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

Thomas Jefferson Planning District Commission
Closed Session, Thursday, May 4, 2023 at 6:45 pm
Regular Meeting, Thursday, May 4, 2023 at 7 pm
In-Person Meeting
Water Street Center, 407 E. Water Street
Charlottesville, VA 22902

AGENDA

Join Zoom Meeting:
https://us02web.zoom.us/j/84035647646?pwd=WVVyOHIwREFNKzhtV2FLRm5lamd5UT09
Meeting ID: 840 3564 7676
By call-in: 1(301) 715-8592#

6:45 pm – Closed Session

1. **Call to Order** — 6:45 – 6:45
   a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
   b. Vote to Allow Electronic participation, if needed – Ruth Emerick

2. *** Closed Session -** * per Code of Virginia 2.2-3711 A.1. — 6:45 – 7:00
   a. Employee – Individual Employee(s) Discussion
   b. *Public Session Resumes

7:00 pm – Regular Meeting

1. **Call to Order** — 7:00 – 7:00
   c. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
   d. Vote to Allow Electronic participation, if needed – Ruth Emerick

2. **Matters from the Public** — 7:00 – 7:20
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Ruth Emerick)
   c. **Presentation:** Draft 2023-2027 HOME-CDBG 5-Year Consolidated Plan and Annual Action Plan – Laurie Jean Talun
   d. **Public Hearing:** Draft 2023-2027 HOME-CDBG 5-Year Consolidated Plan and Annual Action Plan – Chair Gallaway

3. **Presentations**
   a. Staff Introduction – Laura Greene, Director of Finance – Christine Jacobs — 7:20 – 7:30
   b. Legislative Report – David Blount

4. *** Consent Agenda** — 7:30 – 7:35
   Action Items:
   a. * Minutes of April 6, 2023 Meeting
   b. * April 6, 2023 Closed Session Certification Form
   c. *February Financial Reports
      i. February Dashboard Report
      ii. February Consolidated Profit & Loss Statement
      iii. February Comparative Balance Sheet
      iv. February Accrued Revenue Report

5. **New Business** — 7:35 – 8:15
   a. TJPDC Officer Slate Notice – TJPDC Nominating Committee
   b. *Annual Appointments to TJPDC Corporation – Ruth Emerick
   c. *DHCD Community Development Block Grant (CDBG) – Christine Jacobs

d. Federal Highways Administration (FHWA) Contract – Safe Streets and Roads for All (SS4A) – Sandy Shackelford
e. FY23 Amended Operating Budget – Christine Jacobs
   i. FY23 Amended Operating Budget Memo
   ii. FY23 Amended Operating Budget Revenues and Totals
f. FY24 Operating Budget and Memo – Christine Jacobs
   i. FY24 Operating Budget Memo
   ii. FY24 Operating Budget Total, Revenues, and Local Cotributions

6. * Resolutions 8:15 – 8:25
a. *2023-2027 HOME-CDBG Consolidated Plan Resolution – Christine Jacobs
b. *SS4A Resolution – Christine Jacobs
c. *FY23 Amended Operating Budget Resolution – Christine Jacobs
d. *FY24 Operating Budget Resolution – Christine Jacobs

7. Executive Director's Report 8:25 – 8:35
a. Monthly Report
b. TJPDC Quarterly Report

8. Other Business 8:35– 8:55
a. Roundtable Discussion by Jurisdiction
b. Next Meeting – June 1, 2023,
   Items for Next Meeting:
   i. Election of TJPDC Officers
   ii. Housing Preservation Grant Pre-Application Approval & Inter-Governmental Review for Approval and Resolution

9. *__ADJOURN__ 8:55
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@tjpdc.org or visit the website www.tjpdc.org.

TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Jim Andrews	Albemarle County
Tony O'Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Dale Herring	Greene County
Andrea Wilkinson	Greene County
Tommy Barlow	Fluvanna County
Rachel Jones	Fluvanna County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Liz Russell	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Sandy Shackelford	Planning and Transportation Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Ryan Mickles	Regional Transportation Planner
Curtis Scarpignato	Regional Transportation Planner
Ian Baxter	Regional Housing Planner
Laurie Jean Talun	Regional Housing Grants Manager
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Administrative Assistant
Isabella O'Brien	Regional Environmental Planner
Otis Collier	BRCTB Compliance Agent
Brandon Boccher	Housing Program Assistant
Gretchen Thomas	Administrative Assistant

HOME-CDBG 2023-27 Consolidated Plan

for the

Thomas Jefferson HOME Consortium

Developed by TJPDC and the City of Charlottesville

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HOME Investment Partnerships Program

- HUD-funded formula grants for use building, buying, and/or rehabilitating affordable housing for rent or homeownership, or providing direct rental assistance to low-income households.
- The HOME Consortium receives yearly funds, distributed as outlined in the 2001 Cooperation Agreement.

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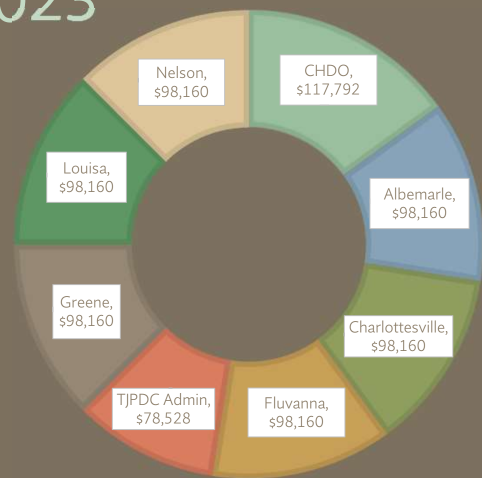
PROGRAM YEAR 2023

$785,286 total funding
(July 1, 2023 – June 30, 2024)



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HOME-CDBG Consolidated Plan

- 5-year period from July 1, 2023 – June 30, 2028 (Program Years 2023-27)
- The Consolidated Plan is intended to help Participating Jurisdictions assess their affordable housing and community development needs, market conditions, and to make place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities.
- CDBG funds under this Plan are received only by the City of Charlottesville as an Entitlement City.

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Consultations

- AHIP
- Albemarle Office of Housing
- BRHD
- CLIHC
- CRHA
- Cville Office of Economic Development
- Casa Alma
- CHP
- Charlottesville Public Schools
- Cville Office of Sustainability
- Cville Office of Human Rights
- Cville Social Services
- City of Promise
- Community Services Housing
- Families in Crisis, ACPS
- Fifeville Neighborhood Association
- Fluvanna Louisa Housing Foundation
- Habitat for Humanity
- Home to Hope
- Independence Resource Center
- International Rescue Committee
- JABA
- Louisa DSS
- Louisa County Administrator
- Little High Street Neighborhood Assn
- McKinney-Vento Coordinators
- NCCDF
- Nelson Community Wellness Alliance
- Network2Work
- OAR
- On Our Own
- Piedmont Housing Alliance
- Public Housing Association of Residents
- Region Ten
- Skyline CAP
- The Haven
- Virginia Employment Commission

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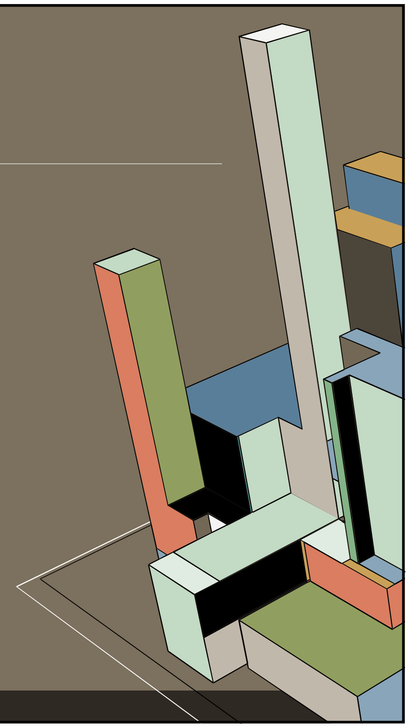
Most common housing problems

COST BURDEN

LACK OF AFFORDABLE RENTALS

SUBSTANDARD HOUSING

ACCESSIBILITY



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Populations Disproportionately Affected

- Extremely and very low income (below 50% of AMI)
- Renters
- Households with children
- Special needs populations
- Black / African American households
- Formerly incarcerated individuals and their families

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Market context

SUPPLY AND DEMAND

The population is growing faster than the housing supply, specifically in Charlottesville, Albemarle, Greene, and Louisa.

HOUSING TYPES

The number and percentage of apartment buildings and attached housing has begun to increase. Household size has decreased (higher rates of 1 to 2 person households).

LOW VACANCY RATES

Our region sees low rental vacancy rates, as compared to state and national rates.

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Priorities Identified (*HOME and CDBG*)

- Affordable Rental Housing
- Maintaining Existing Affordable Housing
- Jobs that pay wages high enough to address cost burdens (30-50% of income spent on housing)
- Supportive and Transitional Housing
- Equity
- Rental Assistance
- Mental Health
- Transportation

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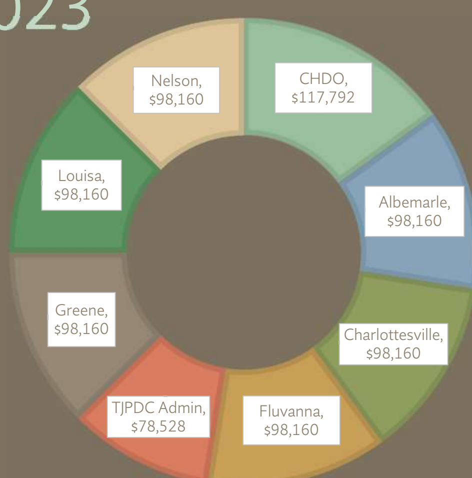
(July 1, 2023 – June 30, 2024)



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CHDO ROTATION

YEAR	RECIPIENT
2023	Charlottesville
2024	Louisa
2025	Greene
2026	Albemarle
2027	Nelson

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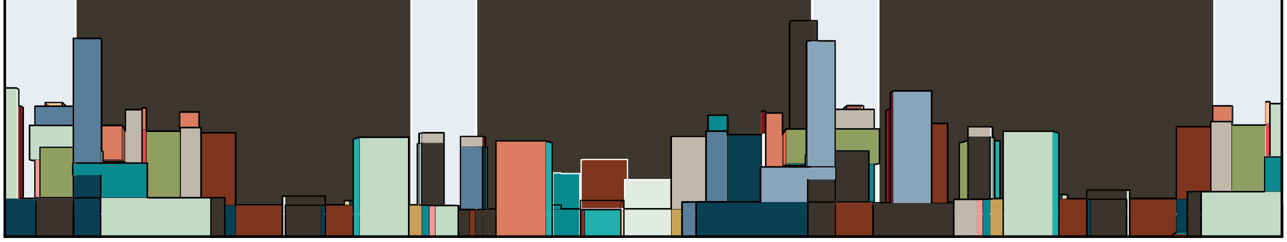
Past Five Years

HOMES REHABILITATED	DOWN PAYMENT SUPPORT	NEW HOMES
84	25	14



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Program Years 2023-2027

Goal 1: Expand the affordable housing stock.	37 Rental Units Produced
	10 Homebuyer Homes Produced
Goal 2: Preserve the existing supply of affordable housing.	116 Homeowner Units Rehabilitated
	1 Rental Unit Rehabilitated
Goal 3: Ensure housing is accessible to residents under 60% of AMI.	22 Households Provided with Down Payment Assistance
	24 Households Provided with Rental Assistance (Cville only)

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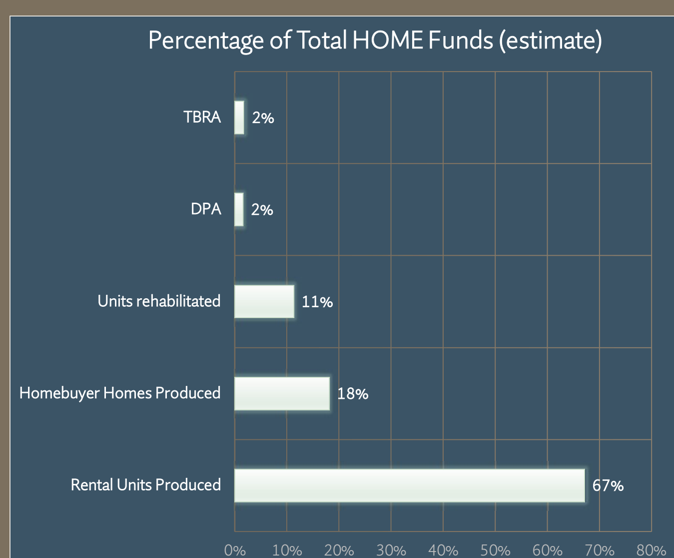
Planned Activities

2023-2027



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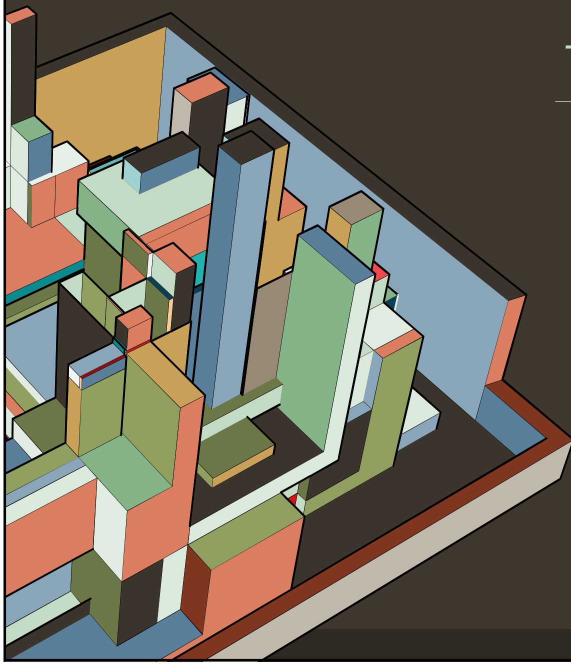

TIMELINE

March 20 – April 20, 2023:
Public Comment

May 1, 2023:
Charlottesville City Council Approval

May 4, 2023:
TJPDC Approval and public hearing

May 15, 2023:
Due to HUD

July 1, 2023:
Program Year 2023 begins

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2023-2027 Consolidated Plan and Analysis of Impediments to Fair Housing
Citizen Participation Summary

Results from Consultations and Input Sessions

According to HUD's Fair Housing Planning Guide, the identification of housing problems and the development of solutions are the task of the full community: "All affected people in the community must be at the table and participate in making those decisions." Although the guide does not define specific public participation requirements, the accuracy and depth of this analysis depends on hearing from the broad range of voices in the greater Thomas Jefferson Planning District (TJPD).

All groups and individuals with whom TJPDC and City of Charlottesville staff met through the Needs Assessment process are listed in section PR-10, and the survey is described in section PR-15. The survey was distributed to the public from February 7-20, 2023. 482 people responded from TJPD. 43% of respondents had incomes below $75,000. The information below reflects an aggregation of both consultations and survey responses.

Needs Expressed

Affordable Rental Housing

Affordable rental housing is the most urgent need in our region. In 40 consultations, we were given countless anecdotes of inability to find a rental unit that a household could afford, sometimes even with a Housing Choice Voucher. 79% of survey respondents ranked affordable rental housing as the most urgent need. "Housing is too expensive" is the greatest concern that survey recipients reported (88%), followed by fear of rents increasing (61%). Mental health services were second only to housing as most needed services (63% of respondents, as opposed to 68% reporting housing as high need), with Transportation a close third (50%) (percentages may seem low, but that's because people could choose three out of a wide range of options)

Jobs not Paying Acceptable Wages

Consultations and survey responses showed a clear pattern: Jobs do not pay enough to pay for rent or monthly housing costs in this region. 15 consultation participants emphasized that this makes paying for rent nearly impossible, even for a household where two adults are working over 40 hours per week.

Through data analysis and consultations, we found that:

- People who are working and cannot afford the rent and the light bills have to choose between food, essential medications, and housing.
- Residents in rural areas are only able to find decent paying jobs far from where they live, but the cost of housing closer to work is completely out of reach.
- Restaurant and service jobs are a large portion of what is available, but are not sufficient to pay rents in this region as property values rise and wages stay the same.
- Even when clients increase their income to $31,000, which is almost 50% of AMI, they still need affordable housing, and that is very difficult to find in our region. Increasing above this income is far more difficult than reaching 50% of AMI, particularly for adults who have children to raise.

