

MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: August 6, 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 6, 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

3. Consent Agenda

- a. Minutes of the June 4, 2020 Commission meeting.

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”.

- b. 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 you to review, comment and ask questions prior to a full discussion and consideration of adoption in September.

6. Executive Director's Report

a. 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.

- b. Monthly staff activity report
 - 1. The staff monthly activity report is provided with projects and staff assignment listed for any questions.
- c. Quarterly Activity Report
 - 1. The quarterly activity narrative is provided for a quick review of work and events of the TJPDC during the April to June quarter.

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.

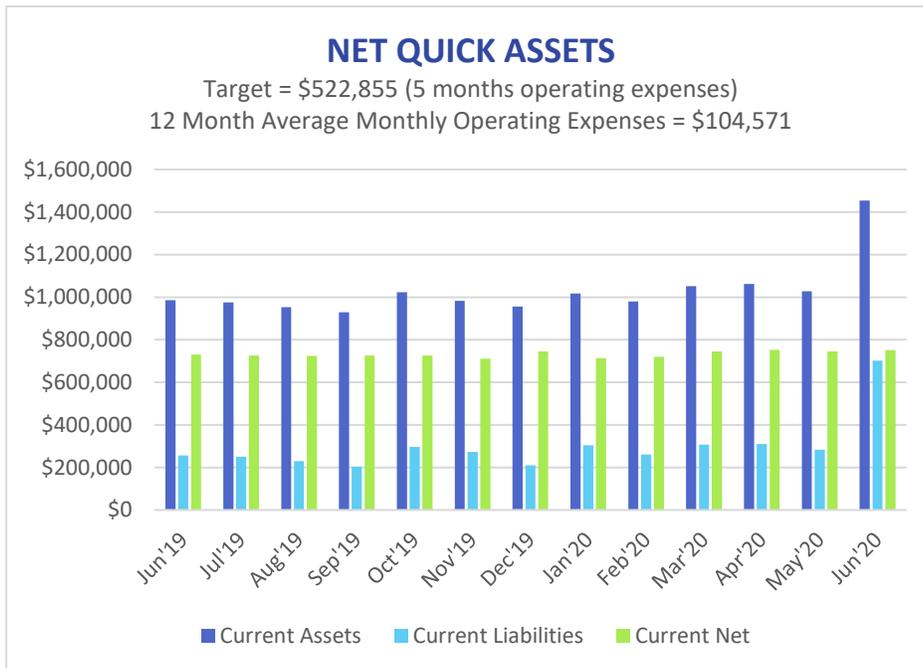
The MPO staff has worked with DRPT for the new bus service beginning in August connecting Charlottesville to Dulles and Union Station with daily connections. The pickup / drop off point in Charlottesville is at Barrack's Road at Arlington Blvd.

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.

