicle trips, and increase carpool, vanpool, bike, and transit use.

The goal of the CAPS Operating Assistance grant program is to mitigate traffic congestion, which is the elimination of single-occupant vehicle (SOV) auto trips by shifting SOV trips to carpool, vanpool, bike, and transit. The benefits of congestion mitigation are moving more people through the heavily traveled corridors without increasing the number of vehicles in those corridors, reducing pollution, conserving fuel, and saving money on commuting. CAPS Operating Assistance funds the general day-to-day operations of a commuter assistance program, including ride-matching services, a guaranteed ride home program, and marketing and promotion of ride-matching and non-SOV travel modes.

Each year, the TJPDC applies for the CAPS Operating Assistance grant to continue the operation of its RideShare program. In addition, an amount of funding the MPO receives from the Federal Highway Administration and Federal Transit Administration to support its Unified Planning Work Program (UPWP) is dedicated to supporting programs that are outside the scope of the CAPS Operating Assistance grant but still support the same goals of reducing single occupancy vehicle trips.

The CAPS Operating Assistance grant provides 80 percent funding and requires a 20 percent local match. The portion of the program funding supported through MPO funding sources provides 90 percent funding (80 percent federal and 10 percent state) and requires a 10 percent local match.

In FY 2024 the PDC requested \$139,358 through the TDM Operating Assistance grant. The PDC will provide a local match of \$34,840 for a total program funding amount of \$174,198. In addition, the MPO's UPWP has allocated an additional \$8,500 for work supporting RideShare and TDM initiatives (\$7,650 through federal and state sources with an \$850 local match).

RideShare

The scope of work is established in the grant application and must comply with the DRPT grant application guidance manual, and the relevant scope of work outlined in the UPWP is approved by the MPO Policy Board.

Highlights of FY23

In FY23, the RideShare Program maintained the mission of reducing traffic congestion and single occupancy vehicles throughout the region. The program staff dedicated the majority of staff time and resources to promoting the app/rewards program, guaranteed ride home services, and the Afton Express. DRPT staff have implemented additional statewide initiatives for all CAPS programs, including adding RideShare Month and Bike Month officially to the calendar. TJPDC staff conducted its regular administration of the program and continued to provide ride-matching services, Guaranteed Ride Home services, and other TDM services to the region and its members, the following highlights the more substantive efforts.



MEDIA CONTENT LIBRARY – In the second half of FY23, RideShare will hire an outside marketing firm to create a media content library, consisting of video and photography to be used in marketing the program. One of the recommendations from the FY22 marketing guidance was the impact of images in all campaigns, particularly video. To build a robust media content library for the overall benefit of the program. Moving images, specifically videos, are the most retained type of content for program education and awareness and will help build brand awareness and brand trust throughout the region.

RIDESHARE MONTH – RideShare has historically held a promotion during October for RideShare Week, which was later expanded into RideShare Month, however, this past year DRPT made it a statewide promotion for all CAPS agencies. RideShare staff assisted DRPT staff with ideas for programming based on previous years' promotions that RideShare staff have executed.

AFTON EXPRESS COMMUTER BUS SERVICE – In conjunction with CSPDC, RideShare has been heavily involved in the promotion of the new commuter bus service that links the Central Shenandoah Valley with the City of Charlottesville and Albemarle County. Afton Express celebrated one year of operation in September 2022, and RideShare staff participated in several celebratory events and regularly updates the MPO and transit committees on the service. The staff continues to assist in developing and implementing marketing and outreach efforts throughout FY23, including the promotion of the AgileMile app/rewards program and GRH services to riders.

PROFESSIONAL DEVELOPMENT – Staff also participated in many learning opportunities through the Association of Commuter Transportation (ACT) including the International Conference, a Future of Commuting Summit, webinars, and virtual panel discussions.

Fiscal Year 2024 Budget

The budget is broken down into two tables. The first is the allocation of costs related to staff utilization (including salaries, fringe benefits, and indirect costs), and the second is the additional operational costs that are accounted for in the TDM Operating Assistance grant request.

Staff Utilization			
	TDM	FTA	Total
1.0 Program Administration			
Coordinate budget and usage activity reports	\$ 15,000	\$ 2,500	\$ 17,500
MPO and PDC meeting participation	\$ 7,000	\$ 2,500	\$ 9,500
Database management and customer support	\$ 10,000	\$ -	\$ 10,000
Program coordination	\$ 15,000	\$ 1,000	\$ 16,000
Professional training	\$ 8,000	\$ -	\$ 8,000
2.0 Marketing and Outreach			
Participation in promotional events	\$ 43,205	\$ 2,500	\$ 45,705
Maintain on-line presence	\$ 10,000	\$ -	\$ 10,000
Advertise RideShare program	\$ 34,610	\$ -	\$ 34,610
Employer Services	\$ 2,000	\$ -	\$ 2,000
	\$	\$	\$
TOTAL	\$ 144,815	\$ 8,500	\$ 153,315

Other Program Costs	
Communication Services	\$300
Advertising & Promotion Media	\$16,500
Dues & Subscriptions	\$2,950
Education & Training	\$1,795
Guaranteed/Emergency Ride Trips	\$1,000
Printing & Reproduction	\$250
Services & Maintenance Contracts	\$1,459
Supplies & Materials (Other)	\$30
Travel	\$5099
TOTAL	\$29,383

FY 2024 Scope of Work: This section of the Scope of Work details the administrative and programming tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate awareness and utilization of resources available to support TDM efforts throughout the region. The cost allocations referenced in the following section just include staff utilization. The costs shown in the “Other Program Costs” table above have already been accounted for in the CAPS Operating Grant application.

Fiscal Year 2024 Activities by Task

FY 2024 – 1.0 Program Administration

The purpose of this task is to facilitate the daily operations of the RideShare program by meeting procedural requirements and incorporating RideShare programs into overall PDC and MPO transportation planning efforts.

Task 1.1 - Coordinate budget and usage activity reports

RideShare: \$16,000

FTA: \$2,000

DESCRIPTION OF ACTIVITIES:

Prepare monthly progress reports and invoices to be submitted for reimbursement. TJPDC staff will coordinate activities, develop reports to DRPT and VDOT, and prepare invoices for review by DRPT. Run reports on ridership based on information culminated from user reporting platforms and park and ride lot inventories.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices to DRPT.
- Submit 12 monthly MPO reports.
- Submit an annual report for FY23.
- Submit quarterly reports for TJPDC.
- Quarterly inventories of the park and ride lots.
- Regular reports on member-reported service usage.

Task 1.2 – MPO and PDC meeting participation

RideShare: \$7,000

FTA: \$2,000

DESCRIPTION OF ACTIVITIES:

Staff will represent RideShare on various technical committees coordinated by the TJPDC and the Charlottesville-Albemarle MPO. This includes a RideShare representative being a formal member of the Rural Technical Advisory Committee, and participation as needed at the various MPO committee meetings, including the Citizens Committee, the MPO Technical Advisory Committee, the Policy Board, as well as the Regional Transit Partnership. Staff will also represent RideShare on other related committees or inter-agency councils as requested.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Regular staff participation with the Rural Technical Advisory Committee.
- Participation as needed with the various MPO committees.
- Participation as requested with other non-profit or inter-agency committees.
- PDC meetings, including Commission presentations.
- Regular reports during meetings of the Regional Transit Partnership and MPO committees

Task 1.3 – Database Management & Customer Support

RideShare: \$10,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will provide maintenance of the online database as needed. This includes remaining up to date on any changes in the ride-matching platform used, making manual edits as needed/requested, working with the state coordinators to resolve any technical issues, and providing user support services. Staff will also coordinate any requests through the Guaranteed Ride Home program.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Ensure the accuracy and reliability of the ridesharing database.
- Process Guaranteed Ride Home voucher requests.
- Process Guaranteed Ride Home registrations/renewals.
- Follow up with commuters in the database.

Task 1.4 – Program Coordination

RideShare: \$16,000

FTA: \$1,000

DESCRIPTION OF ACTIVITIES:

Staff will provide ongoing administrative support to ensure that the program continues operation without any breaks in continuity.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Completed application for the TDM Operating Assistance Grant for FY25.
- DPRT grant training and meetings.
- Development of a FY25 work plan.
- Present the finished CAPS Strategic Plan for approval.
- Coordination with other regional transportation programs.
- Coordination with other CAPS programs in the state for peer-to-peer exchange.
- Coordination with other PDCs with CAPS program, specifically CSPDC our partner in RideShare.
- Attend monthly CAPS program meetings hosted by DRPT.
- Attend monthly check-in meetings with DRPT Program Manager.
- Attend monthly meetings with Enterprise for vanpool coordination.

Task 1.5 – Professional Training

RideShare: \$6,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend Association for Commuter Transportation, DRPT, FHWA, FTA training, conferences, seminars, webinars, and other events. Similarly, TJPDC staff representing RideShare and TDM interests will facilitate and participate in seminars, webinars, and stakeholder training, such as public forums, open houses, and roundtable functions.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Attend ACT International Conference, TDM Forum, Future of Commuting Summit, ACT Chesapeake Chapter events, monthly webinars, and Friday discussion panels.
- Attend training, webinars, and meetings from state agencies.
- Participate with other stakeholders.
- CUTR Social Marketing course.

FY 2024 - 2.0 Marketing and Outreach

The following tasks highlight the marketing and outreach that the TJPDC will implement throughout the region in Fiscal Year 2024.

Task 2.1 – Participation in Promotional Events

RideShare: \$43,405

FTA: \$2,500

DESCRIPTION OF ACTIVITIES:

Staff will develop innovative marketing strategies to support and promote activities and events that encourage alternative transportation options. This includes planning, developing, and staffing events, developing, and distributing marketing materials, and collaborating with partner organizations to capitalize on existing resources. Events include- Discover Transit Month, RideShare Week, Afton Express Anniversary, and Clean Commute Month.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Prepare a calendar of events/promotions.
- Participate and promote statewide initiatives from DRPT.
- Plan and develop each event, including any contests and prizes to be awarded.
- Promote events through a variety of social and traditional media outlets.
- Increase the number of partner organizations participating in events.

Task 2.2 – Maintain On-line Presence

RideShare: \$10,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will utilize technology to increase awareness about RideShare, TDM, and events that are currently being promoted. Staff will ensure the information available online is current and accurate and will work to create opportunities for increased online interaction.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Maintain the RideShare website.
- Utilize social media platforms to promote RideShare and related events.
- Use media content library for social media and website updates and content.

Task 2.3 – Advertise RideShare Program

RideShare: \$34,610

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will continue to raise awareness of RideShare through paid advertisement and earned media in a variety of media platforms.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Develop and maintain advertising contracts to promote RideShare to a wider audience.
- Assess new marketing opportunities to reach a broader range of potential users.
- Work with DRPT Communications staff and Program Manager for content and messaging.

Task 2.4 – Market RideShare to Employers

RideShare: \$2,000

FTA: \$1,000

DESCRIPTION OF ACTIVITIES:

Staff will work to build relationships with employers in the area and will share information on the services available, such as ride-matching, density maps, and the guaranteed ride home program.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Research needs of area employers/employees.
- Identify potential parking constraints at work sites.
- Develop a list of potential employers with whom to partner.
- Research existing programs in the region.
- Rebuild the employer database for the region.

FY24 CAPS Strategic Plan

RideShare staff will also prepare an application for a Technical Assistance Grant for FY24 to complete the mandated CAPS Strategic Plan. This plan will look at target markets, current commuting trends, and the current services offered in the region. It will occur in tandem with the CSPDC RideShare program to ensure continuity and program coordination. DRPT Technical Assistance Grants require a 50% local match of funds and will be used to hire a consultant to complete the plan, with a budget of \$70,000. The plan will take place over FY24 and will be presented to the TJPDC Commission for approval.

FY25 Anticipated Work Tasks

In FY24, staff will conduct an update to the five-year Commuter Assistance Programs Strategic Plan. If funded, staff will also work towards the development of a robust strategic plan that will cover 5 years. The plan is a requirement from DRPT and will be data-driven and will help dictate the necessary work tasks for FY25 and subsequent years. The TJPDC will continue to operate the RideShare program.

Appendices

Appendix A: FY2024 CAPS Operating Assistance Grant Application

Appendix B: FY2024 Technical Assistance Grant Application- CAPS Strategic Plan



CAP Operating Assistance

Application Status:	
Applicant:	Thomas Jefferson Planning District Commission
Application Number:	17654
Fiscal Year:	2024
Last Updated:	01/25/2023 by Sara Pennington

Program Information

Program Name: RideShare

Program Description:

RideShare works in the region to promote traffic reduction and increase awareness of the transportation options available, including car and vanpooling, transit, biking, walking, teleworking, and schedule alternatives. The program provides carpool and vanpool matching services for commuters who live or work in the Thomas Jefferson and Central Shenandoah Planning Districts, provides commuter benefits tools to employers, assists in the development and inventory of Park and Ride lots, and provides a Guaranteed Ride Home Program for those individuals commuting via transit, carpools, vanpools, walking or biking.

RideShare serves as the transportation information center for the Commuter Information Team, which includes RideShare, JAUNT, Charlottesville Area Transit, University Transit Service and Greene County Transit. In addition, RideShare works to incorporate TDM into regional planning as a voting member on urban and rural transportation committees.

Project Mission: To reduce single occupancy vehicle use in our region and mitigate traffic congestion, through education, promotion and support of all modes of alternative transportation.

Program Justification:

CAP Operating Assistance

RideShare is a valuable resource to the region, with over 1,244 members in the ride-matching database and 262 in the Guaranteed Ride Home database, our absence would be felt by many commuters. We are continuously searching for partners and opportunities to support alternative transportation services, for example surveying commuters on the potential use of co-working spaces, partnering with CSPDC on the Afton Express to move commuters across Afton Mountain during peak travel hours, and working with the City of Charlottesville to promote bike month.

RideShare will also continue to provide a website, Facebook page and customer service for the Commuter Information Team, and work with all transportation providers to highlight services available in the region. Additional outreach activities will concentrate on community involvement and events, including Clean Commute Day, Earth Day, Chamber of Commerce expos, various city/county sponsored events and representation in non-profit inter-agency councils across the district. RideShare offers carpool matching, vanpool coordination, guaranteed ride home, employer services, TDM planning and promotes the regions Park and Ride lots.

RideShare will continue to promote existing services by expanding the number of employer partners, increasing word of mouth through member involvement and social networking, and expanding on integrated marketing efforts that stress both the ease and benefits of using RideShare's services.

Technical Capacity:

Sara Pennington
TDM Program Manager
434-979-1066
spennington@tjpd.org

Total Revenues:	\$0
Total Federal Aid:	\$0
Federal Fund Source:	None

Program Information

Federal:	\$0
Source:	0
Description:	
Other:	\$0
Source:	

CAP Operating Assistance

Total Revenues: \$0

Expense Item	Account	Amount	List of Expenses
Advertising & Promotion Media	2360	\$16,500	Ads on CAT buses-\$1200 RideShare Month/Connect Commuters-\$4000 Earth Month/Clean Commute-\$4000 Ongoing Social Media ad/boosts-\$4000 Ongoing Spotify/radio ads-\$1500 Digital banner ads/weather sponsorship-\$1300 Sponsorship (Chamber or SRHM event)-\$500
Communication Services	2320	\$300	VITA Toll Free Phone Number- \$250 Postage-\$50
Dues & Subscriptions	2380	\$2,950	ACT- \$675 VTA-\$600 Charlottesville Regional Chamber of Commerce- \$595 Louisa Chamber of Commerce-\$180 Nelson Chamber of Commerce-\$100 Fluvanna Chamber of Commerce-\$170 Greene Chamber of Commerce-\$130 CVPED-\$500
Education & Training	2130	\$1,795	ACT Conference Registration-\$825 CUTR Social Marketing Class-\$375 ACT TDM Forum/Summit-\$295 VTA Conference-\$200 ACT Chapter Events (2 per year)\$100
Fringe Benefits	2120	\$14,297	Includes medical, dental, vision, disability and life insurance, VRS
Guaranteed/Emergency Ride Trips	2631	\$1,000	Trips taken for emergencies in FY24
Indirect Costs	2460	\$69,288	Includes medical, dental, vision, disability and life insurance, VRS
Printing & Reproduction	2340	\$250	In office printing and copying
Salaries and Wages	2110	\$61,230	Program Manager Executive Director Chief Operating Officer Director of Transportation and Planning Transportation Planner Administrative Assistant Planner/Outreach Specialist *additional information in supplemental application

CAP Operating Assistance

Services & Maintenance Contracts	2440	\$1,459	Ryan Pace Contract for website-\$1394 Domain fees-\$40 Spanish Group for translation services-\$25
Supplies & Materials (Other)	2240	\$30	General office supplies
Travel	2310	\$5,099	Park and Ride Inventory ACT International Conference ACT TDM Forum/Summit VTA Conference ACT Chapter events (2 per year) Travel to regional events/meetings
	Total:	\$174,198	

Requested Grant Amount: \$139,358

Local Match Required: \$34,840

Program Schedules

Start Date: 7/1/2023

End Date: 6/30/2024

Date	Milestone / Event
07/01/2023	Contract Awarded
09/04/2023	Marketing Campaign Begins - Discover Transit Month
09/13/2023	Try Transit Week Event - Afton Express Anniversary
09/29/2023	Marketing Campaign Completed - Discover Transit Month
10/01/2023	Marketing Campaign Begins - DRPT Connect Commuters
10/31/2023	Marketing Campaign Completed - DRPT Connects Commuters
04/01/2024	Marketing Campaign Begins - Earth Month/Clean Commute?
05/01/2024	Bike To Work Day Event - Bike Month/Clean Commute
06/30/2024	Final Expenditure - Fiscal year complete



Technical Assistance

Application Status:	
Applicant:	Thomas Jefferson Planning District Commission
Application Number:	17607
Fiscal Year:	2024
Last Updated:	01/25/2023 by Sara Pennington

Project Information

Project Name: CAPS Strategic Plan- RideShare

Project Description:

The CAPS Strategic Plan is a new requirement for all state supported Commuter Assistance Program, with the goal to better understand and address the changes that affect the transportation system within our region. The project will consist of evaluating existing services, analyzing target markets and characteristics of our demographic, examine ways to monitor and evaluate programming and initiatives. Once this data was been collected and evaluated, we will use it to set our five year goals and objectives, and a overarching vision for the program. A five year financial plan will also be developed to assist with operating grants submitted each year.

The end product will be document that will be used to make decisions regarding subsequent grant applications, and that will guide programming and services offered to commuters in our region, including robust data and analysis.