Cost Burden
The data shows that high housing cost burden is the greatest housing problem in the TJPD. Among those below 80% of AMI, there are 20,477 households (24% of TJPD households) spending more than 30% of their income on housing, and an additional 11,737 households (14%) spending more than 50% of their income on housing. 40% of the households who are severely cost burdened are renters who have incomes less than 30% of AMI.

Supportive and Transitional Housing
The needs expressed most often in consultation meetings were about the needs for **Supportive Housing** and **Transitional Housing** (specifically Transition-in-Place). Supportive Housing beds are extremely limited. When they are filled, that bed is generally a permanent home for someone who requires permanent supportive housing. This means that our community needs to invest in additional units for the people who need supportive housing but do not have access yet. The strong consensus is that there are not enough units in our region compared to the need. Specific populations whose needs are unmet are people living with disabilities, people who are experiencing the jail-to-homelessness cycle, youth exiting juvenile detention, young adults exiting foster care, and seniors.

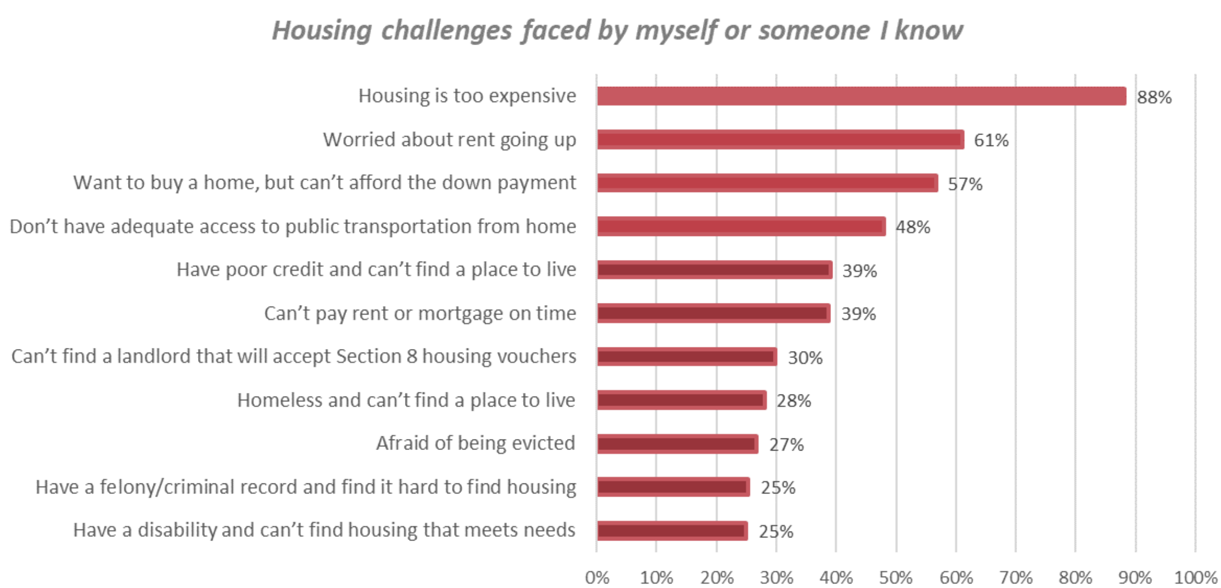
Similarly, Transition-in-Place programs are needed. The Haven provides a limited amount of rental assistance that allows homeless households to transition in place, receiving services from The Haven staff for about 2 years, but more is needed. Several contributors emphasized the special needs of families with children, for whom both shelter and transitional housing is so limited it is almost never available when a service provider is trying to place a family. During the pandemic, hotels were used instead, which is not financially sustainable.

Accessibility features are not common enough in both homes and neighborhoods. When a person with a disability needs accessibility features added to a rental, they are responsible for the cost of both installing it and removing it when their lease ends. This is an inordinate financial burden on individuals who are often living on extremely low fixed incomes.

Other needs described:

- Rental assistance for families with children, so that they do not have to enter shelter and expose their children to that traumatic experience.
- Financial assistance for households who have the opportunity to enter public housing, but must pay a fee to end their current lease.
- Awareness of resources available.
- Child care – specifically additional quality facilities at which families can use the assistance provided to them.
- Increased affordable rental housing (specifically affordable to below 50% of AMI).
- Tax relief for low income homeowners.
- Additional Housing Navigators, such as the staff who work at Piedmont Housing Alliance and The Haven – but specifically, Housing Navigators who do not only serve “market ready” clients, but also help clients who face greater barriers, as described below.
- A specific transition program that assists low-income individuals being discharged from the hospital, who have special needs related to their health issues and finances.
- Culturally relevant and appropriate homeowner education.
- Mental health support and case management in tandem with housing services, not siloed.

- Mental health services that are culturally competent and culturally humble, and also accessible to a wider range of people.
- When a person in our region has a mental health crisis (such as imminent suicide), police have been the first responders. Consultations revealed that this response is not trauma-informed, and can keep a person in crisis from receiving the support they need. Mental health crisis response needs to come from mental health workers, not police. A group is working on changing this in our region.
- More outpatient substance abuse treatment options.
- More legal support for eviction prevention.
- Funding to help families with the cost of internet, which has become a necessity in order to find and maintain a job, attend school, and live in our community.
- Particularly in the rural parts of TJPD, infrastructure improvements such as updating septic systems, accessibility features such as ramps on sidewalks, safe street crossings, protected bike lanes, and updating water systems.
- Housing repairs for low-income households, including in rental units. Energy and weatherization updates to help decrease the cost of utilities for low income households.
- Additional outreach staff to reach individuals experiencing homelessness and connect them with resources.
- Education for landlords about tenant and landlord rights and responsibilities, as well as property maintenance.
- Funding to meet administrative costs of providing affordable housing.
- Financial assistance to help pay utility bills.
- Attracting businesses that provide both living wage jobs, as well as goods that are affordable to low income residents.



Inventory Issues

The consensus among experts, census data, consultations and survey responses, is that there is a lack of affordable housing inventory. Rents are too high relative to wages. Those who distribute housing vouchers report many clients who must return their vouchers because they could not find a home to rent with it. Those who provide rental assistance often face similar challenges. Low income households are forced to move away from our region to live elsewhere, often doubled-up with family. Consultants reported extensive waiting lists for vouchers and public housing, that must be closed after being opened for a few hours because of how many people apply. Meanwhile, many consultants reported that lots of luxury apartments are being built in our area, which bring in additional high income households, while failing to meet the needs of low income households already living in the TJPD.

Housing Issues

Most service providers we consulted reported advocating for their clients to the clients' landlords for basic necessities such as addressing pest issues or installing fire alarms. Housing issues for low income homeowners and low income renters are common.

The following housing issues were reported, ranked from most common to least common:

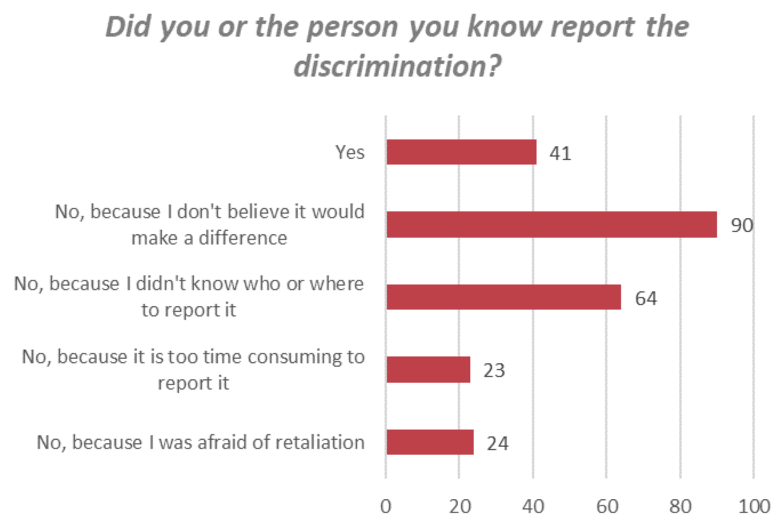
1. Rooves, floors, and walls caving in
2. Water and sanitation issues, lack of systems
3. Moisture and mold issues
4. Inappropriate ventilation or insulation
5. Heating broken or lacking systems
6. Pests (especially in large rental complexes)
7. Multi-system failures
8. Lead-based paint
9. Poisoned wells (specifically in mobile home parks)

Equity Issues

The most commonly reported types of discrimination were discrimination based on **race**, discrimination based on **income or class**, and discrimination based on **disability**. On the survey, all localities in our region had over 100 respondents report that there were issues with housing discrimination in that locality. 111 respondents reported personally experiencing housing discrimination, and there were 662 reports of knowing another person who experienced housing discrimination. (This number exceeds the number of respondents because each respondent could report up to 5 different types of discrimination.) Most discrimination was experienced when attempting to rent an apartment or house. Most did not report the discrimination to an intervening body. Reasons for not reporting discrimination included:

- I didn't know who or where to report it
- It is too time consuming to report it
- I was afraid of retaliation

- I don't believe it would make a difference
- I did not get a response
- The need for housing is urgent and reporting takes too long
- It would have been too hard to prove
- Why would I want to live in a place like that
- Was told it would be expensive
- Afraid of the public attention
- The process seemed too complicated



In addition to direct housing discrimination, there are **systemic issues of inequality**, particularly impacting the African American communities in our region. In the TJPD, the 2021 Median Household Income (MHI) of Black residents was $39,421. That is less than half of the MHI of White, Hispanic, and Asian residents, which were $85,522, $86,658, and $81,821, respectively (ACS S1903 report).

A household whose income is $39,000 is at 50% of AMI for our region. Since the median rent in Charlottesville is $1,250, that means that a Black household with an income that matches the median income for Black families in Charlottesville, whose rent matches the median rent in Charlottesville, is already paying about 40% of their income on rent alone, even before paying for utilities and other housing related costs.

Barriers to Accessing Fair and Affordable Housing

Several barriers were reported widely across service providers.

1. **Credit Scores**: Credit scores are often used by landlords to weed out potential tenants. However, these are not always the most accurate measure of whether a tenant will be reliable. Many service providers help clients increase their credit scores so that they will be able to secure housing.
2. **Criminal Record**: Landlords also use criminal record as a reason to choose a different tenant. This means that for many with a criminal record, housing is difficult to secure.
3. **Rental History**: Either a lack of rental history, due to immigration, or a rental history that includes evictions, can lose a family access to rental housing. These are also not necessarily accurate measures of what type of tenant a person will be.
4. **Limited English Proficiency (LEP)**: Service providers report that LEP can make a tenant vulnerable to being taken advantage of, and can also result in housing discrimination.

Descriptions of Poverty in the Region

Many struggles and difficult experiences were told to us anecdotally while consulting with service providers, who see the challenges faced by people living in poverty on a daily basis. Providers reported the trauma of losing a home and becoming homeless, and needing to suddenly stay in a shelter. We heard about people living in sheds with no heat or sanitation, rural encampments of people living in the woods, "tent cities". Families ending up with negative equity because the mobile homes in which they live are worth less than the cost to haul the aging home away.

Consultations revealed that much of the poverty in our region doesn't show up in the statistics, because there are many wealthy people in the TJPD, and in a statistical report, this may water down the signs of poverty. However, for the households living in poverty, these experiences are no less real or severe than in localities with fewer wealthy households.

In the survey, respondents were asked to think of a time when they or someone they knew experienced homelessness, and to rank the needs at that time. By far, more respondents selected "Housing Placement" above other needs. Second to Housing Placement was "Mental Health Care". All other needs, including life skills, legal support, job training, and education opportunities, ranked far below.

Economic and Contextual Issues

Consultations consistently reported that jobs do not pay enough for households to be able to afford the cost of housing in our region. Several expressed that $18-20 hourly wage is not enough, and many jobs provide at or below that rate. Specifically, it is extremely challenging for a low-income individual to increase their income above 50% of AMI.

Other economic issues expressed:

- Transportation issues – people cannot afford to live where there's transportation, but once they move far enough out that housing is less expensive, it is difficult to access jobs and services because of lack of transportation.
- Several regions with a higher density of low income households also have lack of access to fresh healthy foods, and are labeled "food deserts".
- Training and education is almost impossible while also holding down a full-time low paying job and raising children.

Broader contextual issues that are impacting affordability in our region:

- Inability to find staff to hire for paraprofessional mental health jobs prevents the expansion of supportive housing offerings.
- Lack of contractors, especially contractors willing to travel to rural areas, impedes the production of new affordable housing.
- Cost of materials and labor is at an all-time high.
- The cost of land is too high, and not much is available, to build new affordable units.

Policies of Concern

Local Policies

The most commonly expressed policy concern was that developers are not following through on providing truly affordable housing, even when that was promised as part of their approval with Planning Commissions. Even when affordable housing is built as promised, often it is only affordable to households making 60-80% of AMI. While this is an important need to serve, it leaves out the most vulnerable populations. In general, participants reported that most of the new housing being build is simply not affordable.

Zoning policies need to be updated, and are being updated in the City of Charlottesville.

Permitting processes can be challenging in multiple localities in our region, and developers who want to develop affordable housing often end up spending more on a project due to the resulting delays.

Consultants expressed a desire for the members of the Planning Commissions to increase their exposure to, knowledge about, and attention to the realities and needs of marginalized people, people with disabilities, and people with low incomes. The aim would be that decision making would be more informed by these lived experiences, rather than the experiences of those on the Commission, which are usually individuals with high incomes and a lack of personal experience with marginalization.

Consultants expressed a desire to see affordability periods lengthened for low income rental projects.

State Policies

The sex offender registry makes it nearly impossible for a person on the registry to secure housing. While the intention of the registry is good – to protect children – unfortunately, it does not serve that purpose, because most sex offenders are never convicted. And ultimately, preventing access to housing does not make a former offender any less likely to offend in the future.

When discussing numbers of homeless households, many consultants lamented that due to the Virginia definition of homelessness, people who are living doubled up, “couch surfing”, or in hotels, are not identified in the counts. Yet these experiences can be extremely vulnerable and unstable, and deserve identification and support.

Federal Policies

Because residents can be removed from their public housing units due to allowing homeless friends and family to stay with them, they often try to hide that information from the public housing authority, in order to not lose their homes.

Because HUD requires a Deed of Trust for HOME beneficiaries, many will not pursue resources, because this practice is difficult to understand, and can make beneficiaries believe they are giving up access to their own resources.

Existing Resources

The following resources were reported as helpful to solving the problems outlined above, in addition to the organizations who were consulted, as those were already identified as critical to addressing these needs:

- The Women's Initiative is a non-profit that provides Spanish language counseling with counselors who are culturally competent.
- The Haven provides two options for rental assistance, though only available to homeless households.
- The Charlottesville Supplemental Rental Assistance Program (CSRAP) runs like the Housing Choice Voucher program, but lacks administrative funding.
- Premier Circle provides supportive housing for a limited number of chronically homeless adults.
- Piedmont Housing Alliance (PHA) and Habitat for Humanity reach predominantly households within the 30-80% of AMI range.
- Oxford Houses provide peer recovery housing.
- Network2Work, supported through PVCC, provides the networking and matching services to connect extremely low income households with higher paying jobs, successfully increasing many incomes to around 50% of AMI from much lower levels.
- For people leaving Western State Hospital for mental health crisis recovery, there is some grant funding to support rental subsidies.
- Organizations like Fluvanna Louisa Housing Foundation, Independence Resource Center, and the International Rescue Committee keep lists of landlords who accept vouchers or are able to work with specific populations.
- Home to Hope and OAR provide support and resources for people exiting carceral settings.
- Some Housing Navigators at PHA and The Haven.
- Charlottesville Redevelopment and Housing Authority (CRHA) is redeveloping multiple properties, and working to serve residents under 30% of AMI.
- Community based design efforts have been utilized by CRHA, PHA, Virginia Housing, and Habitat.
- Habitat for Humanity is providing a "business incubator" for residents of Southwood as part of the redevelopment project that has been resident-led for over 10 years.

