

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/81195340179>

Meeting ID: 811 9534 0179

Passcode: 890061

By call-in: 1 (301) 715-8592

- 1. Call to Order**
 - a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick* 6:00 – 6:05
 - b. Notice of Electronic Meeting – *Ruth Emerick*
- 2. Presentation**
 - a. Housing Preservation Grant (HPG) – *Logan Ende* 6:05 – 6:15
- 3. Public Hearing**
 - a. Housing Preservation Grant Public Hearing – *Tony O'Brien* 6:15 – 6:20
- 4. * New Business**
 - a. * Inter-Governmental Review and Resolution of Support for Housing Preservation Grant – *Ruth Emerick* 6:20 – 6:30
 - b. * Remote Electronic Participation and All-Virtual Meeting Policy – *David Blount* 6:30 – 6:45
- 5. Old Business**
 - a. None 6:45 – 6:45
- 6. Other Business**
 - a. Next Meeting – September 5, 2024 6:45 – 6:50
** Note that August 1, 2024 meeting is cancelled **
- 7. *ADJOURN** 6:50

** Designates Items to be Voted On*

NOTICE OF ELECTRONIC MEETING

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to *Code of Virginia Subsection C of § 2.2-3708.3*, which allows a public body to hold all-virtual public meetings. The meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting is held pursuant to the Remote Electronic Participation and All-Virtual Meeting policy as adopted by the Commission on September 1, 2022. The meeting minutes will reflect that the meeting was



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

401 East Water Street • Post Office Box 1505 • Charlottesville, Virginia 22902-1505

Telephone (434) 979-7310 • **Fax** (434) 979 1597 • **Virginia Relay Users:** 711 (TDD) • **email:** info@tjpd.org • **web:** www.tjpd.org

held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, 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, Vice Chair	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 II
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Project Administrator/Assistant
Isabella O'Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Davy Sell	AmeriCorps VISTA Member – Housing
Ethan Van Berkel	Transportation 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, ishannon@tjpd.org or visit the website www.tjpd.org.

Housing Preservation Grant Pre-Application 2024



Housing Preservation Grant Program

- USDA Rural Development grant program for rehabilitation of homes owned by households with low or extremely low incomes.
- \$5,000 available per project, with 100% match required.
- Funds are distributed on a “first come, first served” basis.
- Common Activities:
 - Roof replacements
 - Repair deteriorating structures, doors
 - Electrical wiring
 - HVAC systems
 - Accessibility features