Project Justification:

To develop a strategic plan to ensure the commuter assistance programs and services are planned in a way that better meets the mobility needs of their communities in the most effective and cost-efficient manner. The CAPSP gives those agencies that operate a commuter assistance program an opportunity to evaluate and update their programs and services to respond to changes in travel demand, mobility, and transportation needs. By understanding the current workforce needs, current behaviors and commuting options available, we will be better suited to help address the needs of congestion, and support economic development in the region.

If this technical assistance grant is not funded, TJPDC will not be able to complete the strategic plan by the deadline of November 30, 2024. This will mean that programming for FY25 and beyond will not be funded through DRPT. The RideShare program saw 5,849 requests for ride-matching in FY22, and 233 registered members through our Guaranteed Ride Home Program.

Technical Assistance

Technical Capacity:

Project Manager: Sara Pennington
TDM Program Manager
434-979-1066
spennington@tjpd.org

*Staff support to manage this project will be programmed into MPO and Rural Transportation work programs.

Cost Estimate for entire project: \$70,000

Non-State Fund Sources Being Used for Project:

Fund Source 1: Federal
Fund Amount 1: \$0

Fund Source 2: Local
Fund Amount 2: \$35000

Project Budget

Expense Item	Account	Amount
Professional Services	2480	\$69,000
Travel	2310	\$1,000
	Total:	\$70,000

Project Schedules

Start Date: 7/1/2023

End Date: 6/30/2024

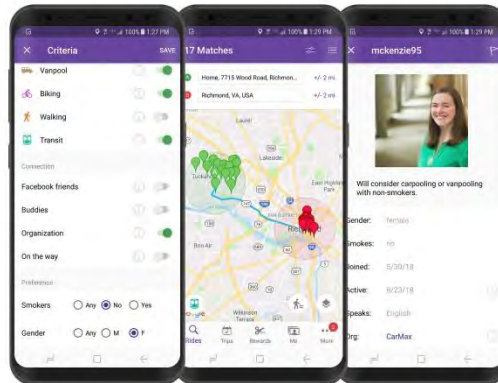
Date	Milestone / Event
07/01/2023	Contract Awarded - Award notice from DRPT

Technical Assistance

07/26/2023	Contractor/Consultant Hired
09/19/2023	Other - Kickoff meeting with consultants
09/25/2023	Research Begins - Data driven research on existing services/target markets/demographics/commuting
12/18/2023	Research Completed - Review of completed research with Consultants and stakeholders
03/27/2024	Draft Report - From Consultant
06/10/2024	Final Report
06/30/2024	Other - Adoption by TJPD Commission

Commuter Assistance Program Strategic Plan

Requirements and Guidance



Planning Requirements and Guidance for Agencies Operating a Commuter Assistance Program



January 2023

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I. Overview

Many areas in the Commonwealth of Virginia have experienced or are currently experiencing significant and sometimes rapid changes in population size and demographics, workforce size and characteristics, households, income, commute patterns, and travel density. These changes along with the addition of new transportation infrastructure, technologies, transit services and mobility service providers have significantly changed the mobility and transportation needs and demands throughout Virginia. These changes require a strategic focus to assess how to restructure commuter assistance programs for an era of new mobility.

Strategic planning is key to addressing changes that affect the transportation system, and users of the system. Therefore, the Virginia Department of Rail and Public Transportation (DRPT) requires agencies operating a commuter assistance program (CAP), and are or will seek funding from DRPT for their CAP, to develop a Commuter Assistance Program Strategic Plan (CAPSP). Having a CAPSP will ensure that commuter assistance programs and services are planned in a way that better meets the mobility needs of their communities in the most effective and cost-efficient manner. The CAPSP gives those agencies that operate a commuter assistance program an opportunity to evaluate and update their programs and services to respond to changes in travel demand, mobility, and transportation needs.

A CAPSP will replace the previously required Transportation Demand Management Plan (TDMP) for agencies that are required to complete one. With this in mind, the CAPSP must also provide a foundation for future funding requests, directly advising each agency's programming and grant application processes in the years that follow its adoption. Applications for DRPT's grant programs should directly tie in to the CAPSP and DRPT application review will include an assessment of the relationship between the CAPSP and the application. However, DRPT is not obligated to fund the contents of the CAPSP.

II. Purposes of a Commuter Assistance Program Strategic Plan

The primary purpose of a CAPSP is to create a detailed blueprint of the strategic operating services and the resources needed to operate a CAP in a way that maximizes single occupant vehicle trip reduction results in the most cost effective manner. The development of a CAPSP is an opportunity for each operator to look at their program as a blank slate and objectively re-examine objectives, marketplace, travel behavior, needs and priorities, and make unbiased strategic choices concerning where and how to provide services.

The purposes of a CAPSP are as follows:

1. To serve as a strategic planning, management, and policy document for operators of a commuter assistance program;
2. To identify the mission, goals, objectives, expected outcomes and performance measures for the commuter assistance program;
3. To identify areas for improved operational efficiency and develop ongoing efforts to improve cost effectiveness and results;
4. To assess the type of operating services, including marketing, for different service areas and needs;
5. To review and assess the performance and results of program services;
6. To examine the public's commuter assistance needs;
7. To inform DRPT of operators' commuter assistance program operating strategies and needs;
8. To provide the basis for inclusion of an operator's program in planning and programming documents such as: the Six Year Improvement Program (SYIP), Statewide Transportation Improvement Program (STIP), Transportation Improvement Program (TIP) and Constrained Long Range Plan (CLRP);
9. To provide a clear understanding of unmet or unfunded needs;
10. To develop and track the progress of short-, mid- and long-term goals and results of the commuter assistance program;
11. To coordinate with neighboring commuter assistance programs; and
12. To inform the development of a comprehensive marketing plan that is strategic, targeted, results oriented, and efficient for the service area, size and demographics of population and workforce, and market conditions.

III. General Guidance

The CAPSP should be a data driven plan. Decision-making regarding what strategies, target markets, operation components, resources, etc. are needed, should be made based on what the data shows is needed and most effective.

Using a “blank slate” approach will enable research and data drive the planning process and program needs, rather than existing program activities. A similar, but equally effective way to approach the planning process is to imagine if the current CAP did not exist and there was no commuter assistance program. Then go through the planning process to create a new CAP.

The CAPSP must be adopted or approved by the CAP operating agency’s governing board. If the CAP receives funding allocated by a metropolitan planning organization (MPO) or transportation planning organization (TPO), it is recommended that the CAPSP be approved by the policy board of the MPO or TPO. It is also recommended that the operating agency’s governing board and, if applicable, the MPO or TPO be involved in the development of the CAPSP.

It is acceptable (and recommended) to use consultants to help develop the plan. Consultants can provide a “fresh set of eyes” to review the needs of the CAP service area and help develop new services, or refine existing services, to more efficiently and effectively meet the goals and objectives of the CAP. Additionally, consultants can conduct research, data collection, analysis, and conduct comparisons of similar CAPs across the country.

Include DRPT in the planning process, from start to finish of the plan. An agency that receives a grant from DRPT to develop the CAPSP is required to include DRPT in the planning process. However, including DRPT in the planning process regardless of if funding from DRPT is being used to develop the plan is a good idea. DRPT’s expertise can provide additional guidance, feedback, review, and answer questions throughout the development of the CAPSP.

IV. CAPSP Terms and Conditions

Commuter Assistance Program Operating Agency Requirements

CAPSPs are required for agencies that satisfy either of the following requirements:

1. The agency currently receives either state or federal funding from DRPT and will seek this funding in the future for a commuter assistance program or component of a program; or
2. The agency does not currently receive state or federal funding from DRPT but will seek funding that will come through DRPT, for a commuter assistance program or component of a program.

This includes the agencies throughout the Commonwealth of Virginia that are listed in Table 1. Any agency not on the list below, but meets one of the requirements conditions, must prepare and adopt a CAPSP.

Table 1: List of Organizations and Their Commuter Assistance Program Name That Are Required to Have a Commuter Assistance Program Strategic Plan (List is as of January 2023)

Agencies in Virginia that Require a CAPSP	
City of Alexandria – GO Alex	Arlington County – Arlington County Commuter Services (ACCS)
Central Shenandoah Planning District Commission – RideShare	Dulles Area Transportation Association (DATA)
Fairfax County – Fairfax County Commuter Services (FCCS)	George Washington Regional Commission – GWRideConnect
Greater Richmond Transit Company – RideFinders	Hampton Roads Transit – TRAFFIX
Loudoun County – Loudoun County Commuter Services (LCCS)	Middle Peninsula Planning District Commission – Middle Peninsula Rideshare
New River Valley Regional Commission – RIDE Solutions	Northern Neck Planning District Commission – Northern Neck Commuter Services
Northern Shenandoah Valley Regional Commission – RideSmart	Potomac and Rappahannock Transportation Commission – OmniRide Rideshare
Rappahannock-Rapidan Regional Commission – Commuter Services	Central Virginia Planning District Commission – RIDE Solutions
Roanoke Valley Alleghany Regional Commission – RIDE Solutions	Thomas Jefferson Planning District Commission – RideShare
West Piedmont Planning District Commission – RIDE Solutions	

Planning Horizon and Plan Due Dates

The CAPSP is five (5) year plan. A new CAPSP must be submitted to the Virginia Department of Rail and Public Transportation (DRPT) no later than November 30, 2024. Submission of a new CAPSP is a requirement for FY2026 funding requests.

Agencies must provide a schedule for CAPSP development to DRPT by June 30, 2022.

The CAP Strategic Plan may be developed in conjunction with the development of a Transit Strategic Plan or Transit Development Plan. Such coordination of plans are acceptable and encouraged.

Update Frequency and Deliverables

New Plan

At a minimum, a new CAPSP must be prepared and submitted every five (5) years. The purpose of developing a new plan every five years is to take a fresh look at service area conditions and accordingly develop a new plan. The new plan should take the same data driven approach and must include each of the chapters highlighted by this or a future revised requirements and guidance document. The new plan must also be adopted by the operator's governing body, and a resolution of approval shall be provided to DRPT with the submittal of the CAPSP document.

New Plan Deliverables

For each **new plan** (every 5 years), the following deliverables must be submitted to DRPT:

- An electronic version of the CAPSP including all appendices and related documents; and
- Proof of adoption of the CAPSP by the applicable board or commission.

Plan Updates

A CAPSP is a living document, and the planning process must provide flexibility to address major changes in areas such as: organizational/governance changes, new transportation services, new infrastructure, new transportation facilities, major public transportation service changes, major transit or highway service disruptions, available funding, economic conditions, changes in population, demographics and employment, significant residential or office development, and changes in federal and state laws and regulations. Therefore, the plan must be amended each year to address changes that will influence the delivery and/or cost of the services provided by the CAP. These annual updates are referred to as "minor updates" and serve as intermediate adjustments to account for unexpected changes.

The annual CAPSP update does not need to be a revision of the entire plan. Only the language or parts of the plan that is no longer accurate or conflicts with existing conditions need to be updated. If there are no changes to the plan, then there should not be any changes to the CAP services or its costs.

Annual Update Deliverables

For each **annual update**, the following deliverables must be submitted to DRPT:

- An electronic document (letter or email) that updates the sections of the CAPSP that are no longer accurate; and
- For significant updates that have a significant change to staffing, budgets, services or service area, proof of approval of the CAPSP annual update by the accountable Executive or board is needed.

Table 2: Update Frequency and Requirements

Update Type	Time Frame/ Format	Requirements
New Plan	Every 5 years/New Plan	Complete update of all chapters and sections outlined in this requirements and guidance document: • Chapter 1: Commuter Assistance Program Overview • Chapter 2: Service Area Demographics and Characteristics • Chapter 3: Strategic Vision, Goals, and Objectives • Chapter 4: Target Markets, and Customers • Chapter 5: CAP Operations Plan • Chapter 6: Financial Plan • Chapter 7: Monitoring and Evaluation Plan • Chapter 8: Use of Research and Data
Plan Updates	Annually/Letter or short document to DRPT	Address changes in the CAP and causes of the changes, including, but not limited to: • Organizational/governance changes • New services • Elimination or revision of existing services • Transportation/commuting changes • Changes in funding sources and amounts

V. Strategic Plan Content Requirements

Each CAPSP must address all plan requirements and follow the chapter structure specified in this section. Agencies may go above and beyond the plan requirements to examine specific issues that are pertinent to their area.

DRPT may periodically modify the strategic plan requirements to reflect changes in legislation, priorities, funding, federal or state regulations and policy, economic factors, environmental conditions, or transportation infrastructure or services. Modifications of CAPSP requirements will be addressed in the annual minor update or the major update following the change in plan requirements.

Title Page

The CAPSP title page must include the words **Commuter Assistance Program Strategic Plan**, the fiscal years covered by the plan; the official name of the commuter assistance program, the name of the commuter assistance program's operating agency, and the date the plan was approved by the operating agency's governing board.

Chapter 1: Commuter Assistance Program Overview

In this chapter, provide details of the commuter assistance program's history, governance, organizational structure, and service area.

Program History

Provide a history of the creation of the commuter assistance program

- Year of formation;
- Why the program was created;
- Current program name and name changes since program conception;
- Development and evolution of services;
- Changes in service focus areas; and
- Key milestones and events

Governance

Provide an overview of the governance process, governing body, and decision makers involved in the commuter assistance program. This should include:

- Type of governance (e.g., city, county, joint powers authority, planning district, transit board, board of directors);
- The composition and nature of representation of the governing body (including the number of members). Indicate if members are elected or appointed and if appointed, how; what agencies and/or groups do members represent (e.g., cities, counties, general public);
- A list of current members and their terms; and

- A description of any advisory committees that provide direct input to the governing body or program.

Organizational Structure

Provide a description of the organizational structure and staffing including:

- An organizational chart that identifies departments and reporting relationships. The names and position titles of personnel should be provided in the organizational chart;
- A description of purpose, mission and activities of the operating agency;
- Roles and responsibilities of agency staff that work on the commuter assistance program; and
- Identification of all contracted staff and services (including the names of contractors and length of current contracts), and the roles, responsibilities and tasks of the contractors.

Program Service Area

Define the geographic area served by the commuter assistance program. Include size of service area, boundaries and cities, towns and counties included in the service area. Provide a service area map.

Chapter 2: Service Area Demographics and Characteristics

This chapter must contain the research and data gathered for the service area. Include the source of all data and research results, how the data was gathered, how the research was conducted, and when the data gathering and research was conducted. Service areas may include travel corridors.

Demographics

Describe the population, household, employment, workforce, and employer demographics and characteristics. Include the following

- Population and employment size and demographics. Include workforce size, number of employers, size of employers, number of working residents, age categories of residents, etc. Cite data source(s) used.
- Travel patterns of residents and workers. Include numbers and percentage of workers that live and work in service area, live in service area and work outside area, live outside area and work in service area. Cite data source(s) used.
- Annual population and workforce turnover rate. Cite data source(s) used.

Transportation Services, Facilities and TDM Services Available in CAP Service Area

Describe the transportation services and facilities available in the CAP service area that are not provided by the commuter assistance program: (Include maps and data as needed.)

- The types of transit services and level of service (i.e., fixed route bus, commuter bus, passenger rail, light rail, heavy rail, human services, etc.)

- Other types of transportation services and level of service (i.e., bike share, transportation network companies, microtransit, carshare, Guaranteed/Emergency Ride Home program, etc.)
- Transportation facilities and their operations (i.e. toll lanes, HOV lanes, park-and-ride lots, commuter stores, etc.)

Chapter 3: Strategic Vision, Goals, and Objectives

This chapter will set the stage for the chapters that follow by determining the overall vision for CAP services adopted by the operating agency, as well as its goals, objectives, and measurements. Since the Strategic Vision will affect other aspects of the CAPSP, it is recommended that the vision, and any goals, objectives, and strategies included in it, be developed in consultation with the operating agency's governing body and/or approved by that body prior to completing other elements of the plan.

In this chapter, state the goals and objectives of the CAP, and describe the strategically targeted customers. The main goal of the CAP must be the reduction of single occupant vehicle trips. However, other goals may be included. Objectives should enable the CAP to meet the main and other goals.

Goals and objectives should be:

- Strategic in nature and be driven by the research and data collected for the plan
- Specific, direct, detailed and meaningful
- Measurable and quantifiable
- Attainable
- Relevant to the strategic vision and main goal and CAP
- Time-based to periodically measure and re-evaluate

Chapter 4: Target Markets and Customers

This chapter differs from the service area of Chapter 2 by providing a more detailed and strategic targets for CAP services.

Target Markets

The resources, including funding, of a CAP are not unlimited. Thus, tradeoffs in the provision of services need to be made to maximize the trip reduction results in the most cost effective manners. Describe the rationale behind the selection of target markets.

Customers

Describe the strategically targeted customers of the CAP. The total population cannot be customers because the population includes children and retired residents. There should be a strategy for why certain customers are targeted. Describe the rationale behind the selection of customers.

Chapter 5: The Commuter Assistance Program Operations Plan

In this chapter, describe in detail the services that the CAP will provide and the resources needed to provide them. The planned activities should show what will take place in the first year of the CAPSP and five additional years. Not all activities have to occur in each year. Activities can be implemented or removed in different years.

Services Provided

Describe in detail the service provided by the CAP and which market segments the service will be available. Include a justification of why the service is being implemented and how it achieves SOV trip reduction or other goals and objectives. Examples of services that may be included in the CAPSP are provided below. These services are provided as examples and what to include in the CAPSP depends on service area, demographics, goals and objectives, customers, research data, etc.

Staffing and Contracting

Describe the staff needed to implement the CAP services. Include details on each staff positions, position tasks, whether the staff is direct agency staff or contractor staff, full-time or part-time staff, and a justification for staffing needs.

Technology, Systems, and Tools

Describe the technology and systems used in the delivery of the CAP services. Include how the technology and systems are used and for what purpose. Identify technology needs and how the technology will make the CAP more efficient and lead to improved results. Examples of technology and systems include ridematching systems, customer relations management systems, databases, etc.

Partnerships and Coordination with Other Programs and Agencies

Describe existing and identify opportunities for partnerships and coordination with other commuter assistance programs, transit service providers, counties, cities, state agencies, federal agencies, metropolitan planning organizations (MPOs), planning district commissions (PDCs), transportation management associations (TMAs) etc. in the planning, marketing and delivery of the CAP. Explain the parties involved and how the coordination and collaboration improve the efficiency and results of the CAP.