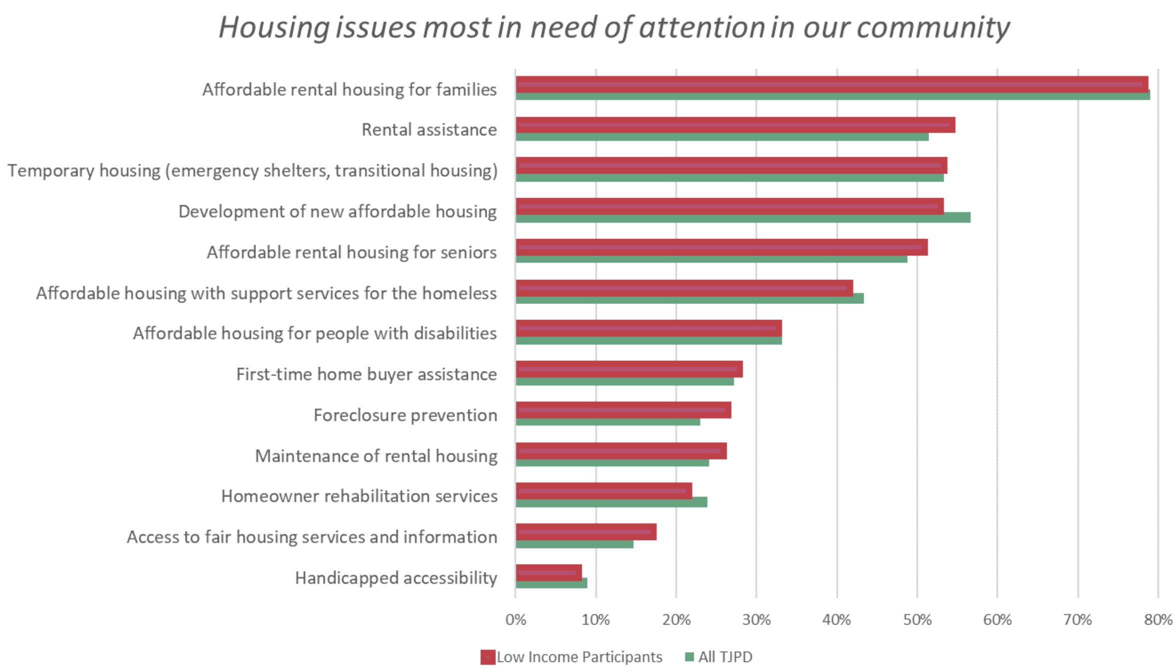
Suggestions

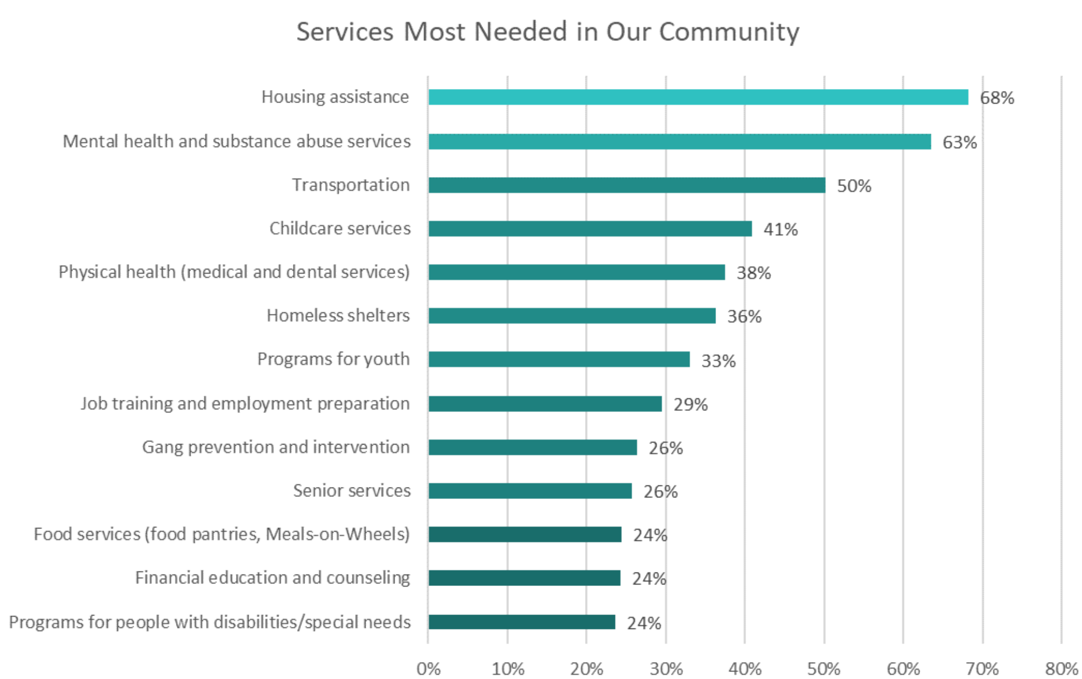
Many suggestions were made during the consultation process. They are summarized below.

- Reparations for the families whose homes were razed by the Vinegar Hill redevelopment activities of the 1960's and 70's. These communities were primarily African American.
- Emphasize services for households making less than 50% of AMI.
- Develop more transitional housing units for families with children, perhaps based on the small but effective model of MACAA Hope House.
- Developing a land trust – the City of Charlottesville or PHA could own land to use for affordable housing. This is an allowable use for CDBG funds but not HOME funds.
- Transition in place options, where services are provided to a household while living in a new permanent residence.
- A revolving loan fund for low income households who own a home, are able to build an accessory dwelling unit (ADU), but do not have the capital to do so.
- Improve lives by working with developers to bring in businesses to benefit low income neighborhoods.
- There are a large number of empty office buildings and other types of commercial buildings, which could be renovated and converted into affordable housing.
- To increase access to living wage jobs, provide incentives to employers within the first 3 months of hiring, so that the employer will provide training and increase the staff's salary once training is complete.
- Electrification - new units need to avoid gas because of the cost of changing to electric later. Provide assistance to low income homeowners to transition to electric.
- Collect more feedback from consumers of homelessness systems and mental health systems.
- Place solar panels on the tall buildings downtown, and use that energy to subsidize low income utilities.
- Master leasing can circumvent the barriers faced by low income households when securing a rental unit. A non-profit entity can become the landlord and intentionally choose households who otherwise could not find a home to rent.
- Develop a lease-to-own housing program.
- Local governments could offer backstop funds – to incentivize landlords to stop charging first and last month's rent, which is unaffordable to low income households, the city will provide the funds if a renter defaults.

Priorities

By far, the greatest priority among consultants and survey respondents was to increase the number of **affordable rental units**. Second to that was rental assistance, mental health, and transportation. However, homelessness prevention, pathways to homeownership, affordable units for purchase, down payment assistance, and home rehabilitation were also listed among priorities. A summary of priorities from the survey is shown in the graphs below.





THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 6, 2023

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
City of Charlottesville			Christine Jacobs, Executive Director	x	
Michael Payne			David Blount, Deputy Director	x	
Liz Russell			Ruth Emerick, Chief Operating Officer	x	
Albemarle County			Sandy Shackelford, Planning and Transportation Director	x	
Ned Gallaway, Chair	x		Gorjan Gjorgjievski, VATI Administrative Assistant	x	
Jim Andrews					
Fluvanna County					
Tony O'Brien, Vice Chair	x				
Keith Smith, Treasurer	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 Vice Chair, Tony O'Brien, presided and called the meeting to order at 7:05 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.

2. MATTERS FROM THE PUBLIC:

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

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

3. PRESENTATIONS:

a. Regional Transit Governance Study

Sandy Shackelford, Planning and Transportation Director, and Scott Baker from AECOM presented an update on the Regional Transit Governance Study. The study examines existing governance structures in the region around transit provision and will identify potential governance structures to increase funding and coordination. The study will be completed by December 2023.

b. FY24 CA-MPO Unified Work Program (UPWP) Update

Sandy Shackelford, Planning and Transportation Director, gave an update on the draft Unified Work Program (UPWP) and budget for fiscal year 2024.

4. CONSENT AGENDA: Action Items

a. Minutes of March 2, 2023, Meeting

b. January Financial Reports

Christine Jacobs reviewed the March 2, 2023, meeting minutes and January Financial Reports.

Motion/Action: On a motion by Jesse Rutherford, seconded by Tommy Barlow, the Commission unanimously approved the consent agenda as presented.

5. NEW BUSINESS:

a. Appointment of Nominating Committee for FY24 TJPDC Officers

The Nominating Committee for FY24 Commission officers consists of Dale Herring, Tony O'Brien, and Jesse Rutherford.

b. FY24 Draft Annual Operating Budget

Christine Jacobs presented a draft operating budget for FY24. It is a balanced budget with projected revenues of $46,443,681 and projected expenditures of $46,443,681. There is an anticipated budget shortfall of $51,766 which would require a reserve transfer.

c. Central Virginia Regional Housing Partnership Appointment

Christine Jacobs recommended that Shannon Meade serve as the TJPDC-appointed Health Industry Representative on the Regional Housing Partnership.

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously voted to appoint Shannon Meade, HIV & Harm Reduction Manager at the Blue Ridge Health District, as the TJPDC Appointed Health Industry Representative for the Central Virginia Regional Housing Partnership.

6. RESOLUTIONS:

a. FY24 Rural Transportation Work Program/Budget Resolution

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously approved the FY24 Rural Transportation Work Program resolution and funding.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Project milestones for VATI were shared, including the completion of nearly 340 miles of field data collection, over 1,600 miles of fiber design, over 390 miles of make ready work, over 110 miles of aerial fiber placement, nearly 100 miles of underground fiber placement, nearly 80 miles of splicing, and 865 passings. Staff observed work in the field in Greene County in March. A quarterly stakeholders meeting was held in March with 36 participants.

The RHP's 2nd Annual Summit, Coming Back Home, was held March 24th at the Omni Charlottesville. The event had over 215 registered attendees. Staff has received positive feedback on both the organization and content of the event.

Staff submitted a VA Housing Tier II grant for implementation of the Regional Housing Partnership's newly adopted strategic plan. Staff also is working to recruit an AmeriCorps VISTA to support the RHP's strategic plan implementation.

TJPDC was awarded a US Department of Transportation Safe Streets and Roads for All (SS4A) grant. Staff is meeting with FHWA representatives to review contracts and prepare to receive award funding.

Additionally, staff is scheduling meetings with each locality to review the scope of work and determine if any adjustments will be made.

The draft HOME Consolidated Plan is open for public comment and a public hearing is scheduled for the next Commission meeting on May 4.

The CA-MPO is continuing to work on the Long-Range Transportation Plan. Draft goals/objectives have been vetted through stakeholder groups, and public engagement is scheduled to begin in June. The draft Transportation Improvement Program, indicating planned federal funding for transportation improvements in the MPO area, is available for public comment and will be considered for approval at the Policy Board meeting in May.

Two applications were submitted to DEQ for a Chesapeake Bay Program Assistance Agreement Grant to support tree plantings at Southwood Mobile Home Park and Azalea and Pen Parks in Charlottesville and Albemarle. The TJPDC STEW-Map survey is being developed and will be released to local environmental stewards mid-April. The UDSA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) and survey will help us to develop an interactive publicly accessible map and database of organizational characteristics, geographic turf, and networks of the environmental stewards actively supporting the environment within the region.

Staff is working to compile the 2022 TJSWPU Solid Waste and Recycling Report for submittal to DEQ in April. Staff is presenting recommendations for Sustainable Materials Management Waste Reduction Goals to Albemarle Solid Waste Alternatives Advisory Committee in their April Meeting.

The next Rivanna River Basin Commission Board Meeting will be held April 14 at 11:00 am at the Albemarle County Office Building on 5th Street.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – May 4, 2023

i. HOME 5-year Consolidated Plan and Annual Action Plan Presentation and Public Hearing
ii. Legislative Report
iii. FY24 Operating Budget Final Consideration and Resolution
iv. TJPDC Officer Slate Notice from Nominating Committee
v. DHCD CDBG Regional Priorities – For Approval

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

a. Employee – Individual Employee(s) Discussion

Using the attached closed session form, prepared by David Blount, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

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

ADJOURNMENT:

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the April 6, 2023, Commission meeting at 9:15 pm.

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

Thomas Jefferson Planning District Commission

Regional Vision • Collaborative Leadership • Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

April 6, 2023

Prepared by David Blount, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		David Blount, Deputy Director/Legislative Director	x
Michael Payne			
Liz Russell			
Albemarle County			
Ned Gallaway, Chair	X		
Jim Andrews			
Fluvanna County			
Tony O'Brien, Vice-Chair	X		
Keith Smith, Treasurer	X		
Greene County			
Dale Herring	X		
Andrea Wilkinson	X		
Louisa County		**GUESTS/PUBLIC PRESENT**	
Rachel Jones		None	
Tommy Barlow	X		
Nelson County			
Jesse Rutherford	X		
Ernie Reed	X		

Closed Session:

1. **Motion to Enter Closed Session:** I, Tony O'Brien, move that the Commission be convened to a closed session pursuant to the exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss matters of employee performance of the Executive Director. Motion seconded by Dale Herring.

Roll call vote:

__________ (Aye) (Nay) Michael Payne

__________ (Aye) (Nay) Liz Russell

__________ (Aye) (Nay) Ned Gallaway

__________ (Aye) (Nay) Jim Andrews

__________ (Aye) (Nay) Tony O'Brien

__________ (Aye) (Nay) Keith Smith

__________ (Aye) (Nay) Dale Herring

__________ (Aye) (Nay) Andrea Wilkinson

__________ (Aye) (Nay) Rachel Jones

__________ (Aye) (Nay) Tommy Barlow

__________ (Aye) (Nay) Ernie Reed

__________ (Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

2. **Motion to Exit Closed Session:** I, Tony O'Brien, move that the Commission exit closed session. Motion seconded by Dale Herring for the committee to exit closed session.

Roll call vote:

______ (Aye) (Nay) Michael Payne	______ (Aye) (Nay) Andrea Wilkinson
______ (Aye) (Nay) Liz Russell	______ (Aye) (Nay) Rachel Jones
______ (Aye) (Nay) Ned Gallaway	______ (Aye) (Nay) Tommy Barlow
______ (Aye) (Nay) Jim Andrews	______ (Aye) (Nay) Ernie Reed
______ (Aye) (Nay) Tony O'Brien	______ (Aye) (Nay) Jesse Rutherford
______ (Aye) (Nay) Keith Smith	
______ (Aye) (Nay) Dale Herring	**Motion (Passed) (Failed)**

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

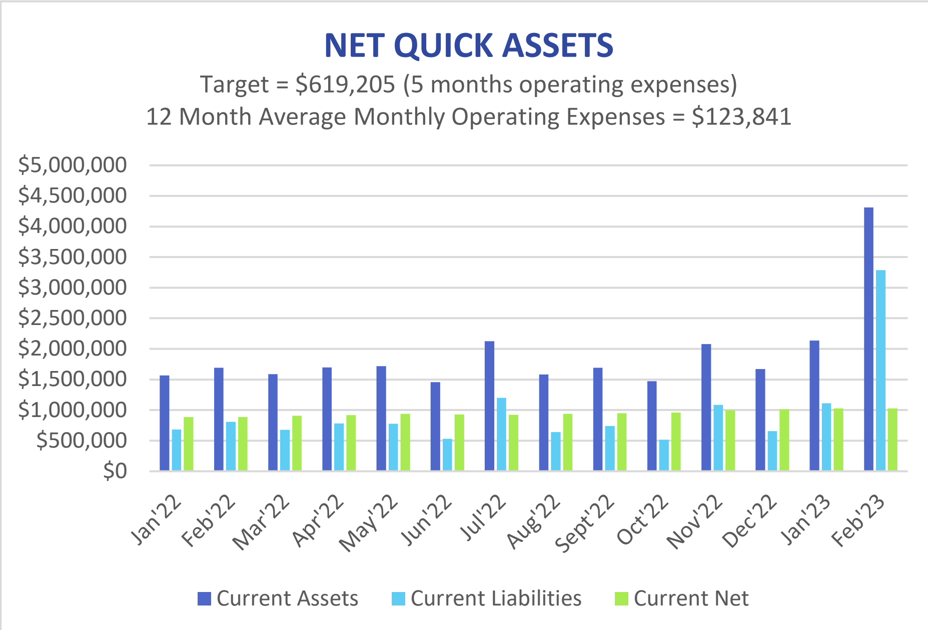
Roll call vote:

______ (Aye) (Nay) Michael Payne	______ (Aye) (Nay) Andrea Wilkinson
______ (Aye) (Nay) Liz Russell	______ (Aye) (Nay) Rachel Jones
______ (Aye) (Nay) Ned Gallaway	______ (Aye) (Nay) Tommy Barlow
______ (Aye) (Nay) Jim Andrews	______ (Aye) (Nay) Ernie Reed
______ (Aye) (Nay) Tony O'Brien	______ (Aye) (Nay) Jesse Rutherford
______ (Aye) (Nay) Keith Smith	
______ (Aye) (Nay) Dale Herring	**Motion (Passed) (Failed)**

Certified: DCBlount David Blount

C:\Users\dblount\Documents\Admin\Commission\2023

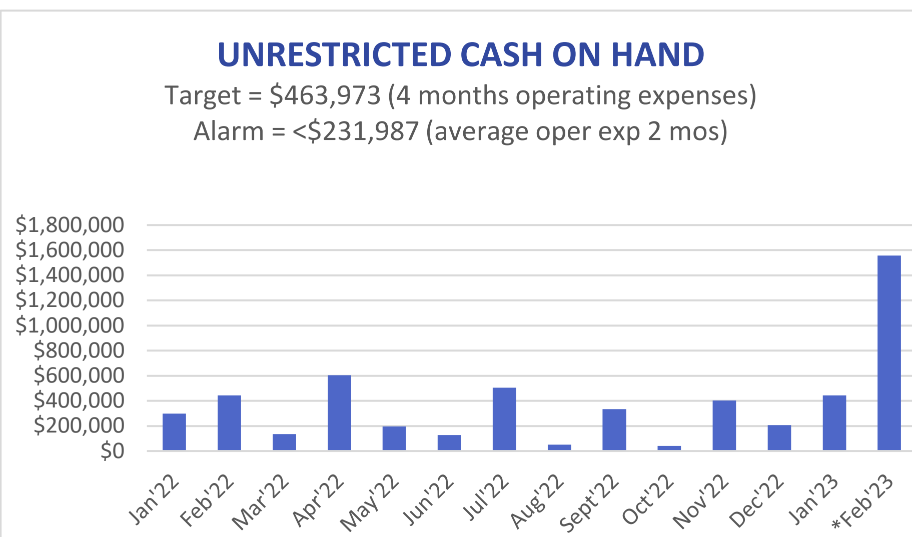
FY 23 FINANCIAL DASHBOARD
Through February 2023



MONTHLY NET QUICK ASSETS

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
Jan'23 - $1,025,890
Feb'23 - $1,028,551

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of February 2023, the TJPDC had 9.68 months of operating expenses. The rolling twelve-month average operating expenses increased to $123,841. The 3-month average operating expenses are $127,145. Actual operating expenses for February were $135,980. Capital reserves = $1,028,551 - $619,205 = $409,346.

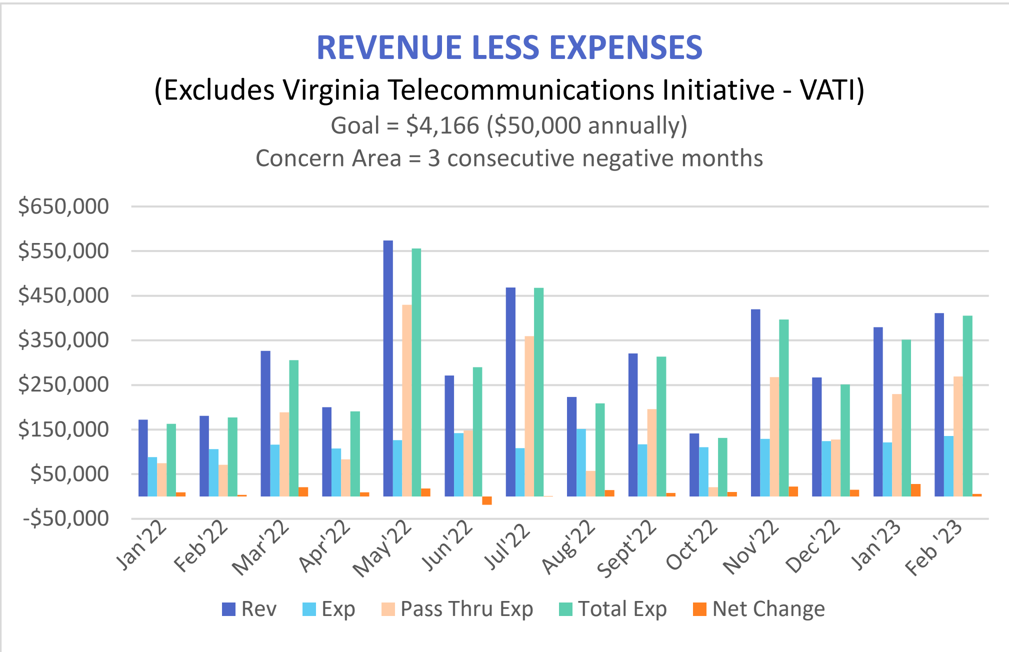


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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. February's financial statements indicate that there is a significant increase in unrestricted cash from January to February (from $442,249 to

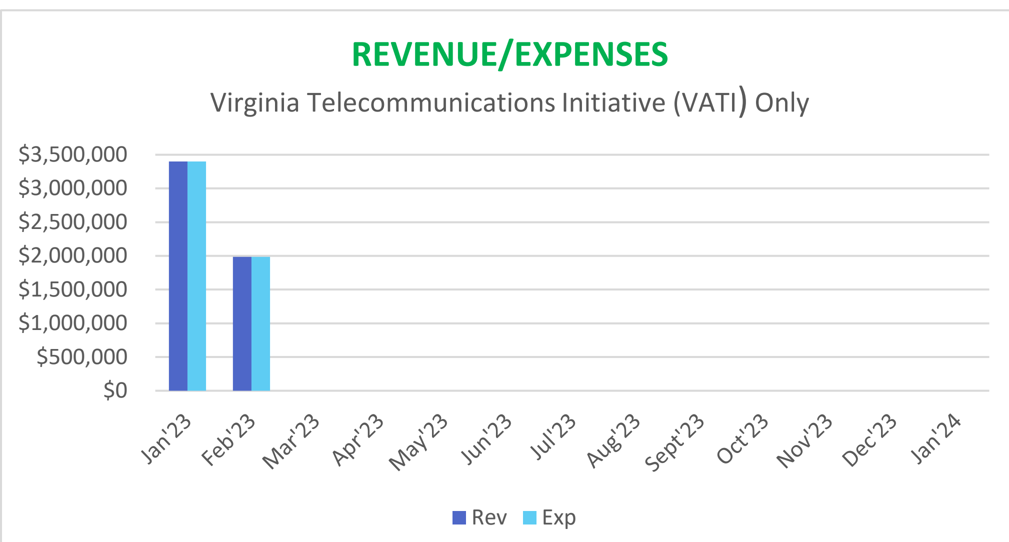
$1,558,553), resulting in a reported 13.44 months of unrestricted cash on hand. However, this is only due to the fact that large revenues were received in February related to the Virginia Telecommunication Initiative (VATI), but the associated expenses were not booked until March. Specifically, VATI expenses in the amount of $1,072,080 were recorded on March 7th. *It is important to note that February's reported unrestricted cash is artificially high and that the March financials will illustrate more accurate unrestricted cash on hand.

NET REVENUE:



MONTHLY NET REVENUE

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
Jan'23 = $28,072
Feb'23 = $5,679



VATI
MONTHLY EXP/REV

Jan'23 = $3,400,931
Feb'23 = $1,983,835

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. In order to prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been removed from the Revenue Less Expenses graph/data above and will be reported separately in a VATI revenues and expenses graph (above). **The agency's net gain in January was $5,679.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). **The agency's FY23 net gain through February is $88,603.** *(Correction: January's financial dashboard incorrectly reported that the agency's net gain to date was $95,264. The net gain to date as of the end of January was $86,695).* VATI pass-through revenues and expenses were $1,983,835. The Accrued Revenue Report (reporting through March 2023) shows total available funds of $200,287 for the remaining 3 months in FY23 (an average of $200,287 per month) which is ample revenue to cover projected expenses. Actual operating expenses for February were $135,980, with a 3-month average of $127,145. *Note:* The Executive Director intends to give staff an end-of-fiscal-year one-time bonus. This bonus was approved in the FY23 amended 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 & Loss
February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	2,113,145	2,112,808	6,319,225	17,007,168	25,906,162
4120 · State Funding Source	25,391	91,726	495,542	733,810	1,100,715
4130 · Local Source	239,781	1,285,507	2,155,759	8,972,948	13,984,859
42000 · Local Match Per Capita	12,755	6,928	90,751	104,817	160,847
4280 · Interest Income	3,734	42	19,647	332	500
Total Income	2,394,806	3,497,011	9,080,924	26,819,075	41,153,083
Gross Profit	2,394,806	3,497,011	9,080,924	26,819,075	41,153,083
Expense					
61000 · Personnel	104,979	105,442	743,151	856,349	1,302,934
6900 · Overhead Allocation	0	0	0	0	0
6260 · COGS	0	0	4,350	(3,143)	0
62391 · Postage Expense	0		0	0	0
6310 · Postage	80	195	1,607	1,566	2,344
6280 · Subscription-Publications	140	154	171	1,233	1,850
62393 · Supplies	1,219	716	8,064	5,803	8,668
62394 · Audit -Legal Expenses	2,100	0	23,242	34,700	37,000
6240 · Advertising	1,320	2,034	8,637	15,734	24,414
62401 · Professional Dev-Conference	0	0	0	0	0
6450 · Meeting Expenses	420		5,165	0	0
62410 · TJPDC Contractual	9,076	6,275	50,585	50,672	75,970
6382 · Contractual Service Grants	0	0	0	0	0
6281 · Dues	950	951	6,506	8,178	12,016
62850 · Insurance	558	508	5,500	4,270	6,300
62890 · Printing/Copier	130	357	3,077	4,456	6,259
6320 · Rent	8,505	7,962	67,255	66,945	101,142
63210 · Equipment/Data Use	2,017	1,745	45,108	14,133	21,113
6600 · Telephone	456	747	4,106	5,978	8,967
63300 · Travel	3,147	5,889	10,157	47,152	70,709
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	283	500	1,982	4,001	6,001
6390 · Professional Development	600	2,866	17,099	23,515	35,007
Total Expense	135,980	136,341	1,005,762	1,141,542	1,720,694
Net Ordinary Income	2,258,826	3,360,670	8,075,162	25,677,533	39,432,389
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	18,326	57,399	238,185	513,118	1,087,192
8399 · Grants Contractual Services	2,234,821	3,207,642	7,748,374	25,571,516	38,336,104
Total Other Expense	2,253,147	3,265,041	7,986,559	26,084,634	39,423,296
Net Other Income	(2,253,147)	(3,265,041)	(7,986,559)	(26,084,634)	(39,423,296)
Net Income	5,679	95,629	88,603	(407,101)	9,093

9:16 AM
04/28/23
Accrual Basis

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 28, 2023

	Feb 28, 23	Feb 28, 22	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	2,016,045.78	949,240.83	1,066,804.95
1189 · Capital Reserve	411,094.00	411,094.00	0.00
Total Checking/Savings	2,427,139.78	1,360,334.83	1,066,804.95
Accounts Receivable			
1190 · Receivable Grants	1,860,336.28	534,595.87	1,325,740.41
Total Accounts Receivable	1,860,336.28	534,595.87	1,325,740.41
Other Current Assets			
1310 · Prepaid Rent	1,800.00	1,458.34	341.66
1330 · Prepaid Insurance	11,848.21	11,062.04	786.17
1360 · Prepaid Other	12,377.56	8,064.59	4,312.97
Total Other Current Assets	26,025.77	20,584.97	5,440.80
Total Current Assets	4,313,501.83	1,915,515.67	2,397,986.16
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	-106,561.58	-95,606.51	-10,955.07
Total Fixed Assets	30,146.10	10,917.89	19,228.21
TOTAL ASSETS	**4,343,647.93**	**1,926,433.56**	**2,417,214.37**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	2,818,412.52	517,064.22	2,301,348.30
Total Accounts Payable	2,818,412.52	517,064.22	2,301,348.30
Credit Cards			
2155 · Accounts Payable Credit Card	5,961.19	9,808.69	-3,847.50
Total Credit Cards	5,961.19	9,808.69	-3,847.50
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	-0.02	0.02
2465 · VRS Optional Life Payable	286.72	0.00	286.72
2467 · Employee Deferred Compensation	2,970.80	0.00	2,970.80
2468 · 401A VRS Contribution	32.50	0.00	32.50
2469 · Hybrid VRS Contribution	-205.80	0.00	-205.80
2800 · Deferred Revenue	457,493.17	501,604.94	-44,111.77
Total Other Current Liabilities	460,577.39	501,604.92	-41,027.53
Total Current Liabilities	3,284,951.10	1,028,477.83	2,256,473.27
Long Term Liabilities			
2200 · Leave Payable	38,758.27	40,591.67	-1,833.40
Total Long Term Liabilities	38,758.27	40,591.67	-1,833.40
Total Liabilities	3,323,709.37	1,069,069.50	2,254,639.87
Equity			
3000 · General Operating Fund	486,955.51	431,087.62	55,867.89
3100 · Restricted Capital Reserve	411,094.00	411,094.00	0.00
32000 · Unrestricted Net Assets	6,372.88	-0.04	6,372.92
3600 · Net Investment in Fixed Assets	26,913.39	0.00	26,913.39
Net Income	88,602.78	15,182.48	73,420.30
Total Equity	1,019,938.56	857,364.06	162,574.50
TOTAL LIABILITIES & EQUITY	**4,343,647.93**	**1,926,433.56**	**2,417,214.37**