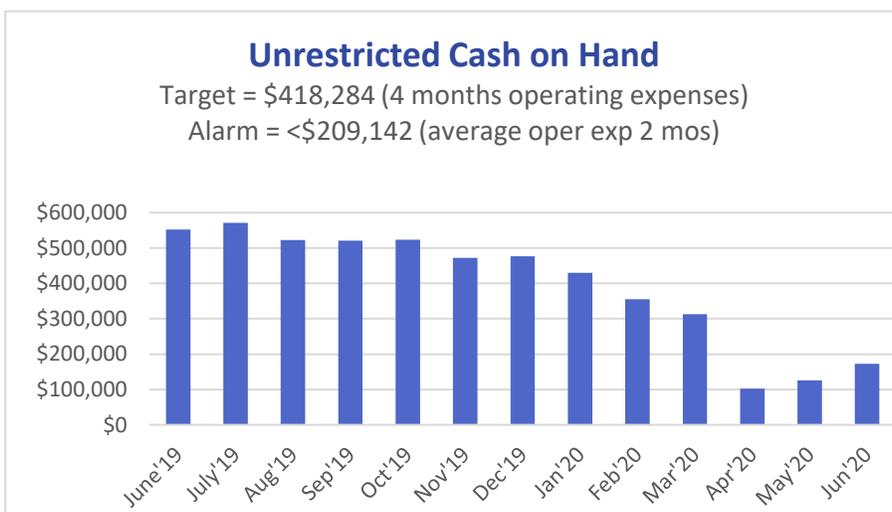
END OF AGENDA REPORT

FINANCIAL DASHBOARD Through June 30, 2020



Jun'19 = \$730,707
Jul'19 = \$725,313
Aug'19 = \$723,877
Sep'19 = \$725,255
Oct'19 = \$735,829
Nov'19 = \$710,578
Dec'19 = \$745,566
Jan'20 = \$713,207
Feb'20 = \$719,287
Mar'20 = \$744,936
Apr'20 = \$752,299
May'20 = \$744,520
Jun'20 = \$751,339

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. TJPDC had just over 7 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses increased at \$104,571. The 3-month average of expenses is \$105,305. Actual operating expenses for June were \$95,200 compared to \$106,996 in May. Capital reserves = \$751,339 - \$522,855 = \$224,484.

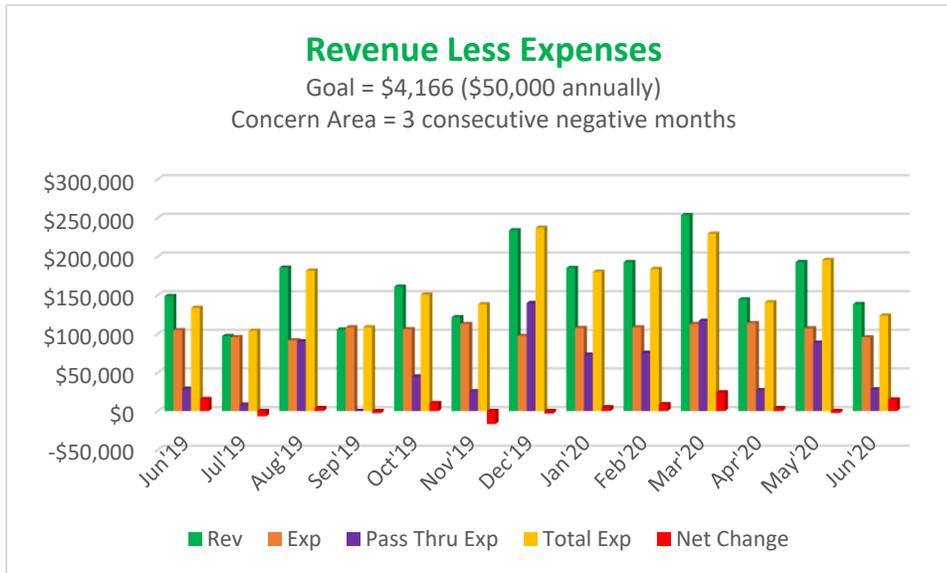


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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. **The end of month level of Unrestricted Cash on Hand of \$174,343 represents 1.67 months of operating expenses, over 2 months below the 4-month target and below the 2-month alarm level. Unrestricted cash has increased from an April level of \$102,049 to \$172,222. We have since June received overdue 2nd & 3rd quarter USDA payments for the HPG of approximately \$80,000.**

FINANCIAL DASHBOARD Through June 30, 2020



Monthly Net Revenue

| | |
|----------|------------|
| Jun'19 = | \$15,756 |
| Jul'19 = | (\$6,706) |
| Aug'19 = | \$3,765 |
| Sep'19= | (\$2,733) |
| Oct'19= | \$10,130 |
| Nov'19= | (\$16,753) |
| Dec'19= | (\$3,154) |
| Jan'20= | \$4,862 |
| Feb'20= | \$8,863 |
| Mar'20= | \$24,130 |
| Apr'20= | \$3,722 |
| May'20= | (\$2,591) |
| Jun'20= | \$14,870 |

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY20 Budget adopted in March 2020 is estimating a \$40,908 net gain. There was a loss for the month of May of \$2,651 but a gain in June of \$14,870 resulting in a net gain of \$ 33,863 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets) The Accrued Revenue Report shows available funds of \$124,142 per month for FY20. Actual operating expenses for June were \$95,200.