Chapter 6: Financial Plan

In the financial plan, service costs are projected and financial resources are identified. An objective of the financial plan is to demonstrate that operation of the commuter assistance program is sustainable. Consequently, it is through the development of the financial plan that agencies determine which services and potential new services can be realistically achieved and when those new services should be implemented. The financial plan should include funding and revenues from all sources, not just DRPT. The financial plan should include:

- “Baseline” level of service at the time of the CAPSP preparation. Committed service changes must also be defined, with their expenses identified in the operating and capital financial plan tables.
- Operating and capital (if applicable) budget forecasts; federal, state, regional, and local revenue projections; membership dues, sale revenues, competitive demands on funding, and regional priorities and policies.
 - Show projected cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on financing.
 - Identify funds that have been programmed, allocated or received, and funds that have not been secured;
 - Show marketing budget separately;
 - Include the source of funds and amount from each source for the last five years; and
 - Use the recently approved Six Year Improvement Program (SYIP) to help with current and future estimates.
- The budget must be sustainable and generally balanced each year over the period of the CAPSP, using currently available or reasonably projected revenues.
- All expenses and revenues stated in year of expenditure dollars. Annual assumed escalation factors may be used, but must be explained and justified.
 - All sources of revenue should be identified individually
 - All assumptions that relate to expenditure and revenue estimates must also be documented
- A narrative explaining any major changes in services, service area, changes in revenue, changes in expenses, changes in staffing, and changes in expenses due to a labor or service contract changes.
- Staff size, including contracted staff and changes in staffing and contracting needs over the life of the plan.
- Where increases in revenues are required in order to sustain service levels, or implement service expansion, the steps and timelines needed to achieve the revenue increases, and the policies and actions that will be taken if the proposed revenues do not materialize.
- Significant service expansion or reduction, and the introduction of new service.

Chapter 7: Monitoring and Evaluation Plan

In Chapter 7, include a description of performance measures and evaluation plan. Include details on what is being measured, data collection needs and timeline. Monitoring and evaluation should also include how results are being used to make the CAP more effective and more efficient by providing the largest benefit for the least amount of money. Also, include performance monitoring, data collection and other methods used to meet the goals and objectives of DRPT's Commuter Assistance Program. For all performance measures, describe the sources of the data and the process for data verification to ensure it is accurate and correct.

Chapter 8: Use of Research and Data

This chapter differs from Chapter 2 as this chapter could include additional research not used for Chapter 2, but used for strategic planning. Describe how all research and data was used to craft the strategies and target markets in this plan. Include all research and data used for development of the plan. Suggested data includes but is not limited to:

- Travel patterns and corridors
- Live in/work in, live in/work out, live out/work in
- Most congested travel times and locations
- Travel delay
- Travel time to work
- Employer types/categories
- Workforce numbers and highest concentration areas
- Work age population
- Auto occupancy rate
- Commute mode splits

Examples of acceptable data sources:

- Virginia Department of Transportation (VDOT)
- DRPT
- US Census
- American Travel Survey
- OnTheMap
- Virginia Employment Commission



AGREEMENT

This services agreement ("Agreement") is made this 6th day of December 2022 by and between the Thomas Jefferson Planning District, with a mailing address of 401 E Water Street Charlottesville VA 22902 (hereinafter "Client"), and Camoin Associates, Inc. (dba Camoin Associates) with a mailing address of PO Box 3547, Saratoga Springs, New York 12866 (hereinafter "Consultant").

WITNESSETH:

WHEREAS, the Client has solicited the services of an economic development consultant; and

WHEREAS, the Consultant has offered to provide such assistance to the Client as requested,

NOW, THEREFORE, the parties hereby agree as follows:

SCOPE OF SERVICES

1. The Consultant will provide the services listed in Attachment A ("Scope of Services"), incorporated herein by reference. The Client agrees to cooperate and provide assistance to the Consultant as described in Attachment A.

REMUNERATION

2. As compensation for the performance of the services described in Attachment A, Client will pay Consultant in the amount and manner set forth in Attachment B ("Compensation and Payment"), incorporated herein by reference.
3. The Consultant shall submit invoices to the Client on a monthly basis. The invoices will include a reasonable description of the services provided and the value ascribed to each.
4. Notwithstanding any other provision of this Agreement, the Consultant shall not perform services outside the scope set forth in Attachment A, unless such services have been authorized by written amendment to this Agreement signed by both parties setting forth the services to be rendered and the associated fee.
5. Payment is due on all invoices within 30 days of the date of the invoice. Interest will accrue on all overdue invoices at a rate of 18% per annum commencing on the date payment becomes due. Should it be necessary for the Consultant to collect on any overdue invoices, the Client will be responsible for all costs of collection including reasonable attorney fees.
6. In the event Consultant is required to pursue payment of unpaid past due invoices, Client agrees to pay for Consultant's travel costs to and from events related to the collection of the unpaid invoices at the current mileage rate stipulated by the Internal Revenue Service. In addition, Client agrees to pay Consultant for Consultant's time spent attending litigation related meetings and hearings to pursue the collection of Client's unpaid past due invoices at the hourly labor rates set forth in Attachment B.

MISCELLANEOUS

7. The Consultant agrees that none of its officers or employees will hold themselves out as, or claim to be, an officer or employee of the Client or its agents, and that neither the Consultant, nor any of its officers or employees will by reason therefore, make any claim,

demand, or application to or for any right or privilege applicable to an officer or employee of the Client.

8. The sole liability of either party to the other hereunder (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any and all claims in any manner related to this Agreement will be the payment of direct damages, not to exceed (in the aggregate) the fees received by Consultant with respect to the services included in the Agreement as Attachment A. Except for the specific remedies expressly identified as such in this Agreement, Client's exclusive remedy for any claim arising out of this Agreement or any applicable work order will be for the Consultant, upon receipt of written notice, to use commercially reasonable efforts to cure the breach at its expense, or failing that, to return the fees paid to Consultant for the services related to the breach.
9. In no event will either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including, but not limited to, business interruption, lost business, lost profits or lost savings) even if it has been advised of their possible existence. Any action by either party must be brought within two (2) years after the cause of action arose. The parties agree that performance of all indemnification obligations included in this Agreement shall be considered direct damages regardless of the type of underlying claim or damages for which indemnification is being provided. Notwithstanding the provisions of Paragraphs 8 and 9, in any claim that either party has intentionally harmed the other, the limits on damages in these two paragraphs shall not apply.
10. The allocations of liability under paragraphs 8 and 9 are the agreed and bargained-for understanding of the parties, and compensation for the services included in this Agreement as Attachment A reflects these allocations.
11. The Consultant acknowledges and agrees that neither Consultant nor its agents, officers, or employees shall be covered by any Worker's Compensation Insurance policy or Disability Insurance policy maintained by the Client, and that the Consultant shall be solely responsible for maintaining such coverage to the extent required by law.
12. This Agreement may not be amended or otherwise modified except upon the written agreement of the parties.
13. No remedies or rights conferred upon Consultant by this Agreement are intended to be exclusive of any remedy or right provided by law or equity, but each shall be cumulative and shall be in addition to every other remedy or right given herein or now or hereafter existing at law or in equity.
14. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions, and this contract shall be construed in all respects as if any invalid or unenforceable provision were omitted.
15. This Agreement embodies the entire agreement and understanding between the parties pertaining to the subject matter of this Agreement, and supersedes all prior agreements, understandings, negotiations, representations and discussions, whether verbal or written, of the parties, pertaining to that subject matter. Attachment C, TJPDC General Terms and Conditions and Attachment D, Title VI/Nondiscrimination Assurance are incorporated into and made part of this agreement.
16. This Agreement shall be interpreted, governed and construed under the laws of the State of New York as if it were executed and performed wholly within the State of New York, without giving effect to any provision thereof that permits or requires the application of the

laws of any other jurisdiction. Any litigation based hereon or arising out of or in connection with this Agreement shall be brought and maintained exclusively in the courts of the State of New York with a venue in Saratoga County, New York and the Parties hereby irrevocably waive all jurisdictional defenses and irrevocably agree to submit to the jurisdiction of such courts for the purpose of any such litigation and irrevocably agree to be bound by any judgment rendered thereby in connection with such litigation.

17. This Agreement may be signed in counterparts and/or delivered via facsimile or in PDF format via e-mail, each of which shall be deemed original and binding signatures and all of which shall constitute one and the same Agreement.
18. Each of the persons signing below warrants and represents that they are duly authorized to sign this Agreement on behalf of the party for which he or she is signing.
19. During the term of this Agreement and for a period of one year thereafter, Client shall not, directly or indirectly, solicit, hire, contract with or engage the employment of an employee of the Consultant (a "Restricted Employee"). In the event Client directly employs or contracts with a Restricted Employee without the consent of the Consultant, the Client shall pay to Consultant as liquidated damages two times the then monthly salary of such Restricted employee for a three-month period of time.
20. Contract between Client and U.S. Economic Development Administration (EEDA") is included as attachment E and provisions from that contract are incorporated by reference

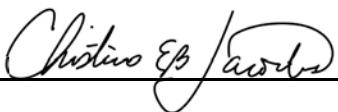
TERM OF AGREEMENT

21. This Agreement shall become effective as of the date first set forth above.
22. This Agreement may be terminated without cause by either party upon 30 days written notice to the non-terminating to the non-terminating party at the address set out in this Agreement.
23. Upon termination, the Client shall reimburse the Consultant for all unpaid time and expenses as prescribed in the REMUNERATION section of this Agreement.

AGREED TO:

For Thomas Jefferson Planning District

For Camoin Associates, Inc.

By:  1/10/2023
Christine Jacobs
Executive Director

By:  01 / 10 / 2023
Signature Date
Robert Camoin
President

Contact and email address for invoicing:

remerick@tjpd.org

Phone number for invoicing:

434-422-4821

ATTACHMENT A

Scope of Services

“We”, “Us” and “Our” shall refer to the Consultant, “You” and “Your” shall refer to the Client.

TASK 1: INTERNAL TEAM PROJECT KICK-OFF MEETING

CEDS KICKOFF

We will begin the project with a virtual kick-off meeting between the Camoin Associates and RRRC and TJPDC teams. This internal meeting will be facilitated by representatives from Camoin Associates. The purpose of the meeting will be to initiate and organize the entire project and will be scheduled in advance of a meeting with the broader strategy committee. More specifically, during this session we will:

- Discuss consultant and client roles and responsibilities;
- Review the draft project schedule and establish dates and deadlines for next steps and critical dates;
- Discuss scheduling and approach of outreach efforts;
- Establish a regular project management conference call and project management protocols;
- Discuss the establishment of the CEDS Committee for each region, the composition of its members, its role in the planning process and the need for educating members and stakeholders of the CEDS process; and,
- Discuss eventual plan execution and how to incorporate the organizational and management infrastructure needed for implementation success into the planning process.

Deliverable: Camoin Associates will provide a PowerPoint presentation and one-page summary of the CEDS process, a draft project meeting and presentations schedule, a project management plan (PMP) that includes tasks and Camoin/client roles, and Strategy Committee organizational representation recommendations.

TASK 2: CEDS STRATEGY COMMITTEE KICK-OFF

Once established, the Camoin Associates team will conduct a second virtual CEDS project kick-off meeting with the CEDS Committee and RRRC and TJPDC team to facilitate introductions, review the scope of work, timeline, and roles and responsibilities. During this meeting, members of the Camoin Associates team will facilitate the first of several conversations around the core issues impacting the business climate, resiliency, existing networks, and specific concerns. Building off recent work, planning efforts, and experience, Camoin Associates will pose strategic questions to the group to get them thinking about the issues affecting the region's ability to prepare for and respond to economic disruptions. The questions will look to highlight urgent and emergent issues influencing the Regions coming out of the pandemic and any changes to the situational assessment. The conversation will focus on issues related to economic development opportunities, response to natural and manmade disasters, preparation for future economic disruptions, and addressing market shifts in key industries. This initial conversation is intended to guide project research, additional interviews, and bring up potential challenges early in the project. The group will be asked to think about any specific and actionable projects or initiatives that the CEDS should include as a way to begin the conversation around strategy development. Lastly, the Camoin Associates team will present and discuss the factors that lead to successful strategy execution and the importance of developing the

organizational and management infrastructure and capacity throughout the CEDS planning process.

Deliverable: Information gathered from this session will be incorporated into the final report and guide project research.

TASK 3: SUMMARY OF ECONOMIC CONDITIONS

SUMMARY BACKGROUND

To begin the research process, Camoin Associates will conduct a thorough analysis and update of the region's current economic landscape. We will gather and analyze information that will help identify the region's competitive assets and opportunities for generating additional economic activity. We will assess how the region compares to the state, as well as with the nation where appropriate. For this task area, our team will work with the RRRC and TJPDC staff to collaborate on research and data analysis to meet the project's needs. The data collection effort will align with the requirements of the EDA for a CEDS.

DEMOGRAPHIC AND SOCIOECONOMIC PROFILE

Camoin Associates will develop a demographic and socioeconomic profile for each region that will be used for reference throughout the study. The demographic profile will include existing and projected trends for population distribution by age and income, number of households, median age, as well as race and ethnicity. Camoin will also compile information on labor market size and commuter trends (inflow-outflow) as well as educational attainment and unemployment trends. This data will be compiled by race and age, among other indicators to identify vulnerabilities across different populations. Where appropriate, certain county specific data points will be pulled, and maps provided.

ECONOMIC, INDUSTRY, AND BUSINESS DATA AND TRENDS

This analysis will include an in-depth examination of employment by industry at the 2- to 6-digit NAICS code level (based on what we determine to be most appropriate at the time of the analysis) and assess strength in terms of industry size, past growth, projected growth, location quotient (concentration), and competitiveness (shift-share).

WORKFORCE AND SKILLS

Workforce is the top issue across the country for economic growth. A thorough analysis of supply and demand cannot be a mere glance at job titles or occupation codes. To properly assess the real supply and demand of workforce we must conduct the analysis at the skills level. This analysis will gauge the shape and distinctiveness of the skills/industry clusters that drive the region and how the region performs against its competitors.

PRODUCT AVAILABILITY SNAPSHOT

Camoin will use CoStar, the leader in commercial real estate data, to identify real estate opportunities for development and redevelopment. This snapshot will include vacancy, absorption, an inventory of the condition of the existing stock, and the expected pipeline by land use type.

Deliverable: Through the Summary Background, we will “tell the story” of our data findings (rather than simply present data), and what those findings mean for strategy development. We will also provide a detailed data analysis and methodology as an attachment. This report will be presented to the CEDS Committee to discuss initial findings, examine potential opportunities, and uncover any additional questions to answer through data analysis.

TASK 4: STAKEHOLDER & PARTNER ORGANIZATION ENGAGEMENT

One of the most valuable ways to develop a deep understanding of two region's challenges and opportunities—and to develop solutions to meet those needs—is to involve a sufficiently broad range of internal and external stakeholders as early as possible in the strategic planning process.

Below are several options for engagement work. We will work with you and/or or the committee to understand engagement tactics that have worked well in the past, and how we can customize our approach to maximize the number of individuals and businesses reaches in this process. *The options provided below can be adapted to virtual, in person or hybrid, depending on the preference of the community.*

STAKEHOLDER INTERVIEWS AND FOCUS GROUPS

Interviews and focus groups with economic development professionals, industry leaders, developers, philanthropic groups, representative of public organizations, and non-profit leaders will gauge the current economic development environment. Camoin Associates will look to a committee representative to introduce our team to the interviewees via email or phone contact and to schedule interviews.

VIRTUAL/IN-PERSON OPEN HOUSE

We have adapted our traditional open house model into a virtual engagement tool that allows us to present an overview of information based around key themes and collect targeted information for each topic. These events will commence with a brief presentation followed by an online “tour” of an Open House portal on the project website that will feature approximately 3-4 interactive topic pages where participants will provide input via various tools such as comment boxes, polls, selecting preferred image examples, rating the priority level of potential strategies, placing markers and notes on maps, and others. This can also continue to be an in-person event and align with other on-site work.

ONLINE BUSINESS SURVEY

Surveys will be designed to reach the maximum number of businesses throughout the region to collect additional business intelligence, including understanding of the known and perceived challenges to business operations in the region, current disaster preparedness efforts, employer workforce needs, expansion/contraction plans, and the overall strengths and weaknesses of the region. We anticipate the survey to be distributed electronically through emails/newsletters, housed on county websites, and posted on social media. As needed, we will utilize our contact center to reach businesses by phone to conduct the business survey should response rates be insufficient.

CEDS COMMITTEE

We will maintain ongoing engagement with the CEDS Committee, especially at project milestones to gain consensus and feedback. We will use a variety of digital tools that will help engage the group and drive important discussions. We will interview members 1-1 to gain additional insights into certain industries and regional issues.

Deliverable: Findings from all engagement tasks will inform the final strategy and be included in the final report as appendices.

TASK 5: BUSINESS CLIMATE RESILIENCY INVENTORY

BUSINESS RESILIENCY

Understanding the current system of business networks, ecosystems, and systems that are in place will help identify what must to be done to strengthen it. This task will involve communication with economic development organizations, business leaders, small business support services, and others to understand what is current currently available, who do people tend to rely on, how resources get distributed, and what is still needed within the system.

ENVIRONMENTAL RESILIENCY

We will include information on the environmental, geographic, and natural resource conditions of the region as they pertain to economic resiliency and growth. We will seek input from organizations or groups that are leading the way in this sector to understand efforts that have been taken in the

past and advancements in these plans to understand what future strategies will have the greatest impact on the region.

Deliverable: A Resiliency Analysis that demonstrates industry, business, and environmental vulnerabilities, changes over time, and strategies to mitigate challenges that emerge from the data and our interviews. A separate document outlining resiliency strategies will accompany the complete CEDS document.

TASK 6: SITUATIONAL ASSESSMENT

Moving beyond the traditional SWOT analysis, our team will conduct a meeting of each CEDS Committee to identify what in the current economic development system should be kept, changed, abandoned, or created using the lens of resiliency. This facilitated discussion will get beyond the high-level topics typically discussed around economic development tables and consider the on-the-ground issues that impact the ability for people to prosper, get ahead, and remain resilient in their own lives. The results of the exercise will be incorporated into the CEDS. We anticipate covering the following topics:

- Economic and workforce trends;
- Industry diversification;
- Economic development system capacity;
- Innovation and entrepreneurship;
- Business retention and expansion efforts;
- Infrastructure and transportation;
- Housing and quality of life amenities;
- Education system;
- Family support and childcare;
- Land use planning and zoning;
- Recent regional investment and its role in attracting economic development activity; and,
- Local and regional partners necessary to accomplish economic development goal

Deliverable: We will present our findings of this meeting in a video conference meeting. Feedback from the CEDS Committee will be incorporated into the final document. We anticipate this being an iterative process and that there will be several rounds of discussion before the assessment is finalized.

