

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: August 20, 2020
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since June 4, 2020

Administration

- August 20, 2020 Special Called Meeting Agenda

DUE TO A LACK OF QUORUM, THE TJPDC IS HOLDING A SPECIAL CALLED MEETING ON AUGUST 20, 2020.

Non-voting items have been removed from the agenda and information is provided in your August 6th packets.

1. Call To Order

- a. Reading of the Electronic Meeting Notice

2. Matters from the Public

- a. Comments from public
- b. Comments received via written and electronic communication

3. Consent Agenda

- a. Minutes of the June 4, 2020 Commission meeting.
- b. June Year-end Financial Report

Dashboard Report

Net quick assets have increased to \$751,339. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$224,484. (Net Quick Assets minus 5 months operating expenses: \$751,339 – \$522,855 = \$224,484)

Unrestricted Cash on Hand as of June 30, 2020 was \$172,222 or 1.67 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at \$355,934. vs \$193,478 for the same time last year. At this time, invoices have been sent for all current completed work and current receivables.

Receivables will be running high as we finish some ongoing projects that we have fully billed out. A past practice had been to bill these overages to admin but now we continue to bill to the projects so that we can document the full work to our local governments. The losses will be billed to our per capita revenue account. Since the closing of financials for June, we have received the 2nd and 3rd quarter payments for the HPG program USDA in an amount just over \$80,000.

Revenue less Expenses - We had a net Gain of \$14,870 for the month of June. This gives us a fiscal year net Gain of \$33,863. Budgeted fiscal year gain/loss is \$40,908. With a higher than expected IT server maintenance and with COVID-19 changes to billable work, we expected a lower year-end net gain. You may note that the Dashboard monthly net revenue is approximately \$5,000 different from the final Profit & Loss Statement annual revenue. This is due to a reclassification of IT equipment & long term software originally classified as operating expenses that reached the level of investment to be reclassified as assets. Staff did a great job completing work in April through June allowing more time to be billed to ongoing programs. Many of the funds would have been lost if not billed.

Profit & Loss. Total income through June is \$2,005,733. With 12 months or 100% of the fiscal year complete, we have received 105% of our total budgeted income. Total expenses are \$1,971,870 or 103% of the budgeted total expenses of \$1,905,408. Pass through grant expenditures of HOME and HPG are higher than expected causing the increase above 100%.

Operating expenses for the same period are \$1,255,001 or 95% of our total budgeted operating expenses of \$1,314,399. Operating revenue through June is \$1,288,864 or 95% of the budgeted operating revenue of \$1,355,307.

Balance Sheet. As of June 30, 2020, we have total current assets of \$1,453,456 and total fixed assets of \$17,839 giving total assets of \$1,471,294. Total assets are up by \$490,206 from the same time last year. Fixed assets have increased substantially due to the purchase of new computer server, related software and equipment. Cash has increased due to the \$450,000 receipt of the RMRP pre-funded grant. Payments to sub-grantees did not begin until July. There is an offsetting deferred revenue liability for this payment.

Total liabilities have increased from a year ago by \$457,744 mostly due to the RMRP payment of \$450,000 with total liabilities as of June 30, 2020 of \$744,916. Total Equity has increased by \$32,462 to \$726,378 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$1,307,727 operating funds available in contracts and grants for the fiscal year. June operating expenses were \$95,200. The 12-month average is \$104,571. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding.

As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = \$579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

4. Resolutions

a. Funding Agreement for the Rent & Mortgage Relief Program

The TJPDC was awarded a grant of not less than \$450,000 and expected to reach \$2,200,000 to provide rent and mortgage relief assistance to families making 80% or lower average median income within our region. The TJPDC entered into this agreement to initiate relief assistance beginning July 15th. The TJPDC entered into sub-grantee agreements with the United Way, MACAA and Nelson County Community Development Foundation to perform intake and payment services. The TJPDC receives 5% of the total grant amount for administrative services. Regional funds were apportioned to each jurisdiction based upon per capita distribution. Any funds not utilized by a jurisdiction will be equally distributed among the remaining localities. Christine Jacobs, Chief Operating Officer and program manager for this effort will provide you a verbal report with the most up to date assistance numbers from the program.

Staff asks for a motion to, “approve the agreement between the TJPDC and Department of Housing and Community Development for the Rent & Mortgage Relief Fund”.

b. Grievance Policy and Procedures for RMRP.

In the above agreement for the RMRP, DHCD requires an approved grievance procedure for the program. Staff has developed the attached policy to meet this requirement. Staff initiated a TJPDC Grievance Committee to act as both advisory committee and to hear grievances based upon actions of the TJPDC. Sub-grantees must have their own grievance policies and committees to consider initial grievances. The TJPDC committee consists of housing stakeholders, local government housing representatives, non-profit housing representatives, legal representation and citizens assisted through the RMRP.