NOTES

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

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
 June 2020

10:08 AM
 07/23/20
 Accrual Basis

| | <u>Jun 20</u> | <u>Budget</u> | <u>Jul '19 - Jun 20</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|-------------------------------------|----------------------|----------------------|-------------------------|----------------------|----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 41100 · Federal Funding Source | 87,132 | 75,296 | 1,170,710 | 903,551 | 903,551 |
| 4120 · State Funding Source | 22,977 | 24,463 | 276,948 | 293,549 | 293,549 |
| 4130 · Local Source | 14,915 | 45,043 | 390,375 | 541,340 | 541,340 |
| 4131 · Event Sponsors & Fees | 0 | 0 | 0 | 0 | 0 |
| 42000 · Local Match Per Capita | 13,066 | 13,979 | 156,717 | 156,968 | 156,968 |
| 4280 · Interest Income | 200 | 833 | 10,983 | 10,000 | 10,000 |
| Total Income | <u>138,291</u> | <u>159,614</u> | <u>2,005,733</u> | <u>1,905,408</u> | <u>1,905,408</u> |
| Gross Profit | 138,291 | 159,614 | 2,005,733 | 1,905,408 | 1,905,408 |
| Expense | | | | | |
| 61000 · Personnel | 82,806 | 74,355 | 966,262 | 982,500 | 982,500 |
| 6900 · Overhead Allocation | 0 | 0 | 0 | 0 | 0 |
| 62391 · Postage Expense | 123 | 274 | 1,298 | 3,285 | 3,285 |
| 62392 · Subscriptions, Publications | 141 | 146 | 1,525 | 1,750 | 1,750 |
| 62393 · Supplies | 361 | 1,015 | 9,424 | 12,224 | 12,224 |
| 62394 · Audit -Legal Expenses | 1,500 | 0 | 15,525 | 16,500 | 16,500 |
| 6240 · Advertising | 672 | 1,592 | 20,042 | 19,929 | 19,929 |
| 62404 · Meeting Expenses | 49 | 1,484 | 8,741 | 17,809 | 17,809 |
| 62410 · TJPDC Contractual | (4,889) | 4,295 | 50,921 | 51,866 | 51,866 |
| 6281 · Dues | (1,029) | 819 | 10,654 | 9,832 | 9,832 |
| 62850 · Insurance | 360 | 233 | 4,281 | 3,300 | 3,300 |
| 62890 · Printing/Copier | 246 | 396 | 4,887 | 4,941 | 4,941 |
| 63200 · Rent Expense | 7,766 | 7,678 | 92,604 | 92,134 | 92,134 |
| 63210 · Equipment/Data Use | 3,939 | 3,625 | 20,796 | 43,502 | 43,502 |
| 63220 · Telephone Expense | 914 | 418 | 7,426 | 5,020 | 5,020 |
| 63300 · Travel-Vehicle | 574 | 1,926 | 15,002 | 23,238 | 23,238 |
| 6345 · Janitorial Service | 347 | 691 | 6,961 | 8,288 | 8,288 |
| 6390 · Professional Development | 1,471 | 1,523 | 18,651 | 18,281 | 18,281 |
| Total Expense | <u>95,351</u> | <u>100,470</u> | <u>1,255,001</u> | <u>1,314,399</u> | <u>1,314,399</u> |
| Net Ordinary Income | 42,939 | 59,144 | 750,732 | 591,009 | 591,009 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 83000 · HOME Pass-Through | 23,295 | 34,268 | 612,065 | 411,216 | 411,216 |
| 8399 · Grants Contractual Services | 4,775 | 11,574 | 104,804 | 138,885 | 138,885 |
| Total Other Expense | <u>28,070</u> | <u>45,842</u> | <u>716,869</u> | <u>550,101</u> | <u>550,101</u> |
| Net Other Income | <u>(28,070)</u> | <u>(45,842)</u> | <u>(716,869)</u> | <u>(550,101)</u> | <u>(550,101)</u> |
| Net Income | <u>14,870</u> | <u>13,302</u> | <u>33,863</u> | <u>40,908</u> | <u>40,908</u> |