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	JANUARY 2023	FEBRUARY 2023	MARCH 2023	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	7,499	7,499	7,499	67,492			67,492	22,479	State funding to TJPDC General
110	**TJPDC Corporation**	0	0	0	0	0	0	0	0	0	0	0			0	0	501(c)3 Non-profit Arm
110	**Bank Interest**	23,592	1,239	1,556	1,406	1,850	2,788	3,429	3,641	3,717	3,965	23,592			23,592	0	Investment Pool Savings Income
170/171	**Rural Transportation**	58,000	4,960	1,904	4,227	3,074	2,953	956	2,750	7,883	8,553	37,260			37,260	20,740	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	19,615	1,350	2,860	3,000	2,550	1,810	2,020	2,270	1,385	2,370	19,615			19,615	0	Rental Fees
277	**Legislative Liaison**	103,773	1,741	5,086	7,374	7,082	10,311	7,357	11,417	12,177	7,243	69,788			69,788	33,985	Legislative Operations
278	**VAPDC-ED**	50,000	4,167	4,167	4,167	4,267	4,360	4,166	4,167	3,675	4,688	37,823			37,823	12,177	Contract for Admin Services
296	**Member Per Capita**	165,709	12,748	12,756	12,756	12,756	12,756	12,756	12,755	12,755	12,756	114,795			114,795	50,914	Local Govt Annual Contributions
303	**Solid Waste**	10,500	291	237	286	195	0	448	382	433	924	3,195	0	5,000	3,195	2,305	Contract for annual reporting
315	**Stanardsville TAP**	28,749	91	319	137	274	410	394	46	137	118	1,925	23,499	0	25,424	3,325	VDOT Streetscape Contract
907	**WIP Phase III - Contract #5**	58,000	4,980	6,170	6,300	4,968	6,205	6,278	0	0	0	34,901	23,096	0	57,997	3	Watershed Improvement Plan
907	**WIP Phase III - Contract #6**	58,000	0	0	0	0	0	0	5,890	3,982	7,034	16,907	0	29,000	16,907	12,093	*Watershed Improvement Plan
908	**RRBC**	10,500	346	665	2,403	1,353	334	519	436	526	912	7,494			7,494	3,006	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	1,887	591	1,662	34,056			34,056	15,944	*Regional Transit Partnership
	RTP Pass-Thru	0	0	0	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	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	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	1,895	416	0	108	9,440			9,440	28,283	*Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	149,600	0	0	0	0	0	35,582	0	30,560	24,329	90,471			90,471	59,129	*Regional Transit Governance Study - Consultant
190/195/198	**MPO-PL**	185,838	8,533	12,974	13,422	12,590	12,443	14,826	9,900	7,701	9,543	101,932			101,932	83,906	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	30,000	0	0	0	0	0	1,073	3,913	2,373	6,635	13,993			13,993	16,007	LRTP Support
191/196/199	**MPO-FTA**	153,024	5,007	10,274	8,309	8,440	7,299	8,620	21,494	17,082	26,179	112,704			112,704	40,320	MPO FTA Transit Planning
	MPO - FTA Pass Thru	0	0	0	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	10,571	10,718	9,676	11,313	92,784			92,784	73,414	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	8,000	0	0	0	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	1,384	836	848	9,492	52,435		61,927	5,273	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	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	755	1,353	434	5,300			5,300	14,700	*EDA administration
	EDA-CEDS - Pass-Thru	80,000	0	0	0	0	0	0	0	12,000	4,000	16,000			16,000	64,000	*EDA Consultant Pass-through
726	**HOME ARP - Admin**	332,541	2,461	2,677	36,208	2,558	2,285	2,894	8,262	3,879	2,661	63,885	30,381	232,566	94,266	5,709	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,117,730	0	0	0	0	0	0	0	0	0	0		1,943,881	0	173,849	*Admin includes Consultant for Gap Analysis
727	**HOME TJPDC Admin**	76,832	4,577	6,880	9,124	3,263	11,383	15,626	9,851	8,489	7,640	76,832			76,832	0	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716	24,639	60,604	12,295	18,731	0	0	18,326	60,984	307,294			307,294	344,386	*HUD HOME Housing Grants Construction
728	**Housing Preservation Grant - Admin**	23,489	2,185	2,171	1,315	1,609	750	1,071	1,471	1,077	1,567	13,216			13,216	10,273	*USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513	32,971	26,815	8,587	0	0	10,000	9,768	1,850	103,504			103,504	29,603	*USDA Housing Repair Construction
729	**Regional Housing Partnership**	104,552	2,691	4,564	3,283	4,907	15,101	4,613	7,829	8,859	52,705	104,552			104,552	0	Regional Housing Partnership
	RHP - Consultant Pass-Thru	0	0	0	2,772	0	0	0	551	0	0	0			0	0	Spark Mill - RHP Strategic Planning Consultant
732	**VERP - Admin**	18,750	933	1,052	1,209	499	296	1,796	236	1,015	967	8,003	7,661		15,664	3,086	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	412,500	10,217	15,813	0	55,682	34,419	90,767	4,946	4,946	0	216,790	29,004		245,794	166,706	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	200,000	2,762	3,263	2,059	2,670	2,076	957	1,224	997	665	16,673	35,048	111,619	51,721	36,660	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000	0	0	60,000	0	0	0	0	0	240,000	300,000	302,228	748,886	602,228	448,886	*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	7,258	6,867	6,673	102,429			102,429	63,522	Includes Administrative Fees
	Cig Tax Pass-Through	2,400,000	234,201	245,435	236,774	215,613	231,182	210,328	210,441	190,492	221,043	1,995,509			1,995,509	404,491	Pass through - direct costs
761	**VATI - Admin**	875,000	11,319	15,277	13,916	11,202	12,108	20,358	16,157	19,917	23,106	143,360	54,859	628,908	198,219	47,873	*VATI Admin - 36-42 months
	VATI Pass-Through	112,500,000	0	0	0	0	0	0	3,400,931	1,983,835	1,869,248	7,254,014		78,500,000	7,254,014	26,745,986	*Program/Construction Pass-Through
	TOTAL - All Programs	**123,917,701**	**479,262**	**504,186**	**548,971**	**415,441**	**418,848**	**478,035**	**3,780,877**	**2,394,806**	**2,630,221**	**11,647,325**	**988,995**	**82,199,860**	**12,636,320**	**29,081,521**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**120,598,478**	369,647	338,184	386,965	292,177	284,332	337,750	3,630,781	2,252,298	2,428,088	10,196,435	608,150	81,192,767	10,925,049	28,480,661	Pass-Thru Subtotal

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

$123,841	12 month average - Operating Expenses
$127,145	3 month average - Operating Expenses
$135,980	last month - Operating Expenses

Total Grant Funds Remaining	$	29,081,521
Pass-through funds	$	28,480,661
TJPDC Available Funds	$	600,860
Average Funds Available pr Month	**$**	**200,287**

TJPDC CORPORATION
A non-profit organization

TJPDC Corporation
Board Roster –FY23/FY24

Board Composition from Bylaws
- At least seven (7) and no more than thirteen (13)
- Six directors selected from TJPD Commission to represent each member locality, with at least 4 being current Commissioners
- Up to seven (7) at-large directors elected by the TJPDC Corporation Board
- Elected at the annual meeting. No limit to the number of one-year terms.

FY23

TJPDC Appointees			
Name	**Locality**	**Officer**	**Commissioner Status**
Ms. Gennie Keller	City of Charlottesville	Chair	
Mr. Jim Andrews	Albemarle County		Current
Mr. Keith Smith	Fluvanna County		Current
Ms. Andrea Wilkinson	Greene County	Vice Chair	Current
Ms. Rachel Jones	Louisa County		Current
Mr. Ernie Reed	Nelson County		Current
Corporation-Elected Directors			
Christine Jacobs		Treasurer	
Sally Thomas			
Alan Yost			
Staff			
Ruth Emerick		Secretary, Executive Director	

Ralph S. Northam
Governor

Esther Lee
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

March 28, 2023

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2023 Virginia CDBG Program Regional Priorities

This memo serves as notification for each Planning District Commission of the availability of the 2023 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Thursday, June 1st, 2023**:

> **A prioritized list of the CDBG Project Types and Activity Categories**.
> Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects for whom a Planning District has provided a Regional Priorities Worksheet will receive 15 points. Proposals for projects that do not have an accompanying Regional Priorities Worksheet will receive 0 points.
>
> **A list of CDBG proposals expected to originate in your District in 2023**.
> Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2023. This list may include proposed planning grants or Open Submission projects as well. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2023 project applications, and the receipt of each will ensure eligibility of 2023 application reviews. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

2023 Virginia Community Development Block Grant Program
Regional Priorities
List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories
Please reference the 2023 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission:

Priority (1 is highest, 3 is lowest)

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

Expected 2023 CDBG Applications:

1. Southwood Redevelopment Project, Phase 2, Village 3 – Albemarle County – Public Infrastructure (Including Housing Production)
2. Louisa County – CDBG Housing Production, Construction Ready Sewer and Water, and Housing Rehabilitation – Fluvanna-Louisa Housing Foundation (FLHF)

1. Award No.

2. Effective Date
See No. 17 Below

3. Assistance Listings No.
20.939

4. Award To

Thomas Jefferson Planning District Commission
401 E. Water Street, Charlottesville, VA 22920

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

Unique Entity Id.: **RE5TCTQCJ5G7**
TIN No.: **54-0927925**

6. Period of Performance
Effective Date of Award
May 12, 2023 - March 31, 2026

7. Total Amount

Federal Share:	**$857,600**
Recipient Share:	**$214,400**
Other Federal Funds:	$0
Other Funds:	$0
Total:	**$1,072,000**

8. Type of Agreement
Grant

9. Authority
Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the "Bipartisan Infrastructure Law" or "BIL")

10. Procurement Request No.

11. Federal Funds Obligated
$857,600

12. Submit Payment Requests To
See article 20.

13. Payment Office
See article 20.

14. Accounting and Appropriations Data

15. Description of Project – Thomas Jefferson Planning District Commission - Comprehensive Safety Action Plan for Multiple Jurisdictions

RECIPIENT
16. Signature of Person Authorized to Sign

Signature Date
Name: **Christine Jacobs**
Title: **Executive Director**

FEDERAL HIGHWAY ADMINISTRATION
17. Signature of Agreement Officer

Signature Date
Name: **Hector R. Santamaria**
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE
FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the [United States Department of Transportation (the "**USDOT**")] [Federal Highway Administration (the "FHWA") and the **Thomas Jefferson Planning District Commission** (the "**Recipient**").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("SS4A") Grant for the **Thomas Jefferson Planning District Commission - Comprehensive Safety Action Plan for Multiple Jurisdictions**

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

(a) In this agreement, "**General Terms and Conditions**" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program," dated February 8, 2023, which is available at https://www.transportation.gov/grants/ss4a/grant-agreements. Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.

(b) The Recipient states that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).

(c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the **FHWA** the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: **Thomas Jefferson Planning District Commission - Comprehensive Safety Action Plan for Multiple Jurisdictions**

Application Date: **September 15, 2022**

2.2 Award Amount.

SS4A Grant Amount: **$857,600**

2.3 Award Dates.

Period of Performance End Date: **March 31, 2026**

2.4 Budget Period

Budget Period End Date: **September 30, 2025**

2.5 Action Plan Grant or Implementation Grant Designation.

Designation: **Action Plan**

2.6 Federal Award Identification Number. The Federal Award Identification Number is listed on page 1, line 1.

ARTICLE 3
SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

The award will be used by the Thomas Jefferson Planning District Commission to develop a comprehensive safety action plan.

3.2 Project's Estimated Schedule.

ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	**February 28, 2025**
Planned Action Plan Completion Date:	**April 30, 2025**
Planned Action Plan Adoption Date:	**June 30, 2025**
Planned SS4A Final Report Date:	**September 30, 2025**

3.2 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	**$857,600**
Other Federal Funds::	**$0**
State Funds:	**$0**
Local Funds:	**$214,400**
In-Kind Match:	**$0**
Other Funds:	**$0**
Total Eligible Project Cost:	**$1,072,000**

(b) Supplemental Estimated Budget

Cost Element	**Federal Share**	**Non-Federal Share**	**Total Budget Amount**
Direct Labor	**$ 23,931.20**	**$ 5,982.80**	**$ 29,914.00**
Fringe Benefits	**$ 5,464.00**	**$ 1,366.00**	**$ 6,830.00**
Travel	**$ 2,400.00**	**$ 600.00**	**$ 3,000.00**
Equipment	**$ 0.00**	**$ 0.00**	**$ 0.00**
Supplies	**$ 0.00**	**$ 0.00**	**$ 0.00**
Contractual/Consultant	**$ 796,000.00**	**$ 199,000.00**	**$ 995,000.00**
Other	**$ 3,012.00**	**$ 753.00**	**$ 3,765.00**
Indirect Costs	**$ 26,792.80**	**$ 6,698.20**	**$ 33,491.00**
Total Budget	**$ 857,600.00**	**$ 214,400.00**	**$ 1,072,000.00**

ARTICLE 4

RECIPIENT INFORMATION

4.1 Recipient's Unique Entity Identifier.

[Reserved]

4.2 Recipient Contact(s).

Christine Jacobs
Executive Director
Thomas Jefferson Planning District Position
401 E. Water Street, Charlottesville, VA 22920
434-979-1597
cjacobs@tjpdc.org

4.3 Recipient Key Personnel.

Name	Title or Position
Sandy Shackelford	**Director of Planning and Transportation**

4.4 USDOT Project Contact(s).

Meg Miller
Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-8029
meg.miller@dot.gov

and

Hector R. Santamaria
Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590

and

Hector R. Santamaria
Agreement Specialist (AS)
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-204
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-493-2402
hector.santamaria@dot.gov

and

Timothy J. Lewis, P.E.
Agreement Officer's Representative (AOR) &
Virginia Division Office Point-of-Contact
Discretionary Grants Program & Project Coordinator
Virginia Division
400 North 8th Street
Suite 750
Richmond, VA 23219
804-775-3348
timothy.lewis@dot.gov

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

Note: This clause is only applicable to Action Plan Grants.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval of each subaward or contract is contingent upon the Recipient's submittal of a written fair and reasonable price determination, and approval by the AO for each proposed contractor/sub-recipient. Consent to enter into subawards or contracts will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

(Fill in at award or by amendment)

5.2 Reimbursement Requests

(a) The Recipient may request reimbursement of costs incurred in the performance of this agreement if those costs do not exceed the funds available under section 2.2 and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.

(b) The Recipient shall use the DELPHI eInvoicing System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.

(c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the

Recipient does not provide sufficient detail in a request for reimbursement, the AO may withhold processing that request until the Recipient provides sufficient detail.

(d) The USDOT shall not reimburse costs unless the Agreement Officer's Representative (the "**AOR**") reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.

(e) The USDOT may waive the requirement that the Recipient use the DELPHI eInvoicing System. The Recipient may obtain waiver request forms on the DELPHI eInvoicing website (http://www.dot.gov/cfo/delphi-einvoicing-system.html) or by contacting the AO. A Recipient who seeks a waiver shall explain why they are unable to use or access the Internet to register and enter payment requests and send a waiver request to

Director of the Office of Financial Management
US Department of Transportation,
Office of Financial Management B-30, Room W93-431
1200 New Jersey Avenue SE
Washington DC 20590-0001

or

DOTElectronicInvoicing@dot.gov.

If the USDOT grants the Recipient a waiver, the Recipient shall submit SF 271s directly to:

DOT/FAA
P.O. Box 268865
Oklahoma City, OK 73125-8865
Attn:

(f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section [wherever the date it is in this agreement].

6.2 The Recipient acknowledges that the **Action Plan** will be made publicly available, and the Recipient agrees that it will publish the final **Action Plan** on a publicly available website.

6.3 The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.

6.4 There are no other special grant requirements for this **award.**

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: City of Charlottesville, and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson

Baseline Measurement Date: May 15, 2023

Baseline Report Date: March 31, 2026

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency
Equity	**Percent of Funds to Underserved Communities:** Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	End of period of performance
Costs	**Project Costs: Quantification of the cost of each eligible project carried out using the grant**	End of period of performance
Lessons Learned and Recommendations	**Lessons Learned and Recommendations:** Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	End of period of performance

ATTACHMENT B
CHANGES FROM APPLICATION

INSTRUCTIONS FOR COMPLETING ATTACHMENT B: Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of this attachment B is to document the differences clearly and accurately in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See section 10.1.

Scope: **No Change**

Schedule: **No Change**

Budget: **Total budget of project has not changed from application.**
The Recipient has reduced our anticipated staff expenses from that presented in the application as the Recipient has added Virginia Department of Transportation (VDOT) personnel to our Action Plan development team. There is no change in the level of oversight/effort of the Recipient team in the completion of the Action Plan. There has only been a reallocation of costs from Recipient staff to VDOT staff.

The table below provides a summary comparison of the project budget.

Fund Source	Application $	Application %	Section 3.3 $	Section 3.3 %
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

ATTACHMENT C
RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with "X" in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. *(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)*
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. *(Identify the relevant programs, plans, or policies in the supporting narrative below.)*
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. *(Identify the relevant investments in the supporting narrative below.)*
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. *(Identify the new or improved access in the supporting narrative below.)*
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. *(Identify the new or improved access in the supporting narrative below.)*
X	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the project, will take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

The Charlottesville-Albemarle MPO, staffed by the Thomas Jefferson Planning District Commission, has an adopted Title VI Plan assuring that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities. While not formally adopted by the TJPDC at this time, staff has developed the Title VI Plan with the intention of applying to the agency as a whole, not just the MPO. Staff plans to follow the Title VI Plan policies and procedures for any projects undertaken by the TJPDC.