TASK 7: DEVELOPING STRATEGY CONCEPTS

PRELIMINARY GOALS AND THEMES

We will develop a preliminary set of goals and themes that will drive the implementation strategies for the RRRC, TJPDC and super regional CEDS. The set of goals and themes will be vetted by internal staff and then shared with the committee in advance of interactive workshops, noted below.

CEDS WORKSHOP WITH COMMITTEE

Using the preliminary goals and themes as a starting point, we will use digital tools like Slido or Padlet to host an interactive workshop that will allow participants from the committee to test out concepts, present their ideas, and gather consensus from the group on specific projects or targets for action. In addition to the project type, we will discuss funding opportunities, partnerships, infrastructure needs and timelines. We propose holding two workshops to complete this task with the committee. The first meeting will be to generate all ideas without limitations to gauge the range

of projects that are supported by the group. From that meeting, Camoin Associates will refine and organize the projects into categories that will help the group further clarify the purpose of each project, its role in CEDS implementation, and how the project will contribute to the region's economic development and resiliency goals.

SUPER-REGIONAL STRATEGIES

The second meeting will be a collaborative workshop aimed at building out the super-regional strategies and the role that each organization will play in advancing specific projects. We will examine how funding sources can be leveraged, what gaps need to be filled, and how both organizations can work together over the life span of the CEDS to ensure successful implementation. This workshop will be conducted on-site and can be coordinated with remaining interviews or discussion around implementation.

Deliverable: A vetted summary of themes and goals for RRRC and TJPDC, in addition to super-regional strategies.

TASK 8: DRAFT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

DRAFT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY REPORT AND ACTION PLAN

This draft will detail the region's strategic focus areas with action-oriented language to demonstrate how the region can leverage opportunities with the greatest potential. A digital copy of this draft report will be delivered to the committee. The CEDS will include an Action Plan Matrix; this is your implementation tool, which will serve not only as a broad plan reflecting the region's economic development intentions but also as a concise document to be frequently referenced by staff and key implementers in day-to-day operations. Each action proposed in the matrix will have related partners, timeframe, costs, resources, and outcome metrics to track progress over time. We will work closely with project stakeholders to develop the matrix using a format and layout that best meets your needs. The super-regional strategies will be incorporated as a stand-alone chapter for use by both organizations.

PERFORMANCE MEASURES

As a segue to implementation, Camoin Associates will work with RRRC and TJPDC to develop a series of metrics to evaluate the performance of the strategy implementation. We see three essential conditions that must be met for the metrics system to be fully functional: (1) the metrics and benchmarks must be highly relevant, i.e. specific to the goals and strategies enumerated with a reasonable logic model that ties actions to outcomes, (2) they must be easily attainable, i.e. not excessively expensive or requiring copious amounts of staff time to manage, and (3) they must be consistent over time, meaning that a single data point must be consistently reported and recorded from one time period to the next.

Deliverable: Draft CEDS report with Action Plan Matrix. The format will be digital and print ready file.

TASK 9: FINALIZING THE PLAN

FINAL STRATEGY DOCUMENT AND COMMUNICATION MATERIALS

Based on the committee's advisement, we will incorporate revisions into the document, Action Plan Matrix and Implementation Playbook. At this stage, we will develop a concise executive summary that will serve as an introduction to the Comprehensive Economic Development Strategy (CEDS). This summary will be written for a general audience and use graphics where appropriate. An electronic draft of this summary document will be provided to the committee and revised based on comments received via email and during Project Management calls.

If required by the EDA, Camoin Associates will package the CEDS for the statutory 30-day public comment period prior to submission to the Economic Development Administration (EDA). With RRRC and TJPDC, we will compile and respond to comments as appropriate. Camoin Associates will present the final components at an appointed meeting/venue to enable the RRRC AND TJPDC to adopt the CEDS. We will work with you to determine the ideal participants and meeting format so that this is not just a perfunctory presentation but a session that drives you towards implementation. We will also hold a meeting/work session with the staff and the CEDS Committee to debrief, incorporate any final input, and prepare all for the launch into implementation.

Deliverable: Presentation and final draft of the CEDS and a visually appealing version of the executive summary. An electronic copy that is print ready will be provided by email.

ATTACHMENT B

Compensation and Payment

As remuneration for the scope of services attached as Attachment A, the Client shall pay the Consultant a fixed fee of EIGHTY THOUSAND DOLLARS (\$80,000.00), such fee to include all labor, expenses, travel time, and mileage. The Fee for Services provided under this Agreement will be allocated and charged monthly on a progress-to-completion basis.

a. Hourly labor rates January 1 through December 31, 2022

President / Senior VP	\$285.00 per hour
Principal	\$225.00 per hour
Senior Professional	\$165.00 per hour
Professional	\$125.00 per hour
Rate in travel status	\$85.00 per hour (all personnel)

Rates and fees are subject to adjustment annually with 30 days' notice and approval by the Client

- b. Travel by private automobile will be charged at the maximum federal reimbursement rate per mile.
- c. All other expenses (e.g. purchase of proprietary data, travel related expenses, etc.) will be charged at cost.

TJPDC Contractual Agreement Template – General Terms & Conditions – 2022

1. Hold Harmless Provision

Contractor agrees to indemnify, defend and hold harmless TJPDC and its members, the Commonwealth of Virginia, their employees, officers and agents from all damages, costs, suits, actions, or claims of any kind, including attorneys' fees, brought on account of any personal injuries, damages, or violations of rights sustained by any person or property in consequence of any neglect in performance of work related to this agreement or on account of any act or omission by Contractor or its employees or agents, or from any claims or amounts arising from violation of any law, ordinance, regulation or decree.

2. Employment Discrimination Prohibited

During the performance of this contract, Contractor agrees as follows:

- a. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

3. Drug Free Workplace

During the performance of this contract, Contractor agrees to (i) provide a drug-free workplace for Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

4. Immigration Control and Reform Act

Contractor certifies that it does not, and shall not during the performance of the contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

5. Virginia State Corporation Commission

If required by Titles 13.1 or 50 of the Virginia Code, or by other law, Contractor shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if Contractor is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership, or is registered as a registered limited liability partnership. Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the terms

of the contract. If Contractor fails to remain in compliance with the provisions of this section, the contract may be voided by TJPDC.

6. Payment of Sub-contractors

Contractor is obligated to take one of the two following actions within seven days after receipt of amounts paid to Contractor by TJPDC for work performed by any sub-contractor under this contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from the agency attributable to the work performed by the subcontractor under that contract; or
- b. Notify the agency and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

Contractor is obligated to pay interest to the sub-contractor on all amounts owed by the contractor that remain unpaid after seven days following receipt by Contractor of payment from TJPDC for work performed by the sub-contractor under the contract, except for amounts withheld as allowed above in Subsection b. . Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.

Contractor shall include in each of its subcontracts a provision requiring each sub-contractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier sub-contractor.

Contractor's obligation to pay an interest charge to a sub-contractor pursuant to the above provisions may not be construed to be an obligation of TJPDC. A contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

Additional Provisions for Federally-Funded Contracts

1. Minority Business Enterprise/Women's Business Enterprise/Labor Surplus Requirements (2 C.F.R. § 200.231).

Contractor agrees to take affirmative steps in letting any subcontracts to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including the following:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

2. Contract Work Hours and Safety Standards Act (Appendix II Subsection (E), 29 C.F.R. § 5.5(a)).

- a. Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in Paragraph a of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in Paragraph (b)(1) of this section, in the sum of \$29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in Paragraph a of this section.
- c. Withholding for unpaid wages and liquidated damages. Contractor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in Paragraph b of this section.
- d. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in Paragraphs a through c of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in Paragraphs a through d of this section.

As used in this section, the terms *laborers* and *mechanics* include watchmen and guards.

3. Domestic Preference (Appendix II to Part 200, Subsection (L) referencing 2 CFR § 200.322).

Contractor agrees to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products) in selecting subcontractors, materialmen, and vendors to provide work or products furnished under the contract.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

4. Recovered Materials Requirement (Appendix II to Part 200, Subsection (J) referencing 2 CFR § 200.323).

In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the successful Bidder determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable; or (3) are only available at an unreasonable price.

These requirements shall apply to items purchased where: (1) Contractor purchases in excess of \$10,000 of the item; or (2) during the preceding Federal fiscal year, Contractor: (i) purchased any amount of the items for use under a contract that was funded with federal appropriations and was with a federal agency, state agency, or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

5. Equal Opportunity Clause and Certification (Appendix II to Part 200, Subsection (C); 41 C.F.R. §§ 60-1.4(b), 1.7(b)(1)).

a. Contractor agrees to comply with the equal opportunity clause provided under 41 C.F.R. 60-1.4(b) in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause provisions set forth at 41 C.F.R. § 60.1.4(b) are incorporated herein by reference. Contractor further agrees to include the equal opportunity clause provisions in each nonexempt subcontract.

b. By signing the contract, Contractor certifies the following:

Contractor has, has not, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246, and that Contractor has, has not, filed with the joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

6. Nonsegregated Facilities (Appendix II to Part 200, Subsection (C); 41 C.F.R. § 60-1.8).

Contractor must ensure that facilities provided for employees are provided in such a manner that segregation on

the basis of race, color, religion, sex, or national origin cannot result. Contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. Contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under Contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. Contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

7. Byrd Anti-Lobbying Certification (Appendix II to Part 200, Subsection (I); Appendix A to 49 C.F.R. 20).

By signing the contract, Contractor certifies, to the best of its knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

8. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Appendix II to Part 200; Subsection (H); 2 C.F.R. § 180.335).

- a. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this section, are defined in 2 CFR Parts 180 and 1200. "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "Lower Tier Participant" refers to any participant who has entered into a covered transaction with Contractor or other Lower Tier Participants (such as subcontractors and suppliers).
- b. By signing the contract, Contractor certifies to the best of its knowledge and belief, that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

- ii. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(ii) of this certification; and
 - iv. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- c. The certification in this section is a material representation of fact upon which reliance was placed when TJPDC determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available, Contractor may terminate the contract for default.
- d. Contractor shall provide immediate written notice to TJPDC if Contractor learns at any time that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- e. Contractor agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by TJPDC.
- f. Contractor further agrees that it will include the certification in Paragraph b, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under Paragraph e, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available, TJPDC may terminate the contract for cause or default.
9. Compliance with the Cargo Preference Act (46 C.F.R. § 381.7(b)).

The following provisions are only applicable when materials or equipment are acquired and have been transported by ocean vessel. They do not apply when materials or equipment used that are obtained from the existing inventories of suppliers and contractors.

- a. Contractor agrees to utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved,

whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.

- b. Contractor agrees to furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in Paragraph a of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
- c. Contractor agrees to insert the substance of the provisions of this clause in all subcontracts issued pursuant to the contract.

10. Compliance with Environmental Regulations (Appendix II to Part 200, Subsection (G)).

Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). Violations must be reported to TJPDC and the Regional Office of the Environmental Protection Agency (EPA).

11. Compliance with Davis-Bacon Act (Appendix II to Part 200, Subsection (D)).

- a. Contractor certifies that all laborers and mechanics employed by it or by any subcontractors are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with the Davis-Bacon Act, an amended, 40 U.S.C. §§ 3141-3148 as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. Contractor also agrees to pay wages not less than once a week.
- b. If the certification described in Subsection (a) cannot be provided, Contractor agrees to provide a project employment and local impact report detailing:
 - i. the number of employees of contractors and sub-contractors working on the project;
 - ii. the number of employees on the project hired directly and hired through a third party;
 - iii. the wages and benefits of workers on the project by classification; and
 - iv. whether those wages are at rates less than those prevailing.

Contractor agrees to maintain sufficient records to substantiate all information reported pursuant to this subsection.

12. Compliance with Copeland Act (Appendix II to Part 200, Subsection (D)).

Contractor agrees to comply with the requirements of the Copeland "Anti-Kickback" Act, 40 U.S.C. § 3145 as supplemented by Department of Labor regulations at 29 C.F.R. Part 3, which are incorporated herein by reference.

13. False or Fraudulent Statements or Claims (31 U.S.C. § 3802).

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801, *et seq.*, applies to its actions pertaining to the contract. Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the contract.

14. Examination and Retention of Records (10 C.F.R. § 600.242).

TJPDC and any of its duly authorized representatives shall, until three years after final payment under the contract, have access to and the right to examine any of Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

15. Termination for Cause and for Convenience (Appendix II to Part 200, Subsection (B)).

- a. Termination for Cause. TJPDC will provide Contractor with written notice of any breach of the contract along with a request that Contractor cure the breach within 14 days of the date of the notice. In the event a breach remains uncured after the 14-day period, TJPDC may terminate the contract for cause by written order issued seven days after the expiration of the cure period. In the event the contract is terminated for cause, TJPDC may take any or all of the following actions:
 - i. Require Contractor to deliver any work described in the notice of termination;
 - ii. Take over the work and prosecute the same to completion by contract or otherwise with Contractor being liable for any additional cost incurred by TJPDC; and
 - iii. Withhold any payments to Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owed to RRRC by Contractor.
- b. Termination for Convenience. TJPDC may, at any time, terminate the contract for its convenience and without cause by sending written notice to Contractor at least 10 days prior to termination without prejudice to any other available remedies. If the contract is terminated under this subsection, Contractor shall be paid for the following:
 - i. All completed work furnished to the satisfaction of TJPDC prior to the date of termination.
 - ii. With respect to unfinished or incomplete work, all expenses from furnishing services, labor, materials, and equipment for such work prior to the date of termination.
 - iii. A fair and reasonable amount for overhead and profit attributable to the items described above in Subsections (i) and (ii).

16. Compliance With Other Applicable Federal Laws and Regulations.

Contractor agrees to comply with all applicable requirements of (a) Title VI of the Civil Rights Act of 1964 (Title VI), 42 U.S.C. § 2001d-1, *et seq.*, and the implementing regulations at 31 C.F.R. Part 22; (b) Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; (c) the Age Discrimination Act of 1975, 42 U.S.C. § 6101, *et seq.*, and the implementing regulations at 31 C.F.R. Part 23; and (d) 2 C.F.R. Part 200, the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Charlottesville/Albemarle Metropolitan Planning Organization
TITLE VI / NONDISCRIMINATION ASSURANCE
(DOT Order No.1050.2A)

The **Charlottesville/Albemarle Metropolitan Planning Organization**, (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurance

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Charlottesville/Albemarle Metropolitan Planning Organization** in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

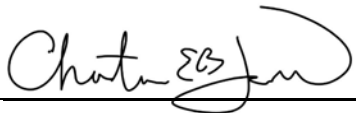
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the **Charlottesville/Albemarle Metropolitan Planning Organization** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *FHWA* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by *FHWA*. You must keep records, reports, and submit the material for review upon request to *FHWA*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The **Charlottesville/Albemarle Metropolitan Planning Organization** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-Aid Highway Program*. This ASSURANCE is binding on the *Commonwealth of Virginia*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal-Aid Highway Program*.

Charlottesville/Albemarle Metropolitan Planning Organization

by  _____

Christine Jacobs, Interim Executive Director

DATED 9/16/2021

Attachment E

SPECIFIC AWARD CONDITIONS
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration (EDA)

NON-CONSTRUCTION PROJECTS: Economic Adjustment Assistance, Short Term Planning, and Technical Assistance Programs under Sections 203, 207 and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 and 3149

Project Title: CEDS Development	
Recipient Name: Thomas Jefferson Planning District Commission, Charlottesville, VA	Project Number: 01-69-15253

1. This EDA Award supports the work described in the approved final scope of work, which is attached as Exhibit 1 and is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed Form CD-451.
2. The Recipient Contact's name, title, address, and telephone number are:

Ms. Christine Jacobs Executive Director Phone: (434)979-1597 Email: cjacobs@tjpd.org	Thomas Jefferson Planning District Commission 401 E Water Street PO Box 1505 Charlottesville, VA 22902-1505
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Linda Cruz-Carnall Regional Director Phone: (215) 597-4603 Fax: (215) 597-1063 Email: lcruz-carnall@eda.gov	Economic Development Administration Philadelphia Regional Office Robert N.C. Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Marguerite McGinley Area Director, Investment Development Team Phone: (215)597-8822 Email: mmcginley@eda.gov	Economic Development Administration Philadelphia Regional Office Robert Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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5. The EDA Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

David Cohen Economic Development Specialist Phone: (267) 314-3564 Email: dcohen@eda.gov	Economic Development Administration Philadelphia Regional Office Robert Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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6. **ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference on the Financial Assistance Award (Form CD-450), the following additional documents are hereby incorporated by reference into this Award:

- The Recipient's application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation;
- Authorized Scope of Work (Exhibit 1)
- Authorized Staffing Plan (Exhibit 2)
- Authorized Performance Measures (Exhibit 3)
- Instructions on how to enroll and access funds in ASAP (Exhibit 4).

Should there be a discrepancy among these documents, the Specific Award Conditions (this document), including any attachments, shall control.

7. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project Development Time Schedule:

Return of Executed Financial Assistance Award	No later than 30 calendar days after receipt of Form CD-450/CD-451
Authorized Award End Date.....	18 months from Date of Award
Submission of Final Project Progress Report	No later than 120 calendar days from the Award End Date
Submission of Final Financial Documents (SF-425).....	No later than 120 calendar days from the Award End Date

The Recipient shall diligently pursue the development and implementation of the project upon receipt of the EDA Award so as to ensure completion within this time schedule and shall promptly notify EDA in writing of any event which could substantially delay meeting any of the prescribed time limits for the project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338–200.342, as applicable.

8. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

- A. AWARD DISBURSEMENTS: Reimbursement basis only.** EDA will make disbursements using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation required by ASAP. Complete information concerning the ASAP system may be obtained by visiting www.fms.treas.gov/asap.

In order to receive disbursements, the Recipient must submit a "*Request for Reimbursement*" (Form SF-270 or any successor form) for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, the Recipient must complete the attached Form SF-3881 (or any successor form) "*ACH Vendor/Miscellaneous Payment Enrollment Form*" and submit it to NOAA's Accounting Office by FAX at (301) 528-3675. (*FAX is required to secure confidentiality of sensitive information.*) The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

B. REPORTS:

- a. Project Progress Reports:* The Recipient agrees to provide the Project Officer with project progress reports, which will communicate the important activities and accomplishments of the Project, on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire project period. Reports are due no later than 1 month following the end of the semi-annual period.

Performance progress reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, and containing the following information in no more than 3-6 pages in length:

- i. Provide a clear, concise overview of the activities undertaken during the semi-annual reporting project period;
- ii. Document accomplishments, benefits, and impacts that the project and activities are having. The Recipient should note where activities have led to specific outcomes such as job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;
- iii. Highlight any upcoming or potential press events or opportunities for collaborative press events that would highlight the benefits of the EDA investment;
- iv. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course of work for the next semi-annual reporting period;

- v. Outline challenges that currently impact or could impact progress on the Award over the next semi-annual reporting period and identify ways to mitigate this risk; and
- vi. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for your EDA Project Officer to know.

