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

Thomas Jefferson Planning District Commission
Thursday, June 6, 2024, 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/87233569988
Meeting ID: 872 3356 9988
By call-in: 1(301) 715-8592#

1.	**Call to Order**	
	a. Call to Order, Roll Call – *Chair Gallaway, Ruth Emerick*	7:00 – 7:00
	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.	7:00 – 7:10
	b. Comments provided via email, online, web site, etc. *(Read by Ruth Emerick)*	
3.	***Presentations**	
	a. HOME Annual Action Plan Draft and Presentation – *Laurie Jean Talun*	7:10 – 7:20
	b. PUBLIC HEARING – *Ned Gallway*	
	c. *Resolution – *Ned Gallaway*	
4.	*** Consent Agenda –** *Ned Gallaway*	
	Action Items:	7:20 – 7:30
	a. * Minutes of May 2, 2024, Meeting	
	b. * Minutes of May 2, 2024, Closed Session	
	c. * April Financial Reports – *Ruth Emerick*	
	i. April Financial Dashboard Report	
	ii. April Consolidated Profit & Loss Statements	
	iii. April Comparative Balance Sheets	
	iv. April Accrued Revenue Report	
5.	***New Business**	
	a. Smart Scale Resolution of Support Memo – *Christine Jacobs*	7:30 – 7:40
	b. *Smart Scale Resolution of Support for all Projects in TJPDC rural areas – *Christine Jacobs*	
6.	***Old Business**	
	a. *Election of TJPDC Officers – *Ned Gallaway*	7:40 – 7:45
	i. Nomination Committee's Recommended Slate	
	i. Tony O'Brien, Fluvanna County, Chair	
	ii. Michael Payne, City of Charlottesville, Vice Chair	
	iii. Keith Smith, Fluvanna County, Treasurer	
	iv. Christine Jacobs, TJPDC, Secretary	
7.	**Executive Director's Report**	
	a. Monthly Report – *Christine Jacobs*	7:45 – 8:00
8.	***Closed Session –** Per Code of Virginia 2.2-3711 A.1. - Executive Director Annual Evaluation	8:00 – 8:20
8.	**Other Business**	
	a. Roundtable Discussion by Jurisdiction	8:20 – 8:55

b. Tentative Items for Next Meeting – August 1, 2024 (No July Meeting**)
***Should the US Department of Agriculture's Housing preservation Grant (HPG) pre-application be released with a due date prior to the August 1, 2024, commission meeting, a special session of the commission may need to be called in order to hold the required Intergovernmental Review (IFR) and to vote to approve submission of the pre-application.*

Items for Next Meeting:
i. Quarter Four (April-June) Financials
ii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review, Resolution

9. *__ADJOURN__ 8:55
Designates Items to be Voted On

TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Philip d'Oronzio	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Administrative Assistant
Isabella O'Brien	Regional Environmental Planner
Sarah Simba	Regional Pallner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Davy Sell	AmeriCorps VISTA Member – Housing
Ethan Van Berkel	Intern

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.

Thomas Jefferson Planning District Commission

FY 2024 - 2025 Annual Action Plan

Program Year 2024

for the

City of Charlottesville

and the

Thomas Jefferson HOME Consortium

Adopted by the Thomas Jefferson Planning District Commission:

Adopted by Charlottesville City Council:

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan for 2023-2027 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District (TJPD) and in the City of Charlottesville. The Action Plan for FY 2024-2025 re-affirms the goals expressed in the region's Consolidated Plan. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2024 to June 30, 2025 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan are linked to the priority 5-Year Goals set forth in the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The objectives identified in the one year Action Plan for FY 24-25 are:

- *Expand and Preserve Affordable Housing:* Activities focus on housing programs where the purpose of the activity meets the needs of households with incomes below 80% of AMI, with a priority for households with incomes below 60% of AMI;
- *Establish and maintain a suitable living environment*: Activities designed to benefit families, individuals, and communities by addressing their living environment; and
- *Create Economic Opportunities:* Activities related to economic development, commercial revitalization, or job creation.

The identified objectives are combined with two performance outcome categories for FY 24-25:

- *Development of Affordable Housing*: Activities will include developing 7 units of affordable rental housing, 1 unit of affordable homebuyer housing, 20 homes rehabilitated, provide 6 households with down payment assistance, and 6 households with rental assistance.
- *Supporting Affordable Housing Opportunities:* CDBG activities that support the development of affordable housing projects available to income-eligible people. Activities can include the creation or maintenance of affordable housing, subsidizing connections to municipal infrastructure for affordable housing projects, gap funding and/or services such as transportation or day care.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City and the HOME Consortium have made an impact with CDBG and HOME funds.

In general, the City has met or exceeded the goals it set for itself through the CDBG program. The City exceeded its goals for supporting job readiness and adult literacy opportunities, small business entrepreneurship, energy efficiency and critical/emergency related home rehabilitation projects for income-eligible homeowners, investments in vital infrastructure for residents of a local group home for those with severe physical and/or intellectual impairments, and training programs for residents of the city's publicly subsidized housing. This work has reinforced for us the value of investments that support citywide impacts that benefit our neighbors at the lower ends of the income spectrum (below 50% the area AMI).

For HOME, homeowner rehabilitation and the creation of new homeowner units were the priority. Albemarle county homeowner rehabilitation served 6 households through AHIP, the Albemarle Housing Improvement Program. LEAP Charlottesville served 4 households. Fluvanna county homeowner rehabilitation served 12 households through the Fluvanna Louisa Housing Foundation (FLHF). FLHF served 2 households through homeowner rehabilitation in Louisa county. Two new rental homes were purchased to be rented to low income households in Greene county. Nelson county homeowner rehabilitation served 5 households through NCCDF.

A commitment of City resources is often the catalyst used by community-based organizations to leverage private dollars for even greater impact. With the financial commitment of the City and the HOME Consortium, organizations are greatly strengthened in their ability to obtain donations from the community, from foundations, and the private sector. Additionally, City funds are often used as last in “gap financing” to support important efforts after an organization’s fundraising capacity has been reached. Annual performance, projects funded, and entitlement resources expended are located in each annual CAPER.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation was a central component of the Consolidated Plan update, completed in 2023. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans.

The following efforts were made to engage the public during the Consolidated Plan process:

- Over 39 meetings were held between December 2022 and April 2023.
- An online survey was conducted between February 7, 2023 and February 24, 2023. The survey’s purpose was to identify and prioritize housing needs and economic development and community development needs for the TJPD region over the next five years, and also assisted in identifying impediments to fair housing choice. Translations were offered in Spanish, Farsi, and Swahili, based on consultation reports. Paper copies were provided upon request.
- Data was requested and provided by many organizations that provide services to the community. Current community plans were also advised during the process.

Public Comment for the current Annual Action Plan was held from May 1, 2024 through May 30, 2024.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

7. Summary

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	CHARLOTTESVILLE	
CDBG Administrator	CHARLOTTESVILLE	City of Charlottesville
HOPWA Administrator		
HOME Administrator	CHARLOTTESVILLE	Thomas Jefferson Planning District Commission
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

There are a few umbrella organizations in the region that serve to bring together housing providers and human services and health agencies. The Blue Ridge Area Coalition for the Homeless (BRACH) is a non-profit organization that serves as the lead for the region's Continuum of Care. The BRACH Governance Board includes housing providers, representatives from Departments of Social Services, and other human services and health agencies. The Housing Directors Council includes representatives from all HOME sub-recipients, with regular participation from the Jefferson Area Board for Aging (JABA).

Through the Virginia Eviction Reduction Pilot (VERP), an Advisory Board has been convened which engages a wide range of service providers and housing providers to address the needs of community members engaged in eviction.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The CoC, under the leadership of the Blue Ridge Area Coalition for the Homeless (BRACH), developed an updated Community Plan to End Homelessness in Our Region in 2019, to reflect current needs, changing federal funding priorities, and greater collaboration. That plan includes adopting a Housing First strategy in 2015, in its work to reach a functional end of homelessness and a system-wide focus on prioritizing the most vulnerable, chronically homeless households for all federally and locally-funded housing service assistance. In 2021, BRACH developed the Charlottesville Homelessness to Housing Road Map, identifying solutions to homelessness such as: focusing on permanent housing solutions, cross sector collaboration, developing more affordable quality housing stock, and rapid rehousing programs.

BRACH works closely with The Haven, a day shelter that provides case management, rapid rehousing, and other services to the homeless population in the region. Special outreach, housing, and case management services are provided by a local Runaway and Homeless Youth (RHY) program to youth experiencing homelessness, primarily through ReadyKids services. To address the needs of homeless families, our community offers Homelessness Prevention, Rapid Re-Housing services, and emergency shelter and/or hotel vouchers for immediate shelter needs. McKinney-Vento Coordinators in all the schools offer case management, and Families in Crisis, based in Albemarle, can offer short term hotel stays for families at risk of homelessness. Piedmont Housing Alliance and Legal Aid provide support around eviction prevention and intervention.

HOME funds, which are very limited, will mostly be used to increase the affordable housing stock, and maintain the affordable housing stock that exists. CDBG funds will supplement other major fundraising efforts in our region to address the career and wealth building needs, mental health services, transportation, and other community development needs of our region.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

BRACH was consulted several times in the development of the Consolidated Plan, and administrative staff attended several collaborative group meetings hosted by BRACH. The CoC Program Consolidated Application from 2019 provides additional guidance to all partners in CoC implementation.

BRACH consults with the Virginia Department of Housing and Community Development (DHCD) regularly to plan and allocate the best use of ESG funds. Once state ESG performance metrics are set in collaboration with sub-recipients, CoCs are required to submit quarterly ESG performance reports to DHCD for ongoing evaluation of local performance. BRACH provides annual homelessness data updates to each Consolidated Planning Jurisdiction in the service area for inclusion in each respective Consolidated Plan. The Thomas Jefferson Planning District Commission assists in the completion of each jurisdictions' Consolidated Plan and they ensure that each plan contains updated data from BRACH.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Blue Ridge Area Coalition for the Homeless (BRACH)
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
2	**Agency/Group/Organization**	CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
3	**Agency/Group/Organization**	FLUVANNA / LOUISA HOUSING FOUNDATION
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
4	**Agency/Group/Organization**	SKYLINE CAP
	Agency/Group/Organization Type	Services - Housing Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
5	**Agency/Group/Organization**	ALBEMARLE HOUSING IMPROVEMENT PROGRAM (AHIP)
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
6	**Agency/Group/Organization**	NELSON COUNTY COMMUNITY DEVELOPMENT FOUNDATION
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	BRACH	Increase access to housing for low and extremely low-income households.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen participation was a central component of the Consolidated Plan update, completed in 2023. This process established the goals and priorities for the Consolidated Plan, which continue to inform the annual Action Plans.