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of June 30, 2020

| | <u>Jun 30, 20</u> | <u>Jun 30, 19</u> | <u>\$ Change</u> |
|--|----------------------------|--------------------------|--------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 1100 · Cash | 842,318.30 | 591,202.98 | 251,115.32 |
| 1189 · Capital Reserve | 224,484.00 | 171,911.00 | 52,573.00 |
| Total Checking/Savings | <u>1,066,802.30</u> | <u>763,113.98</u> | <u>303,688.32</u> |
| Accounts Receivable | | | |
| 1190 · Receivable Grants | 355,833.94 | 193,478.48 | 162,355.46 |
| Total Accounts Receivable | <u>355,833.94</u> | <u>193,478.48</u> | <u>162,355.46</u> |
| Other Current Assets | | | |
| 1310 · Prepaid Rent | 781.22 | 1,250.00 | -468.78 |
| 1330 · Prepaid Insurance | 17,956.00 | 5,907.57 | 12,048.43 |
| 1360 · Prepaid Other | 12,082.05 | 10,389.19 | 1,692.86 |
| Total Other Current Assets | <u>30,819.27</u> | <u>17,546.76</u> | <u>13,272.51</u> |
| Total Current Assets | <u>1,453,455.51</u> | <u>974,139.22</u> | <u>479,316.29</u> |
| Fixed Assets | | | |
| 1411 · Power Edge T340 Server | 9,175.61 | 0.00 | 9,175.61 |
| 1413 · Server Software | 5,197.50 | 5,197.50 | 0.00 |
| 1400 · Office furniture and Equipment | 117,477.79 | 111,737.79 | 5,740.00 |
| 1410 · Server | 0.00 | 11,384.00 | -11,384.00 |
| 1499 · Accumulated Depreciation | -114,012.05 | -121,369.81 | 7,357.76 |
| Total Fixed Assets | <u>17,838.85</u> | <u>6,949.48</u> | <u>10,889.37</u> |
| TOTAL ASSETS | <u><u>1,471,294.36</u></u> | <u><u>981,088.70</u></u> | <u><u>490,205.66</u></u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2100 · Accounts Payable-General | 29,785.03 | 49,336.66 | -19,551.63 |
| Total Accounts Payable | <u>29,785.03</u> | <u>49,336.66</u> | <u>-19,551.63</u> |
| Credit Cards | | | |
| 2155 · Accounts Payable Credit Card | 4,356.86 | 7,090.53 | -2,733.67 |
| Total Credit Cards | <u>4,356.86</u> | <u>7,090.53</u> | <u>-2,733.67</u> |
| Other Current Liabilities | | | |
| 2150 · Accounts Payable Grants | 0.00 | 0.00 | 0.00 |
| 2800 · Deferred Revenue | 667,974.99 | 188,692.15 | 479,282.84 |
| Total Other Current Liabilities | <u>667,974.99</u> | <u>188,692.15</u> | <u>479,282.84</u> |
| Total Current Liabilities | <u>702,116.88</u> | <u>245,119.34</u> | <u>456,997.54</u> |
| Long Term Liabilities | | | |
| 2200 · Leave Payable | 42,799.23 | 42,052.77 | 746.46 |
| Total Long Term Liabilities | <u>42,799.23</u> | <u>42,052.77</u> | <u>746.46</u> |
| Total Liabilities | <u>744,916.11</u> | <u>287,172.11</u> | <u>457,744.00</u> |
| Equity | | | |
| 3000 · General Operating Fund | 467,680.61 | 412,661.64 | 55,018.97 |
| 3100 · Restricted Capital Reserve | 224,484.00 | 230,565.00 | -6,081.00 |
| 3600 · Net Investment in Fixed Assets | 350.38 | 1,751.98 | -1,401.60 |
| Net Income | <u>33,863.26</u> | <u>48,937.97</u> | <u>-15,074.71</u> |
| Total Equity | <u>726,378.25</u> | <u>693,916.59</u> | <u>32,461.66</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,471,294.36</u></u> | <u><u>981,088.70</u></u> | <u><u>490,205.66</u></u> |