Final Project Reports may be posted on EDA’s website, used for promotional materials or policy reviews, or may be otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no specific page limit for Final Project Reports; however, such reports should concisely communicate key project information, and should:

- i. Outline the specific regional need that the project was designed to address and update progress made during the award period that will mitigate need and advance economic development;
 - ii. Provide a high-level overview of the activities undertaken;
 - iii. Detail lessons learned during the project period that may be of assistance to EDA or other communities undertaking similar efforts;
 - iv. Outline the expected and actual economic benefits of the project as of the time that the report is written; and
 - v. Any other key information from the project.
- b. *Financial Reports*: The Recipient shall submit a “*Federal Financial Report*” (Form SF-425 or any successor form) on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire project period. Form SF-425 and instructions for completing this form are available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. Reports are due no later than 1 month following the end of the semi-annual period.

A final Form SF-425 must be submitted no more than 120 calendar days after the expiration date of the Award (*i.e.*, the Award End Date specified on the Form CD-450 or a subsequently executed Form CD-451). Final Financial Reports should follow the guidance outlined in the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period and that all matching funds and program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the Financial Assistance Award (Form CD-450), including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200.

Line Item Budget:

- A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$80,000.00
Non-Federal Matching Share	\$20,000.00
Total Project Cost	\$100,000.00

- B. Under the terms of this Award, the total approved line item budget is:

Personnel	\$14,313.00
Fringe Benefits	\$629.00
Travel	\$165.00
Contractual	\$81,000.00
Other	\$250.00
Total Direct Charges	\$96,357.00
Indirect Charges	\$3,643.00
TOTAL	\$100,000.00

10. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
11. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. By accepting the Award, the Recipient also certifies that the Matching Share of the project costs is committed to the project, is not encumbered in any way that would prevent its use for the project, and will be available as needed for the project.
12. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given EDA two options for having payments deposited to EDA's account:
- The first is the pay.gov website. This option allows the payee to pay EDA through the internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
 - The second is paper check conversion. All checks must include on their face the name of the DOC agency funding the award, the award number, and a description of no more than two words identifying the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, which processes EDA's accounting functions, at the following address:

U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Finance Office, AOD, EDA Grants
20020 Century Boulevard
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer the file to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

- 13. PLANNING COORDINATION:** In keeping with regional economic development principles, the Recipient should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).
- 14. PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. §§ 200.317–200.326. All contracts for services to perform portions of the Authorized Scope of Work must conform to these principles.
- 15. NONRELOCATION:** By accepting this Award of financial assistance, the Recipient attests that EDA funding is not intended by the Recipient to assist efforts to induce the relocation or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA reserves the right to pursue appropriate enforcement actions, including suspension of disbursements, termination of the Award for convenience or cause (which may include the establishment of a debt requiring the Recipient to reimburse EDA), and disallowance of any costs attributable, directly or indirectly, to the relocation.

16. REAFFIRMATION OF APPLICATION: Recipient acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient, or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient hereby reaffirms and states that:

- i. All data in the application and documents submitted with the application are true and correct as of the date the application was submitted and remain true and correct as of the date of this Award;
- ii. The application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and
- iii. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the application.

The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.

17. SIMPLIFIED ACQUISITION THRESHOLD: In accordance with OMB Memorandum M-18-18 (June 20, 2018), the Simplified Acquisition Threshold (see 2 C.F.R. § 200.88) and Micro-purchase Threshold (see 2 C.F.R. § 200.67) applicable to this Award are \$250,000 and \$10,000, respectively. The Recipient may utilize Small Purchase Procedures or Procurement by Micro-purchases, as applicable, for purchases below these thresholds (see 2 C.F.R. § 200.320).

18. TECHNICAL ASSISTANCE TO BUSINESSES: Any technical assistance offered to businesses under this Award shall be as widely advertised and accessible to potentially benefitting businesses as is reasonably permitted by the EDA Project Scope of Work and Budget. The Recipients shall maintain adequate documentation of any technical assistance offered and/or provided to benefitting businesses under this Award.

19. RECIPIENT'S DUTY TO REFRAIN FROM EMPLOYING CERTAIN GOVERNMENT EMPLOYEES: For the two-year period beginning on the date the EDA executes this Award, the Recipient(s) agrees that it will not employ, offer any office or employment to, or retain for professional services any person who, on the date the EDA executes this Award or within the one-year period ending on that date:

- a. Served as an officer, attorney, agent, or employee of the Department of Commerce; and

- b. Occupied a position or engaged in activities that the Assistant Secretary of Commerce determines involved discretion with respect to the Award of Investment Assistance under PWEDA.

The two-year period and associated restrictions referenced above also shall apply beginning on the date the EDA executes any cost amendment to this Award that provides additional funds to the Recipient(s).

20. PERFORMANCE MEASURES REQUIREMENTS: The Semi-Annual Program Outputs Questionnaire for EDA Grantees (Non-infrastructure programs) (Form ED-916) must be submitted by Recipient to EDA on a semi-annual basis during the period of performance of this Award, or as otherwise directed by EDA. EDA will provide Recipient with the first electronic Outputs Questionnaire approximately six months after the date the period of performance starts, as set forth in Form CD-450. EDA will then provide Recipient subsequent electronic Outputs Questionnaires approximately every six months thereafter through the end of the period of performance, or any portion thereof if applicable. Recipient must complete and submit to EDA each electronic Outputs Questionnaire within 30 days of receipt.

The Annual Capacity Outcomes Questionnaire for EDA Grantees Serving Clients (Non-Infrastructure Programs) (Form ED-917) or the Annual Capacity Outcomes Questionnaire for EDA Grantees not Serving Clients (Non-infrastructure programs) (Form ED-918) must be submitted by Recipient to EDA on an annual basis for five years, or as otherwise directed by EDA. If Recipient will directly serve clients (i.e. beneficiaries) under the Authorized Scope of Work, Recipient must submit Form ED-917; if Recipient will not directly serve clients under the Authorized Scope of Work, Recipient must submit Form ED-918. (Recipient should consult the above-listed project officer if Recipient is unsure whether activities in the Authorized Scope of Work constitute serving clients.) Recipient will automatically receive whichever Outcomes Questionnaire is most appropriate, as determined by the EDA project officer, for the Authorized Scope of Work. EDA will provide Recipient with the first electronic Outcomes Questionnaire approximately one year after the date the period of performance starts, as set forth in Form CD-450. EDA will then provide Recipient subsequent electronic Outcomes Questionnaires approximately every 12 months thereafter for a total of five years, notwithstanding the end of the period of performance. Recipient must complete and submit to EDA each Outcomes Questionnaire within 30 days of receipt.

EDA may revise or replace the Outputs Questionnaire and/or the Outcomes Questionnaire at any time during or following the period of performance of this Award. Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010 (collectively, GPRA Reports). Recipient must collect sufficient data and retain sufficient documentation to enable Recipient to complete required GPRA Reports. Failure to submit to EDA required GPRA Reports might adversely impact the ability of the Recipient to secure future funding from EDA.

21. REQUIREMENTS FOR COMPREHENSIVE ECONOMIC

DEVELOPMENT STRATEGIES: The Scope of Work for this Project includes the preparation of a Comprehensive Economic Development Strategy (“CEDS”). In undertaking that task, the Recipient shall, and agrees to, comply with EDA’s regulations regarding the preparation of CEDS at 13 C.F.R. §§ 303.6 and 303.7.

22. WASTE, FRAUD AND ABUSE: Consistent with 2 CFR part 200, Recipient’s key personnel will take a training on preventing waste, fraud and abuse as provided with this Award Package. Key personnel include those responsible for managing the Recipient’s finances and overseeing any contractors, sub-contractors or sub-grantees (for financial matters and/or general oversight related to this Project). Within sixty calendar days of accepting the EDA Financial Assistance Award, the Recipient shall provide to the Project Officer all Certificates of Completion for the Waste, Fraud, and Abuse training. In the event there are co-recipients of this Award, the obligations in the Specific Award Condition shall apply to all Recipients whether or not designated in this Award as the Lead Recipient.

Further, Recipient will monitor award activities for common fraud schemes (hereinafter “Fraud Schemes”), such as but not limited to:

1. false claims for materials and labor,
2. bribes related to the acquisition of materials and labor,
3. product substitution,
4. mismarking or mislabeling on products and materials, and
5. time and materials overcharging.

Should Recipient detect any Fraud Schemes or any other suspicious activity, Recipient will contact the EDA staff listed above and the Department of Commerce, Office of Inspector General, as indicated at <https://www.oig.doc.gov/Pages/Contact-Us.aspx>, as soon as possible.

EXHIBIT 1

Authorized Scope of Work

The Thomas Jefferson Planning District Commission (TJPDC) will take the lead to administer and facilitate the CEDS process and will be responsible for forming and managing the CEDS committee and ensuring adherence to EDA guidelines for developing a compliant CEDS document. While the TJPDC will serve as lead organization, our member local governments, institutions of higher education, chambers of commerce, businesses, and other regional partners will help identify critical stakeholders to serve on the CEDS committee. The TJPDC will ensure that the CEDS committee is diverse and include multi-sector participation, leveraging a strong existing leadership network.

The TJPDC commits to lead the process in compliance with the requirements for a CEDS pursuant to 13 C.F.R. § 303.7. The CEDS will incorporate, at minimum, the following chapters/sections:

- Summary Background: Create a summary background of economic conditions in the Region;
- SWOT Analysis: Perform an in-depth SWOT Analysis to identify regional strengths, weaknesses, opportunities, and threats;
- Visioning and Goal-Setting: Establish, through a process of gathering input and cooperative visioning efforts, regional goals and objectives for the area to include regional geography and identifying investment priorities and funding sources;
- Strategic Projects, Programs, and Activities: Construct a Strategic Direction/Action Plan incorporating tactics identified through the planning process, other plans, stakeholder feedback, and data analysis to develop the priority strategies for the Region;
- Recovery and Resilience: Incorporate recovery and resilience planning throughout the CEDS plan that focuses on managing the effects of disasters (natural or otherwise), pandemics, and environmental impacts on the local economy;
- Performance Measures: In order to ensure effective long-term use of the CEDS and the effective use of EDA and other resources, the CEDS will identify performance measures to evaluate the implementation of the CEDS and the impact on the regional economy.

Specific tasks to be undertaken include, but are not limited to:

Task 1-Project Organization

1. A TJPDC CEDS committee will be established, and it will be charged with steering the direction of the TJPDC-CEDS Plan.
2. The TJPDC, through joint procurement with the Rappahannock-Rapidan Regional Commission (RRRC) will issue a solicitation to hire an economic development consultant to assist with research, data collection, analysis, strategic opportunities, and plan development.

3. The TJPDC will provide project oversight and direction throughout the region-specific CEDS plan development.

Task 2- Project Management and Coordination

1. The TJPDC staff, at the direction of the Committee, will work with the selected consultant to develop timelines, establish deadlines, and establish a stakeholder engagement plan.
2. TJPDC staff and consultants will coordinate with partner agencies and stakeholder groups to gather input. The TJPDC will coordinate stakeholder engagement to be facilitated by the consultant.
3. The consultant will develop informational materials related to stakeholder outreach and data collection to be shared on the TJPDC's website. Electronic meetings and survey instruments will be utilized, as necessary.

Task 3- Data Gathering/Analysis

1. The consultant will collect and analyze community demographic and economic information; review and analyze infrastructure status; ascertain regional, national, and international economic trends and relationships; and prepare a summary showing key indicators. Small, women, and minority business-owned enterprises will be focused on as a specialized economic development interest.
2. The consultant will collect and analyze disaster (natural or otherwise) and pandemic impacts related to the local economy; resiliency will be prioritized for specific strategic planning.
3. Through a SWOT analysis, the consultant will identify economic and community strengths, weaknesses, opportunities, and threats within the Region. Comparisons will be provided to nearby and similar national economic regions. The SWOT analysis will include:
 - a. Area Overview: This section will analyze the current conditions, trends, and issues that will affect the regional economy.
 - b. Regional Resources: This section will discuss the economic development resources and entities available in the Region.
 - c. Regional Needs: This section will discuss the needs identified by the relevant stakeholders and the TJPDC-CEDS Committee.

Task 4 – Vision and Strategy Development

1. Develop a Regional Vision and Goals: This section will include new CEDS goals and objectives as recommended by the TJPDC-CEDS Committee. The purpose of this section is to answer the question, "Where do we want to be in the next ten to twenty years?" The goals and objectives included in this section are intended to further the Region's progress towards its vision statement.
2. Create an Action Plan: The Action Plan will identify activities that will move the Region toward fulfilling the identified goals and vision. The programs and activities should be prioritized and will include an implementation schedule.
3. Develop an Evaluation Plan: The Evaluation Plan will describe the Partner Agencies' process to evaluate the Region's progress in achieving the economic development goals.

It will also include performance measures and metrics used to assess the progress and identify activities that no longer support the Region's overall mission.

4. Identify common traits that span into adjacent regions that present a unique opportunity to incorporate super-regional strategies to support TJPDC's neighbors' economic goals. The Rappahannock-Rapidan Regional Commission, a neighbor of the TJPDC's, is also applying for funding to create a CEDS. The two regions will coordinate their CEDS work to identify joint opportunities and leverage the respective strengths and advantages of the neighboring region.

Task 5 – Preparation of CEDS Document

1. The consultant will assemble goals and strategies into a Draft Comprehensive Economic Development Goals and Strategy document that will include:
 - a. A description of each strategy;
 - b. Identification of each entity responsible for strategy implementation;
 - c. Quantification of costs and feasibility, if adequate information is available;
 - d. Estimated effects of strategy implementation;
 - e. A list of possible next steps, including timelines for implementation of each strategy.

Recommendations and conclusions will be included in the CEDS.

1. The TJPDC-CEDS document must satisfy the requirements of the Economic Development Administration (EDA) pursuant to 13 C.F.R. § 303.7. to include resiliency and recovery in the face of disasters, COVID-19 pandemic, and other economic disruptions in our changing economy. Resilience and recovery will be infused throughout the CEDS plan.
2. Final documents and presentations will be prepared for the TJPDC-CEDS committee and be presented to stakeholder agencies.

Title	CEDS
File name	Contract - CEDS - ...2023 - signed.pdf
Document ID	0947bce24acd34960c837b769638825016780354
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 SENT	01 / 10 / 2023 18:28:44 UTC	Sent for signature to Robert Camoin (rcamoin@camoinassociates.com) from eteets@camoinassociates.com IP: 107.77.203.145
 VIEWED	01 / 10 / 2023 19:01:25 UTC	Viewed by Robert Camoin (rcamoin@camoinassociates.com) IP: 68.14.130.157
 SIGNED	01 / 10 / 2023 19:01:56 UTC	Signed by Robert Camoin (rcamoin@camoinassociates.com) IP: 68.14.130.157
 COMPLETED	01 / 10 / 2023 19:01:56 UTC	The document has been completed.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, December 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	
Liz Russell	x		Don Reed, Finance Director		
Albemarle County			Ruth Emerick, Chief Operating Officer	x	
Ned Gallaway, Chair	x		Sandy Shackelford, Planning/Transportation Director		x
Jim Andrews	x		Lucinda Shannon, Senior Regional Planner	x	
Fluvanna County			Laurie Jean Talun, Regional Housing and Community Development Grants Manager	x	
Tony O'Brien, Vice Chair	x		Gorjan Gjorgjievski, VATI Project Administrative Assistant	x	
Keith Smith, Treasurer	x		Otis Collier III, BRCTB Compliance Agent	x	
Greene County					
Dale Herring	x				
Andrea Wilkinson	x				
Louisa County					
Rachel Jones			GUESTS/PUBLIC PRESENT		
Tommy Barlow	x				
Nelson County					
Jesse Rutherford	x				
Ernie Reed	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:02 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: None.

2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:

a. Staff Introductions

Christine Jacobs introduced three new staff members: Otis Collier, Cigarette Tax Compliance Agent, Laurie Jean Talun, Regional Housing and Community Development Grants Manager, and Gorjan Gjorgjievski, VATI Project Administrative Assistant.

b. Regional Transit Governance Study

Lucinda Shannon, Senior Regional Planner, shared that the TJPDC was awarded a grant from the Department of Rail and Public Transportation to complete a Regional Transit Governance Study. The study will identify strategies for achieving the regional transit priorities and goals identified in the recently completed Regional Transit Vision Plan. Specifically, the study will look at potential governance options for a regional authority and investigate opportunities to increase transportation investments and outcomes.

c. DRPT Grant 5310 – Mobility Management

Lucinda Shannon shared that the TJPDC is exploring developing a program to support mobility management to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Currently, there is not a regional 5310 grant applicant acquiring this resource for our region.

d. 2023 General Assembly Preview

David Blount provided a high-level overview of the expected budget and legislative items for the upcoming General Assembly session, including possible legislation on tax policy, affordable housing, and short-term rentals. TJPDC Legislative Newsletters will be sent out about once a week during the legislative session.

4. CONSENT AGENDA: Action Items

a. Minutes of November 3, 2022 Meeting

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously approved the meeting minutes as presented, with Tommy Barlow and Andrea Wilkinson abstaining.

b. Monthly Financial Reports

Christine Jacobs reviewed the monthly financial reports, including the unrestricted cash on hand and monthly net revenue.

Motion/Action: On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approved the monthly financial reports as presented.

5. NEW BUSINESS:

a. 2023 Calendar Year Meeting Schedule

A tentative schedule for calendar year 2023 was presented, with no meeting in January or July, and a special session tentatively scheduled in June to approve a grant application that will be due prior to the August meeting.

6. RESOLUTIONS:

None.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report: Christine Jacobs updated the Commission on the hiring process for the open Transportation Planner position and expects to have the position filled soon, making the TJPDC fully staffed.

Project milestones for VATI were shared, including the completion of over 300 miles of field data collection, over 1,400 miles of fiber design, nearly 140 miles of make ready work, over 35 miles of aerial fiber placement, and over 38 miles of underground fiber placement. TJPDC and Firefly applied for nearly \$13 million in 2023 VATI grant funding for additional work to be completed on behalf of Albemarle, Greene, Cumberland, and Madison counties. Grant award announcements from DHCD are expected in December 2022, after service area challenges have been resolved.

The Cigarette Tax Compliance Agent has been out in the field, working to educate and inform retail establishments about the local cigarette tax and ordinance. On average, about \$250,000 per month in cigarette tax collections pass through the TJPDC to the eight BRCTB member jurisdictions.