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Anticipated Resources for the Consolidated Plan include CDBG, HOME, HOME match, Program Income, and local affordable housing funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	410,468	0	0	410,468	2,052,340	The expected annual allocation for year one is based on the base year allocation. Expected amount for remainder of plan assumes allocations and program income will remain stable for the remaining years

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	785,286	40,070	392,643	1,217,999	2,355,858	The expected annual allocation for year one is based on the base year allocation. Expected amount for remainder of plan assumes allocations and program income will remain stable for the remaining years

Table 2 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In previous years, the Consortium accrued match from the City of Charlottesville, which provides a 25% match for each project, and Habitat for Humanity projects. Projects of the Greater Charlottesville Habitat for Humanity are not all HOME assisted, but all are HOME match-eligible. Match funds from Habitat for Humanity include below market interest rate loans and soft-second mortgages forgiven over the lifetime of the loan. The City of Charlottesville may also use CAHF funds to satisfy match obligations. The Consortium is confident that all matching requirements will be satisfied.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Publicly-owned land or property that will use CDBG or HOME funds has not been identified to date; however, this could change depending upon future projects. Most publicly-owned land that is being used for affordable housing will be used by CRHA. Subrecipient agencies are in some cases acquiring land and property to rehabilitate or build new units, but this land is rarely publicly-owned.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Expand the affordable housing stock	2023	2027	Affordable Housing	City of Charlottesville Fluvanna County Louisa County Greene County	Affordable Housing - Rental Affordable Housing - Ownership		Rental units constructed: 6 Household Housing Unit Homeowner Housing Added: 8 Household Housing Unit
2	Preserve existing supply of affordable housing	2023	2027	Affordable Housing	Albemarle County Fluvanna County Louisa County Nelson County	Homelessness and Risk of Homelessness Affordable Housing - Ownership		Homeowner Housing Rehabilitated: 17 Household Housing Unit
3	Ensure housing access for low income residents	2023	2027	Affordable Housing				Direct Financial Assistance to Homebuyers: 3 Households Assisted

Table 3 – Goals Summary

Goal Descriptions

1	**Goal Name**	Expand the affordable housing stock
	Goal Description	Activities will include **construction of affordable rental units, and construction of homeowner housing** for low- to moderate-income homebuyers, with a priority for beneficiaries with incomes below 60% of AMI. Production of units can include purchase and repair of existing units. Priority will be on rental housing, in response to the needs assessment. 7 rental units will be under development this program year, along with one homebuyer unit.
2	**Goal Name**	Preserve existing supply of affordable housing
	Goal Description	Activities will include the **rehabilitation of homes** owned by low- to moderate-income homeowners, and **rehabilitation of rental units**. Addition of accessibility features for people with disabilities is an allowable activity, as are emergency repairs. All localities except Greene County will engage in homeowner rehabilitation. We anticipate completing 17 homeowner rehabilitation activities this program year.
3	**Goal Name**	Ensure housing access for low income residents
	Goal Description	Activities will include homebuyer **Down Payment Assistance**, and **TBRA** when appropriate. 6 homebuyers will receive down payment assistance during this program year, in Fluvanna, Louisa, Nelson, and Charlottesville. 6 additional renters will receive TBRA in the City of Charlottesville during this program year.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The following projects are planned to be initiated within the following fiscal year, in order to achieve the goals previously stated in the Action Plan with available resources through the HOME and CDBG programs.

These activities were determined based on the Strategic Plan process, citizen input, and the Needs Assessment, all of which were described in the 2023 Consolidated Plan.

#	Project Name
1	Albemarle Homeowner Rehab AHIP
2	Cville Homebuyer Units
3	Cville Homeowner Rehab
4	Cville DPA
5	Cville TBRA
6	Fluvanna Rental FLHF
7	Fluvanna Homeowner Rehab FLHF
8	Fluvanna DPA FLHF
9	Greene Rental Skyline
10	Louisa Rental FLHF
11	Louisa Homeowner Rehab FLHF
12	Louisa DPA FLHF
13	Nelson Homeowner Rehab NCCDF
14	Nelson DPA NCCDF

Table 4 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Charlottesville is in the process of approving a slate of CDBG and HOME activities that promise to bring great benefits to our community in several key areas of need. While development of the funding recommendations for the upcoming program year 2024-25 programs has been hampered by the delayed release of new allocation amounts, the city's CDBG/HOME Taskforce has been hard at work over the past several weeks reviewing a number of applications from local community benefit organizations, including investments of CDBG funds programs designed to:

- Support income-qualified small business owners and entrepreneurs by subsidizing tuition costs for courses offered by a local CDFI
- Provide small group and individualized literacy tutoring for adults to help them development employment-related literacy skills
- Offer new supports to residents working to transition out of homelessness by supporting a novel transportation program to help them get from a downtown shelter to employment opportunities
- Offer financial literacy training focused on helping new arrivals develop financial self-sufficiency
- Assist residents of publicly subsidized housing to actively participate in the redevelopment of aging units

A growing recognition within the region of the importance of efforts to support access to affordable housing options is reflected in the city's current slate of proposed HOME program awards, including:

- A new down payment assistance program through which the city housing authority (CRHA) will support residents of publicly subsidized housing transition into homeownership
- A sustained effort to develop new affordable housing units in the heart of the city; city funding will support the construction of two (2) new units in a larger mixed-income development of 70+ new units, of which more than thirty (30) will affordable

As of April 26, the city's proposal for program year 2024-25 funding awards has not yet been approved locally as we await the publication of new allocation numbers by HUD but will be presented shortly to city leadership for review.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Albemarle Homeowner Rehab AHIP
	Target Area	Albemarle County
	Goals Supported	Preserve existing supply of affordable housing Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $90,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	13
	Location Description	
	Planned Activities	
2	**Project Name**	Cville Homebuyer Units
	Target Area	City of Charlottesville
	Goals Supported	Expand the affordable housing stock Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $90,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
3	**Project Name**	Cville Homeowner Rehab
	Target Area	City of Charlottesville
	Goals Supported	Preserve existing supply of affordable housing

	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $10,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
4	**Project Name**	Cville DPA
	Target Area	
	Goals Supported	Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $10,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
5	**Project Name**	Cville TBRA
	Target Area	City of Charlottesville
	Goals Supported	Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Rental Homelessness and Risk of Homelessness
	Funding	HOME: $10,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	

	Location Description	
	Planned Activities	
6	**Project Name**	Fluvanna Rental FLHF
	Target Area	Fluvanna County
	Goals Supported	Expand the affordable housing stock
	Needs Addressed	Affordable Housing - Rental
	Funding	HOME: $80,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
7	**Project Name**	Fluvanna Homeowner Rehab FLHF
	Target Area	Fluvanna County
	Goals Supported	Preserve existing supply of affordable housing
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $10,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
8	**Project Name**	Fluvanna DPA FLHF
	Target Area	Fluvanna County
	Goals Supported	Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Ownership

	Funding	HOME: $5,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
9	**Project Name**	Greene Rental Skyline
	Target Area	Greene County
	Goals Supported	Expand the affordable housing stock
	Needs Addressed	Affordable Housing - Rental
	Funding	HOME: $90,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
10	**Project Name**	Louisa Rental FLHF
	Target Area	Louisa County
	Goals Supported	Expand the affordable housing stock
	Needs Addressed	Affordable Housing - Rental
	Funding	HOME: $80,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

11	**Project Name**	Louisa Homeowner Rehab FLHF
	Target Area	
	Goals Supported	Preserve existing supply of affordable housing
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $10,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
12	**Project Name**	Louisa DPA FLHF
	Target Area	Louisa County
	Goals Supported	Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $5,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
13	**Project Name**	Nelson Homeowner Rehab NCCDF
	Target Area	Nelson County
	Goals Supported	Preserve existing supply of affordable housing
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $20,000
	Description	

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
14	**Project Name**	Nelson DPA NCCDF
	Target Area	Nelson County
	Goals Supported	Ensure housing access for low income residents
	Needs Addressed	Affordable Housing - Ownership
	Funding	HOME: $80,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts. Each locality retains its own Program Income, so amounts vary among the localities.

HUD recognizes the City of Charlottesville as an entitlement community under the CDBG program and is, therefore, the sole recipient of CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds
City of Charlottesville	30
Albemarle County	10
Fluvanna County	10
Louisa County	30
Greene County	10
Nelson County	10
Fifeville	
10th and Page	
Ridge	

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Each of the six localities in the HOME Consortium is allocated an equal share of EN funds. Charlottesville is an entitlement community and receives all CDBG funds.

The CHDO project is assigned on a rotating basis among the six localities. For PY24, Louisa will receive the CHDO set aside funds. Each HOME subrecipient retains their own program income. So, these amounts vary by locality.

In recognition of the fact that low- and moderate-income residents are increasingly less concentrated in specific neighborhoods, the City has increasingly sought to invest its CDBG funds in programs that are aimed at either a citywide benefit and/or that are aimed at providing maximum benefits to residents at the lower ends of the income spectrum. For example, the City recently supported a significant investment of CDBG funds into infrastructure improvements at the local distribution center for the Blue Ridge Area Food Bank network which, while not specifically located within a high-poverty neighborhood, provides immeasurable benefits to food pantries, food kitchens and other food programs throughout the city and into neighboring counties. The city also supports investment of CDBG funds into programs aimed at supporting LMI residents at the lower end of the income spectrum (60% LMI or lower) regardless of where they live within the city, as exemplified by recent investments of CDBG funds to support critical and emergency home repairs, literacy tutoring programs for non-English proficient adults, and subsidizing tuition fees for income-eligible residents so they can participate in microentrepreneur training programs offered by a local CDFI, among others.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

HOME activities are carried out through non-profit housing foundations in the region: Albemarle Housing Improvement Program (serving the City of Charlottesville and Albemarle County), Piedmont Housing Alliance (serving the City), Habitat for Humanity (serving the City and Fluvanna), the Fluvanna/Louisa Housing Foundation (serving Fluvanna and Louisa Counties), the Nelson County Community Development Foundation, and Skyline CAP (serving Greene County). The Consortium will be using all of its HOME funds to further affordable housing activities such as development of affordable rental units.

CDBG are used for priority neighborhood, public services and economic development activities. Each year, the City of Charlottesville releases RFP's and selects multiple service delivery subrecipients to complete the activities that are in line with the Consolidated Plan.

One Year Goals for the Number of Households to be Supported	
Homeless	2
Non-Homeless	33
Special-Needs	2
Total	37

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	6
The Production of New Units	8
Rehab of Existing Units	20
Acquisition of Existing Units	1
Total	35

Table 7 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville. This section outlines plans to provide this resource and improve the current stock of housing.

Actions planned during the next year to address the needs to public housing

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports. CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy.

More recently, in conjunction with PHAR and a committee of community stakeholders, CRHA has embarked on significant redevelopment planning efforts. The following activities are planned for the coming fiscal year:

• Completion of Crescent Halls, final completion of full renovation of 105 apartments for seniors and persons with disabilities.

• Construction of S. 1st St. Phase 2, replacement of 58 homes with 113 quality new townhomes and apartments.

• Construction of Sixth St Building A, replacement of 6 outdated units with 47 quality new homes.

• Master Planning for Westhaven Redevelopment, planning for the full redevelopment of 126 homes with expanded affordable housing on 10 acres

• Continued and on-going renovations and modernization of the "Parallel Track" 57 units of Scattered Site Public Housing

CRHA has hired staff to specifically focus on Section 3 initiatives. This work will assist public housing residents with job training and direct participation in redeveloping CRHA's own properties.

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

participate in homeownership

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to give preference to homeless individuals in its public housing and housing voucher programs, as a way of helping local residents transition to permanent housing.

The CRHA has revised its Administrative Plan to incorporate the HCV Homeownership Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness, led by the Blue Ridge Area Coalition for the Homeless (BRACH).

Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

BRACH, and its partner organizations, is primarily responsible for outreach to homeless persons. McKinney Vento Coordinators are primarily responsible for identifying and providing case management for families with children who are at risk for or experiencing homelessness.

BRACH partners closely with TJPDC, the City of Charlottesville, and other subrecipients of HOME and CDBG funds.

Addressing the emergency shelter and transitional housing needs of homeless persons

As documented in the Needs Assessment and Market Analysis in the 2023 Consolidated Plan, emergency shelters are currently providing for the needs of homeless individuals. However, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. Transitional housing needs have been met predominantly through rapid rehousing programs, but the need for more support is clear due to the number of recipients who need further support after the two year RRH support ends.

The COC is seeking additional funding to expand opportunities in the community. Two transitional homes are currently in operation, one by the Monticello Area Community Action Agency (MACAA) and the other by the Salvation Army. They are both seeking private funds for ongoing operations.

The goals of the Consolidated Plan include supporting the transition to independence. This year, one household will be assisted with transition-in-place resources using CDBG funds.

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

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A focus has been on creating new Permanent Supportive Housing opportunities for people experiencing homelessness.

The plan calls for the establishment of "Transition in Place" programs that provide case management to families as they remain in support housing during a transition to independence, and this program will support the rapid rehousing efforts.

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

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The Rapid Rehousing program, including the funds being sought to substantially expand it, includes a prevention component. This will allow organizations such as Virginia Supportive Housing, The Haven, and PACEM to identify at-risk households to avoid an experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year.

TBRA funds may be used for households in crisis who need rental assistance in order to avoid becoming homeless.

The Eviction Reduction grant, administered by the TJPDC in partnership with Piedmont Housing Alliance, will continue to address the needs of households facing eviction.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

The Consolidated Plan's Market Analysis described the following barriers to affordable housing, and the 5-year Strategic Plan provided an overview of regional efforts to address these barriers. The most urgent barrier identified in the Consolidated Plan was zoning, and the City of Charlottesville has already adopted a new zoning policy.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Analysis of Impediments to Affordable Housing Update

The City's Affirmatively Furthering Fair Housing requirements will be addressed during the 2024 Program Year.