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

| Grant or Contract | GRANT- CONTRACT START DATE | GRANT- CONTRACT END DATE | GRANT- CONTRACT TOTAL | JULY FY20 | AUG FY20 | SEPT FY20 | OCT FY20 | NOV FY20 | DEC FY20 | JAN FY20 | FEB FY20 | MARCH FY20 | APRIL FY20 | MAY FY20 | JUNE FY20 | YEAR TO DATE FY21 | PREVIOUS YEARS | ESTIMATED BUDGET AMOUNT FOR FY22 | GRANT TO DATE | GRANT- CONTRACT REMAINING FY21 | NOTES |
|-----------------------------|-------------------------------------|--------------------------------|-----------------------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|---------------|---------------|-------------|--------------|----------------------|-------------------|---|------------------|---|--|
| MPO-FTA | 07/01/20 | 06/30/21 | 102,624 | | | | | | | | | | | | | 0 | | | 0 | 102,624 | MPO FTA Transit Planning |
| MPO-PL | 07/01/20 | 06/30/21 | 187,626 | | | | | | | | | | | | | 0 | | | 0 | 187,626 | MPO PL Transp Planning |
| HOME TJPDC | 07/01/20 | 06/30/21 | 64,475 | | | | | | | | | | | | | 0 | | 9,047 | 0 | 55,428 | HUD HOME Housing Grants Admin |
| HOME PASS-THRU | 07/01/20 | 06/30/21 | 580,277 | | | | | | | | | | | | | 0 | | | 0 | 580,277 | HUD HOME Housing Grants Construction |
| HOUSING HPG | 07/01/20 | 06/30/21 | 28,656 | | | | | | | | | | | | | 0 | | | 0 | 28,656 | USDA Housing Repair Admin |
| HPG PASS-THRU | 07/01/20 | 06/30/21 | 191,043 | | | | | | | | | | | | | 0 | | | 0 | 191,043 | USDA Housing Repair Construction |
| STATE SUPPORT TO PDC | 07/01/20 | 06/30/21 | 75,971 | | | | | | | | | | | | | 0 | | | 0 | 75,971 | State funding to TJPDC General |
| RIDESHARE | 07/01/20 | 06/30/21 | 177,070 | | | | | | | | | | | | | 0 | | 16,404 | 0 | 160,666 | Rideshare TDM Program Marketing & Management |
| RURAL TRANSPORTATION | 07/01/20 | 06/30/21 | 58,000 | | | | | | | | | | | | | 0 | | | 0 | 58,000 | VDOT Rural Transp Planning |
| RTP-TDM | 07/01/20 | 06/30/21 | 33,068 | | | | | | | | | | | | | 0 | | 0 | 0 | 33,068 | Regional Transit Partnership |
| RTP Pass Through | 07/01/20 | 06/30/21 | 16,932 | | | | | | | | | | | | | 0 | | | 0 | 16,932 | |
| LOVINGSTON | 11/01/18 | 06/30/21 | 15,854 | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 15,854 | CDBG Downtown Plan Grant |
| LOVINGSTON PASS THRU | 11/01/18 | 06/30/21 | 14,146 | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 14,146 | |
| TJPDC CORPORATION | 07/01/20 | 06/30/21 | 0 | | | | | | | | | | | | | 0 | | | 0 | 0 | Non-profit Arm |
| LEGISLATIVE LIAISON | 07/01/20 | 06/30/21 | 102,171 | | | | | | | | | | | | | 0 | | | 0 | 102,171 | |
| VAPDC-ED | 07/01/20 | 06/30/21 | 50,000 | | | | | | | | | | | | | 0 | | | 0 | 50,000 | Contract for Admin Services |
| SOLID WASTE | 07/01/20 | 06/30/21 | 10,500 | | | | | | | | | | | | | 0 | | 0 | 0 | 10,500 | Contract for annual reporting |
| RIVANNA RIVER CORRIDOR Ph 2 | 07/01/20 | 06/30/21 | 87,464 | | | | | | | | | | | | | 0 | 33,165 | 0 | 33,165 | 54,299 | Regional River Plan |