ATTACHMENT D
CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS

1. Consideration of Climate Change and Environmental Justice Impacts.

The Recipient states that rows marked with "X" in the following table are accurate:

	The Project directly supports a Local/Regional/State Climate Action Plan that results in lower greenhouse gas emissions. *(Identify the plan in the supporting narrative below.)*
	The Project directly supports a Local/Regional/State Equitable Development Plan that results in lower greenhouse gas emissions. *(Identify the plan in the supporting narrative below.)*
	The Project directly supports a Local/Regional/State Energy Baseline Study that results in lower greenhouse gas emissions. *(Identify the plan in the supporting narrative below.)*
	The Recipient or a project partner used environmental justice tools, such as the EJSCREEN, to minimize adverse impacts of the Project on environmental justice communities. *(Identify the tool(s) in the supporting narrative below.)*
	The Project supports a modal shift in freight or passenger movement to reduce emissions or reduce induced travel demand. *(Describe that shift in the supporting narrative below.)*
	The Project utilizes demand management strategies to reduce congestion, induced travel demand, and greenhouse gas emissions. *(Describe those strategies in the supporting narrative below.)*
	The Project incorporates electrification infrastructure, zero-emission vehicle infrastructure, or both. *(Describe the incorporated infrastructure in the supporting narrative below.)*
	The Project supports the installation of electric vehicle charging stations. *(Describe that support in the supporting narrative below.)*
	The Project promotes energy efficiency. *(Describe how in the supporting narrative below.)*
	The Project serves the renewable energy supply chain. *(Describe how in the supporting narrative below.)*
	The Project improves disaster preparedness and resiliency *(Describe how in the supporting narrative below.)*
	The Project avoids adverse environmental impacts to air or water quality, wetlands, and endangered species, such as through reduction in Clean Air Act criteria pollutants and greenhouse gases, improved stormwater management, or improved habitat connectivity. *(Describe how in the supporting narrative below.)*
	The Project repairs existing dilapidated or idle infrastructure that is currently causing environmental harm. *(Describe that infrastructure in the supporting narrative below.)*
	The Project supports or incorporates the construction of energy- and location-efficient buildings. *(Describe how in the supporting narrative below.)*
	The Project includes recycling of materials, use of materials known to reduce or reverse carbon emissions, or both. *(Describe the materials in the supporting narrative below.)*

	The Recipient has taken other actions to consider climate change and environmental justice impacts of the Project, as described in the supporting narrative below.
	The Recipient has not yet taken actions to consider climate change and environmental justice impacts of the Project but, before beginning construction of the Project, will take relevant actions described in the supporting narrative below Attachment A. *(Identify the relevant actions from Attachment A in the supporting narrative below.)*
X	The Recipient has not taken actions to consider climate change and environmental justice impacts of the Project and will not take those actions under this award.

ATTACHMENT E
LABOR AND WORKFORCE

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with "X" in the following table are accurate:

	The Recipient demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards. *(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)*
	The Recipient or a project partner has adopted the use of local and economic hiring preferences in the overall delivery and implementation of the Project. *(Describe the relevant provisions in the supporting narrative below.)*
	The Recipient or a project partner has adopted the use of registered apprenticeships in the overall delivery and implementation of the Project. *(Describe the use of registered apprenticeship in the supporting narrative below.)*
	The Recipient or a project partner will provide training and placement programs for underrepresented workers in the overall delivery and implementation of the Project. *(Describe the training programs in the supporting narrative below.)*
	The Recipient or a project partner will support free and fair choice to join a union in the overall delivery and implementation of the Project by investing in workforce development services offered by labor-management training partnerships or setting expectations for contractors to develop labor-management training programs. *(Describe the workforce development services offered by labor-management training partnerships in the supporting narrative below.)*
	The Recipient or a project partner will provide supportive services and cash assistance to address systemic barriers to employment to be able to participate and thrive in training and employment, including childcare, emergency cash assistance for items such as tools, work clothing, application fees and other costs of apprenticeship or required pre-employment training, transportation and travel to training and work sites, and services aimed at helping to retain underrepresented groups like mentoring, support groups, and peer networking. *(Describe the supportive services and/or cash assistance provided to trainees and employees in the supporting narrative below.)*
	The Recipient or a project partner has documented agreements or ordinances in place to hire from certain workforce programs that serve underrepresented groups. *(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)*

	The Recipient or a project partner participates in a State/Regional/Local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity, including: a. affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law; b. proactive partnerships with the U.S. Department of Labor's Office of Federal Contract Compliance Programs to promote compliance with EO 11246 Equal Employment Opportunity requirements and meet the requirements as outlined in the Notice of Funding Opportunity to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women and goals that vary based on geography for construction work hours and for work being performed by people of color; c. no discriminatory use of criminal background screens and affirmative steps to recruit and include those with former justice involvement, in accordance with the Fair Chance Act and equal opportunity requirements; d. efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, and national origin; e. training on anti-harassment and third-party reporting procedures covering employees and contractors; and f. maintaining robust anti-retaliation measures covering employees and contractors. *(Describe the equal opportunity plan in the supporting narrative below.)*
	The Recipient has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. *(Describe those actions in the supporting narrative below.)*
	The Recipient has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the project, will take relevant actions described in the supporting narrative below. *(Identify the relevant actions from schedule B in the supporting narrative below.)*
X	The Recipient has not taken actions related to the Project to improving good-paying jobs and strong labor standards and will not take those actions under this award.

ATTACHMENT F
CRITICAL INFRASTRUCTURE SECURITY AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with "X" in the following table are accurate:

X	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
X	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.
	For projects in floodplains: The Recipient appropriately considered whether the project was upgraded consistent with the Federal Flood Risk Management Standard, to the extent consistent with current law, in Executive Order 14030, Climate-Related Financial Risk (86 FR 27967), and Executive Order 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Solicit and Considering Stakeholder Input (80 FR 6425).

2. Supporting Narrative.

This grant funding is for the purposes of developing a Comprehensive Safety Action Plan. Assessment of physical and cyber threats will be considered as needed in the recommended strategies that are developed as part of the Plan.

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 4, 2023
Re: FY23 Amended Operating Budget

Purpose: To detail additional proposed changes in the FY23 Amended Operating Budget for Commission consideration.

Background: The budget process for each fiscal year generally 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. Approval of the Operating Budget in May as prescribed in the TJPDC Bylaws, and

3. Approval of an Amended Operating Budget in March, to serve as the final budget for financial reports and auditing purposes.

Budget Amendment: The FY23 Amended Operating Budget was approved by the TJPD Commission on March 2, 2023. Since then, one of the TJPDC's major programs has had a significant change in the anticipated pass-through amount, necessitating an amendment to the March-approved budget. Firefly Fiber Broadband (Firefly), the Internet Service Provider partner on the TJPDC's Virginia Telecommunication Initiative (VATI) grant has adjusted the anticipated FY23 spend down of VATI grant funding and its associated local match funding.

The March-approved budget included a $35,000,000 pass-through to Firefly for FY23. Revised projections by Firefly include a reduction to $18,000,000 in pass-through to Firefly for FY23. The additional changes to the FY23 Amended Operating Budget now before the Commission include this adjustment. The difference between the two amounts then will be applied equally to the FY24 and FY25 budgets.

Other minor adjustments proposed at this time include a reduced contractual amount to account for the hiring of a Finance Director and reduced expenses anticipated for Hantzmon Weibel to serve in the finance role. Additionally, minor program budget changes are incorporated for specific programs, such as a reduction in administrative expenses required to administer the Blue Ridge Cigarette Tax Board and reduced administrative expenses for the HOME Consortium due to the end of a staff member's part-time position with the TJPDC. Finally, increased revenue and pass-through expenses are expected for the CA-MPO's contract with an outside consultant supporting the Long-Range Transportation Plan.

With the changes noted above, the FY23 Amended Operating Budget would include Revenues of $24,343,001 and Expenses of $24,305,974 with an expected net gain of $37,027.

Recommendation: Staff recommends that the Commission approve the additional proposed changes to the Fiscal Year 2023 Thomas Jefferson Planning District Commission Amended Operating Budget outlined above and included in the meeting packet.

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Revenue	FY21 Actual	FY22 Actual	FY23 Operating	FY23 Amended
			5/5/2022	5/4/2023
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Federal	$3,311,545	$1,319,557	$25,906,174	$19,726,296
State	$256,898	$862,720	$1,100,715	$1,288,067
Local	$442,110	$1,908,082	$13,914,065	$3,115,790
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	$22,000
Grant & Reserves Transfer	$0	$0	$57,270	$0
Total Revenue	$4,183,206	$4,277,204	$41,153,072	$24,343,001
Operating Expenses				
Personnel Costs				
Salaries	$793,008	$775,648	$1,073,840	$974,971
Fringe and Release	$170,318	$159,330	$229,094	$200,474
Total Personnel	$963,326	$934,978	$1,302,934	$1,175,445
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
TJPDC Contractual	$58,537	$80,958	$75,970	$176,119
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	$101,142
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	$27,668
Janitorial	$2,310	$2,050	$6,001	$3,501
Professional Development	$5,421	$16,407	$34,996	$26,658
Total Other Costs	*$263,433*	*$329,479*	*$426,843*	*$498,272*
TOTAL OPERATING EXPENSES	$1,226,759	$1,264,457	$1,729,776	$1,673,717
Net Ordinary Income - Pass Through $	$2,956,447	$3,012,747	$39,423,296	$22,669,284
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	$21,700,230
Total Other Expenses	*$2,830,154*	*$2,962,980*	*$39,423,296*	*$22,632,257*
Net Other Income	-$2,830,154	-$2,962,980	-$39,423,296	-$22,632,257
Net Income	**$126,293**	**$49,767**	**$0**	**$37,027**

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						$22,000
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			
	TJPDC 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			$137,034			
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	$24,000	$3,000				
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	$17,999,996					
	Total Revenues by Category	**$19,726,296**	**$1,288,067**	**$3,115,790**	**$160,848**	**$30,000**	**$22,000**
	Sum Total of Revenues						**$24,343,000**

**NOTE unknown source

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 4, 2023
Re: FY24 Operating Budget

Purpose: To detail proposed changes in the FY24 Draft Operating Budget for Commission consideration.

Background: The budget process for each fiscal year generally 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. Approval of the Operating Budget adopted in May as prescribed in the TJPDC Bylaws, and
3. Approval of an Amended Operating Budget approved in March, to serve as the final budget for financial reports and auditing purposes.

Budget Changes: The Draft FY24 Operating Budget was presented to the Commission in the April 6, 2023, meeting. As staff had indicated in that meeting, there are several changes between the original draft and the budget before the Commission for consideration tonight. Those changes include:

1. An increase in the federal revenue and pass through amounts for the Virginia Telecommunication Initiative (VATI) grant in the amount of $8.5 million to account for the roll-over from the FY23 amended operating budget.
2. A 7% salary increase for all TJPDC staff.
3. A reduction in salary and fringe related to hiring the Finance Director at 25 hours per week rather than full time, as budgeted.
4. An increase in federal revenue for the Rideshare Strategic Plan in the amount of $32,200. Currently, funding for the plan is recommended in the Commonwealth Transportation Board's (CTB) Draft Six Year Improvement Plan (SYIP). Originally, the grant provided for 50% state funding with a required 50% local match. We have been notified that the Department of Rail and Public Transportation has unused federal funds that they will apply to cover $32,200 of the $35,000 required match. Subsequently, there is a $32,200 reduction in per capita funding budgeted for the local match.
5. An increase in per capita local funding required for the Mobility Management Program. The CTB's Draft SYIP recommends funding for the TJPDC's Mobility Management Program (at $9,938 less than the amount for which we applied). With the savings in per capita spending on the Rideshare Strategic Plan, we are able to commit $9,938 in local per capita to the Mobility Management program to make up the difference.

The FY24 Operating Budget includes Revenues of $54,926,035 and Expenses of $54,926,035, with an anticipated need for $9,075 in a reserve transfer to balance the budget.

Recommendation: Staff recommends that the Commission approve the Fiscal Year 2024 Thomas Jefferson Planning District Commission Annual Operating Budget included in the packet.

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TJPDC - FY24 Draft Operating Budget

5/4/2023

	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.64 per capita
Revenue	***FY21 Actual***	***FY22 Actual***	***FY23 Amended***	***FY24 Operating***
Federal	$3,311,545	$1,319,557	$36,710,296	$50,563,517
State	$256,898	$862,691	$1,286,067	$1,132,839
Local	$442,110	$1,908,011	$3,130,463	$3,009,549
Local per capita	$157,820	$158,876	$160,848	$171,055
Interest Income	$1,382	$25,200	$30,000	$25,000
Rent Income	$13,450	$2,769	$22,000	$15,000
Grant & Reserves Transfer	$0		$0	$9,075
Total Revenue	$4,183,206	$4,277,104	$41,339,674	$54,926,035
Operating Expenses				
Personnel Costs				
Salaries	$793,008	$931,013	$985,772	$1,112,132
Fringe and Release	$170,318	$0	$201,368	$236,833
Total Personnel	$963,326	$931,013	$1,187,139	$1,348,965
Other Costs				
Postage	$1,835	$1,942	$2,246	$2,344
Subscriptions	$947	$156	$500	$1,850
Supplies	$5,470	$5,912	$16,700	$8,678
Audit-Legal	$15,936	$22,900	$27,700	$52,000
Advertising	$4,574	$22,580	$22,987	$30,388
Meeting Expenses	$1,119	$1,824	$5,624	$10,039
TJPDC Contractual	$58,537	$80,958	$206,119	$143,837
Dues	$9,132	$8,623	$13,290	$13,246
Insurance	$5,774	$6,563	$7,000	$7,000
Printing/Copy	$4,459	$4,538	$6,193	$6,600
Rent	$97,269	$98,058	$101,142	$104,296
Equip/Data Use	$36,280	$40,728	$52,720	$28,720
Capital & Leases	$0	$0	$0	$0
Telephone	$7,659	$6,388	$8,225	$8,992
Travel-Vehicle	$6,711	$9,646	$27,653	$42,521
Janitorial	$2,310	$2,050	$3,501	$6,001
Professional Development	$5,421	$16,555	$26,655	$32,163
Total Other Costs	*$263,433*	*$329,420*	*$528,254*	*$498,674*
TOTAL OPERATING EXPENSES	$1,226,759	$1,260,434	$1,715,393	$1,847,639
Net Ordinary Income - Pass Through $	$2,956,447	$3,016,670	$39,624,281	$53,078,396
Other				
HOME Pass Thru	$582,891	$736,642	$763,113	$997,404
HPG Pass Thru	$105,287	$113,255	$168,914	$187,102
All Grants/Contracts Pass Thrus	$2,141,976	$2,110,440	$38,680,230	$51,893,889
Total Other Expenses	*$2,830,154*	*$2,960,337*	*$39,612,257*	*$53,078,396*
Net Other Income	-$2,830,154	-$2,960,337	-$39,612,257	-$53,078,396
Net Income	**$126,293**	**$56,333**	**$12,024**	**$0**

FY24 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State Contribution - DHCD		$89,971				
110	WSC & Offices						$15,000
110	Interest Income					$25,000	
301	Charlottesville				$32,691		
302	Albemarle				$73,231		
304	Fluvanna				$17,636		
305	Greene				$13,459		
306	Louisa				$24,553		
307	Nelson				$9,485		
	Unknown Source/Reserve Transfer			$9,075			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
172	**Safe Streets and Roads for All (SS4A)**	$30,400		$7,600			
180	**Mobility Management**	$30,552	$6,110				
	Transit Planning						
181	Regional Transit Partnership (RTP)			$70,000			
184	Transit Governance Study	$16,422		$8,055			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$206,411	$25,801				
191/196/199	FTA Funding	$103,232	$12,904				
	Rideshare						
193	Rideshare/TDM - DPRT		$139,358	$34,840			
194	CAP/Rideshare Strategic Plan						
HOUSING AND NONPROFIT							
726	HOME-ARP	$32,670					
727	HOME Consortium Admin	$72,408					
728	Housing Preservation	$30,060					
729	Regional Housing Partnership			$50,000			
732	VERP - DHCD		$7,875				
733	VA Housing - PDC		$64,000				
ENVIRONMENT							
303	Solid Waste			$5,500			
330	Haz Mit Grant	$0	$0				
907	WIP DEQ	$58,000					
908	RRBC			$10,500			
OTHER PROGRAMS							
277	Legislative Liaison			$119,609			
278	VAPDC			$50,000			
333	CEDS	$10,133		$2,533			
760	Reional Cigarette Tax			$140,980			
761	VATI 2022 - DHCD	$250,000		$0			
PASS THRU REVENUE							
172	Safe Streets and Roads for All (SS4A)	$312,640		$78,160			
181	Regional Transit Partnership (RTP)			$0			
184	Transit Governance Study	$32,563		$15,973			
170/171	Rural Transportation Planning	$0		$0			
180	Mobility Management	$41,070	$8,214				
193	Rideshare/TDM - DRPT						
194	CAP/Rideshare Strategic Plan	$32,200	$35,000				
190/195/198	MPO - PL	$103,840	$12,980				
191/196/199	MPO - FTA	$0	$0				
303	Solid Waste			$5,000			
333	CEDS	$43,200		$10,800			
726	HOME-ARP Pass Through	$277,697					
727	Consortium HOME Pass Through	$651,680					
728	Housing Preservation Pass Through	$170,339					
732	VERP - DHCD Pass Through		$130,625				
733	VA Housing - PDC Pass Through		$600,000				
760	Regional Cigarette Tax Pass Through			$2,400,000			
761	VATI 2022- DHCD	$48,000,000		$0			
Total Revenues by Category		**$50,563,516**	**$1,132,839**	**$3,018,625**	**$171,055**	**$25,000**	**$15,000**
Sum Total of Revenues							**$54,926,034**