Albemarle County – Resolution in Collaboration with Habitat for Humanity

During the coming years, the County will take a number of steps to ameliorate barriers to affordable housing including the development of a package of incentives to support developers' efforts to construct new affordable housing units; establishment of a process to connect teachers, fire fighters, police and other first responders to affordable housing units proffered by local developers; creation of a housing advisory committee that will monitor the County's progress toward meeting the goals of the County's affordable housing policy; and making County general, and federal HOME and CDBG funds available to support the construction and preservation of affordable housing units.

Central Virginia Regional Housing Partnership

CVRHP created a Regional Affordability Housing Plan. Each locality (the City of Charlottesville, and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson) have dedicated chapters that address affordable housing within their jurisdiction that feeds into addressing creating affordable housing throughout the region. This plan was adopted formally by the Thomas Jefferson Planning District Commission in August 2021 and now serves as a crucial resource for localities in addressing housing issues.

CVRHP has provided guidance to local officials around developer incentives for affordable housing, and will host the Third Biannual Summit on affordable housing during the 2024 Program Year.

Zoning

While the challenge of providing all residents interested in homeownership the opportunity to acquire property within the city remains strong, the City of Charlottesville has made considerable progress over the past year in terms of generating the conditions through which progress can be possible in the years ahead. To begin, the city has recently enacted a comprehensive re-envisioning of the zoning code, one with several unique characteristics that position us well going forward.

Specifically, the city's new zoning code eliminates all existing requirements for single-family homes within the city limits, a stark change in practice from the city's long history of segregatory housing policies.

A major goal of the zoning ordinance update was to adopt progressive and inclusionary zoning reforms that address the legacy of exclusionary zoning and constrained housing supply, in part by incentivizing developers to build more affordable units and increasing opportunities for the creation of accessory dwelling units.

The increasing recognition of the challenges faced by city residents is also reflected in the proposed investments of CDBG funds to support affordable housing related programs, including several proposed by the Charlottesville Redevelopment Housing Authority (CRHA), as detailed in § AP-35.

Discussion

Additional barriers described in the market analysis include Very Low Income Needs, and Correcting Historical Inequities. All HOME and CDBG activities will incorporate priorities as detailed in the goals in our Strategic Plan, which are designed to address these barriers.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

All actions detailed below are linked to the Strategic Plan Goals which are based off of the Needs Assessment.

Actions planned to address obstacles to meeting underserved needs

CDBG activities will focus on addressing a core set of needs, including: a continued emphasis on expanding access to affordable housing opportunities (including but not limited to low-income housing redevelopment); workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs); microenterprise assistance; access to quality childcare; homeowner rehabilitation and energy-efficiency upgrades; down payment assistance; and improvements to public infrastructure improvements designed to eliminate or reduce barriers to access to public amenities for mobility-impaired residents

Actions planned to foster and maintain affordable housing

All of the data available to us confirms that the burden of finding affordable housing, whether for ownership or rental, falls heaviest on those at extremely low (0-30% of AMI) and very low (30-50% of AMI) income levels.

Actions planned to reduce lead-based paint hazards

The City of Charlottesville will continue to work with its home rehabilitation partners (e.g., AHIP, LEAP) to ensure that any lead-based paint hazards found in homes to be worked on through all city-funded programs, including CDBG and HOME. DHCD is a Virginia state agency that provides lead hazard reduction opportunities directly to beneficiaries within our region.

Actions planned to reduce the number of poverty-level families

Many affordable housing and community development activities have the objective of increasing and maintaining self-sufficiency for poverty-level families. The priorities and goals identified in the Action Plan are geared toward increasing the self-sufficiency and financial independence for poverty-level families as it relates to housing/homelessness, workforce development, and economic development. The primary anti-poverty agency serving the region is the Monticello Area Community Action Agency (MACAA), which serves Charlottesville, Albemarle, Fluvanna, Louisa and Nelson. The Skyline Community Action Program (Skyline CAP) serves Greene County in the Thomas Jefferson Planning District, and also Orange and Madison Counties in Planning District 9. Each of these agencies operates the Head Start preschool program, a fundamental part of the regional anti-poverty strategy. Each social service agency operates the family self-sufficiency program. Other organizations and programs in the region including the Charlottesville Redevelopment and Housing Authority, Fluvanna/Louisa Housing Foundation, and the Nelson County Community Development Foundation all administer Housing Choice Voucher Programs for low-income families. Additionally, organizations like these as well as the Albemarle Housing Improvement Program and others also provide assistance to low-income families in making household repairs and installing indoor plumbing. Finally, the region has a strong, locally administered Social Service/ Welfare Departments operating in each locality. Acting as the primary provider of state funded programming and service delivery, these local government offices help implement the regional strategy by administering strong programs with a coordinated, comprehensive approach.

The City of Charlottesville Pathways to Self-Sufficiency: Growing Opportunities Report contains a chapter that addresses affordable housing. Further, the report will help serve as a funding priority guide to ensure the City's CDBG and HOME funds are awarded in coordination with the goals set forth in the report and the Consolidated Plan.

Actions planned to develop institutional structure

There is a need for ongoing collaboration and communication between organizations to ensure that no classifications of needs are inadvertently missed.

For housing coordination, the Housing Directors will continue coordination with monthly meetings, and will stay current with activities conducted by other organizations.

BRACH hosts a range of meetings to address the needs of the homeless and special needs population. These groups coordinate with local government and service providers to provide the best housing strategies for the region’s homeless population.

It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan.

Actions planned to enhance coordination between public and private housing and social service agencies

The Haven hosts a weekly coordination meeting among all service providers for homelessness services, which allows continual partnership and updated information sharing among all regional service providers.

The Central Virginia Regional Housing Partnership (RHP) developed a Strategic Plan in 2021, and will continue to implement the plan through 2025. The regular meetings of the RHP, and the actions taken to implement the Strategic Plan, enhance coordination between public and private housing agencies.

The HOME Consortium will continue to collaborate with community partners that provide housing and social services to the community. The City will continue to coordinate efforts through subrecipient partners who are internal and external to local government. The agencies listed under the consultation section of the Consolidated Plan will be included in the citizen engagement process for future action plans.

There are a few umbrella organizations in the region that serve to bring together housing providers and human services and health agencies.

• Housing Directors Council: includes representatives from all HOME sub-recipients Action Plan 22-23 Draft Page 15

• Jefferson Area Board for the Aging (JABA): JABA is working with Piedmont Housing Alliance (PHA) on a plan for continuing to keep Low-Income Housing Tax Credit properties affordable beyond the end of their affordability period.

• Housing Advisory Committee (HAC): Provides City Council with recommendations regarding housing policy and affordable housing funding priorities; researches and discusses trends and ideas in affordable housing across the state and nation and ways Charlottesville can implement some of those new ideas. The consortium will continue to collaborate with community partners that provide housing and social services to the community. The City will continue to coordinate efforts through subrecipient partners who are internal and external to local government. The agencies listed under the consultation section of the Consolidated Plan will be included in the citizen engagement process for future action plans.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   All members (sub-recipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium sub-recipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner's primary residence during the established HOME period of affordability.

   The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. If the total HOME investment in the unit is under $15,000, the period of affordability is 5 years; if the HOME investment is between $15,000 and $40,000, the period of affordability is 10 years and if the HOME investment is over $40,000, the period of affordability is 20 years.

   Direct HOME subsidy includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the net proceeds available from the sale of the home. Net proceeds are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   The guidelines for recapture detailed above ensure the affordability of units acquired through HOME funds.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   The HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

   No preferences will be made.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

   Rental units allow for preference for people with disabilities.

HOME-CDBG 2024-25 Annual Action Plan

for the

Thomas Jefferson HOME Consortium

Developed by TJPDC and the City of Charlottesville

1

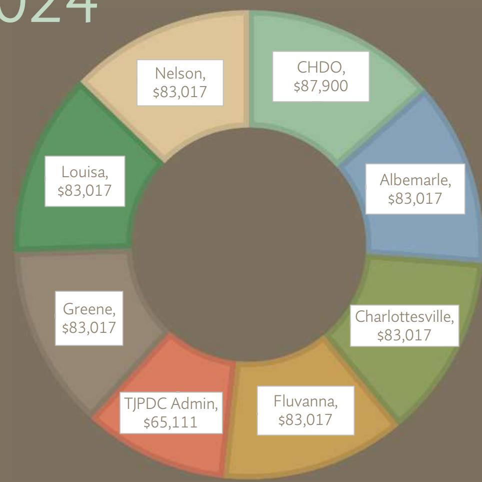
HOME Investment Partnerships Program

- 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.

2

PROGRAM YEAR 2024

$651,111 total funding
Decreased from $785,286 last year.
(July 1, 2024 – June 30, 2025)



3

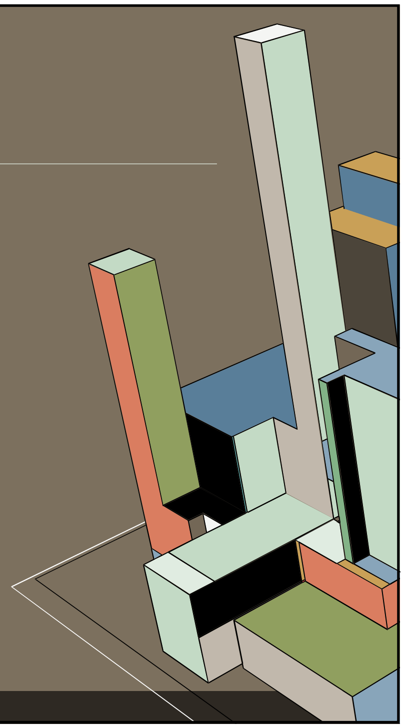
3

HOME-CDBG Consolidated Plan

- 5-year period from July 1, 2023 – June 30, 2028 (Program Years 2023-27)
- Consulted with over 40 local representatives to develop 5-year goals.
- CDBG funds under this Plan are received only by the City of Charlottesville as an Entitlement City.

4

Most common housing problems



COST BURDEN

LACK OF AFFORDABLE RENTALS

SUBSTANDARD HOUSING

ACCESSIBILITY

5

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

6

CHDO ROTATION

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

7

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)

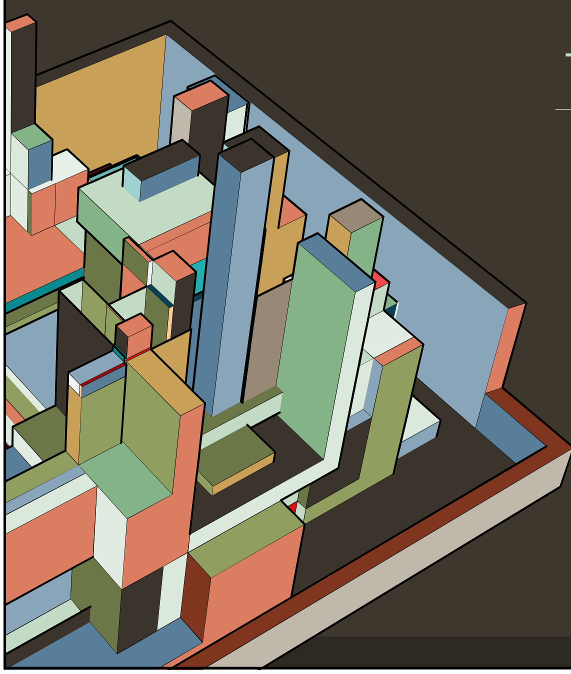
8

Planned Activities

2024-25

Locality	Rehabs	Rentals	Home-buyer	DPA/ TBRA
Albemarle	4	0	0	0
Charlottesville	10	0	1	8
Fluvanna	1	1	0	1
Greene	0	1	0	0
Louisa	1	5	0	1
Nelson	1	0	0	2

9



TIMELINE

May 1- 30, 2024:
Public Comment

June 3, 2024:
Charlottesville City Council Approval

June 6, 2024:
TJPDC Approval and public hearing

June 30, 2024:
Due to HUD

July 1, 2024:
Program Year 2024 begins

10

Thomas Jefferson
Planning District Commission

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

RESOLUTION ADOPTING THE 2024-25 HOME-CDBG ANNUAL ACTION 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 an Annual Action Plan, and;

WHEREAS, the TJPDC has worked with the City of Charlottesville to prepare the Annual Action Plan, including consultations with community leaders, reference to the 2023-27 Consolidated Plan, and consultation with HOME subrecipients.