Program Year 2023

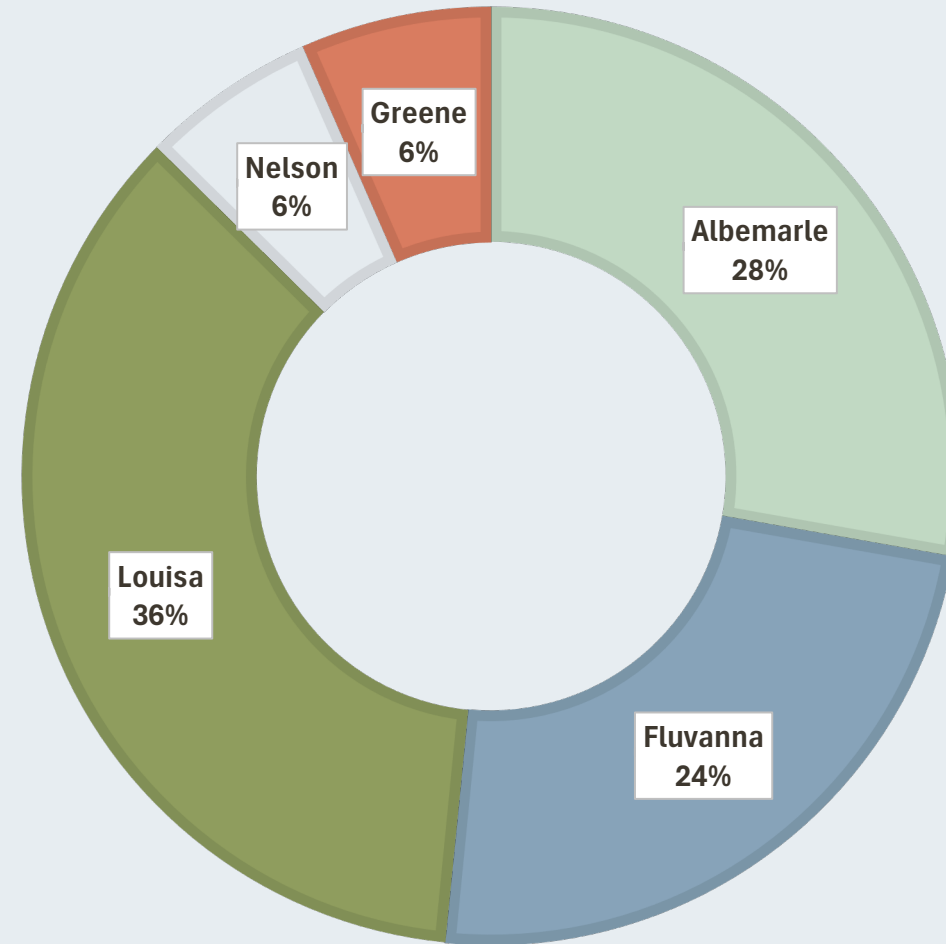
\$212,435.00 total funding

\$174,196.70 set aside for projects

\$144,058.50 total committed to date
(October 1, 2023 – September 30, 2024)

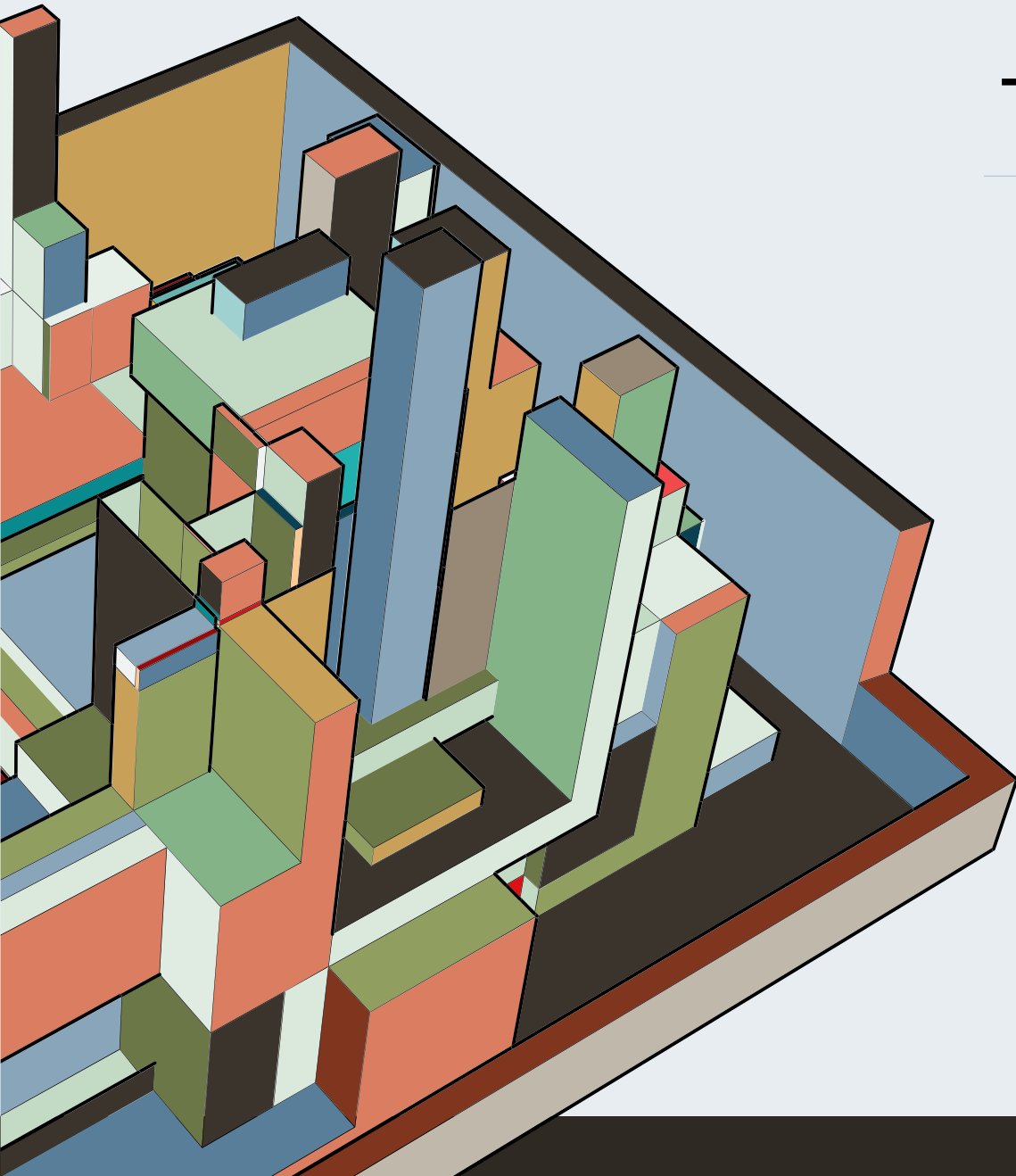
Subrecipients:

- Albemarle: AHIP
- Louisa and Fluvanna: FLHF
- Nelson: NCCDF
- Greene: Skyline CAP



2023 Budget

Total Request (50% of Virginia Allocation)	\$135,796.50
Program – HPG funds	\$111,353.13
Program – match funds	\$111,353.13
Administration - Subrecipients	\$4,073.90
Administration - TJPDC	\$20,369.47



Timeline

July 25, 2024:

Public Hearing

July 29, 2024:

Pre-Application Due

September 1, 2024:

Program Year 2024 begins



Intergovernmental Review Item

FFY24: Intergovernmental Review: TJPDC Application for Housing Preservation Grant.

The Thomas Jefferson Planning District Commission (TJPDC) is applying for Housing Preservation Grant (HPG) federal funding for FFY24. TJPDC has served as the grantee for the regional Housing Preservation Grant program for the past eight years, succeeding Piedmont Housing Alliance (PHA), who served as the grant recipient and administrator for the region for several years.

The allocation for the state of Virginia is \$271,593. Applications are limited to half that amount, or \$135,796.50. If awarded, TJPDC will continue to subcontract with local housing non-profit organizations (AHIP, FLHF, Skyline CAP, and NCCDF) to carry out individual assistance projects in their respective counties. The grant will provide funding for emergency repairs, rehabilitation, and home safety modifications for very low-income rural homeowners in Albemarle, Fluvanna, Greene, Louisa, and Nelson counties. A draft statement of activities was made available for review and published in the Daily Progress on July 9, 2024.

As required by U.S. Executive Order 12372 of July 14, 1982, applicants for the Housing Preservation Grant must conduct an Intergovernmental Review (IGR), notifying state and local governments. The Commonwealth of Virginia does not have a designated Single Point of Contact (SPOC) for IGRs. Affected local governments are notified through review at the regional level.

TJPDC Contact:

Name: Logan Ende

Phone: (540) 698-1272

Email: lende@tjpd.org

Address: PO Box 1505, Charlottesville, VA 22902

Date IGR Received: July 5, 2024

Date IGR Presented to TJPDC Commission: July 25, 2024

Date of Comment Period Opened: July 9, 2024

Public Comment Period Ends: July 25, 2024

Attested to:

A handwritten signature in black ink, appearing to read "Christine Jacobs".