**NOTE unconfirmed source (or reserve transfer)

FY24

	7/1/2022		Per Capita 0.64	Local	Local	Local	Per Capita 0.4	Local	Local		0.64		Required Local Match				Per Commission Policy: 75%	25%	
Program Code			110/300	193	303	908	277	181	729		110/300	170/171	190/195/198 191/196/199	330	907				
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	Balance	Regional	Local	*Difference from FY23 Total Contribution*
Charlottesville	51,079	19.11%	$ 32,691	$ 7,331	$ 2,540	$ 1,337	$ 20,432	$ 25,000	$ 9,550	$ 98,880	$ 32,691	$ -	$ (11,759)		$ (2,771)	$ 18,161	$ 13,621	$ 4,540	*$ 2,686*
Albemarle	114,424	42.81%	$ 73,231	$ 15,876	$ 5,560	$ 6,210	$ 45,770	$ 25,000	$ 21,310	$ 192,957	$ 73,231	$ (2,620)	$ (20,492)		$ (6,208)	$ 43,911	$ 32,933	$ 10,978	*$ 6,245*
Fluvanna	27,556	10.31%	$ 17,636	$ 3,999	$ 1,370	$ 1,897	$ 11,022	$ -	$ 5,250	$ 41,174	$ 17,636	$ (3,261)	$ -		$ (1,495)	$ 12,880	$ 9,660	$ 3,220	*$ 912*
Greene	21,030	7.87%	$ 13,459	$ 2,997	$ 1,030	$ 1,056	$ 8,412	$ -	$ 3,905	$ 30,859	$ 13,459	$ (2,472)	$ -		$ (1,141)	$ 9,846	$ 7,385	$ 2,462	*$ 1,142*
Louisa	38,364	14.35%	$ 24,553	$ 5,274	$ -	$ -	$ 15,346	$ -	$ 7,110	$ 52,283	$ 24,553	$ (4,278)	$ -		$ (2,081)	$ 18,194	$ 13,646	$ 4,549	*$ 2,147*
Nelson	14,820	5.54%	$ 9,485	$ 2,335	$ -	$ -	$ 5,928	$ -	$ 2,875	$ 20,623	$ 9,485	$ (1,869)	$ -		$ (804)	$ 6,812	$ 5,109	$ 1,703	*$ 211*
TOTALS	267,273	100.00%	$ 171,055	$ 37,812	$ 10,500	$ 10,500	$ 106,909	$ 50,000	$ 50,000	$ 436,776	$ 171,055	$ (14,500)	$ (34,766)		$ (14,500)	$ 109,804	$ 82,353	$ 27,451	*$ 13,343*
	Population Increase											$14,500	$34,766		$ 14,500				
	0.03022372																		
	7841		**296-LOCALITY FUNDING FY24 Projected**																

Published January 28th, 2022

Per Capita Increase - $0.02/year for 5 years - Approved by Commission 9/1/2022

FY23	0.62	$ 165,709	0
FY24	0.64	$ 171,055	$ 5,346
FY25	0.66	$ 176,400	$ 5,345
FY26	0.68	$ 181,746	$ 5,345
FY27	0.70	$ 187,091	$ 5,345
FY28	0.72	$ 192,437	$ 5,345

Thomas Jefferson Planning District Commission

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

RESOLUTION

ADOPTING THE 2023-27 HOME-CDBG CONSOLIDATED PLAN

WHEREAS, the Thomas Jefferson Planning District Commission ("the Commission") serves as the Administrative and Planning agent for the HOME Investment Partnership Program's HOME Consortium through an agreement with the City of Charlottesville and;

WHEREAS, the HOME program requires a Consolidated Plan, which includes a Needs Assessment, Market Analysis, five-year Strategic Plan, and Annual Plan, and;

WHEREAS, the TJPDC has worked with the City of Charlottesville to prepare the Consolidated Plan, including consultations with community leaders, citizen participation, data compilation and analysis, and consultation with HOME subrecipients;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the 2023-27 HOME-CDBG Consolidated Plan and authorizes confirmation of that approval to HUD by May 15, 2023.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 4, 2023, in the City of Charlottesville, Virginia, a quorum being present.

____
Christine Jacobs
Executive Director

____
Ned Galloway
Commission Chair

____
Date

____
Date

tjpdc.org

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

RESOLUTION

AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE U.S. DEPARTMENT OF TRANSPORTATION FOR A SAFE STREETS AND ROADS FOR ALL (SS4A) DISCRETIONARY GRANT

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) is the designated regional body responsible for carrying out the urban and rural transportation planning and programming process for the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson; and

WHEREAS, the Secretary of Transportation, U.S Department of Transportation, is authorized to make grants for transportation projects; and

WHEREAS, the Bipartisan Infrastructure Law authorized and appropriated $1 billion to be awarded by the U.S. Department of Transportation for federal fiscal year 2022 for the Safe Streets and Roads for All (SS4A) Discretionary Grant Program; and

WHEREAS, funds for the SS4A Grant Program are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to reduce death and serious injury on roads and streets involving all roadway users; and

WHEREAS, the SS4A grant program provides federal funds to eligible applicants to develop a Comprehensive Safety Action Plan; and

WHEREAS, the goal of the Comprehensive Safety Action Plan is to identify and prioritize strategies to reduce and eliminate roadway fatalities and serious injuries in the Thomas Jefferson Planning District; and

WHEREAS, the federal share of a SS4A grant may not exceed 80 percent of total project costs; and

WHEREAS, the TJPDC applied for a grant of $857,600 with a 20% local match of $214,400 to be funded by committed funds from each of the TJPDC's member jurisdictions; and

WHEREAS, the TJPDC received Notice of Award through a grant agreement of the full funding of the SS4A grant application to be effective upon execution of the agreement;

THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission hereby grants authority to the Executive Director to:

1. Sign any and all agreements or contracts which are required in connection with the grant agreement; and
2. Sign any and all assurances, reimbursement invoices, warranties, certifications, and any other documents which may be required in connection with the grant application or subsequent agreements; and

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3. To furnish such additional information as the U.S. Department of Transportation may require in connection with the application and implementation of the project.

Adopted this 4th day of May 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 APPROVING THE FISCAL YEAR 2023 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION AMENDED ANNUAL OPERATING BUDGET

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

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

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

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

WHEREAS, the Commission originally approved the Fiscal Year 2023 Annual Operating Budget of $41,153,083 in Revenues and $41,153,083 in Expenses on May 5, 2022; and

WHEREAS, the Commission approved the Fiscal Year 2023 Amended Operating Budget of $41,339,674 in Revenues and $41,327,650 in Expenses on March 2, 2023; and

WHEREAS, the Executive Director now recommends to the Commission for the Fiscal Year 2023 an Amended Operating Budget of $24,343,001 in Revenues and $24,305,974 in Expenses, resulting in an expected Net Income of $37,027; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2023 Amended Operating Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of May 4, 2023; and,

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

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

ADOPTED by the Thomas Jefferson Planning District Commission at its monthly Commission meeting of May 4, 2023, in the City of Charlottesville, Virginia, a quorum being present.

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

Thomas Jefferson Planning District Commission
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RESOLUTION APPROVING THE FISCAL YEAR 2024
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ANNUAL OPERATING BUDGET AND WORK PLAN

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

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

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

WHEREAS, the Executive Director and Executive/Finance Committee recommend to the Commission for the Fiscal Year 2024 an Operating Budget of $54,926,035 in Revenues and $54,926,035 in Expenses, and;

WHEREAS, it is expected that the Commission will review and amend the FY 2024 Operating Budget in March, 2024 or before, when more accurate revenues and expenses are known, and;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2024 Budget, which is attached hereto, and which shall be included in the minutes of the Commission meeting of May 4, 2023.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 4, 2023, in the City of Charlottesville, Virginia, a quorum being present.

____________________________	____________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Ned Gallaway, Commission Chair Thomas Jefferson Planning District Commission
____________________	____________________
Date	Date

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 4, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 6, 2023.

Administration

- April 6, 2023, Meeting Agenda
- 6:45 pm - *Closed Session - *per Code of Virginia 2.2-3711 A.1.
  - Employee – Individual Employee(s) Discussion
  - *Public Session Resumes
- 7:00 pm Regular Meeting

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 by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, website, etc. (Read by Ruth Emerick
   c. **Presentation:** Draft 2023-2027 HOME-CDBG 5-Year Consolidated Plan and Annual Action Plan
   d. **Public Hearing:** Draft 2023-2027 HOME-CDBG 5-Year Consolidated Plan and Annual Action Plan – The five-year Consolidated Plan and one-year Annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME Investment Partnership funds in the Planning District, received from the U.S. Department of Housing and Urban Development (HUD). A copy of the draft 5-Year Consolidated Plan is included in the meeting packet. Staff will recommend a Resolution adopting the plan later in section six of the agenda.

3. **Presentations**
   a. Staff Introduction – TJPDC staff is pleased to introduce Laura Greene, Director of Finance to the Commission.
   b. 2023 Legislative Update – David Blount will provide a review of the 2023 General Assembly session as well as detail next steps.

4. ***Consent Agenda**
   a. *Minutes of the April 6, 2023, Commission Meeting

b. *April 6, 2023 Closed Session Certification Form
c. *February Financial Reports – Copies of all financial reports are included in the meeting packet.
    - February Dashboard Report
    - February Consolidated Profit & Loss Statement
    - February Comparative Balance Sheet
    - February Accrued Revenue Report

Note: Due to the financial staff transition, February financials were not prepared in time for the April meeting and are now available. Hantzmon Wiebel, LLC has been conducting a 'deep dive' analysis to review and reconcile the agency's general ledger and financial reporting (to include staff leave accruals, accounts receivable, prepaid expenses, etc.). To date, deferred revenue has not been reconciled and as such, there may be amendments in June to account for any necessary edits/changes presented tonight.

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

5. New Business

a. TJPDC Officer Slate Notice – The Chair appointed a nominating committee in the April Commission meeting. The TJPDC nominating committee will present a recommended slate of officers. The TJPDC elects officers at its June meeting. Current officers are:
    - Ned Gallaway, Chair
    - Tony O'Brien, Vice Chair
    - Keith Smith, Treasurer
    - Christine Jacobs, Secretary

b. *Annual Appointments to TJPDC Corporation – Ruth Emerick – The TJPDC's non-profit arm (TJPDC Corporation) does not have current vacancies that need to be filled via commission appointments. All Corporation Appointed members are willing to continue to serve, at least, in part, in FY24. Should a member not choose to not serve the full term, the TJPD commission will then appoint a new member to fill the seat. Officers to the board will be elected in the TJPDC Corporation's annual meeting.

<u>Staff recommends a motion to re-appoint the six existing members of the TJPDC Corporation, each being a representative from one of the six member jurisdictions.</u>

c. *2023 Community Development Block Grant (CDBG) Regional Priorities – The Department of Housing and Community Development (DHCD), which administers the federal CDBG program, asks for planning district commissions to identify regional priorities for anticipated CDBG funding application in the competitive Community Improvement Grant program. The TJPDC staff asked local governments and area housing agencies for notice of anticipated CDBG applications for 2023. Albemarle County and Louisa County indicated that they may have potential applications for 2023 which are included in the Regional Priority Worksheet included in your packet.

Staff recommends a motion to approve the 2023 CDBG Regional Priorities as presented.

d. Federal Highways Administration (FHWA) Contract – Safe Streets and Roads for All (SS4A) – Sandy Shackelford will give an overview of the $857,600 contract requiring a 20% local match in the amount of $214,400. Due to the size of the program, staff is asking the Commission to authorize the execution of a grant agreement with the U.S. Department of Transportation for a Safe Streets and Roads for All Discretionary Grant. Staff will recommend a Resolution to the Commission authorizing the Executive Director to act on the grant agreement in section six of the meeting.

e. FY23 Amended Operating Budget – The FY23 Amended Operating Budget was approved by the Commission March 2, 2023. Since then, the VATI program has had a significant change in the anticipated pass-through amount, necessitating an amendment to the March-approved budget. Revised projects by Firefly include a reduction in pass-through from $35 million to $18 million for FY23. The difference between the two amounts will be applied equally to the FY24 and FY25 budgets. Several other small amendments are detailed in the budget memo included in the meeting packet. A copy of the budget revenues and totals are also included in the meeting packet. With the changes, the FY23 Amended Operating Budget would include revenues of $24,343,001 and expenses of $24,305,974 with an expected net gain of $37,027. Staff will recommend a resolution approving the Fiscal Year 2023 Amended Operating Budget in section six of the meeting.

f. FY24 Draft Annual Operating Budget – The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2024. Since the Draft Annual Operating Budget was presented in the April 6, 2023, meeting, there are several changes that are detailed in a budget memo included in the meeting packet. The budget includes; 1) an increase in the Virginia Telecommunication Initiative pass-through amount, 2) a 7% salary increase for all TJPDC staff, 3) a reduction in salary fringe related to hiring the Finance Director at 25 hours/week rather than full time, as originally budgeted, 4) an increase in federal revenue related to federal funds offered by the Department of Rail and Public Transportation to cover a significant portion of the required match, and 5) an increase in per capita funding allocated to the TJPDC's new Mobility Management program to make up for a gap in funding as recommended in the draft Six-Year Improvement Program before the Commonwealth Transportation Board.

   The FY24 Operating Budget includes revenues of $54,926,035 and expenses of $54,926,035 with an anticipated need for $9,075 in a reserve transfer to balance the budget. Staff will recommend a resolution approving the FY24 Annual Operating Budget in section six of the meeting.

6. Resolutions

a. 2023-2027 HOME-CDBG Consolidated Plan Resolution – Christine Jacobs

***Staff recommends a motion to adopt the 2023-2027 HOME-CDBG Consolidated Plan and authorizes confirmation of that approval to the U.S. Department of Housing and Urban Development by May 15, 2023.**

b. Safe Streets and Roads for All (SS4A) Resolution – Christine Jacobs

***Staff recommends a resolution to authorize the execution of a grant agreement with the U.S. Department of Transportation for Safe Streets and Roads for All (SS4A) Discretionary Grant.**

c. FY23 Amended Annual Operating Budget – Christine Jacobs

***Staff recommends a resolution to approve the Fiscal Year 2023 Thomas Jefferson Planning District Commission Amended Annual Operating Budget.**

d. FY24 Annual Operating Budget – Christine Jacobs

***Staff recommends a resolution to approve the Fiscal Year 2024 Thomas Jefferson Planning District Commission Annual Operating Budget and Work Plan.**

7. Executive Director's Monthly Report

a. **Virginia Telecommunications Initiative (VATI) –**

- VATI 2022: Staff continues to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

  Project milestones reported to DHCD in April 2023 are as follows:
  - 338 miles of field data collection.
  - 1,617 miles of fiber design.
  - 435 miles of make ready construction.
  - 131 miles of aerial fiber placement.
  - 137 miles of underground fiber placement.
  - 94 miles of spicing.
  - 957 passings.

  Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On April 25, 2023, TJPDC staff observed the installation of fiber optic splice boxes and the splicing of fibers onto poles in the Piney River area of Amherst County. These efforts are being undertaken to connect residential homes located in both Amherst County and Nelson County.

Firefly's website includes timelines, project progress in each county, maps, and communications for specific project areas. This information is updated on a regular basis.