Staff asks for a motion to, “to approve the RMRP Grievance Policies and Procedures as presented.”

5. New Business

- a. Attached is a draft Regional Broadband Partnership framework. To meet ongoing needs and expanded needs from the current pandemic, regional discussion and facilitation is needed to expand broadband internet coverage into all areas of the region. Lack of adequate broadband hinders educational, business, health and quality of life opportunities within our region and is especially important to the lower income rural families. Unfortunately, due to current workload, a finalized draft is still being worked on.

Staff asks that the Commission to review and if acceptable, provide a motion to” accept the Regional Broadband Partnership Framework and initiate implementing the framework”.

6. Executive Director’s Report

Staff continues to work with local governments with CARES Act programs and Smart Scale transportation projects. Staff has been working with local governments providing support and advice on broadband and CARES eligibility requirements. The Regional Housing Partnership expects to award a contract this week for the development of a regional affordable housing online search tool and web site. New projects in the pipeline include a CDBG Planning Grant application in Louisa County and Administration of a Small Business Grant program in Nelson County. Work load and financials continue to be very solid with an expected net revenue gain for July in excess of \$10,000.

7. Other Business

8. Closed Meeting

- a. Staff has identified a property to be considered for purchase for relocation of the TJPDC offices. Acquisition of property is an agenda eligible for discussion in a closed meeting. If needed, the Commission may make a motion to go into closed session to discuss real estate matters. The required motion and process is provided. Information will be provided under separate means for discussion. Commission may in open meeting consider a resolution providing direction to move forward with an offer and loan application. Confidential documents will be provided under separate mailing.

Resume open meeting.

Consider a resolution to approve offers and loan application.

9. Adjourn

SUMMARY OF TJPDC ACTIVITIES SINCE JUNE 1, 2020

TJPDC staff have begun to spend limited time working in the office with the rest of each work working remotely. Technology advancements and education on our part is making this work seamlessly. Safety precautions have been introduced when workers are in the office. There are no outside meetings, masks are required outside of private office spaces, staff desks have been rearranged to meet safe distancing practices, hallways and other limited space areas have been closed, point of contact areas have been minimized and PPE and informational materials have been posted throughout the building and at entry points and entry points have been limited. Working remotely did identify some technology issues with older laptops and we had to order two new laptops to replace units that were five years old.

The biggest new work activity since June has been the award of the Rent & Mortgage Relief Program. We received an initial \$450,000 grant and is expected to grow to \$2,200,000 if the regional demand is shown, for grants to landlords and mortgage holders for past due payments of families with incomes of 80% or below. Christine will provide an oversight of this program and answer questions. She and her staff have done a better than excellent job implementing this program regionwide with less than two

weeks' notice from award to receiving calls for assistance. The TJPDC will receive between \$22,500 and \$110,000 administrative fees for this program.

The Regional Housing Partnership continues to work and have begun implementation of one of their priority strategies, development of a regional affordable housing web portal and available affordable housing search engine for rental and homeowner opportunities. The RHP is working with both local governments and the Charlottesville Area Community Foundation to obtain the necessary \$25,000 to fully implement. If needed, the RHP has committed half of their annual TJPDC toward this project if no other funding sources materialize. This would be an eligible use of local governments CARES Act funding. The RHP believes that it is very important to have this program running in time to assist families negatively effected by COVID-19 and facing evictions.

The Transportation staff have been working diligently on submission of smart scale funding applications due August 17th. The MPO intends to submit three applications and the TJPDC four applications.

We continue to wait to see if we will receive awards for two transit planning grants, the Amtrak study grant and Susan has been working with the Rappahannock Rapidan PDC on a joint application for a regional economic development plan. Currently with the RMRP, our FY21 budget looks to be easily balanced. We are watching though what the General Assembly does in August regarding state budget approvals. We have a concern for our Rideshare Program may experience large budget cuts for FY21 and FY22. We will update you as changes occur.

Staff is assisting Nelson County with a GO Virginia Grant, Crafting a New Normal, helping the beverage industry reassess and plan for business growth during and post COVID-19.

The MPO staff has worked with DRPT for the new bus service beginning in August connecting Charlottesville to Dulles and Union Station with daily connections. The pickup / drop off point in Charlottesville is at Barrack's Road at Arlington Blvd.

As agenda time permits, we will provide specific project updates to you at future meetings.

Please contact me or any staff member with questions that you may have form on any of the reports provided.

END OF AGENDA REPORT