Ned Gallaway, Keith Smith, and TJPDC housing staff attended the Virginia Governor's Housing Conference in November. Planning for the Regional Housing Summit in March is ongoing. Staff intends

to issue a Request for Proposals as part of the process of applying for a Virginia Housing Tier II Implementation Grant. If awarded, the grant would support the Regional Housing Partnership's five - year strategic plan through a bylaws and membership review by a consultant.

Staff is exploring an FTA/DRPT 5310 Mobility Management grant to develop a one-call center to support seniors and individuals with disabilities access to appropriate transit and transportation options. A required Title VI plan for the CA-MPO and TJPDC has been developed by staff, approved by VDOT, and will be presented to Commissioners at the February meeting. An application is being prepared by staff for a DRPT technical assistance grant to develop a required five-year strategic plan for the RideShare program. Work on the Long-Range Transportation Plan continues, including on recently developed draft goals and objectives, and staff members are working to develop stakeholder discussion groups. The Rural Transportation Tech committee met in November and had a presentation on how to evaluate the economic impacts of transportation projects.

A Request for Proposals was issued for a consultant to complete a Comprehensive Economic Development Strategy (CEDS) for Region 10 and Region 9. Work will begin to develop a Strategy Committee comprised of Economic Development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders.

Staff is completing work with Albemarle County on developing SMART goals for sustainable waste management as part of the Watershed Improvement Program. There are some new Notice of Funding Opportunities for related grant opportunities that were just released that staff is following.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – February 2, 2022

- i. HOME ARP Public Hearing
- ii. New Commissioner Member Orientation (if needed)
- iii. FY24 RideShare Work Program, Grant Application Presentation
- iv. FY23 TJPDC Amended Budget Draft
- v. Quarter Two (Oct-Dec) Financial Report
- vi. VATI Presentation/Update

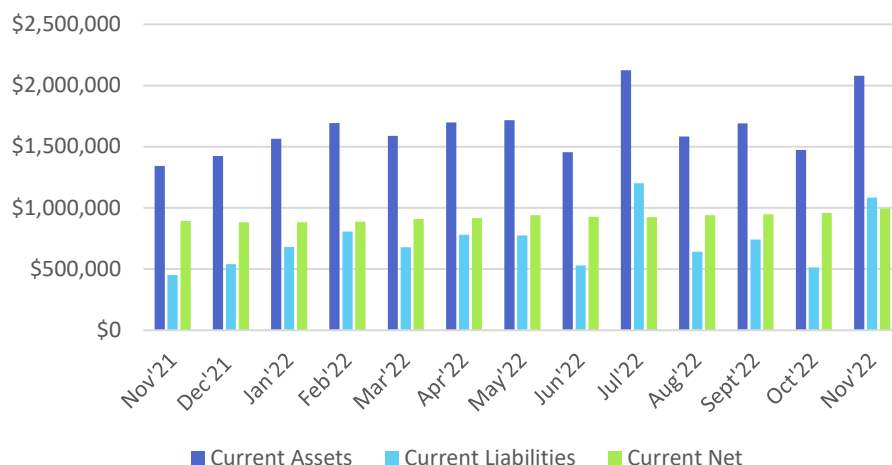
ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously voted to adjourn the December 1, 2022, Commission meeting at 8:24 pm.

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

NET QUICK ASSETS

Target = \$593,041 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$118,608



MONTHLY NET QUICK ASSETS

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

Sept'22 = \$948,946

Oct'22 = \$959,348

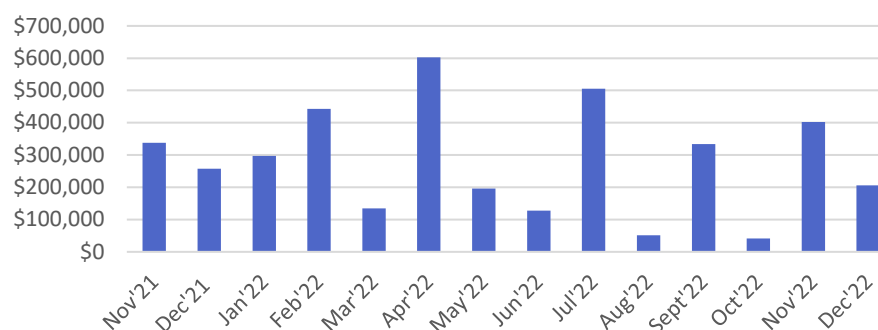
Nov'22 = \$995,511

Dec'22 = \$1,012,725

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 December 2022, the TJPDC had 8.54 months of operating expenses. The rolling twelve-month average operating expenses increased to \$119,608. The 3-month average of expenses is \$121,232. Actual operating expenses for November were \$129,409 and for December were \$123,988 compared to \$99,928 in November of FY21 and \$108,355 in December of FY22. Capital reserves = \$1,012,725 - \$593,041 = \$419,684.

UNRESTRICTED CASH ON HAND

Target = \$593,041 (4 months operating expenses)
Alarm = <\$237,216 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

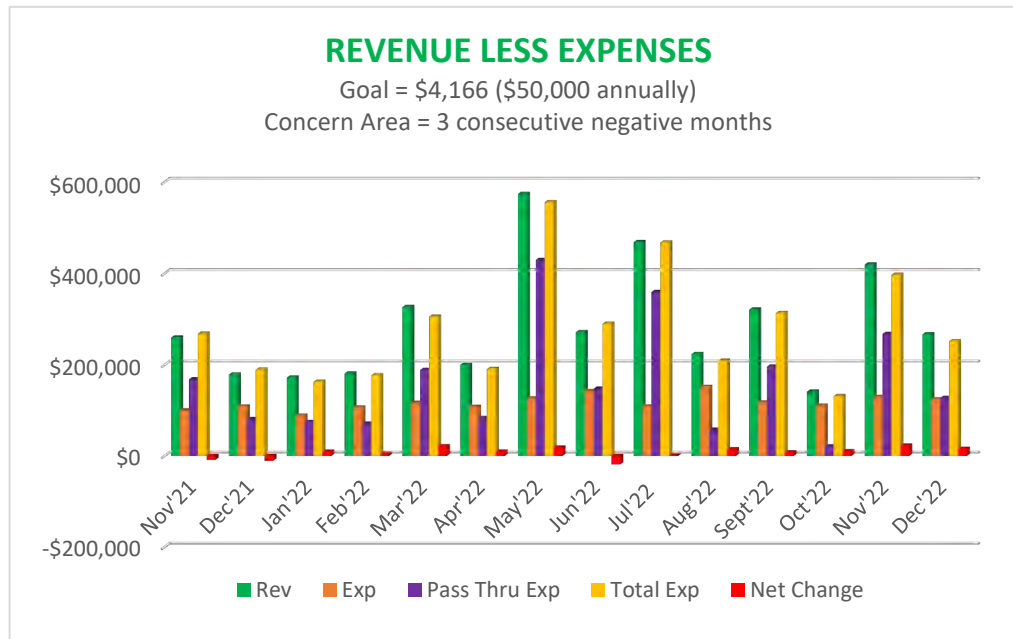
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 increased from October (\$41,789) to November (\$450,363) and then decreased from November to December (205,997) which represents 1.74 months of operating expenses as of December 2022. This is at the concern level and staff are continuing to watch the cash flow very carefully and aggressively pursuing accounts receivable (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). Additionally, staff temporarily paused Housing Preservation Payment grants to subrecipients until all past-due reimbursements were received by USDA.



MONTHLY NET REVENUE

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

Sept'22 = \$7,741

Oct'22 = \$10,072

Nov'22 = 22,587

Dec'22 = 15,424

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. **The net gain in November was \$22,587** (our strongest month to date) **and the net gain in December was \$15,424.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). **The FY23 net gain to date is \$74,543.** The Accrued Revenue Report shows total available funds of \$1,199,080 for the remaining 6 months in FY23 (an average of \$199,846.69 per month) which is ample revenue to cover projected expenses. Actual operating expenses for November were \$129,409 for November and \$123,988 for December, with a 3-month average of \$121,232. *Note:* The Executive Director intends to give staff an end-of-fiscal-year one-time bonus. This bonus was approved in the FY23 approved budget and revenue projections indicate there will be ample revenue to cover the bonuses.

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
November 2022

11:22 AM
01/26/23
Accrual Basis

	Nov 22	Budget	Jul - Nov ...	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	74,699	2,174,367	615,839	10,625,785	25,906,162
4120 · State Funding Source	52,908	91,726	304,467	458,631	1,100,715
4130 · Local Source	276,446	1,066,023	1,385,940	5,340,657	13,984,859
42000 · Local Match Per Capita	12,756	13,585	63,770	72,838	160,847
4280 · Interest Income	2,788	42	8,842	207	500
Total Income	419,597	3,345,742	2,378,858	16,498,119	41,153,083
Gross Profit	419,597	3,345,742	2,378,858	16,498,119	41,153,083
Expense					
61000 · Personnel	92,562	107,379	445,875	536,930	1,302,934
6900 · Overhead Allocation	0	0	0	0	0
6260 · COGS	0	0	4,350	(8,171)	0
62391 · Postage Expense	130	195	1,289	982	2,344
62392 · Subscriptions , Publications	0	154	31	771	1,850
62393 · Supplies	2,331	716	5,405	3,581	8,668
62394 · Audit -Legal Expenses	7,750	18,500	19,617	34,700	37,000
6240 · Advertising	2	2,034	5,775	9,631	24,414
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	3	758	2,204	3,789	9,093
62410 · TJPDC Contractual	4,834	6,275	27,882	31,473	75,970
6382 · Contractual Service Grants	0		0		0
6281 · Dues	317	951	3,753	5,325	12,016
62850 · Insurance	516	508	3,619	2,538	6,300
62890 · Printing/ Copier	469	504	1,992	2,571	6,259
63200 · Rent Expense	8,505	8,312	41,740	42,359	101,142
63210 · Equipment/Data Use	1,422	1,745	39,604	8,725	21,113
63220 · Telephone Expense	556	747	2,613	3,736	8,967
63300 · Travel-Vehicle	1,558	5,889	4,474	29,485	70,709
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	434	500	1,246	2,501	6,001
6390 · Professional Development	8,020	3,444	13,505	14,918	35,007
Total Expense	129,409	158,610	624,973	725,844	1,729,787
Net Ordinary Income	290,188	3,187,133	1,753,884	15,772,275	39,423,296
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	2,000	107,361	203,129	301,388	1,087,192
8399 · Grants Contractual Services	265,601	3,195,925	1,491,639	15,975,267	38,336,104
Total Other Expense	267,601	3,303,286	1,694,768	16,276,655	39,423,296
Net Other Income	(267,601)	(3,303,286)	(1,694,768)	(16,276,655)	(39,423,296)
Net Income	22,588	(116,153)	59,116	(504,380)	0

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
December 2022

11:56 AM
01/25/23
Accrual Basis

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	94,700	2,125,512	710,538	12,751,297	25,906,162
4120 · State Funding Source	124,065	91,726	428,532	550,357	1,100,715
4130 · Local Source	31,883	1,074,041	1,417,823	6,414,698	13,984,859
42000 · Local Match Per Capita	12,756	13,653	76,526	86,492	160,847
4280 · Interest Income	3,429	41	12,272	249	500
Total Income	266,833	3,304,973	2,645,691	19,803,093	41,153,083
Gross Profit	266,833	3,304,973	2,645,691	19,803,093	41,153,083
Expense					
61000 · Personnel	99,470	107,343	545,345	644,273	1,302,934
6900 · Overhead Allocation	87	0	87	0	0
6260 · COGS	0	5,028	4,350	(3,143)	0
62391 · Postage Expense	70	195	1,359	1,177	2,344
62392 · Subscriptions, Publications	0	154	31	925	1,850
62393 · Supplies	797	790	6,202	4,371	8,668
62394 · Audit -Legal Expenses	0	0	19,617	34,700	37,000
6240 · Advertising	0	2,035	5,775	11,665	24,414
62404 · Meeting Expenses	408	758	2,611	4,547	9,093
62410 · TJPDC Contractual	6,065	6,600	33,947	38,073	75,970
6281 · Dues	1,487	951	5,239	6,276	12,016
62850 · Insurance	516	717	4,135	3,255	6,300
62890 · Printing/Copier	458	851	2,450	3,422	6,259
63200 · Rent Expense	8,505	8,312	50,245	50,671	101,142
63210 · Equipment/Data Use	2,822	1,919	42,426	10,643	21,113
63220 · Telephone Expense	448	747	3,060	4,484	8,967
63300 · Travel-Vehicle	1,221	5,889	5,695	35,374	70,709
6345 · Janitorial Service	113	500	1,359	3,001	6,001
6390 · Professional Development	1,521	2,866	15,025	17,784	35,007
Total Expense	123,988	145,655	748,958	871,498	1,729,787
Net Ordinary Income	142,845	3,159,318	1,896,733	18,931,595	39,423,296
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	0	67,413	203,129	368,801	1,087,192
8399 · Grants Contractual Services	127,421	3,190,829	1,619,061	19,166,097	38,336,104
Total Other Expense	127,421	3,258,242	1,822,190	19,534,898	39,423,296
Net Other Income	(127,421)	(3,258,242)	(1,822,190)	(19,534,898)	(39,423,296)
Net Income	15,424	(98,924)	74,543	(603,303)	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of November 30, 2022

	Nov 30, 22	Nov 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	852,462.02	679,199.08	173,262.94
1189 · Capital Reserve	411,094.00	392,987.00	18,107.00
Total Checking/Savings	<u>1,263,556.02</u>	<u>1,072,186.08</u>	<u>191,369.94</u>
Accounts Receivable			
1190 · Receivable Grants	794,920.59	237,385.35	557,535.24
Total Accounts Receivable	<u>794,920.59</u>	<u>237,385.35</u>	<u>557,535.24</u>
Other Current Assets			
1310 · Prepaid Rent	2,475.00	2,083.34	391.66
1330 · Prepaid Insurance	4,419.70	11,174.93	-6,755.23
1360 · Prepaid Other	14,099.28	12,858.92	1,240.36
Total Other Current Assets	<u>20,993.98</u>	<u>26,117.19</u>	<u>-5,123.21</u>
Total Current Assets	<u>2,079,470.59</u>	<u>1,335,688.62</u>	<u>743,781.97</u>
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	92,151.29	30,183.28
1499 · Accumulated Depreciation	-103,275.44	-93,396.41	-9,879.03
Total Fixed Assets	<u>33,432.24</u>	<u>13,127.99</u>	<u>20,304.25</u>
TOTAL ASSETS	<u>2,112,902.83</u>	<u>1,348,816.61</u>	<u>764,086.22</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	623,959.48	105,216.55	518,742.93
Total Accounts Payable	<u>623,959.48</u>	<u>105,216.55</u>	<u>518,742.93</u>
Credit Cards			
2155 · Accounts Payable Credit Card	8,897.12	4,065.09	4,832.03
Total Credit Cards	<u>8,897.12</u>	<u>4,065.09</u>	<u>4,832.03</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	-76.50	0.00	-76.50
2470 · Hybrid-457	816.26	0.00	816.26
2800 · Deferred Revenue	450,362.76	341,550.73	108,812.03
Total Other Current Liabilities	<u>451,102.52</u>	<u>341,550.73</u>	<u>109,551.79</u>
Total Current Liabilities	<u>1,083,959.12</u>	<u>450,832.37</u>	<u>633,126.75</u>
Long Term Liabilities			
2200 · Leave Payable	34,338.67	38,759.11	-4,420.44
Total Long Term Liabilities	<u>34,338.67</u>	<u>38,759.11</u>	<u>-4,420.44</u>
Total Liabilities	<u>1,118,297.79</u>	<u>489,591.48</u>	<u>628,706.31</u>
Equity			
3000 · General Operating Fund	486,955.51	449,194.62	37,760.89
3100 · Restricted Capital Reserve	411,094.00	392,987.00	18,107.00
32000 · Unrestricted Net Assets	9,016.75	-0.04	9,016.79
3600 · Net Investment in Fixed Assets	28,422.57	0.00	28,422.57
Net Income	59,116.21	17,043.55	42,072.66
Total Equity	<u>994,605.04</u>	<u>859,225.13</u>	<u>135,379.91</u>
TOTAL LIABILITIES & EQUITY	<u>2,112,902.83</u>	<u>1,348,816.61</u>	<u>764,086.22</u>

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

	Dec 31, 22	Dec 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	634,318.14	720,790.82	-86,472.68
1189 · Capital Reserve	411,094.00	392,987.00	18,107.00
Total Checking/Savings	<u>1,045,412.14</u>	<u>1,113,777.82</u>	<u>-68,365.68</u>
Accounts Receivable			
1190 · Receivable Grants	605,176.17	276,349.69	328,826.48
Total Accounts Receivable	<u>605,176.17</u>	<u>276,349.69</u>	<u>328,826.48</u>
Other Current Assets			
1310 · Prepaid Rent	2,250.00	1,875.00	375.00
1330 · Prepaid Insurance	2,561.44	11,724.30	-9,162.86
1360 · Prepaid Other	13,243.90	9,225.75	4,018.15
Total Other Current Assets	<u>18,055.34</u>	<u>22,825.05</u>	<u>-4,769.71</u>
Total Current Assets	<u>1,668,643.65</u>	<u>1,412,952.56</u>	<u>255,691.09</u>
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	92,151.29	30,183.28
1499 · Accumulated Depreciation	-104,370.82	-94,133.11	-10,237.71
Total Fixed Assets	<u>32,336.86</u>	<u>12,391.29</u>	<u>19,945.57</u>
TOTAL ASSETS	<u>1,700,980.51</u>	<u>1,425,343.85</u>	<u>275,636.66</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	221,482.58	72,074.98	149,407.60
Total Accounts Payable	<u>221,482.58</u>	<u>72,074.98</u>	<u>149,407.60</u>
Credit Cards			
2155 · Accounts Payable Credit Card	6,244.61	3,722.37	2,522.24
Total Credit Cards	<u>6,244.61</u>	<u>3,722.37</u>	<u>2,522.24</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	76.50	0.00	76.50
2469 · Hybrid VRS Contribution	-205.80	0.00	-205.80
2800 · Deferred Revenue	428,320.66	463,841.56	-35,520.90
Total Other Current Liabilities	<u>428,191.36</u>	<u>463,841.56</u>	<u>-35,650.20</u>
Total Current Liabilities	<u>655,918.55</u>	<u>539,638.91</u>	<u>116,279.64</u>
Long Term Liabilities			
2200 · Leave Payable	35,531.37	39,150.71	-3,619.34
Total Long Term Liabilities	<u>35,531.37</u>	<u>39,150.71</u>	<u>-3,619.34</u>
Total Liabilities	<u>691,449.92</u>	<u>578,789.62</u>	<u>112,660.30</u>
Equity			
3000 · General Operating Fund	486,955.51	449,194.62	37,760.89
3100 · Restricted Capital Reserve	411,094.00	392,987.00	18,107.00
32000 · Unrestricted Net Assets	9,016.75	-0.04	9,016.79
3600 · Net Investment in Fixed Assets	27,919.51	0.00	27,919.51
Net Income	74,544.82	4,372.65	70,172.17
Total Equity	<u>1,009,530.59</u>	<u>846,554.23</u>	<u>162,976.36</u>
TOTAL LIABILITIES & EQUITY	<u>1,700,980.51</u>	<u>1,425,343.85</u>	<u>275,636.66</u>

