

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: September 3, 2020
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since August 6, 2020

Administration

- September 3, 2020 Meeting Agenda

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
- c. PUBLIC HEARING DRAFT HOME CAPER REPORT

The US Housing and Urban Development's (HUD) 5-Year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community Planning and Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grants (ESG) Program, and Housing Opportunities for Persons With AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Grantee and Administrator for the Regional HOME program Consortium for our region. The CAPER includes accomplishments of the regional HOME program as well as entitlement city accomplishments for Charlottesville for the CDBG, HOPWA and ESG programs.

In 2019, the HOME Consortium had a goal of assisting 36 families and exceeded this goal with 39 families receiving assistance using a total of \$385,456 in assistance.

After the comment period, the final CAPER will be considered by the City Council of Charlottesville and by the TJPDC Commissioners for adoption in October/November.

It is a future goal of the consortium prior to the next 5-Year Consolidated Plan, to open the housing provider recipient pool up to additional non and for profit affordable housing developers.

3. Consent Agenda

- a. Minutes of the August 20, 2020 Commission meeting.
- b. July Financial Report

Dashboard Report

Net quick assets have increased to \$761,878. The highest in a year. 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 \$237,058. (Net Quick Assets minus 5 months operating expenses: $\$761,878 - \$522,854 = \$224,484$)

Unrestricted Cash on Hand as of July 31, 2020 was \$237,058 or 2.49 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 \$263,661 vs \$154,719 for the same time last year.

Revenue less Expenses - We had a net Gain of \$12,974 for the month of July. This gives us a fiscal year net Gain of \$12,974. Budgeted fiscal year gain/loss is \$0.

Profit & Loss. Total income through July is \$422,547. With 1 month or 10% of the fiscal year complete, we have received 19% of our total budgeted income. Total expenses are \$409,623 or 19% of the budgeted total expenses of \$2,183,834.

Operating expenses for the same period are \$102,704 or 8% of our total budgeted operating expenses of \$1,329,108. Operating revenue through July is \$115,628 or 9% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of July 31, 2020, we have total current assets of \$1,269,770 and total fixed assets of \$18,980 giving total assets of \$1,288,750. Total assets are up by \$321,545 from the same time last year.

Total liabilities have increased from a year ago by \$270,650 mostly due to the balance of RMRP payment of \$450,000 with total liabilities as of July 31, 2020 of \$550,761. Total Equity has increased by \$50,895 to \$737,989 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$1,240,368 operating funds available in contracts and grants for the fiscal year. For the remaining 11 months, we have \$112,761 available per month for operating expenses. July operating expenses were \$102,654. The 12-month average is \$104,964. 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. FY22 Projected Operating Budget

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. Charlottesville and Albemarle have recently asked for funding requests in early October. This requires the TJPDC to approve a Projected Project at their September meeting. While COVID-19 may alter the deadlines for submissions, we do not yet know how. Therefore, we are following last year's schedule with providing you a draft in August with an expected approval in September. This is just a Projected Budget and the official FY22 budget will be presented to you in April/May 2021.

The FY22 Projected Budget is a balanced budget with assumptions of only known revenue sources and expenses. It does not anticipate a per capita rate increase for the local governments and does not anticipate any salary increases for staff. The official FY22 operating budget will change very much when additional grant programs are identified and when rollover amounts from current grant are known.

Staff asks for a motion to, "approve the FY22 Projected Operating Budget and Local Government Contribution Rate".

b. Nelson County Nelson CARES 2020 Program Administration MOU

The TJPDC has entered into a Memorandum of Understanding the administer a CARES Act funding Small Business Grants program for Nelson County. This is a \$350,000 program providing grants to small business suffering losses from COVID-19 related issues. The TJPDC will contract for \$15,000 in services.

Staff asks for a motion to, “approve the MOU with Nelson County for the Nelson CARES 2020 business grant administration.”

5. New Business

6. Executive Director’s Report

- a. Monthly staff activity report
 - 1. The staff monthly activity report is provided with projects and staff assignment listed for any questions.

7. Other Business

8. Closed Meeting

- a. Staff had 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 August 3, 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 have applied for a second \$450,000 allotment as the regional demand is shown, for grants to landlords and mortgage holders for past due payments of families with incomes of 80% or below. The TJPDC will receive approximately 445,000 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 affected by COVID-19 and facing evictions. The RHP has issued a Notice To Proceed with this project.

The Transportation staff have been working diligently on submission of smart scale funding applications due August 17th. The MPO submitted 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.

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