Christine Jacobs

TJPDC Executive Director

7/25/2024

Date



Thomas Jefferson Planning District Commission
PO box 1505, 401 East Water Street, Charlottesville, VA 22902
434-979-7310 --- info@tjpd.org

RESOLUTION OF INTERGOVERNMENTAL REVIEW AND PROJECT SUPPORT FOR HOUSING PRESERVATION GRANT

WHEREAS, the Thomas Jefferson Planning District Commission, in cooperation with the City of Charlottesville and Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson, resolves to apply for a Housing Preservation Grant (HPG) from the Rural Development Office of the U.S. Department of Agriculture, authorized by Section 533 of the Housing Act of 1949, as amended by Section 522 of Title V of the Housing Urban-Rural Recovery Act of 1983 (Pub. L. 98-181); and

WHEREAS, the Thomas Jefferson Planning District Commission has met the pre-application requirements §1944.674 of Housing Preservation Grants; and

WHEREAS, the Thomas Jefferson Planning District Commission is eligible to submit application for such grants through the Rural Development Office, as stated in RD Instruction 1944-N; and

WHEREAS, United States Executive Order 12372 of July 14, 1982 requires federal agencies to provide opportunities for consultation with state and local governments directly affected by federal financial assistance; and

WHEREAS, Executive Order 12372 is more commonly known as an Intergovernmental Review (IGR) and the TJPD is the designated regional entity for Virginia Region Ten; and

WHEREAS, the TJPD has notified all required state and local agencies of this intent to apply for their comments and concerns prior to final execution of a funding agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission endorses the Application to Rural Development for HPG funds, in the total amount of \$135,796.50;

AND IS SO RESOLVED that the Intergovernmental Review of providing notice to state, regional, and local governmental agencies have now occurred; and

BE IT FURTHER RESOLVED by the Thomas Jefferson Planning District Commission that Christine Jacobs, Executive Director of the TJPD, is authorized to submit the above-mentioned project to the USDA Rural Development Office for funding and to sign all approvals, contracts, certifications, and amendments pertaining to the application, award, and implementation of this funding.

Adopted by the Thomas Jefferson Planning District Commission at a meeting of the Commission on July 25, 2024, in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Tony O'Brien, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY

DRAFT

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

POLICY:

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

In order for an individual member to participate from a remote location as authorized by § 2.2-3708.3 B, a quorum of the Commission must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

Further, it is the policy of the TJPDC that the Commission may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or ~~25~~ 50 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

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

REMOTE ELECTRONIC PARTICIPATION BY COMMISSION MEMBERS:

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

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

A. Notification of Inability to Attend Because of Disability, Medical Condition, Location or Personal Matter

In advance of the meeting at which remote participation is requested, the member shall notify the Chair or Executive Director that he or she is unable to attend the meeting

- 1) due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- 2) because a family member's medical condition requires the member to provide care for such family member;
- 3) because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- 4) due to a personal matter. The member must identify with specificity the nature of the personal matter and may not use remote participation due to personal matters more than two meetings per calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation

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

C. Record of Action

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

ALL-VIRTUAL MEETINGS:

"All-virtual public meeting" means a public meeting (i) conducted by a public body, the TJPDC or its committees (hereinafter public body) other than those excepted pursuant to subsection C of § 2-2-3708.3, using electronic

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

When holding an ~~The TJPDC may hold~~ all-virtual public meetings, *the TJPDC or committee shall* ~~provided that it~~ follows the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

- 1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
- 2) Public access to the all-virtual public meeting is provided via electronic communication means;
- 3) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. *When any member of the TJPDC or any of its committees has audio-visual technology available, and electronic communication is being used to establish a quorum, that member shall be considered absent from any portion of a meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;*
- 4) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
- 5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
- 6) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
- 7) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

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

9) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or ~~25~~ 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

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

The policy replaces the Remote Electronic Participation and All-Virtual Meeting Policy adopted on September 1, 2022. Updates to and readoption of this policy shall occur at least once annually.

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