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the 2024-25 HOME-CDBG Annual Action Plan and authorizes confirmation of that approval to HUD by June 15, 2024.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of June 6, 2024, 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 (TJPDC)

Minutes, May 2, 2024

Commissioners Present	In Person	Remote	Staff Present	In Person	Remote
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway, Chair	x		David Blount, Deputy Director	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County					
Tony O'Brien, Vice Chair		x			
Keith Smith, Treasurer					
Greene County					
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed	x		**Guests/Public Present**		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville			Natalie Oschrin		x
Phil d'Oronzio	x		Alexandra Tranmer, Camoin Associates		x
Michael Payne	x		Dan Gundersen, Camoin Associates		x

1. Call to Order:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:01 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present. Commissioner Tony O'Brien arrived during item 4, Consent Agenda, and thus was not present for the prior actions taken.

2. Matters from the Public:

a. Comments by the Public: None.

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

3. <u>PRESENTATIONS:</u>

a. TJPDC Comprehensive Economic Development Strategy Plan

Ruth Emerick, Chief Operating Officer, introduced the Camoin team. Alexandra Tranmer and Dan Gundersen gave an overview of the CEDS process, including stakeholder and public input for the CEDS plan, and outlined next steps for adoption and implementation. The U.S. Economic Development Administration requires annual reporting on the strategies in the 5-year plan.

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d'Oronzio, the Commission unanimously adopted the Comprehensive Economic Development Strategy Plan for the five-year period of 2024-2029.

b. Legislative Update

David Blount, Deputy Director, gave an update on state legislative activities that are relevant to the Commission and its member governments.

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

a. Minutes of April 4, 2024 Meeting

Motion/Action: On a motion by Jesse Rutherford, seconded by James Higgins, the Commission unanimously approved the April 4, 2024 Commission meeting minutes, as presented.

b. Minutes of April 4, 2024 Closed Session

Motion/Action: On a motion by Jesse Rutherford, seconded by James Higgins, the Commission unanimously approved the April 4, 2024 Commission Closed Session meeting minutes, as presented.

c. March Financial Reports

Christine Jacobs gave an overview of the financial reports for March.

Motion/Action: On a motion by Mike Pruitt, seconded by Tim Goolsby, the Commission unanimously accepted the financial reports as presented.

d. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Tony O'Brien participated from Fluvanna County, VA for a personal reason.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission unanimously allowed Tony O'Brien to participate remotely at the May 2, 2024 meeting.

5. NEW BUSINESS:

a. TJPDC Officer Slate Notice from Nominating Committee

The Nominating Committee for FY25 Commission Officers was selected at the April Commission meeting and consisted of Tim Goolsby, Jesse Rutherford, and Michael Payne. Jesse Rutherford shared that the Nominating Committee met in late April. Michael Payne recused himself from participating due to a potential nomination. The slate of officers presented by the Nominating Committee is as follows:

Chair – Tony O'Brien, Fluvanna County
Vice Chair – Michael Payne, City of Charlottesville
Treasurer – Keith Smith, Fluvanna County
Secretary – Christine Jacobs (or designee)

There were no candidates nominated from the floor. This slate of officers will be considered for approval by the Commission at the next meeting.

b. 2024 Community Development Block Grant Regional Priorities

Christine Jacobs shared that the Virginia Department of Housing and Community Development (DHCD) annually asks the planning district commissions to identify regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program, which DHCD administers. Anticipated projects from the Louisa and Greene counties were included in the Regional Priority Worksheet.

Motion/Action: On a motion by Jese Rutherford, seconded by Mike Pruitt, the Commission unanimously approved the 2024 CDBG Regional Priorities, as presented.

6. **<u>OLD BUSINESS</u>:**

a. FY25 TJPDC Operating Budget

Christine Jacobs gave an overview of budget changes since the draft budget was presented in April. The FY25 Operating Budget includes revenues of $42,677,053 and expenses of $42,677,053.

Motion/Action: On a motion by Michael Payne, seconded by Mike Pruitt, the Commission unanimously approved the Fiscal Year 2025 Thomas Jefferson Planning District Commission Annual Operating Budget, as presented.

7. **<u>EXECUTIVE DIRECTOR'S REPORT:</u>**

Monthly Report:

Christing Jacobs shared that the two planner vacancies have been filled. Staff are continuing to recruit for the open Director of Planning and Transportation position.

8. **<u>CLOSED SESSION</u>:** per *Code of Virginia* § 2.2-3711(A)1

a. **TJPDC Executive Director Annual Evaluation**: Using the attached closed session form, prepared by Christine Jacobs, the TJPD Commission entered into a closed session per *Code of Virginia* § 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

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

9. **<u>OTHER BUSINESS</u>**:

a. **Roundtable Discussion by Jurisdiction:** The Roundtable was omitted due to time constraints.

b. **Items for Next Meeting – June 6, 2024**
    i. HOME Annual Action Plan Public Hearing and Resolution
    ii. Election of TJPDC Officers
    iii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review

10. **<u>ADJOURNMENT</u>**:

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously voted to adjourn the April 4, 2024, Commission meeting at 9:02 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

May 2, 2024
Prepared by Christine Jacobs, TJPDC

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			None		
Ned Gallaway, Chair	x				
Mike Pruitt	x				
Fluvanna County					
Tony O'Brien, Vice Chair		x			
Keith Smith, Treasurer					
Greene County					
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford	x		None		
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne	x				

Closed Session:

1. **Motion to Enter Closed Session:** I, Mike Pruitt, 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 Phil d'Oronzio.

Roll call vote:

______________ (Aye) (Nay) Michael Payne
______________ (Aye) (Nay) Phil d'Oronzio
______________ (Aye) (Nay) Ned Gallaway
______________ (Aye) (Nay) Mike Pruitt
______________ (Aye) (Nay) Tony O'Brien

absent (Aye) (Nay) Keith Smith
______________ (Aye) (Nay) Tim Goolsby
______________ (Aye) (Nay) James Higgins
______________ (Aye) (Nay) Manning Woodward
______________ (Aye) (Nay) Tommy Barlow

_____________ (Aye) (Nay) Ernie Reed

_____________ (Aye) (Nay) Jesse Rutherford **Motion (Passed) (Failed)**

2. **Motion to Exit Closed Session:** I, Mike Pruitt, move that the Commission exit closed session. Motion seconded by Jesse Rutherford for the committee to exit closed session.

Roll call vote:

_____________	(Aye) (Nay) Michael Payne	_____________	(Aye) (Nay) James Higgins
_____________	(Aye) (Nay) Phil d'Oronzio	_____________	(Aye) (Nay) Manning Woodward
_____________	(Aye) (Nay) Ned Gallaway	_____________	(Aye) (Nay) Tommy Barlow
_____________	(Aye) (Nay) Mike Pruitt	_____________	(Aye) (Nay) Ernie Reed
_____________	(Aye) (Nay) Tony O'Brien	_____________	(Aye) (Nay) Jesse Rutherford
absent	(Aye) (Nay) Keith Smith		
_____________	(Aye) (Nay) Tim Goolsby		**Motion (Passed) (Failed)**

3. **Motion to Certify:** I Mike Pruitt 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 Michael Payne to Certify.

Roll call vote:

_____________	(Aye) (Nay) Michael Payne	_____________	(Aye) (Nay) Manning Woodward
_____________	(Aye) (Nay) Phil d'Oronzio	_____________	(Aye) (Nay) Tommy Barlow
_____________	(Aye) (Nay) Ned Gallaway	_____________	(Aye) (Nay) Ernie Reed
_____________	(Aye) (Nay) Mike Pruitt	_____________	(Aye) (Nay) Jesse Rutherford
_____________	(Aye) (Nay) Tony O'Brien		
absent	(Aye) (Nay) Keith Smith		**Motion (Passed) (Failed)**
_____________	(Aye) (Nay) Tim Goolsby		
_____________	(Aye) (Nay) James Higgins		

Certified: Ned Gallaway (May 31, 2024 11:14 EDT) Ned Gallaway

4b TJPDC Closed Session Certification 5.2.2024

Final Audit Report 2024-05-31

Created:	2024-05-30
By:	Christine Jacobs (cjacobs@tjpdc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbg80tNjvC5dxmAB2viD_qZgNISMx0xjV

"4b TJPDC Closed Session Certification 5.2.2024" History

Document created by Christine Jacobs (cjacobs@tjpdc.org)
2024-05-30 - 8:34:22 PM GMT

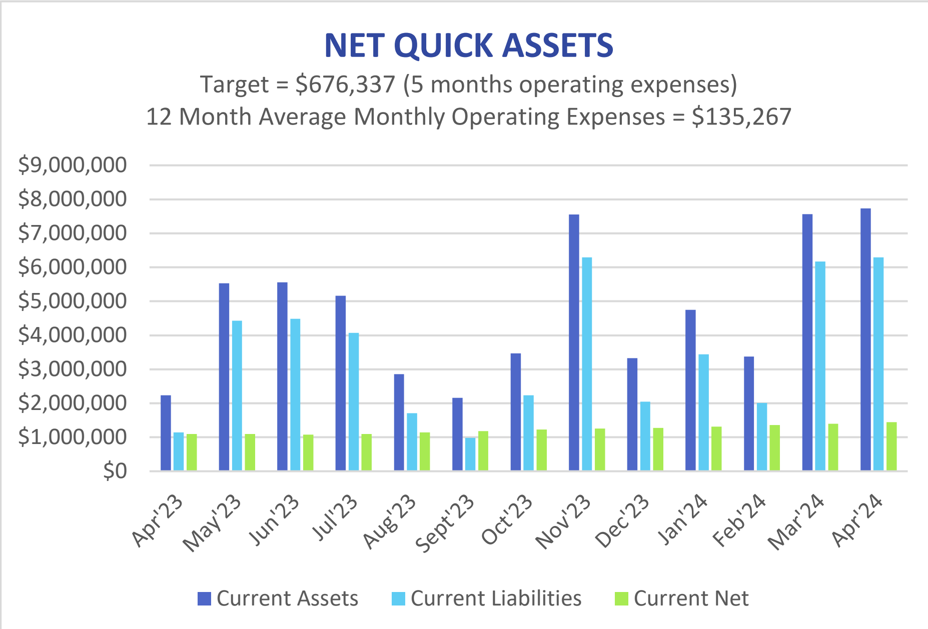
Document emailed to Ned Gallaway (ngallaway@albemarle.org) for signature
2024-05-30 - 8:34:28 PM GMT

Email viewed by Ned Gallaway (ngallaway@albemarle.org)
2024-05-30 - 8:35:14 PM GMT

Document e-signed by Ned Gallaway (ngallaway@albemarle.org)
Signature Date: 2024-05-31 - 3:14:49 PM GMT - Time Source: server

Agreement completed.
2024-05-31 - 3:14:49 PM GMT

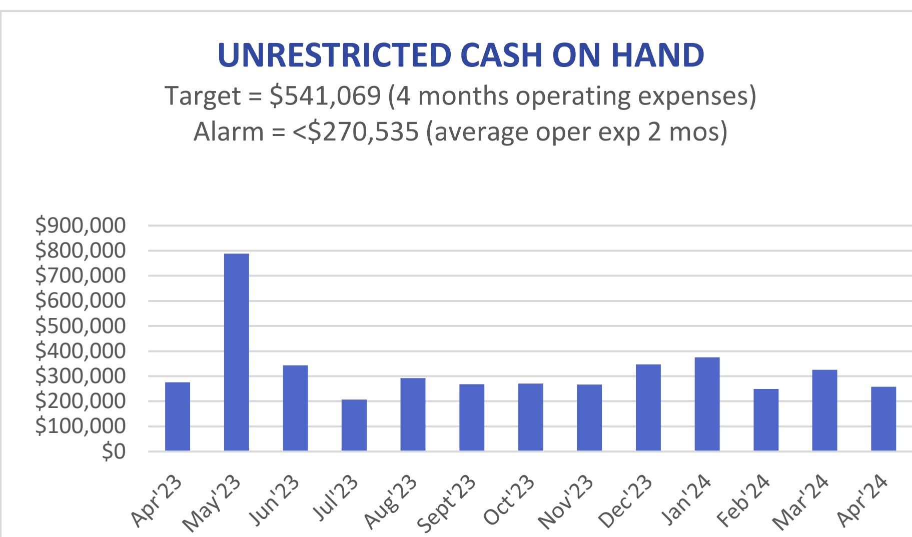
FY 24 FINANCIAL DASHBOARD
Through April 2024