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2023

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 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	7,499	7,499	7,499	44,994			44,994	44,977	State funding to TJPDC General
110	TJPDC Corporation	0	0	0	0	0	0	0	0			0	0	501(c)3 Non-profit Arm
110	Bank Interest	6,051	1,239	1,556	1,406	1,850	2,788	3,429	12,268			12,268	-6,217	Investment Pool Savings Income
170/171	Rural Transportation	58,000	4,960	1,904	4,227	3,074	2,953	956	18,074			18,074	39,926	VDOT Rural Transp Planning
273	Water Street Center & Office Leases	13,500	1,350	2,860	3,000	2,550	1,810	2,020	13,590			13,590	-90	Rental Fees
277	Legislative Liaison	103,773	1,741	5,086	7,374	7,082	10,311	7,159	38,753			38,753	65,020	Legislative Operations
278	VAPDC-ED	50,000	4,167	4,167	4,167	4,267	4,360	4,166	25,294			25,294	24,706	Contract for Admin Services
296	Member Per Capita	165,709	12,748	12,756	12,756	12,756	12,756	12,756	76,528			76,528	89,181	Local Govt Annual Contributions
303	Solid Waste	10,500	291	237	286	195	0	448	1,457	0	5,000	1,457	4,043	Contract for annual reporting
315	Stanardsville TAP	28,749	91	319	137	274	410	394	1,625	23,499	0	25,124	3,625	VDOT Streetscape Contract
907	WIP Phase III - Contract #5	58,000	4,980	6,170	6,300	4,968	6,205	6,281	34,904	23,096	0	58,000	0	Watershed Improvement Plan
907	WIP Phase III - Contract #6	58,000	0	0	0	0	0	0	0	0	16,195	0	41,805	*Watershed Improvement Plan
908	RRBC	10,500	346	665	2,403	1,353	334	519	5,620			5,620	4,880	Rivanna Commission
Program Code	PROGRAM COTRACTS/GRANTS With Pass-Thrus	0												
181	RTP-TDM - Admin	50,000	6,871	7,227	5,959	4,795	2,990	2,074	29,916			29,916	20,084	*Regional Transit Partnership
	RTP Pass-Thru	0	0	0	0	0	0	0	0			0	0	Grant Match if needed
182	Regional Transit Vision Grant	34,138	693	37	250	0	0	0	980	32,867		33,847	291	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	315,862	0	19,325	0	0	0	0	19,325	276,918		296,243	19,619	Regional Transit Vision Plan - Consultant
184	Transit Governance Admin	37,723	899	682	828	2,338	2,274	2,856	9,877			9,877	27,846	*Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	149,600	0	0	0	0	0	34,621	34,621			34,621	114,979	*Regional Transit Governance Study - Consultant
190/195/198	MPO-PL	175,267	8,533	12,974	13,422	12,590	12,443	14,826	74,788			74,788	100,479	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	137,500	0	0	0	0	0	1,073	1,073			1,073	136,427	L RTP Support
191/196/199	MPO-FTA	138,777	5,007	10,274	8,309	8,440	7,299	8,620	47,949			47,949	90,828	MPO FTA Transit Planning
	MPO - FTA Pass Thru	0	0	0	0	0	0	0	0			0	0	
193	Rideshare - Admin	166,198	11,209	10,837	10,084	10,403	7,973	9,904	60,410			60,410	105,788	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	8,000	0	0	0	0	0	0	0			0	8,000	Potential contract for marketing plan
330	Hazard Mitigation - Admin	67,200	2,246	984	1,487	1,201	228	278	6,424	52,435		58,859	8,341	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	0	0	0	0	0			0	0	Technical Support/Mapping (if needed)
333	EDA-CEDS - Admin	20,000	384	378	281	930	349	436	2,758			2,758	17,242	EDA administration
	EDA-CEDS - Pass-Thru	80,000	0	0	0	0	0	0	0			0	80,000	EDA Consultant Pass-through
726	HOME ARP - Admin	332,541	2,461	2,677	36,208	2,558	2,285	2,894	49,083	30,381	242,566	79,465	10,510	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,117,730	0	0	0	0	0	0	0		1,943,881	0	173,849	*Admin includes Consultant for Gap Analysis
727	HOME TJPDC Admin	72,408	4,577	6,880	9,124	3,263	11,383	15,626	50,853			50,853	21,555	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716	24,639	60,604	12,295	18,731	0	227,985			227,985	423,695	*HUD HOME Housing Grants Construction
728	Housing Preservation Grant - Admin	23,489	2,185	2,171	1,315	1,609	750	1,071	9,101			9,101	14,388	USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513	32,971	26,815	8,587	0	0	81,886			81,886	51,220	USDA Housing Repair Construction
729	Regional Housing Partnership - AH	69,500	2,691	4,564	3,283	4,907	15,101	4,613	35,159			35,159	34,341	Regional Housing Partnership
	RHP - Consultant Pass-Thru	0	0	0	2,772	0	0	0	0			0	0	Spark Mill - RHP Strategic Planning Consultant
732	VERP - Admin	12,500	933	1,052	1,209	499	296	1,796	5,785	7,661		13,446	-946	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	237,500	10,217	15,813	0	55,682	34,419	90,767	206,898	29,004		235,902	1,598	*VA Eviction Planning Grant - Consultants
733	VA Housing Development - Admin	200,000	2,762	3,263	2,059	2,670	2,076	957	13,787	35,048	111,619	48,835	39,546	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000	0	0	60,000	0	0	0	60,000	302,228	748,886	362,228	688,886	*VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	165,951	7,433	43,507	4,717	9,991	7,535	8,448	81,631			81,631	84,320	Includes Administrative Fees
	Cig Tax Pass-Through	2,400,000	234,201	245,435	236,774	215,613	231,182		1,163,205			1,163,205	1,236,795	Pass through - direct costs
761	VATI - Admin	875,000	11,319	15,277	13,916	11,202	12,108	20,358	84,180	54,859	628,908	139,039	107,053	*VATI Admin - 36-42 months
	VATI Pass-Through	112,500,000	0	0	0	0	0	0	0		78,500,000	0	34,000,000	*Program/Construction Pass-Through
	TOTAL - All Programs	123,756,001	479,262	504,186	548,971	415,441	418,848	266,845	2,630,782	988,995	82,197,055	3,619,777	37,939,168	TOTAL - All Programs
	Pass Thru Sub-totals	120,163,878	369,647	338,184	386,965	292,177	284,332	91,840	1,759,300	608,150	79,248,886	2,367,450	36,740,088	Pass-Thru Subtotal

\$118,608 12 month average - Operating Expenses
\$121,232 3 month average - Operating Expenses
\$123,988 last month - Operating Expenses

Total Grant Funds Remaining	37,939,168
Pass-through funds	\$36,740,088
TJPDC Available Funds	\$1,199,080
Average Funds Available pr Month	\$199,846.69

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

Rivanna River Bicycle & Pedestrian Bridge: RAISE Grant Application

- Work completed to date:
 - System need identification in multiple local and regional plans
 - Feasibility study completed
 - Substantive public engagement initiative completed
 - “Engineered conceptual design” completed in preparation for SMART SCALE application
- SMART SCALE benefits score very high:
 - #26 out of 394 projects submitted statewide in overall benefits
 - Scored particularly high in the environmental sustainability criteria and the access to jobs criteria
 - Project costs, which included high contingency factors, limited the competitiveness of the project to receive funding
- Need for potential mitigation is high due to the sensitive environmental context of the project location
 - Completion of preliminary engineering phase will answer many outstanding questions to reduce contingencies and develop better cost estimates

1

RAISE Grant Application

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program
 - Highly competitive
 - Covers all modes of transportation
 - Planning and implementation projects are both eligible to receive funding
 - \$115 million has been designated for planning grants in FY23
 - Total funding available in FY23 is \$775 million
 - Awards are based on strength of application as well as diversifying project types:
 - Modes
 - States
 - Urban versus Rural (Charlottesville considered rural)

2

Project Alignment with Merit Criteria

- Safety
- Environmental Sustainability
- Quality of Life
- Mobility and Community Connectivity
- Economic Competitiveness and Opportunity
- State of Good Repair
- Partnership and Collaboration
- Innovation

3

Project Evaluation

- Projects will be scored in each of the merit criteria as high, medium, low, or non-responsive
- Projects will receive an overall Merit Rating:
 - Highly recommended – high scores in six criteria; no non-responsive scores
 - Recommended – between one and five of the criteria are high, no more than three are low, and none are non-responsive
 - Acceptable
 - Unacceptable
- Highly recommended projects advance to second-tier analysis
- Recommended projects will be further reviewed and considered for advancement

4

Proposed Project Scope

- Complete the Preliminary Engineering Project Phase to include:
 - Hydraulic & Hydrologic Analysis
 - Geotechnical Analysis
 - Environmental Review
 - Development of functional design plans
 - Value engineering to identify opportunities to reduce project costs
- TJPDC staff will be project sponsor and fiscal agent
- VDOT will administer the technical aspects of the project



To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 2, 2023

Re: Draft Amended FY23 Budget

Purpose: To present the amended FY23 operating budget, to be used as the basis for financial reports throughout the remainder of fiscal year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) an amended operating budget for approval in March, to serve as the budget for financial reports through the year. The budget presented tonight is in draft form. At the March 2, 2023, meeting, the Commission will be presented with the final amended operating budget for FY23 for consideration and approval.

In your meeting packet is the Amended FY23 budget. For your reference, the FY21 Actual, FY22 Actual, the FY2 Original Operating-Approved, and the FY22 Amended budgets are included for reference. Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY23 Budget: The recommended Amended FY23 budget incorporates changes to revenue and expense assumptions from the original FY23 budget adopted at the May 5, 2022 meeting and is adjusted to include changes that have occurred during the first half of FY23 and changes that are projected to occur during the second half of FY23. The amended budget includes total projected revenue of \$41,343,674 and expenditures of \$39,612,257 for an anticipated net gain of \$52,502.

Changes to revenue in the Amended FY23 budget include:

- Federal Revenues:
 - Several local match commitments for the Virginia Telecommunications Initiative (VATI) grant were originally budgeted as local revenue, however, several jurisdictions have determined that their match will come from a federal source to include American Rescue Plan Act (ARPA) funds. Therefore, revenue from the local line item was shifted to federal revenue.
- State Revenues:
 - Regional Transit Vision Plan – unused FY22 budgeted state funds were rolled over into the FY23 budget.

- Regional Transit Governance Study – The TJPDC was awarded a \$122,323 grant to complete a regional transit governance study. Half will be budgeted in FY23 with the other half budgeted for FY24.
- Virginia Eviction Reduction Pilot award – The TJPDC was awarded a VERP 3.0 grant in the amount of \$270,000. The grant will be split across years FY23 and FY24.
- Local Revenues:
 - The largest difference in local revenues is a result of local match commitments for the Virginia Telecommunications Initiative (VATI) grant that were originally budgeted as local revenue, however, several jurisdictions have determined that their match will come from a federal source to include American Rescue Plan Act (ARPA) funds. Therefore, revenue from the local line item was shifted to federal revenue.
 - Regional Transit Vision Plan – unused FY22 budgeted local funds were rolled over into the FY23 budget.
 - Regional Transit Governance Study – The state grant award requires a 35% local match, provided by Albemarle County and the City of Charlottesville.
 - The Regional Housing Partnership received sponsorships to support the March 2024 Regional Housing Summit: Coming Back Home.
- Other Revenues:
 - Bank interest increased significantly from an anticipated \$500 to \$30,000 due to increasing interest rates in the Virginia Investment Pool account.
 - Rental space projected revenue increased from \$13,500 to \$26,000 due to an increased demand for meeting space post COVID-19.

Changes to expenses in the FY22 budget include:

- Slight decrease in Salary and benefits due to vacancies at the beginning of the year for Regional Housing Grants Manager, VATI Support Staff, and Regional Transportation Planner. All positions have been filled. Staff will receive a one-time bonus at the end of the fiscal year, pending available funding.
- Increase in supplies due to the increase in staff (to include the need to purchase desks, chairs, and desk accessories).
- Decrease in audit/legal – Spending in the VATI program in FY22 did not trigger increases in audit expenses, as originally budgeted.
- Decrease in contractual expenses due to grant awards and the need to contract with consulting firms.
- Increase in Equipment Data Use due to the purchase of a vehicle for the Compliance Agent's use for the Blue Ridge Cigarette Tax Board. There is an equal decrease in the Travel/Vehicle line item.
- Decrease in professional development due to allocating professional development directly to relevant programs.
- Overall changes in direct expenses (other than salary/fringe) show a slight decrease from \$426,843 to \$475,252.

Overall, we expect revenues to exceed expenditures by approximately \$52,502 for the year. This is a conservative estimate with the potential to earn greater net gains by year end.

Staff is working on the FY24 budget to be delivered to you in April. The excess revenues accumulated in FY23 may be required to be used to balance the FY24 budget. Additionally, staff will be reviewing the agency's pay scales and how they compare to our local governments. Staff may recommend adjustments to the TJPDC pay scale starting in FY24.

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

			5/5/2022	1/25/2023
	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Operating</u>	<u>FY23 Amended</u>
Federal	\$3,311,545	\$1,319,557	\$25,906,174	\$36,710,296
State	\$256,898	\$862,720	\$1,100,715	\$1,286,067
Local	\$442,110	\$1,908,082	\$13,914,065	\$3,130,463
Local per capita	\$157,820	\$158,876	\$160,847	\$160,848
Interest Income	\$1,382	\$2,769	\$500	\$30,000
Rent Income	\$13,450	\$25,200	\$13,500	\$26,000
Grant & Reserves Transfer	\$0	\$0	\$57,270	\$0
Total Revenue	\$4,183,206	\$4,277,204	\$41,153,072	\$41,343,674
Operating Expenses				
Personnel Costs				
Salaries	\$793,008	\$775,648	\$1,073,840	\$988,939
Fringe and Release	\$170,318	\$159,330	\$229,094	\$214,725
Total Personnel	\$963,326	\$934,978	\$1,302,934	\$1,203,664
Other Costs				
Postage	\$1,835	\$1,942	\$2,344	\$2,246
Subscriptions	\$947	\$156	\$1,850	\$500
Supplies	\$5,470	\$14,082	\$8,668	\$16,700
Audit-Legal	\$15,936	\$22,900	\$37,000	\$27,700
Advertising	\$4,574	\$22,580	\$24,414	\$22,987
Meeting Expenses	\$1,119	\$1,972	\$9,093	\$5,624
TJPD Contractual	\$58,537	\$80,958	\$75,970	\$153,119
Dues	\$9,132	\$8,623	\$12,016	\$13,290
Insurance	\$5,774	\$6,563	\$6,300	\$7,000
Printing/Copy	\$4,459	\$4,538	\$6,261	\$6,193
Rent	\$97,269	\$98,058	\$101,142	\$101,140
Equip/Data Use	\$36,280	\$32,557	\$21,113	\$52,720
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$7,659	\$6,388	\$8,967	\$8,225
Travel-Vehicle	\$6,711	\$9,705	\$70,709	\$27,653
Janitorial	\$2,310	\$2,050	\$6,001	\$3,501
Professional Development	\$5,421	\$16,407	\$34,996	\$26,655
Total Other Costs	\$263,433	\$329,479	\$426,843	\$475,252
TOTAL OPERATING EXPENSES	\$1,226,759	\$1,264,457	\$1,729,776	\$1,678,916
Net Ordinary Income - Pass Through \$	\$2,956,447	\$3,012,747	\$39,423,296	\$39,664,758
Other				
HOME Pass Thru	\$582,891	\$736,642	\$937,322	\$763,113
HPG Pass Thru	\$105,287	\$115,898	\$149,870	\$168,914
All Grants/Contracts Pass Thrus	\$2,141,976	\$2,110,440	\$38,336,104	\$38,680,230
Total Other Expenses	\$2,830,154	\$2,962,980	\$39,423,296	\$39,612,257
Net Other Income	-\$2,830,154	-\$2,962,980	-\$39,423,296	-\$39,612,257
Net Income	\$126,293	\$49,767	\$0	\$52,502

FY23 Budget Revenues

	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
	LOCALITY AND STATE REVENUE						
110	State Contribution - DHCD		\$89,971				
110	WSC & Offices						\$26,000
110	Interest Income					\$30,000	
277	Legislative Liaison			\$103,773			
301	Charlottesville				\$30,658		
302	Albemarle				\$68,538		
304	Fluvanna				\$16,865		
305	Greene				\$12,600		
306	Louisa				\$22,947		
307	Nelson				\$9,240		
	Unknown Source/Reserve Transfer			\$0			
	TRANSPORTATION						
	Charlottesville-Albemarle MPO						
191/196/199	FTA Funding	\$122,420	\$15,302				
190/195/198	PL Funding	\$124,670	\$15,584				
181	Regional Transit Partnership (RTP)			\$50,000			
182	Regional Transit Vision Plan		\$322	\$322			
184	Transit Governance Study	\$8,211		\$4,028			
	Rideshare						
193	Rideshare/TDM - DPRT		\$132,958	\$33,240			
	TJPCD Rural Transportation						
170	Rural Admin	\$12,800					
171	Rural Transportation Planning	\$45,200					
	HOUSING AND NONPROFIT						
726	HOME-ARP	\$85,000					
727	HOME Consortium Admin	\$70,000					
728	Housing Preservation	\$32,850					
729	Regional Housing Partnership			\$100,250			
732	VERP - DHCD		\$12,647				
733	VA Housing - PDC		\$28,000				
	ENVIRONMENT						
303	Solid Waste			\$5,500			
330	Haz Mit Grant	\$7,500	\$2,000				
907	WIP DEQ	\$64,582					
908	RRBC			\$10,500			
	OTHER PROGRAMS						
278	VAPDC			\$50,300			
315	Standardsville STAR TAP			\$5,250			
333	CEDS	\$5,334		\$1,333			
760	Reional Cigarette Tax			\$151,707			
761	VATI DHCD	\$222,600					
	PASS THRU REVENUE						
170/171	Rural Transportation Planning	\$0		\$0			
181	Regional Transit Partnership (RTP)			\$0			
182	Regional Transit Vision Plan		\$36,354	\$36,354			
184	Transit Governance Study	\$32,564		\$15,972			
190/195/198	MPO - PL	\$8,000	\$1,000				
191/196/199	MPO - FTA	\$0	\$0				
193	Rideshare/TDM - DRPT		\$6,400	\$1,600			
303	Solid Waste			\$5,000			
333	CEDS	\$21,334		\$5,333			
726	HOME-ARP Pass Through	\$65,085					
727	Consortium HOME Pass Through	\$630,000					
728	Housing Preservation Pass Through	\$152,150					
732	VERP - DHCD Pass Through		\$345,528				
733	VA Housing - PDC Pass Through		\$600,000				
760	Regional Cigarette Tax Pass Through			\$2,550,000			
761	VATI - DHCD	\$34,999,996					
	Total Revenues by Category	\$36,710,296	\$1,286,067	\$3,130,463	\$160,848	\$30,000	\$26,000
	Sum Total of Revenues						\$41,343,673