- VATI 2023: TJPDC and Firefly applied for nearly $13 million in 2023 VATI grant funding for additional work to be completed in Albemarle, Cumberland, Greene, and Madison counties. This expansion of the VATI 2022 project would include more than 300 miles of fiber construction to provide service access for an additional 3,600 customers across these four counties. We await DHCD's VATI 2023 grant award announcements.

b. **Housing –**

- Regional Housing Partnership (RHP) – Staff submitted a grant application to Virginia Housing for Tier II funds to support the implementation of the RHP's strategic plan, to include a review of bylaws, membership, dues structure, and the creation of an official board manual. Staff are also working with Virginia Housing Alliance to recruit an AmeriCorps VISTA member to support the strategic plan implementation.

c. **Transportation –**

- Transit: Mobility Management – Staff is pleased to share that the draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding in the amount of $119,370 (we applied for $ 129,308) to launch a regional Mobility Management Program. The required local match will come from local per capita funds, as detailed in the FY24 budget.
- Transit: Regional Transit Governance Study – Staff are meeting individually with each member-jurisdiction to discuss the goals of the Governance Study. The consultant has completed Phases I and II which included a technical memo on the existing governance for transit funding in the region and a benchmarking memo comparing other state and national governance structures. The AECOM consulting team are now working on Phase III which will identify potential revenue sources that could be used to support transit in the region.
- Rideshare Commuter Assistance Program (CAP) Strategic Plan: Staff is pleased to share that the draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding to complete a 5-year strategic plan for the Rideshare program. Originally, the grant was 50% state funding, 50% local funding (each $35,000 for a total cost of $70,000). The Department of Rail and Public Transportation informed staff that they have unallocated federal funding that they are willing to contribute toward the required match, reducing the local match from $35,000 to $2,800.
- USDOT Safe Streets and Roads for All (SS4A): Staff is meeting with all six member jurisdictions to get feedback on the required scope of work for the SS4A program. Once completed, staff will issue a Request for Proposals though a sealed competitive negotiation process. Simultaneously, staff is working to complete contracting with the U.S. Department of Transportation. Once executed, staff can proceed with awarding a contract to a qualified consultant to begin the work.

- CAM-PO: The MPO continues to work on the Long-Range Transportation Plan (LRTP). A draft survey has been developed for the MPO committees to review in their May meetings, with public engagement to be conducted over the summer. The Policy Board will be approving the FFY24 Unified Planning Work Program (UPWP) and adopting the FY24-27 Transportation Improvement Program at their meeting on May 24th, as well has hearing from VDOT about the state's Electric Vehicle (EV) Infrastructure Deployment Plan. A public hearing for the VDOT Lynchburg Construction District will be held May 17th. A public hearing for the VDOT Culpeper Construction District was held May 2nd.
- Rural Transportation: Staff attended a meeting with Nelson County to discuss the transportation chapter of their Comprehensive Plan. Additionally, Nelson staff asked for TJPDC staff support with a potential Transportation Alternative Program (TAP) grant, pending Nelson Board of Supervisor support.

d. **Environment –**

- Watershed Improvement Plan- The Stewardship Mapping and Assessment Project and survey is now public. Environmental stewards from across the region have been contacted to complete the survey, which will remain open until September 20, 2023. Following the survey, the data will be mapped and available in a public database to better understand the landscape of environmental stewardship in the region. Meetings will begin in May with locality staff and environmental stakeholders in the region to discuss transitions occurring within the WIP program and funding opportunities to support Best Management Practices (BMP) implementation and green infrastructure.
- Solid Waste Planning- The Annual Recycling Rate was submitted to DEQ for 2022. The submitted regional recycling rate is 34.3% for the region.
- Rivanna River Basin Commission – In April, the RRBC held its first board meeting. Planning has begun for the annual conference in September.

8. Other Business

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

b. The next Commission meeting is Thursday, June 1, 2023. Items for the June meeting may include but are not limited to:

i. Election of TJPDC Officers
ii. Housing Preservation Grant Pre-Application Approval and Inter-Governmental Review (Resolution) – For Approval

9. *Adjourn

Designates Items to be Voted On

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Quarterly Update on Projects and Activities

January through March 2023

Environmental

Hazard Mitigation Plan: TJPDC works with the Federal Emergency Management Agency (FEMA), the Virginia Department of Emergency Management (VDEM), and local emergency managers to develop and maintain a regional Natural Hazard Mitigation Plan on behalf of all localities in the region. The Plan documents current natural hazard risk and vulnerability and allows localities to plan for mitigation efforts over the next five years. Adoption of the plan allows localities to access certain federal funding sources.

- The 2023 Hazard Mitigation Plan update was formally approved by FEMA in January. Staff has been working with each locality to adopt the plan. The plan was adopted this quarter by Fluvanna, Louisa, and Nelson Counties, and the Town of Scottsville.

Watershed Implementation Plan (WIP): The TJPDC, pursuant to a contract with the Virginia Department of Environmental Quality (DEQ), collaborates with DEQ and other partners to provide educational resources and technical assistance related to the WIP to the local governments of Albemarle, Charlottesville, Fluvanna, Greene, Louisa and Nelson and regional stakeholders, in an effort to reduce loads of nitrogen, phosphorus, and sediment for the Chesapeake Bay TMDL.

- The Stewardship Mapping and Assessment Project kicked off this quarter in partnership with the USDA Forest Service. The project will result in a comprehensive and publicly accessible map and database of environmental stewards working in the region, their organizational characteristics, network characteristics, and geographic turf.
- TJPDC staff submitted two applications for Urban Tree Canopy BMP projects through the CBPO Assistance Agreement grant opportunity in Albemarle County and the City of Charlottesville.
- Staff joined the Middle James Roundtable Steering Committee, which is a collaborative effort to improve water quality through local and regional community-based watershed projects.

Rivanna River Basin Commission (RRBC): The RRBC, formed in 2007 as a result of state enabling legislation and whose members are Albemarle, Fluvanna and Greene Counties and the City of Charlottesville, recommends programs for the enhancement of the water and natural resources of the Rivanna River and its watershed.

- A stakeholder advisory group meeting was held with local environmental stewards on the Stewardship Mapping and Assessment Project.
- Staff attended the Environment Virginia Symposium in March in Lexington.

Housing

Housing Development Program: In July 2021, the TJPDC was awarded $2 million from Virginia Housing to work with community partners to develop 20 new housing units in the TJPDC region. This was part of $40 million committed to all 21 Virginia PDCs for new housing initiatives.

- The TJPDC is administering funding for affordable housing development in all member localities with Habitat for Humanity of Greater Charlottesville, Fluvanna, and Piedmont, as well as the Charlottesville Redevelopment & Housing Authority and Virginia Supportive Housing. In total, $1.8 million will be leveraged to develop 160 new affordable housing units.
- Thus far, 10 units have been completed in Charlottesville, Fluvanna, and Louisa. Staff anticipates the closing of units in Southwood, built by Habitat for Humanity of Greater Charlottesville, in the coming months.

Central Virginia Regional Housing Partnership (CVRHP): The TJPDC has been partnering for the past four years with all the region's localities, as well as the private and nonprofit sectors, as part of the CVRHP. It serves as serves as an official advisory board to the TJPDC charged with enhancing regional coordination and effectiveness in addressing the unmet housing needs in the region.

- Staff continued work on strategic planning initiatives and presented at implementation committees in January.
- The Chair and Vice Chair of the CVRHP continued visiting all governing bodies in the region to introduce themselves to elected officials and answer questions about the CVRHP. Thus far, they have visited the City of Charlottesville, Nelson County, and Albemarle County.
- The CVRHP hosted an in-person housing summit at the Charlottesville Omni on March 24. The event was a great success, with a variety of breakout sessions on rural and urban housing topics, a keynote address, and ample networking time to forge connections. Over 215 individuals registered to attend.
- Staff worked with the Virginia Housing Alliance to finalize a job listing for TJPDC to have an Americorps VISTA member, whose role will be to support implementation of strategic plan items. Recruitment will begin in April.

Virginia Eviction Reduction Pilot (VERP): TJPDC administers an eviction reduction pilot (VERP) grant from the Department of Housing and Community Development (DHCD) to address and prevent evictions in Albemarle County and the City of Charlottesville.

- The TJPDC again is working with subgrantee Piedmont Housing Alliance to administer a $275,000 grant that funds two staff members at PHA (eviction prevention case manager and landlord mediator). The funding also provides direct financial assistance for community members at risk of eviction and a court navigation program that helps connect individuals with resources. This grant was awarded to TJPDC in January. TJPDC maintains and organizes an advisory committee of local governments, housing providers, landlords, and other relevant parties to support these efforts.

Thomas Jefferson HOME Consortium: TJPDC is the administrator for the first regional HOME Investment Partnership Consortium in Virginia. This program provides annual entitlement funding through the Department of Housing and Urban Development (HUD) for housing rehabilitation, down-payment assistance or new construction for qualifying households in all localities in the region.

- The 2023-27 HOME-CDBG Consolidated Plan is open for public comment. A public hearing will be held at the TJPD Commission's May 4 meeting.
- Staff compiled an allocation plan for HOME-ARP funds, of which each locality will receive about $347,000. The allocation plan had a public comment period in January and was presented to the TJPD Commission in February. The plan has been accepted by HUD and TJPDC staff is

working with locality staff to begin the projects described in the plan. In the plan, the HOME Consortium committed to providing 17 new rental units for low-income seniors, as well as supportive services to homeless or at-risk residents in Greene and Albemarle Counties.

Housing Preservation Grant (HPG): TJPDC annually receives these funds that are an important supplement to the HOME program, providing additional dollars for rehabilitation projects in the counties of Albemarle (eligible rural areas), Fluvanna, Greene, Louisa and Nelson.

- HPG FFY 2022 funds have been designated to 22 home rehabilitation projects so far, committing over $73,000 of the total $182,750 available for the year. These projects serve households with very low or extremely low incomes. Projects include roof repairs, installation of ramps for accessibility, septic replacements and plumbing repairs.

Legislative Services

Legislative Services Program: This long-standing program represents the interests and positions of the region's localities with state policymakers, producing a regional legislation program and advocating for locally-requested bills and budget amendments during the General Assembly session.

- Legislative Services efforts this quarter were focused on the two-month General Assembly session. Activities included lobbying locality-requested bills and other legislation of interest and concern to PDC localities; regular communications with TJPD legislators and local government officials, and monitoring of budget and legislative activities. During the session, Legislative Newsletters were produced on a regular basis and were sent out by email and posted on the TJPDC website. The session adjourned in late February, but without completing action on amendments to the state budget for FY23/24.
- The Director of Legislative Services also planned and led discussion at the January meeting of the Mayor & Chairs/CAOs meeting and continues to serve as the Executive Director of the Virginia Association of Planning District Commissions.

Local/Regional Support

The TJPDC supports the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson, and the City of Charlottesville, by leading or managing various programs that benefit an individual locality or several/all localities in the region. This work currently includes the following:

Virginia Telecommunication Initiative (VATI): TJPDC is the grant administrator for the $287 million VATI broadband project, in cooperation with partner Firefly Fiber Broadband, which includes rural internet expansion in all TJPDC counties and eight additional counties in central Virginia.

- As of March, the project had achieved 338 miles of field data collection; 1,617 miles of fiber design; 393 miles of make ready construction; 111 miles of aerial fiber placement; 99 miles of underground fiber placement; 78 miles of splicing and 865 passings.
- During the quarter, TJPDC staff members conducted site visits to assess progress underway in Louisa, Buckingham, and Greene Counties.
- TJPDC and partner Firefly Fiber Broadband facilitated the third stakeholder meeting in early March to provide project updates for all 13 county partners.

Blue Ridge Cigarette Tax Board (BRCTB): TJPDC provides administrative support to the Board, which includes four PDC localities (Albemarle, Charlottesville, Fluvanna and Greene) and four jurisdictions outside our region.

- At its January meeting, the BRCTB agreed to move BRCTB reserve funds and account accruals to investment with the Virginia Investment Pool. It also discussed data for the end of CY22

- related to the number of packs of cigarettes sold and revenue generated by the local taxes.
- The BRCTB's compliance agent continues on-site visits to retail establishments in the Board's footprint that sell cigarettes, educating them about the cigarette tax and stamp requirements and to seek compliance with local cigarette tax ordinances.

Comprehensive Economic Development Strategy (CEDS): TJPDC received a US EDA Economic Adjustment Assistance grant to fund development of a regional CEDS to benefit all TJPDC localities.

- Following a kickoff meeting held this quarter, the CEDS regional steering committee plans to meet late this month to review a draft data report.

Transportation

Charlottesville-Albemarle MPO (CAMPO): This federally-required entity is responsible for conducting ongoing, cooperative and comprehensive transportation planning and programming in Charlottesville and the urbanized area of Albemarle County. The MPO considers long-range regional projects and combines public input, technical data, and agency collaboration to develop forward-thinking solutions.

- Staff has been making steady progress on development of the MPO's Long Range Transportation Plan, *Moving Toward 2050*. The TJPDC wrapped up development of a project prioritization process that was funded through the Office of Intermodal Planning and Investment. Staff also held three stakeholder discussion groups to get feedback on the draft goals and objectives.
- Staff prepared the draft Transportation Improvement Plan, a document that is used to approve the expenditure of federal funds on transportation improvements within the MPO area. It will be considered for approval by the MPO Policy Board in May following a required public hearing.
- Following the release of the staff-recommended projects to receive funding through the fifth round of SMART SCALE, staff worked with VDOT to prepare and submit an application to the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for the preliminary engineering phase of the Rivanna River Bicycle and Pedestrian Crossing, was did not get staff approval in SMART SCALE due the complexity of the project and high contingency costs. The completion of the preliminary engineering phase will provide information needed to develop more accurate construction cost estimates, increasing the likelihood of the project's competitiveness in the future.
- Staff also has been participating in the Charlottesville Area Alliance meetings and the Blue Ridge Health District's Community Health Involvement Plan.

Regional Transit Partnership (RTP): The RTP serves as an official advisory board, created by Charlottesville, Albemarle, UVA, and JAUNT, to provide recommendations to decision-makers on transit-related matters.

- Staff supported the Regional Transit Governance Study by completing technical memos, providing project updates to stakeholders and hosing an in-person stakeholder workshop.
- Staff presented regional transit updates to community groups, like Rotary Clubs, to gain support for the Regional Transit Vision Plan and the Regional Transit Governance Study initiatives.
- Staff submitted a grant proposal to DRPT to start a mobility management program designed to improve public transportation services for older adults and people with disabilities.
- The RTP continues to meet, receive updates from transit providers and subject matter experts, and discuss transit related matters.

Safe Streets and Roads for All: The region's six member localities supported, and pledged local funds toward a required match for the TJPDC's submittal of a multi-jurisdictional application through the federal Safe Streets and Roads for All Discretionary Grant Program The application is for developing a Comprehensive Safety Action Plan for each locality in the region.

- TJPDC received a federal grant award in the amount of $857,600 at the end of January. When adding in local match, more than $1 million is being committed to improve roadway safety in the region through this grant. Additional support is being provided through VDOT's Highway Safety Improvement Program.
- Staff has been attending webinars with the U.S. Department of Transportation to prepare for the release of award funding, meeting with VDOT staff to develop the scope for the work to be completed through the Highway Safety Improvement Program, and preparing for consultant procurement.

Rural Transportation Program: This program started in 1993 as a cooperative forum for transportation planning in the counties of Albemarle (rural areas), Fluvanna, Greene, Louisa and Nelson. The program provides local planning assistance to the rural governments, maintains the Rural Long-Range Transportation Program, and assists with the localities with other transportation needs.

- The Rural Transportation Advisory Committee held its regular meetings in January and March. In January, the committee received a comprehensive presentation from Jaunt and in March, it discussed their needs for support in identifying and developing bicycle and pedestrian projects in the rural areas.
- Staff supported Stanardsville's Main Street sidewalk project and also attended county Interagency Council meetings to discuss transportation needs for underserved populations.

RideShare: RideShare is a TJPDC program that works to reduce traffic congestion and increase mobility throughout the region's localities by providing free carpool matching and vanpool coordination and operating a Guaranteed Ride Home Program to provide free rides home in an emergency. RideShare's "Rides and Rewards" app can also be used for transit trip planning and has incentives for commuters to share the ride.

- RideShare submitted grants to DRPT for the annual operating funds for the RideShare program and for Technical Assistance for a Strategic Plan, and also completed the FY24 work program.
- Staff completed quarterly Park and Ride Inventory and assisted with additional inventory of the lots for VDOT.
- RideShare staff gave presentations on the Afton Express to the MPO Policy Board and to the Regional Transit Partnership.
- Staff also attended the ACT Chesapeake Chapter workshop on Micro-Transit in Richmond.