MONTHLY NET QUICK ASSETS

Apr'23 = $1,092,951
May'23 = $1,097,425
Jun'23 = $1,073,885
July'23 = $1,092,237
Aug'23 = $1,146,254
Sept'23 = $1,177,731
Oct'23 = $1,232,483
Nov'23 = 1,259,409
Dec'23 = 1,273,774
Jan'24 = $1,309,673
Feb'24 = $1,364,137
Mar'24 = $1,395,162
Apr'24 = $1,442,556

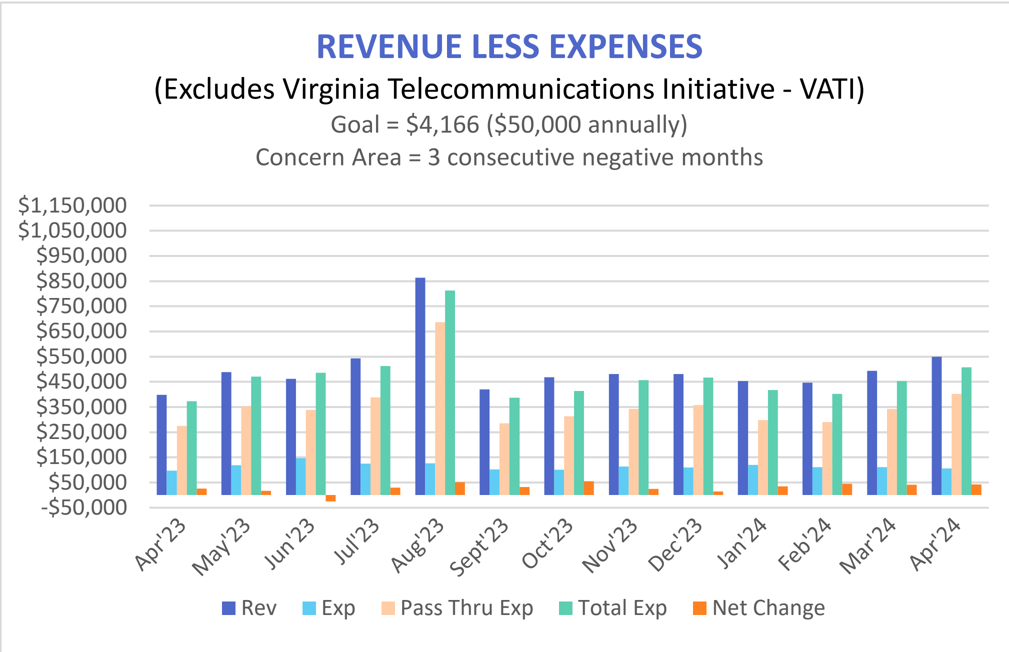
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred 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 April 2024, the TJPDC had 10.66 months of operating expenses. The rolling twelve-month average operating expenses increased to $135,267. The 3-month average operating expenses are $126,469. Actual operating expenses for April were $120,284. Capital reserves = $1,442,556 - $676,337 = $766,219 (NQA minus 5 months operating expenses).



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.

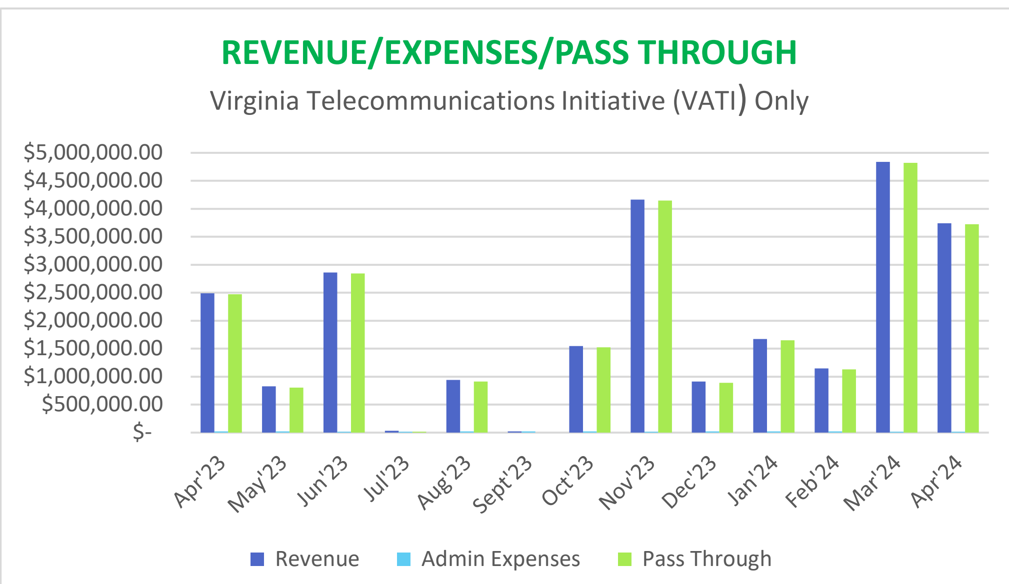
MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. April's financials indicate that there were 1.91 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Apr'23 = $24,332
May'23 = $17,601
Jun'23 = ($24,309)
Jul'23 = $30,661
Aug'23 = $51,168
Sept'23 = $32,138
Oct'23 = $54,532
Nov'23 = $24,355
Dec'23 = $14,096
Jan'24 = $34,814
Feb'24 = $44,694
Mar'24 = $40,588
Apr'24 = $42,269



MONTHLY ADMIN

Apr'23 = $18,772
May'23 = $21,592
Jun'23 = $16,734
Jul'23 = $15,531
Aug'23 = $23,924
Sept'23 = $21,064
Oct'23 = $22,897
Nov'23 = $18,290
Dec'23 = $19,456
Jan'24 = $22,308
Feb'24 = $20,510
Mar'24 = $15,485
Apr'24 = $14,924

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. 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 and are reported separately in the VATI revenues, expenses, and pass through graph both shown above.

The agency's net gain in April was $42,269. The April Accrued Revenue Report shows the total average available funds of $261,904 for the remaining 2 months in FY24, which is ample revenue to cover projected expenses.

NOTES

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

Consolidated Profit and Loss

April 2024

	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	3,315,895	1,567,820	17,521,077	15,678,203	18,813,844
4120 · State Funding Source	42,952	96,177	645,426	961,774	1,154,129
4130 · Local Source	911,215	706,103	6,002,977	7,059,459	8,471,665
42000 · Local Match Per Capita	14,255	14,255	142,545	142,546	171,055
4280 · Interest Income	5,812	2,083	49,434	20,833	25,000
Total Income	4,290,129	2,386,439	24,361,459	23,862,816	28,635,693
Gross Profit	4,290,129	2,386,439	24,361,459	23,862,816	28,635,693
Expense					
61000 · Personnel	92,750	105,905	1,019,694	1,059,047	1,270,856
6900 · Reimb. Overhead Allocation	0	0	0	0	0
6240 · Advertising	1,911	1,986	9,358	19,858	23,829
62394 · Audit -Legal Expenses	2,233	3,806	23,483	38,063	45,675
6258 · Bank Charges	40	27	316	267	320
6260 · COGS	2,288	250	6,863	2,500	3,000
6281 · Dues	350	844	8,754	8,438	10,126
63210 · Equipment/Data Use	0	2,406	13,096	24,056	28,867
62850 · Insurance	578	625	6,250	6,250	7,500
6345 · Janitorial Service	0	292	2,126	2,917	3,500
6450 · Meeting Expenses	374	417	3,615	4,174	5,009
6310 · Postage	148	48	245	478	574
62890 · Printing/Copier	211	401	2,131	4,005	4,806
62401 · Professional Dev-Conference	1,010	2,201	14,461	22,009	26,410
6320 · Rent	8,753	8,822	86,789	86,651	104,296
6280 · Subscription-Publications	76	20	343	196	235
6290 · Supplies	213	680	6,678	6,797	8,156
6600 · Telephone	1,162	1,208	11,611	12,077	14,492
62410 · TJPDC Contractual	7,146	9,855	71,115	98,549	118,258
63300 · Travel	1,039	3,405	25,013	34,046	40,856
Total Expense	120,284	143,195	1,311,940	1,430,376	1,716,765
Net Ordinary Income	4,169,845	2,243,244	23,049,520	22,432,439	26,918,928
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	143,437	94,348	748,043	943,478	1,132,174
8399 · Grants Contractual Services	3,984,138	2,123,612	21,922,889	21,236,118	25,483,341
Total Other Expense	4,127,575	2,217,960	22,670,932	22,179,596	26,615,515
Net Other Income	(4,127,575)	(2,217,960)	(22,670,932)	(22,179,596)	(26,615,515)
Net Income	**42,269**	**25,284**	**378,588**	**252,843**	**303,413**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of April 30, 2024

	Apr 30, 24	Apr 30, 23	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	740,107.19	830,842.06	-90,734.87
1189 · Capital Reserve	766,219.00	411,094.00	355,125.00
Total Checking/Savings	1,506,326.19	1,241,936.06	264,390.13
Accounts Receivable			
1190 · Receivable Grants	6,217,521.12	3,434,692.19	2,782,828.93
Total Accounts Receivable	6,217,521.12	3,434,692.19	2,782,828.93
Other Current Assets			
1310 · Prepaid Rent	1,350.00	1,350.00	0.00
1330 · Prepaid Insurance	1,356.76	13,095.10	-11,738.34
1360 · Prepaid Other	4,745.92	8,214.89	-3,468.97
Total Other Current Assets	7,452.68	22,659.99	-15,207.31
Total Current Assets	7,731,299.99	4,699,288.24	3,032,011.75
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	122,334.57	0.00
1499 · Accumulated Depreciation	-116,837.13	-108,369.95	-8,467.18
Total Fixed Assets	19,870.55	28,337.73	-8,467.18
TOTAL ASSETS	**7,751,170.54**	**4,727,625.97**	**3,023,544.57**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	5,766,543.34	3,063,880.50	2,702,662.84
Total Accounts Payable	5,766,543.34	3,063,880.50	2,702,662.84
Credit Cards			
2155 · Accounts Payable Credit Card	5,712.55	4,907.58	804.97
Total Credit Cards	5,712.55	4,907.58	804.97
Other Current Liabilities			
2159 · Accrued Expenses	15,833.32	0.00	15,833.32
2160 · Accrued Payroll Payable	13,536.46	6,656.85	6,879.61
2468 · 401A VRS Contribution	3,009.92	485.97	2,523.95
2469 · Hybrid VRS Contribution	413.43	241.05	172.38
2470 · Hybrid-457	1,300.59	1,569.87	-269.28
2800 · Deferred Revenue	482,394.46	547,631.00	-65,236.54
Total Other Current Liabilities	516,488.18	556,584.74	-40,096.56
Total Current Liabilities	6,288,744.07	3,625,372.82	2,663,371.25
Long Term Liabilities			
2200 · Leave Payable	43,706.64	42,441.45	1,265.19
Total Long Term Liabilities	43,706.64	42,441.45	1,265.19
Total Liabilities	6,332,450.71	3,667,814.27	2,664,636.44
Equity			
3000 · General Operating Fund	254,042.19	493,328.46	-239,286.27
3100 · Restricted Capital Reserve	766,219.00	411,094.00	355,125.00
3600 · Net Investment in Fixed Assets	19,870.55	25,907.27	-6,036.72

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of April 30, 2024

	Apr 30, 24	Apr 30, 23	$ Change
Net Income	378,588.09	129,481.97	249,106.12
Total Equity	1,418,719.83	1,059,811.70	358,908.13
TOTAL LIABILITIES & EQUITY	**7,751,170.54**	**4,727,625.97**	**3,023,544.57**