**NOTE unknown source

FY23

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

296-LOCALITY FUNDING FY23 Projected

Published January, 2021



Thomas Jefferson Planning District Commission
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**RESOLUTION TO APPROVE THE FY24 RIDESHARE GRANT APPLICATION
AND ANNUAL WORK PLAN**

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the need for a strong transportation demand management program, and

WHEREAS, the Commission is also aware of the need to stress transportation alternatives to the single occupant vehicles, and

WHEREAS, the Commission has been asked to include the RideShare program in its program area, and

WHEREAS, funding for such activity is available through the Virginia Department of Rail and Public Transportation,

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, for and on behalf of the Commission, hereafter referred to as THE PUBLIC BODY, to execute and file an application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as THE DEPARTMENT for a grant of financial assistance for the amount of \$139,358 to defray the costs borne by THE PUBLIC BODY for amounts as may be awarded, and to authorize Sara Pennington, RideShare Program Manager, to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that THE PUBLIC BODY will provide funds in the minimum amount of \$34,840, which will be used to match the state funds in the ratio as required in such act, that the records of receipts of expenditures are to be audited by THE DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to THE PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission of THE PUBLIC BODY certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 2nd day of February 2023.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Chair
Thomas Jefferson Planning District Commission

Date

Date



Thomas Jefferson Planning District Commission
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**RESOLUTION TO APPROVE AN FY24 TECHNICAL ASSISTANCE GRANT APPLICATION
FOR COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN**

WHEREAS, the Thomas Jefferson Planning District Commission receives annual grant funding from the Virginia Department of Rail and Public Transportation (DRPT) to operate a Commuter Assistance Plan, and

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the new DRPT requirement that all Commuter Assistance Programs (CAPS) will be required to have a completed 5-year strategic plan by FY25, and

WHEREAS, funding for such activity is available through a Technical Assistance Grant through the Virginia Department of Rail and Public Transportation, and

WHEREAS, the grant requires a 50/50 local match to any grant funds received, and

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, by and on behalf of the Commission, hereafter referred to as THE PUBLIC BODY, to execute and file an application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as THE DEPARTMENT for a grant of financial assistance for the amount of \$70,000 to defray the costs borne by THE PUBLIC BODY for the development of a strategic plan for the Commuter Assistance Program, and to authorize Sara Pennington, RideShare Program Manager, to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that THE PUBLIC BODY will provide regional per capita funds in an amount not to exceed \$35,000 which will be used to match the state funds in the ratio as required in such act, that the records of receipts of expenditures will be audited by THE DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to THE PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission of THE PUBLIC BODY certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 2nd day of February 2023.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

RESOLUTION

SUPPORTING RAISE GRANT APPLICATION TO FUND PRELIMINARY ENGINEERING PHASE FOR THE RIVANNA RIVER BICYCLE AND PEDESTRIAN BRIDGE

WHEREAS, the US Department of Transportation released an amended Notice of Funding Opportunity, on January 5, 2023, for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program – formerly Better Utilizing Investments to Leverage Development (BUILD) and Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants; and

WHEREAS, the proposed Rivanna River Bicycle and Pedestrian Bridge between Pantops and Woolen Mills has been identified as a high-priority regional project in multiple planning documents prepared by the City of Charlottesville, Albemarle County, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), and the Thomas Jefferson Planning District Commission (TJPDC); and

WHEREAS, substantial effort has been invested through collaboration among the TJPDC, the CA-MPO, the City of Charlottesville, Albemarle County, the Virginia Department of Transportation, and the general public to evaluate potential bridge locations and select a preferred alignment; and

WHEREAS, the unknown risks associated with construction costs for the bridge have resulted in significant contingencies that need to be applied to baseline project costs in any funding application through existing state funding programs; and

WHEREAS, the completion of the preliminary engineering phase would result in better project understanding to develop more accurate estimates of the project construction costs; and

WHEREAS, TJPDC staff will submit a 2023 grant application to complete the preliminary engineering phase of the project to reduce the contingencies and identify opportunities for project construction; and

WHEREAS, the TJPDC serves as the fiscal and staffing agent for the CA-MPO; and

WHEREAS, the CA-MPO Policy Board has endorsed the submission of this RAISE Grant Application at its meeting on January 25, 2023;

THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission is in full support and endorses the RAISE planning grant funding application for the Rivanna River Bicycle and Pedestrian Crossing Preliminary Engineering Phase.

Adopted this 2nd day of February 2023.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Chair
Thomas Jefferson Planning District Commission

Date

Date

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 2, 2023
Re: Executive Director's Report

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

Administration

o February 2, 2023, 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. **PUBLIC HEARING – HOME-ARP Draft Allocation Plan – Ian Baxter**
The HOME Consortium was awarded a one-time HOME-ARP allocation from HUD equaling 3.6 times the size of the 2021 annual allocation of HOME funds, or \$2,452,700. 15% of the funds are set aside for planning and administration. The remaining 85% of the funds, or \$2,084,429,50 will be allocated equally across the six jurisdiction in Planning District 10. The draft HOME-ARP allocation plan describes how the Participating Jurisdiction (PJ) intends to distribute its HOME-ARP funds, including how it will use these funds to address the needs of HOME-ARP qualifying populations. Local governments and service providers have provided extensive input and a required regional gaps and needs assessment was conducted. The draft plan is now before the public for feedback. A copy of the draft HOME-ARP Allocation Plan as well as a copy of staff's presentation is included in the meeting materials.

3. **Presentations**

- a. Staff Introductions – Curtis Scarpignato joins the TJPDC as Regional Transportation Planner. He will staff the CA-MPO and work on urban and rural transportation programs.
- b. Quarterly Virginia Telecommunications Initiative (VATI) Presentation/Update – Lori Allshouse – A copy of staff's presentation is included in the meeting packet.

- c. FY24 Rideshare Work Program and Grant Application and FY24 Commuter Assistance Program (CAP) Strategic Plan Technical Assistance Grant Application– Sara Pennington
The TJPDC applies for an annual Commuter Assistance Program (CAP) grant from the Department of Rail and Public Transportation (DRPT) for the TJPDC’s Rideshare program. The program aims to reduce traffic and increase mobility. The program offers free carpool matching, vanpool coordination, operates a Guaranteed Ride Home program to provide free rides home for users in an emergency, and conducts quarterly Park and Ride inventories. Additionally, in FY25, DRPT will require each CAP program to have a new 5-year strategic plan. DRPT offers technical assistance grants that will cover 50% of the cost to develop the plan. Staff will not ask local governments for an additional contribution to cover the 50% local match, rather will use regional per capita funds to cover the local share. A copy of work plans/applications are included in the meeting packet..

4. *Consent Agenda

- a. *Contract with Camoin Associates, Inc. for Comprehensive Economic Development Strategy Plan – On January 10, 2023, the TJPDC Executive/Finance committee met to review the contract Camoin Associates contract and to authorize the Executive Director to proceed to negotiate and commit the TJPDC to the resulting contracts, in accordance with 15.2-4204(B)(4) of the Code of Virginia and to take all other actions necessary, consistent with the Commission Bylaws and approved Procedures Governing Purchases, to develop a Comprehensive Economic Development Strategy. A copy of the resulting contract is attached.
- b. Minutes of the December 1, 2022, Commission Meeting
- c. Monthly Financial Reports are included in the meeting materials
 - i. December Financial Dashboard Report
 - ii. December Profit & Loss Statement
 - iii. December Balance Sheet
 - iv. December Accrued Revenues Report

***Staff recommends a motion to approve the consent agenda.**

5. New Business

- a. RAISE Grant Application Presentation– Rivanna River Bicycle and Pedestrian Preliminary Engineering – Sandy Shackelford – A copy of staff’s presentation s included in the meeting packet.

6. Resolutions

- a. FY24 Rideshare Grant Application and Annual Work Program– Christine Jacobs – A copy of a draft resolution of is included in the meeting materials.

Staff recommends a motion to adopt the Resolution to Approve the FY24 Rideshare Grant Application and Annual Work Plan.

- b. FY24 DRPT Technical Assistance Grant Application: Strategic Plan – Christine Jacobs – A copy of the draft resolution is included in the meeting materials.

Staff recommends a motion to adopt the Resolution to Approve an FY24 Technical Assistance Grant Application for Commuter Assistance Program Strategic Plan.

- c. RAISE Grant for Preliminary Engineering for Rivanna Bike/Ped Bridge – Christine Jacobs – A copy of the draft resolution is included in the meeting materials.

Staff recommends a motion to adopt the Resolution Supporting a RAISE Grant Application to Fund the Preliminary Engineering Phase for the Rivanna River Bicycle and Pedestrian Bridge.

7. Executive Director’s Monthly Report

Administration –

- i. Staff is pleased to welcome Curtis Scarpignato to the staff as a Regional Transportation Planner.

Virginia Telecommunications Initiative (VATI) - Staff continues to prepare, schedule, and facilitate internal, project team, and external meetings. Monthly progress reports and invoices for TJPDC administrative costs are submitted to DHCD and a first monthly invoice to DHCD and localities for Firefly’s construction work has been completed. Project milestones completed through December 31 are as follows:

- 361 miles of field data collection
- 1,489 miles of fiber design
- 269 miles of make ready work
- 59 miles of aerial fiber placement
- 73 miles of underground fiber placement
- 59 miles of splicing
- 55 passings, and
- 12 miles of Dominion Construction

On December 9, 2022, TJPDC staff visited Powhatan County to review construction maps, interview staff, examine equipment, observe the placement of underground conduit for fiber placement, confirm overhead fiber and pedestal infrastructure, and tour a communication hut. On December 1, 2022, the second quarterly stakeholders meeting was held.

The [Firefly website](#) continues to be updated with new timelines for each county and fiber project area within that county. In addition, maps and communications for each project area are posted.

VATI 2023: Staff continues to await word on FY23 VATI awards.

Blue Ridge Cigarette Tax Board (BRCTB) – The BRCTB compliance agent continues to visit retailers in the field, working to educate and inform retail establishments about the local cigarette tax and how to be in compliance with the local ordinance. The board has elected to charge an annual application fee for distributors in the amount of \$50 (rather than the \$200 fee for new applicants). Additionally, the board will consider investing reserve BRCTB funds in the Virginia Investment Pool (VIP).

Housing –

- i. The TJPDC has been selected to host a VISTA member for the 2023-2024 AmeriCorps VISTA Cohort through the Virginia Housing Alliance. This year, there was a competitive pool with 11 agencies applying for VISTA members and only 6 sites awarded. Hosting a VISTA member requires an \$8,000 host fee, to be paid from the 729 Housing Program. VISTA members are required to work on capacity building activities and not direct service. The VISTA member position is full-time and will support the strategic plan activities of the Regional Housing Partnership. The VISTA member will work from the TJPDC office and will be supervised by Ian Baxter, Regional Planner.
- ii. Virginia Eviction Reduction Pilot (VERP) – The TJPDC was awarded a \$250,000 VERP 3.0 implementation grant. Staff will continue to work with Piedmont Housing Alliance’s Housing Hub and Financial Opportunity Center to support ongoing case management, financial assistance and mediation services, as well as work with PHA staff to develop and implement a new court navigation program.
- iii. Coming Back Home: CVRHP’s 2nd Annual Housing Summit - Planning continues for the March 24th Housing Summit at the Omni Charlottesville. This year’s theme, Coming Back Home, recognizes the important role local and regional housing policies plan in the recovery from the COVID-19 pandemic. Sessions will focus on program made, partnerships formed, and policy that can be utilized. The keynote speaker will be Jay Grant, Executive Director of LISC, Hampton Roads. Jay brings extensive experience from his time at HUD and DHCD and will share valuable perspective about regional collaboration on affordable housing. Registration for the event is open and can be found [here](#). The TJPDC will cover the registration fee for any current TJPDC commissioner. To access the free registration, please contact Ian Baxter, ibaxter@tjpd.org for a unique code. Additionally, TJPDC Commissioners will be invited to a networking event the evening before the summit to meet with speakers, panelists, sponsors, and RHP members.

Transportation –

- i. SmartScale – Staff is please to share that there were four SmartScale projects recommended for funding within the planning district to include: Nelson County – Route 151/Route 6 Intersection Improvements, Albemarle County – Access Management on Peter Jefferson Parkway, City of Charlottesville/Albemarle County – Avon Street Multimodal improvements, and Albemarle County – Belvidere and Rio Intersection improvements. The CA-MPO submitted the Avon Street application, the TJPDC submitted the Peter Jefferson Parkway application, and TJPDC staff supported the Route 151/Route 6 application. Funding awards will be finalized by the Commonwealth Transportation board during their Six-Year Improvement Program approval process.
- ii. Mobility Management – Staff applied for an FTA/DRPT 5310 Mobility Management grant to develop a one-call center to support seniors and individuals with disabilities access to appropriate transit and transportation options.

- iii. RAISE Grant Application – Staff will submit a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the Preliminary Engineering (PE) phase of the Rivanna River Bicycle and Pedestrian Bridge. The Rivanna River project was submitted for SmartScale, but due to high contingencies and inflationary costs, the project is not yet competitive for funding due to a number of unknowns. Therefore, staff is pursuing the RAISE grant to complete the pre-construction/preliminary engineering 30% functional design phase to make the project more competitive for state funding.
- iv. Safe Streets and Roads for All (SS4A) – Staff is awaiting notification from the US Department of Transportation on the SS4A grant to develop to develop a comprehensive safety action plan for each jurisdiction in Planning District 10. Regardless of an award, staff will move forward with an in-depth safety analysis with funding from the Virginia Department of Transportation’s Highway Safety Improvement Program (HSIP).
- v. Rideshare/CAP Strategic Plan – Staff submitted an application to DRPT for annual RideShare funding. Additionally, staff submitted a technical assistance grant to DRPT for the Commuter Assistance Program (CAP) Strategic Plan. The grant requires a 50/50 state/local share. Staff will not be seeking additional funding from member governments to support the local match, rather, regional per capita funding will be used.
- vi. Charlottesville Albemarle – Metropolitan Planning Organization (CA-MPO) – Staff continues to draft the Long-Range Transportation Plan. Discussion groups are scheduled for February. Work with the Office of Intermodal Planning and Investment (OIPI) to develop a project prioritization process has been completed. Staff continues to develop OneMap, which is a shared map of multimodal infrastructure consolidated data from the University of Virginia, Albemarle County, and the City of Charlottesville. The MPO will consider budget amendments and a revised 2023 Unified Planning and Work Program (UPWP) in their next meeting. The FY24 UPWP will go before the MPO in draft form in March for consideration and approval in May and will be brought to commission in May as an informational item.
- vii. Rural Transportation – The draft Rural Transportation work program will go before the Rural Transportation Advisory Committee in March. The draft will also come to the commission in March and then again in April for consideration and approval.
- viii. CA-MPO – Work continues on the Long-Range Transportation Plan. Staff has developed the draft goals and objectives and are working to develop stakeholder discussion groups to review the goals and objectives prior to broad public feedback.
- ix. Regional Transit Governance Study – Consultants have identified peer regions to review for the benchmarking portion of the scope of work. They have also completed the existing conditions technical memo. The next phase is to analyze peer regions and have discussions to support our work.

Economic Development –

- i. Comprehensive Economic Development Strategy (CEDS) – Following a Request for Proposal process, which garnered eight proposals, a selection committee selected Camoin Associates, Inc. as the consultant to prepare a regional

Comprehensive Economic Development Strategy plan. In January, the TJPDC's Executive/Finance committee met to authorize the Executive Director to engage in contract negotiations and award the resulting contract, as well as do any other things necessary to complete the plan. Staff is working to develop a strategy committee consisting of economic development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders. The committee is tentatively scheduled to have a kick-off meeting in mid-April.

Environment –

- i. Hazard Mitigation – After previous approval by the Virginia Department of Emergency Management (VDEM), TJPDC staff has worked with the Federal Management Agency (FEMA) to attain Approved-Pending-Adoption (A-P-A) status on the 2023 Hazard Mitigation Plan Update. After returning required edits to FEMA earlier in January, TJPDC staff was notified that the plan had achieved A-P-A status. An official letter from FEMA is forthcoming. Staff are working with localities to schedule formal adoption at each governing board, the first of which will occur at the Fluvanna Board of Supervisor's February 1 meeting. Pending a successful adoption of the resolution, February one will be the new adoption date for the 2023 update.
- ii. Solid Waste Plan – The Department of Environmental Quality has approved the Thomas Jefferson Solid Waste Planning Unit's 2021 recycling rate of 39%
- iii. Watershed Improvement Program – Staff is beginning the USDA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) which will take place over the course of 2023. The project will map organizational characteristics, geographic turf, and networks of the environmental stewards within the region. Mapping these characteristics in a publicly accessible database will serve to strengthen capacity, build effective partnerships, promote engagement in projects, and better engage underserved areas. The Rivanna River Basin Commission (RRBC) Stakeholder Advisory group will be hosting the STEW-Map kickoff meeting for stakeholders in February. Staff is presenting recommendations for Sustainable Materials Management Waste Reduction Goals to Albemarle County Environmental Services Staff next week and to the SWAAC in February.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, March 2, 2023. Items for the March meeting may include but are not limited to 1) FY23 Amended Budget – For consideration/approval, 2) FY24 Draft Rural Transportation Work Program & Budget Presentation, 3) DHCD/CDBG Regional Priorities – For consideration/approval, 4) Blue Ridge Cigarette Tax Board (BRCTB) Update, and 5) Executive Director Evaluation Process Begins.

Adjourn