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

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	YEAR TO DATE FY24	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY25+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY24	NOTES
110	**State Support to PDC (DHCD)**	$ 89,971.00	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 7,498	$ 74,976			$ 74,976	$ 14,995	State funding to TJPDC General
110	**TJPDC Corporation**	$ -											$ -			$ -	$ -	501(c)3 Non-profit Arm
110	**Bank Interest**	$ 48,283.00	$ 3,890	$ 3,706	$ 3,701	$ 4,133	$ 4,486	$ 5,400	$ 5,824	$ 5,701	$ 5,810	$ 5,632	$ 48,283			$ 48,283	$ 0	Investment Pool Savings Income
120	**SCRC**	$ 23,000.00	$ -	$ -	$ -	$ 7,111	$ 4,774	$ -	$ 720	$ 3,710	$ 217	$ 1,573	$ 18,103		$ 5,750	$ 18,103	$ (853)	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	**Rural Transportation**	$ 58,000.00	$ 6,394	$ 4,254	$ 4,246	$ 7,685	$ 4,696	$ 3,867	$ 4,875	$ 7,689	$ 6,090	$ 4,476	$ 54,272			$ 54,272	$ 3,728	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	$ 18,680.00	$ 2,058	$ 1,810	$ 1,918	$ 1,950	$ 1,460	$ 2,468	$ 2,313	$ 2,410	$ 2,295	$ 2,600	$ 21,280			$ 21,280	$ (2,600)	Rental Fees
277	**Legislative Liaison**	$ 106,909.00	$ 6,158	$ 9,480	$ 8,010	$ 13,311	$ 9,252	$ 7,531	$ 15,439	$ 15,674	$ 11,520	$ 6,855	$ 103,229			$ 103,229	$ 3,680	*Legislative Operations - $12,700 in deferred revenue budgeted
278	**VAPDC-ED**	$ 55,323.62	$ 4,907	$ 4,700	$ 4,645	$ 4,583	$ 4,583	$ 4,583	$ 4,583	$ 4,583	$ 4,583	$ 4,583	$ 46,335			$ 46,335	$ 8,988	Contract for Admin Services
296	**Member Per Capita**	$ 171,055.00	$ 14,255	$ 14,254	$ 14,254	$ 14,255	$ 14,254	$ 14,255	$ 14,255	$ 14,254	$ 14,255	$ 14,255	$ 142,545			$ 142,545	$ 28,510	Local Govt Annual Contributions
303	**Solid Waste**	$ 10,500.00	$ 195	$ 975	$ 587	$ 1,041	$ 1,357	$ 1,414	$ 974	$ 303	$ 541	$ 1,189	$ 8,575		$ 3,958	$ 8,575	$ (2,033)	*Contract for annual reporting
325	**Mineral Comp Plan**	$ 16,548.68							$ 3,456	$ 6,904	$ 5,702	$ 7,173	$ 23,235			$ 23,235	$ (6,686)	Contract for Support Developing Town of Mineral Comprehensive Plan
334	**Nelson TAP**	$ 4,560.00	$ -	$ 321	$ 1,950	$ 844	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,116	$ 1,444		$ 4,560	$ (0)	Lovingston/Gladstone Transporation Alternative Grant Assistance
907	**WIP Phase III - Contract #6**	$ 58,000.00	$ 4,150	$ 5,261	$ 4,864	$ 6,449	$ 4,397	$ 2,656	$ -	$ -		$ -	$ 27,777	$ 30,223		$ 58,000	$ 0	Watershed Improvement Plan
907	**WIP Phase III - Contract #7**	$ 58,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,187	$ 5,396	$ 6,756	$ 5,983	$ 26,323		$ 29,000	$ 26,323	$ 2,677	*Watershed Improvement Plan
908	**RRBC**	$ 10,500.00	$ 2,431	$ 3,342	$ 4,171	$ 84	$ 123	$ 82	$ -	$ 196	$ 132	$ 100	$ 10,661			$ 10,661	$ (161)	*Rivanna River Basin Commission
915	**RainBarrel Workshop - Middle James Roundtable**	$ 1,039.70									$ 1,040	$ -	$ 1,040			$ 1,040	$ -	Middle James Roundtable (DEQ funding) for Rainbarrel Workshop
Program Code	**PROGRAM CONTRACTS/GRANTS With Pass-Thrus**	$ -																
172	**Safe Streets and Roads for All (SS4A)**	$ 82,000.00	$ 682	$ 336	$ 1,587	$ 3,450	$ 1,022	$ 1,474	$ 484	$ 1,566	$ 3,525	$ 6,011	$ 20,137		$ 44,000	$ 20,137	$ 17,863	*Estimated Completion - June 2025
	SS4A Pass-Thru	$ 990,000.00	$ -	$ -	$ 8,981	$ 15,677	$ -	$ 45,996	$ 55,447	$ 250	$ -	$ -	$ 126,350		$ 599,200	$ 126,350	$ 264,450	*Pass through to Kimley Horn, AvidCore, and VDOT
180A	**Mobility Management**	$ 50,921.00	$ -	$ -	$ -	$ 910	$ 5,592	$ 4,931	$ 3,026	$ 7,713	$ 8,389	$ 8,391	$ 38,953		$ 12,730	$ 38,953	$ (762)	*Mobility Management - Oct 1 - September 30, 2024
	Mobility Management Pass-Thru	$ 68,449.00	$ -	$ -	$ -	$ -	$ -	$ 1,467	$ 956	$ 956	$ 1,365	$ -	$ 4,745		$ 17,112	$ 4,745	$ 46,592	*Grant Match from local funds
180B	**Mobility Management - Branding**	$ 18,203.00						$ 715	$ 427	$ 285	$ 219	$ 402	$ 2,048			$ 2,048	$ 16,155	*BAMA grant, CACF grant, UVA contribution to support Mobility Management Launch
	Mobility Management Pass-Thru	$ 29,297.00						$ 27	$ 2,120	$ 7,689	$ 11,886	$ -	$ 21,722			$ 21,722	$ 7,575	Branding/Marketing Consultant for Mobility Management
181	**RTP-TDM - Admin**	$ 70,000.00	$ 8,800	$ 9,131	$ 4,684	$ 4,539	$ 4,117	$ 2,377	$ 4,775	$ 4,285	$ 4,588	$ 3,500	$ 50,798			$ 50,798	$ 19,202	*Regional Transit Partnership - *budget includes $20k deferred revenue
	RTP Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -	$ -	*Grant Match if needed
184	**Transit Governance Admin**	$ 37,723.00	$ 2,000	$ 2,272	$ 4,761	$ 5,073	$ 5,529	$ 3,004	$ -	$ -	$ -	$ -	$ 22,638	$ 14,010		$ 36,648	$ 1,075	Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	$ 149,600.00	$ -	$ 4,717	$ -	$ -	$ 16,727	$ -	$ -	$ -	$ -	$ -	$ 21,444	$ 128,061		$ 149,505	$ 95	Regional Transit Governance Study - Consultant
190/195/198	**MPO-PL**	$ 278,199.50	$ 19,746	$ 21,306	$ 23,265	$ 15,759	$ 15,193	$ 11,579	$ 14,242	$ 13,489	$ 13,452	$ 12,489	$ 160,520			$ 160,520	$ 117,680	*MPO PL Transportation Planning - Passiive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	$ 70,833.15	$ 8,470	$ 2,274	$ 9,788	$ 8,393	$ 5,612	$ 4,680	$ 6,287	$ 8,707	$ 11,162	$ 13,581	$ 78,951			$ 78,951	$ (8,118)	LRTP Support Consultant
191/196/199	**MPO-FTA**	$ 116,136.00	$ 14,835	$ 18,280	$ 10,448	$ 7,609	$ 6,966	$ 11,925	$ 11,080	$ 12,872	$ 9,704	$ 5,786	$ 109,505			$ 109,505	$ 6,631	MPO FTA Transit Planning
	MPO - FTA Pass Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 411	$ -	$ 411			$ 411	$ (411)	Consultant Pass-thru if needed
193	**Rideshare - Admin**	$ 174,198.00	$ 16,536	$ 18,765	$ 8,128	$ 15,232	$ 12,247	$ 13,203	$ 16,114	$ 10,211	$ 11,057	$ 7,162	$ 128,655			$ 128,655	$ 45,543	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -	$ -	N/A for FY24
194	**Rideshare CAP Strategic Plan**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -	$ -	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered
	Strategic Plan Pass-Thru	$ 67,200.00	$ -	$ -	$ -	$ -	$ -	$ 27,484	$ 15,237	$ 7,217	$ 5,891	$ -	$ 55,829			$ 55,829	$ 11,371	Full grant is direct pass through to consultant
330	**Hazard Mitigation - Admin**	$ 67,200.00	$ 82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 82	$ 66,679		$ 66,761	$ 439	24 month planning project resiliency
	Haz Mit Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -	$ -	Technical Support/Mapping (if needed)
333	**EDA-CEDS - Admin**	$ 20,000.00	$ 1,880	$ 1,314	$ 811	$ 1,457	$ 547	$ 723	$ 636	$ 841	$ 1,479	$ 1,282	$ 10,970	$ 7,723		$ 18,693	$ 1,307	EDA administration
	EDA-CEDS - Pass-Thru	$ 80,000.00	$ -	$ 5,600	$ 10,400	$ 4,800	$ 5,600	$ 5,600	$ 5,600	$ 4,000	$ 2,400	$ 2,400	$ 46,400	$ 32,000		$ 78,400	$ 1,600	EDA Consultant Pass-through
726	**HOME ARP - Admin**	$ 367,841.00	$ 4,470	$ 4,755	$ 2,456	$ 1,452	$ 1,946	$ 1,795	$ 4,627	$ 4,441	$ 4,944	$ 2,997	$ 33,883	$ 73,113	$ 244,728	$ 106,996	$ 16,118	*HUD-ARPA Planning funds (not to exceed 5% of grant) - $32,670 budgeted
	HOME ARP Pass-Thru	$ 2,084,430.00	$ -	$ 26,009	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 26,009	$ 34,600	$ 1,983,830	$ 60,609	$ 39,991	*Admin includes Consultant for Gap Analysis - $277697 budgeted
727-20	**HOME-20 TJPDC Admin**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -	$ -	*HUD HOME-20 Housing Grants Admin
	HOME-20 Pass-Thru	$ 118,323.76	$ -	$ 118,324	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 118,324			$ 118,324	$ -	*HUD HOME-20 Housing Grants Construction
727-21	**HOME-21 TJPDC Admin**	$ 67,661.50	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 67,662		$ 67,662	$ -	*HUD HOME-21 Housing Grants Admin
	HOME-21 Pass-Thru	$ 608,953.50	$ -	$ 7,650	$ 3,000	$ -	$ 1,883	$ 17,135	$ -	$ -	$ 17,090	$ 52,898	$ 99,655	$ 516,948		$ 616,604	$ (7,650)	*HUD HOME-21 Housing Grants Construction
727-22	**HOME-22 TJPDC Admin**	$ 74,782.50	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -	$ 74,783	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	$ 673,042.50	$ 109,877	$ 90,070	$ -	$ 33,500	$ 7,267	$ -	$ 36,683	$ -	$ 6,600	$ 90,539	$ 374,536	$ 3,137		$ 377,673	$ 295,370	*HUD HOME-22 Housing Grants Construction
727-23	**HOME-23 TJPDC Admin**	$ 78,528.60	$ 6,430	$ 4,271	$ 912	$ 1,031	$ 3,793	$ 5,221	$ 3,390	$ 3,617	$ 4,403	$ 7,105	$ 40,173			$ 40,173	$ 38,355	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	$ 706,757.40		$ 98,161	$ -	$ -	$ 31,358	$ -	$ -	$ -	$ -	$ -	$ 129,519	$ 98,161		$ 227,680	$ 479,078	*HUD HOME-23 Housing Grants Construction
728-22	**Housing Preservation Grant-22 - Admin**	$ 32,250.00	$ 1,727	$ 2,561	$ 3,041	$ 2,096	$ 2,081	$ 2,640	$ 3,374	$ 1,424	$ 1,752	$ 1,832	$ 22,527		$ 7,631	$ 22,527	$ 2,091	*USDA Housing Repair Admin
	HPG-22 Pass-Thru	$ 182,750.00	$ -	$ 30,703	$ 9,387	$ 17,238	$ 35,027	$ -	$ 5,000	$ 9,885	$ 8,042	$ 7,868	$ 123,148		$ 42,783	$ 123,148	$ 16,819	*USDA Housing Repair Construction
728-23	**Housing Preservation Grant-23 - Admin**	$ 31,865.25						$ -	$ 1,461	$ 4,421	$ 2,454	$ 3,698	$ 12,034			$ 12,034	$ 19,831	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	$ 180,569.75	$ -					$ 5,958	$ -	$ 10,791	$ 8,900	$ -	$ 25,649			$ 25,649	$ 154,921	*USDA Housing Repair Construction
729	**Regional Housing Partnership**	$ 55,000.00	$ 7,919	$ 18,253	$ 7,160	$ 5,438	$ 11,025	$ 5,162	$ 3,033	$ 1,852	$ 5,103	$ 3,039	$ 67,984			$ 67,984	$ (12,984)	Regional Housing Partnership
	RHP - Consultant Pass-Thru	$ 14,096.00	$ 1,491	$ -	$ -	$ -	$ -	$ -	$ 9,194	$ -	$ 4,041	$ -	$ 14,725			$ 14,725	$ (629)	Amy Nissenson - RHP Strategic Planning Consultant - One-time
732 CY23	**VERP - Admin**	$ 11,876.00	$ 1,334	$ 1,906	$ 1,119	$ 2,028	$ 478	$ (1,874)			$ -		$ 4,991	$ 6,885		$ 11,876	$ 0	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	$ 237,525.00	$ 17,912	$ 22,764	$ 22,095	$ 25,112	$ 12,011	$ 36,636			$ -		$ 136,529	$ 100,996		$ 237,525	$ (0)	*VA Eviction Planning Grant - Consultants
732 CY24	**VERP - Admin**	$ 13,750.00							$ 1,549	$ 2,987	$ 1,635	$ 1,017	$ 7,189		$ 6,875	$ 7,189	$ (314)	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	$ 261,250.00							$ 10,915	$ 41,291	$ 29,591	$ 18,570	$ 100,368		$ 130,625	$ 100,368	$ 30,257	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	$ 200,000.00	$ 1,767	$ 2,554	$ 1,247	$ 3,929	$ 1,181	$ 814	$ 3,384	$ 3,239	$ 3,459	$ 5,200	$ 26,773	$ 59,551	$ 84,270	$ 86,324	$ 29,406	*VA Housing PDC - Admin
	VA Housing Pass-Through	$ 1,800,000.00	$ -	$ 20,000	$ 20,000	$ -	$ -	$ 21,751	$ -	$ -	$ 40,000	$ -	$ 101,751	$ 630,476	$ 697,715	$ 732,227	$ 370,058	*VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigarette Tax Board**	$ 165,000.00	$ 14,458	$ 15,918	$ 11,879	$ 17,919	$ 10,724	$ 9,198	$ 14,733	$ 10,092	$ 8,130	$ 15,803	$ 128,855			$ 128,855	$ 36,145	Includes Administrative Fees
	Cig Tax Pass-Through	$ 2,800,000.00	$ 250,360	$ 260,631	$ 229,679	$ 223,708	$ 226,827	$ 213,037	$ 212,887	$ 199,588	$ 212,330	$ 216,148	$ 2,245,195			$ 2,245,195	$ 554,805	Pass through - direct costs
761	**VATI - Admin**	$ 875,000.00	$ 15,531	$ 23,924	$ 21,064	$ 22,897	$ 18,290	$ 19,456	$ 22,308	$ 20,510	$ 15,485	$ 14,924	$ 194,388	$ 255,333	$ 418,112	$ 449,721	$ 7,167	*VATI Admin - 36-42 months
	VATI Pass-Through	$ 112,500,000.00	$ 17,514	$ 914,906	$ -	$ 1,521,491	$ 4,145,415	$ 892,503	$ 1,648,975	$ 1,128,692	$ 4,822,279	$ 3,725,572	$ 18,817,348	$ 13,376,956	$ 78,123,044	$ 32,194,304	$ 2,182,652	*Program/Construction Pass-Through
	TOTAL - All Programs	$ 127,241,582.41	$ 575,753	$ 1,802,954	$ 471,734	$ 2,029,682	$ 4,645,335	$ 1,414,368	$ 2,186,066	$ 1,597,230	$ 5,348,206	$ 4,290,129	$ 24,361,458.86	$ 15,503,958	$ 82,451,364	$ 39,865,417	$ 4,924,802	TOTAL - All Programs
	Pass Thru Sub-totals	$ 123,151,960.31	$ 405,623	$ 1,601,807	$ 313,328	$ 1,849,919	$ 4,487,725	$ 1,272,274	$ 2,009,300	$ 1,419,066	$ 5,181,989	$ 4,127,575	$ 22,668,605.79	$ 14,921,335	$ 81,463,684	$ 37,442,203	$ 4,400,995	Pass-Thru Subtotal

*indicates unspent funds can 'roll-over' in FY25

$ 135,267.00	12 month average - Operating Expenses
$ 126,469.00	3 month average - Operating Expenses
$ 120,284.00	last month - Operating Expenses

Total Grant Funds Remaining	$ 4,924,802
Pass-through funds	$ 4,400,995
TJPDC Available Funds	$ 523,807
Average Funds Available per Month	$ 261,904

MEMO

To: Thomas Jefferson Planning District Commissioners
From: Christine Jacobs, Executive Director
Date: June 6, 2024
Re: Round 6 SMART SCALE Applications and Resolutions of Support

Purpose: As part of the Round 6 SMART SCALE application process, the Thomas Jefferson Planning District Commission will need to provide a resolution of support for project applications within its boundaries that are within the rural areas. The TJPDC serves as the governing body for the rural transportation program. The purpose of the resolution of support is to ensure SMART SCALE applications are in keeping with regional goals and priorities. The resolution of support is for all projects within the TJPDC's rural boundaries, including those that each member jurisdiction is applying for individually, but excluding those submitted by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) or submitted by localities within the CA-MPO's urbanized area. In the CA-MPO's May policy board meeting, resolutions of support were approved for the seven projects within the MPO's boundary.

Background: At the 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2") now titled "SMART SCALE" (§33.2-21.4), which established a new process for the allocation of transportation funding for projects within the state. The process requires transportation projects seeking state and federal transportation funding be submitted every two years for consideration by the Commonwealth Transportation Board. The Act and subsequent guidance developed a method for scoring projects based on merit. Projects are scored within VDOT construction districts or statewide. The Commonwealth Transportation Board uses the scoring to allocate limited funding resources to the highest ranked projects.

The TJPDC, as a regional governmental agency, local governments within the PDC, and the CA-MPO are eligible to submit up to four applications each. The TJPDC is not submitting applications in this round. Attachment A includes a description of each project being submitted by local governments within the PDC's rural area.

Attachment B includes a description of each project being submitted by the CA-MPO within the TJPDC's urban area. The CA-MPO's projects are listed below for information purposes.

The PDC staff has reviewed the list of candidate projects and found that all projects listed are in keeping with regional goals and policies.

Recommended Action: A resolution of support is a required component for all SMART SCALE final applications. Therefore,

Staff recommends a motion to approve the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding by the Localities within the Thomas Jefferson Planning District Commission area.

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

Attachment A: Local Government Projects

Applicant: Albemarle County

Within the PDC:

1. **US 29 and Plank Road Intersection Improvements** - Construct Restricted Crossing U-Turns (R-cut) at US 29 and Plank Road, Sutherland Road/Rabbit Valley Road; and near Woodson Store Lane. Extend the left-turn lane for northbound US 29 at the crossover near Woodson Store Lane.

Applicant: Fluvanna County

None

Applicant: City of Charlottesville

None

Applicant: Greene County

1. **Rt. 29-616 RCUT Project** – Convert the segment of US 29 between Starks Lane and just south of the US 29/33 intersections to a "Super Street" by converting the existing crossovers at US 29/Commerce Drive and US 29/Rt. 616 to R-CUTS, adding U-TURN crossovers at either end of the project area and closing an existing crossover at the commercial entrances to the motel/El Agave.

2. **US 33-743 (Advance Mills) and 1050 (Greencroft) Intersections –** Close the existing full access crossovers for Rt 743 and Rt 1050 and convert the access to right in/right out. A new U-turn median crossing will be constructed at the east end of the project and an existing median crossing at the west end of the project will be modified to accommodate the U-turn movements.

Applicant: Louisa County

1. **US 15/250 Roundabout –** Install a roundabout at the intersection of US 250 and 15.

2. **Route 208/250 Intersection Improvements –** Install a roundabout at the intersection of US 250 and 208.

3. **Route 15/22 Intersection Improvements –** Install a roundabout at the intersection of US 15 and 22.

Applicant: Nelson County

1. **Route 151 at Tanbark Drive Roundabout –** Construct a Roundabout at the intersection of Route 151 and Tanbark Drive and expand gas station curb to restrict driveway opening nearest to proposed Roundabout on Route 151. Relocate the existing parking lot entrance on Northbound 840, south of the intersection. Re-grade Tanbark Road embankment to improve visibility to Route 151, geometric improvements in the form of curve radius modification and realignment to Route 151 south of Tanbark intersection.

2. **Rockfish School Lane and Route 151 Turn Lanes -** This project will install dedicated right turn lanes in the southbound and eastbound legs of the Rockfish School Lane and Rockfish Valley Highway intersection.

Attachment B: CA-MPO Projects

Applicant: Charlottesville-Albemarle Metropolitan Planning Organization

1. **US250/Peter Jefferson Parkway and Rolkin Road Project Pipeline Bundle** - The project includes access management treatments to US250 at Peter Jeff. Pkwy and pedestrian improvements at US250 and Rolkin Rd. US250/Peter Jeff. Pkwy improvements include: 1) Close existing median cut between Pantops Mountain Rd. and Peter Jeff. Pkwy. 2) Close median crossing on US 250 at the Hilton Garden Inn. 3) Convert existing eastbound shared right-turn/thru-lane to thru-only. 4) Add a 220' right-turn only for eastbound traffic on US250. 5) Implement a thru-cut at the US250/Peter Jeff. Pkwy intersection, 6) Construct a 50-space park & ride lot on the NW corner of the US250/Peter Jeff. Pkwy intersection. Improvements at US250/Rolkin Rd. include, 1) An at-grade pedestrian crossing for the northern, eastern, and southern legs with a pedestrian island located in the NE quadrant. 2) Add 800' sidewalk on the southern side of US250 from Rolkin Rd. to State Farm Blvd.

2. **I64/Fifth Street Interchange Improvement (Exit 120) -** Convert existing signalized diamond interchange to a diverging diamond interchange at the connection of I-64 and 5th Street (Exit 120). Includes a shared use path between the NB and SB lanes with crosswalks to the NE and SW. On the northern end of the DDI, the shared use path will be extended on the east side of 5th St to the entrance to Holiday Inn (including crossing 5th Street Landing) and on the SW side from the interchange to Pinehurst Court.

3. **Barracks Road Pipeline US 29/250 Interchange and SUP -** The Barracks Road Pipeline US 29/250 Interchange Project will include 1) hybrid roundabouts at both 29/US250 interchanges, allowing for a reduction in the lanes in the SB direction to accommodate a shared use path on the west side through the interchange, and 2) a continuous shared use path along the west side of Barracks Rd from Bennington Road to Emmet St.

4. **Barracks Road Pipeline Corridor Improvements -** The Barracks Road Pipeline Corridor Improvements Project will include 1) hybrid roundabouts at both 29/US250 interchanges, reducing to a single lane in the SB direction 2) a continuous shared use path along the west side of Barracks Rd from the Georgetown Road to Emmet St. 3) hybrid roundabout at Georgetown Rd and Barracks Rd, 4) Closing all median cuts along Barracks road from Georgetown to the US 29/250 interchange, 5) pedestrian crosswalks at all four legs of the Georgetown/Barracks roundabout, on the west side of the two roundabouts on the US29/250 interchange roundabouts through the interchanges, and across Barracks Rd on either side of the two interchange roundabouts, 6) Reducing the width of the lanes on Barracks Rd between Georgetown on the northern most interchange to 11 feet, and 7) Installing 2 concrete pads and up to 2 transit shelters at existing stops along Barracks Road and Georgetown Road.

Applicant: Albemarle County

Within the CA-MPO:

1. **Old Trail Drive and US 250 West Intersection Improvements** - This project would construct a 2 and 1 hybrid roundabout at the Old Trail Drive/250 intersection with pedestrian crosswalks and appropriate safety features on the northern and eastern legs of the roundabout.

2. **Rio Road and Hillsdale/Northfield/Old Brook Improvements** - Reconstruct the existing two signalized intersections as a hybrid, multilane double roundabout. Construct shared use path along the encompassing the double roundabout and extending both north and south from the double roundabout on the east side of Rio Rd. ***SUP extends west onto both sides of Hillsdale to connect to existing sidewalk on the south side of Hillsdale via an added bike ramp.*** Integrate pedestrian crossings on all legs of the intersection. SUP connects to existing sidewalk along the south/west side of Rio Rd; SUP connects to existing SUP on the north/east side.

3. **Barracks Road and Georgetown Road Improvements** - Reconstruct the existing signalized intersection of Georgetown and Barracks Roads as a hybrid roundabout with at-grade pedestrian crossings on all legs of the intersection. Access management along Barracks Road between Georgetown Road and westbound on- and off-ramps to US29/250. Construct a SUP along the west side of Barracks Road between Georgetown Road and Bennington Road. Construct sidewalk along the west side of Barracks Road between Bennington Road and the existing sidewalk at the first crossover on Barracks south of the US29/250 interchange. Upgrade CG-12 ramps along the east side of Barracks in the project area. Install 2 concrete pads and up to 2 transit shelters at existing stops along Barracks Road and Georgetown Road. Add SB right-turn lane starting at Bennington Road onto US 29/250 westbound to include appropriate pedestrian crossing safety controls.

RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE APPLICATIONS REQUESTING TRANSPORTATION FUNDING BY THE LOCALITES

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC). in cooperation with VDOT and DRPT. completed a comprehensive Rural Long Range Transportation Plan (RLRP 2040); and

WHEREAS, the 2040 RLRP supports the transportation improvements noted below; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2") now titled "Smart Scale," which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its meeting of December 4, 2023, adopted updated policies and approved the updated Guidelines for Implementation of the SMART SCALE Project Prioritization Process; and

WHEREAS, many of the transportation projects identified by the TJPDC meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Thomas Jefferson Planning District to submit and/or support Smart Scale applications requesting state funding for eligible transportation projects;

NOW, THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission fully endorses the submission of Smart Scale applications requesting funding for the following transportation projects:

Applicant: Albemarle County

1. **US 29 and Plank Road Intersection Improvements**

Applicant: Fluvanna County

None

Applicant: Greene County

1. **Rt. 29-616 RCUT Project**
2. **US 33-743 (Advance Mills) and 1050 (Greencroft) Intersections**

Applicant: Louisa County

1. **US 15/250 Roundabout**
2. **Route 208/250 Intersection Improvements**
3. **Route 15/22 Intersection Improvements**

Applicant: Nelson County

1. **Route 151 at Tanbark Drive Roundabout**
2. **Rockfish School Lane and Route 151 Turn Lanes**

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of June 6, 2024, 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: June 6, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 2, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- June 6, 2024, Meeting Agenda

1. **Call to Order**
   a. Call to Order, Roll Call – *Chair Gallaway, Ruth Emerick*
   b. Vote to Allow Electronic Participation, if needed – *Ruth Emerick*

2. **Matters from the Public**
   a. Comments 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)*

3. **Presentations**
   a. *** HOME Annual Action Plan Draft and Presentation**
   The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville as the lead agency. The HOME program requires a 5-year Consolidated Plan and an Annual Action Plan. HUD-funded formula grants are for building, buying, and/or rehabilitating affordable housing for rent or ownership, or providing direct rental assistance to low-income households. Program Year 2024's total funding is $651,111 (decreased from $785,286 last program year). The Annual Action Plan's public comment period was May 1-30, 2024. As the lead agency, the Charlottesville City Council considers approval of the plan in their June 3, 2024, meeting. The finalized plan is due to HUD in June.
   b. PUBLIC HEARING
   c. Resolution to Adopt the 2024-2025 HOME-CDBG Annual Action Plan

   ***Recommended Action:** Staff recommends a motion to adopt the 2024-2025 HOME-CDBG Annual Action Plan.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.

a. ***Minutes of the May 2, 2024, Commission Meeting**
b. ***Minutes of the May 2, 2024, Closed Session**
c. ***April Financial Reports –** *Laura Greene*
   i. April Financial Dashboard Report
   ii. April Profit & Loss Statements
   iii. April Comparative Balance Sheets
   iv. April Accrued Revenue Report

April was another strong financial month for the TJPDC. Net income was $42,269. There is a total net income for FY24 of $378,588 to date. The rolling twelve-month average operating expenses are $135,267. The three-month average operating expenses are $126,469. Actual operating expenses for April were $120,284. The Accrued Revenue report shows that the total average available funds for the remaining 2 months in FY24 is $261,904, which is ample revenue to cover projected expenses.

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

5. New Business

a. **Smart Scale Support Memo** – The TJPDC serves as the governing body for the rural transportation program. All Smart Scale projects require a resolution of support from the appropriate governing body as a part of the final application. The resolution of support is for all projects within the TJPDC's rural boundaries, including those that each member jurisdiction is applying for individually, but excluding those submitted by the Charlottesville-Albemarle Metropolitan Planning Organization.

b. ***Smart Scale Resolution of Support for all Projects in the TJPDC rural areas** – *Christine Jacobs*

***Recommended Action:** <u>Staff recommends a motion to approve the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding by the Localities within the Thomas Jefferson Planning District area.</u>

6. *Old Business

a. **Election of TJPDC Officers** – *Ned Gallaway*
The TJPDC elects officers at its June meeting. In the April commission meeting, the Chair appointed a nominating committee consisting of Jesse Rutherford, Tim Goolsby, and Michael Payne. In the May meeting, the nominating committee presented their slate of recommended officers. Recommended officers are:
   - Tony O'Brien, Fluvanna County, Chair
   - Michael Payne, City of Charlottesville, Vice Chair
   - Keith Smith, Fluvanna County, Treasurer
   - Christine Jacobs, TJPDC, Secretary

***Recommended Action:** Staff recommends a motion to approve the slate of officers as presented.

7. **Executive Director's Monthly Report**
   a. Staffing Update – Ethan Van Berkel, TJPDC intern, has started his 10-week, full-time internship with us. He will be supporting the Charlottesville-Albemarle MPO's work plan as well as supporting the community engagement efforts for the multi-jurisdictional Safe Streets and Roads for All program; *Move Safely Blue Ridge.* Additionally, Tucker Keener, Planner II, will be starting with the TJPDC on June 17, 2024. Tucker will support the urban and rural transportation programs as well as general planning intiatives.

   b. Virginia Telecommunications Initiative (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 May are as follows:
      - 1,532 miles of field data collection.
      - 2,667 miles of fiber design.
      - 1,278 miles of make ready construction.
      - Four communications huts set.
      - 963 miles of aerial fiber placement.
      - 374 miles of underground fiber placement.
      - 874 miles of splicing.
      - 11,375 passings.

      On May 20th, on behalf of TJPDC, Christine Jacobs presented at the Rappahannock Electric Cooperative's Celebration of the first connections of REC members to high-speed internet in Greene County through their partnership with Firefly Fiber Broadband.

      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.

   c. Transportation
      i. Safe Streets and Road for All – Move Safely Blue Ridge – The SS4A plan is a multi-jurisdictional plan to develop strategies to reduce serious crashes and fatalities on the region's roadways for all users. The plan is in its first round of public engagement, which includes a survey, public in-person meetings, and in-person pop-up events in all six jurisdictions. We are inviting community

members to participate in the upcoming in-person public meetings scheduled between June 10 and June 12. The meetings will gather input on enhancing roadway safety. Attendees will have the opportunity to share their insights and thoughts on roadway safety improvements through interactive stations and a survey. These discussions will encompass safety enhancements for all road users, including pedestrians, cyclists, and motorists.

Details on the public meetings:

Albemarle County
Date: June 11, 2024
Time: 6:00 p.m.-8:00 p.m.
Location: Albemarle County Office Building
401 McIntire Rd, Charlottesville, A 22902

City of Charlottesville
Date: June 10, 2024
Time: 5:30 p.m.-7:30 p.m.
Location: Carver Recreation Center
233 4th St NW, Charlottesville, VA 22903

Fluvanna County
Date: June 12, 2024
Time: 6:00 p.m.-8:00 p.m.
Location: Palmyra Library
214 Commons Blvd.; Palmyra, VA 22963

Greene County
Date: June 10, 2024
Time: 6:00 p.m.-8:00 p.m.
Location: Greene County Library
222 Main Street Suite 101; Stanardsville, VA 22973

Louisa County
Date: June 11, 2024
Time: 6:00 p.m.-8:00 p.m.
Location: Betty Great Room
522 Industrial Drive; Louisa, VA 23093

Nelson County
Date: June 12, 2024
Time: 6:00 p.m.-8:00 p.m.
Location: The Nelson Center
8445 Thomas Nelson Hwy, Lovingston, VA

ii. Mobility Management – JABA, the contracted partner for our mobility management program, has hired a full-time staff person to answer phones in the one-click, one-call resource center. The program now has an official name: PATH, Partnership for Accessible Transportation Help, and a logo. Staff are beginning to attend public health and aging service events to hear from potential users and direct advertising to the populations that the program is intended to serve.

iii. Rideshare – Bike Month - As part of Bike Month, RideShare hosted a Business Challenge with 14 businesses signing up. They are competing for the biggest reduction in vehicle miles travelled by biking instead and total number of trips during the month. Winners will be announced at Fridays After Five on May 31, 2024.

iv. Regional Transit Partnership – As a part of the Regional Transit Authority and Regional Transit Governance Study, a working group made up of Albemarle County staff, City of Charlottesville staff, and TJPDC staff have been meeting bi-monthly to draft bylaws, a recommended work plan, and a potential budget for the authority. In March and April, the working group met with staff from all six localities to discuss needs, concerns, and next steps.

d. Legislative Servies - The 2024 General Assembly Summary, a report on legislation approved by the legislature this past session, has been distributed and is posted on the TJPDC website.

e. Blue Ridge Cigarette Tax Board - At its most recent meeting, the BRCTB approved a request from Rockingham County to join the Board, bringing membership on the regional cigarette tax board to nine jurisdictions (seven counties, one city, and one town).

f. Environmental

i. Hazard Mitigation – The Hazard Mitigation working group held its annual HMP plan review, seeking from localities on mitigation updates from the last year. Additionally, the staff from the state HMP team is seeking input for a state hazard mitigation plan to better integrate local plans into the state plan and utilize local strategies at the state level. The working group provided feedback and recommendations to the state planning team in their meeting.

ii. Solid Waste Plan - The regional recycling rate was compiled for CY 2023 and reported to DEQ as 36.3%

iii. Watershed Improvement Plan – The TJPDC hosted its first rain barrel workshop in Nelson County, providing 14 households with rain barrels and kits to divert stormwater runoff at home. Partners included Thomas Jefferson Soil and Water Conservation District, Nelson Parks and Rec, the Nelson County

Master Gardeners, and Devils Backbone. We look forward to doing this again next year and exploring partnership opportunities to bring similar workshops to the remainder of the non-MS4 region.

g. Local Planning Supporting –
   i. Town of Mineral- The drafted comprehensive plan is completed and was recommended for adoption by the town council at the May Planning Commission meeting. The finalized plan will be considered for adoption at the June 10th Town Council meeting.

   ii. The Town of Mineral is seeking administrative support for their required Lead Service Line inventory. Staff are in the process of drafting a Memorandum of Agreement detailing terms of the TJPDC's involvement.

8. ***Closed Session –** Per Code of Virginia 2.2-3711 A.1. - Individual Employee Discussion – The commission will enter closed session to evaluate the Executive Director's performance.
   *Exit Closed Session, Public Session Resumes
   *Certification

9. **Other Business**
   a. Round table discussions from Commission members about topics of interest from each jurisdiction (if time permits).

   b. **The next Commission meeting will be held on Thursday, August 1, 2024. (No July Meeting**)**

   ** *Should the US Department of Agriculture's Housing preservation Grant (HPG) pre-application be released with a due date prior to the August 1, 2024, commission meeting, a special session of the commission may need to be called in order to hold the required Intergovernmental Review (IFR) and to vote to approve submission of the pre-application.*

   Items for the August meeting may include but are not limited to:
      i. Quarter 4 (April – June) Financials
      ii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review, Resolution

10. ***Adjourn**

Designates Items to be Voted On