| RRBC | 07/01/20 | 06/30/21 | 10,500 | | | | | | | | | | | | | 0 | | | 0 | 10,500 | Rivanna Commission |
| WIP PHASE III | 06/01/18 | 12/30/20 | 50,997 | | | | | | | | | | | | | 0 | | 0 | 0 | 50,997 | Chesapeake Watershed Assistance to DEQ |
| Hazard Mitigation | | 06/30/21 | 36 | | | | | | | | | | | | | 0 | | | 0 | 36 | 24 month planning project resiliency |
| Haz Mit Pass Through | | 06/30/21 | 0 | | | | | | | | | | | | | 0 | 0 | | 0 | 0 | |
| TJCLT | 10/19/17 | 06/30/21 | 53,970 | | | | | | | | | | | | | 0 | | | 0 | 53,970 | Contract for Admin Land Trust |
| AFFORDABLE HSG | | | | | | | | | | | | | | | | 0 | | | 0 | 0 | Regional Housing Partnership |
| REGL HSG PLAN | 10/31/18 | 06/30/21 | 95,875 | | | | | | | | | | | | | 0 | 55,823 | 0 | 55,823 | 40,052 | Regional Housing Plan Grant |
| RHP PASS-THROUGH | 10/31/18 | 06/30/21 | 54,125 | | | | | | | | | | | | | 0 | 54,125 | | 54,125 | 0 | Housing Plan Contract with others |
| MEMBER PER CAPITA | 07/01/20 | 06/30/21 | 158,365 | | | | | | | | | | | | | 0 | | | 0 | 158,365 | Local Govt Annual Contributions |
| WATER STREET CENTER | 07/01/20 | 06/30/21 | 3,570 | | | | | | | | | | | | | 0 | | | 0 | 3,570 | Rental Fees |
| OFFICE LEASES - RENT | 07/01/20 | 06/30/21 | 13,230 | | | | | | | | | | | | | 0 | | | 0 | 13,230 | Rental Fees |
| STANARDSVILLE TAP | 04/06/15 | 10/01/20 | 25,500 | | | | | | | | | | | | | 0 | 17,856 | 0 | 17,856 | 7,644 | VDOT Streetscape Contract |
| RMRP | 04/01/20 | 12/31/20 | 22,500 | | | | | | | | | | | | | 0 | | | | 22,500 | Regional Rent Relief Grants COVID |
| RMRP Pass Through | | | 427,500 | | | | | | | | | | | | | 0 | | | | 427,500 | |
| 5TH STREET TAP | 11/16/16 | 10/01/20 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 0 | VDOT Bike Path Grant |
| 5th STREET TAP Pass Through | 11/16/16 | 10/01/20 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 0 | VDOT Bike Path Design & Constr |
| BANK INTEREST | 07/01/20 | 06/30/21 | 12,000 | | | | | | | | | | | | | 0 | | | 0 | 12,000 | Investment Pool Savings Income |
| TOTAL | | | 2,724,045 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 160,969 | 25,451 | 160,969 | 2,537,625 | |

| | | | | |
|-------------|------------------|-----------|---------------------------|--------------|
| Op Expenses | 12 month average | \$104,571 | Pass-through funds | \$1,229,898 |
| | 3 month average | \$105,305 | Contract funds | |
| | last month | \$95,200 | TJPDC Available Funds | \$1,307,727 |
| | | | Available funds per month | \$108,977.25 |

Possible new funding grants non shown: additional RMRP up to \$2.2m total; CEDS \$125,000; Amtrak \$717,000; Alb Transit \$107,000; Regional Transit \$400,000
Possible loss: Rideshare (\$100,000); HOME reduction (\$100,000); HPG transfer to FY22 (\$50,000)

| Last Updated: 6/24/2020 | Program Code | Lead | Support | Director | Monthly Update | To Do | Budget Progress |
|---|--------------|--------------|---------------------|--------------|--|--|-----------------|
| ENVIRONMENT | | Sandy | Nick | Sandy | | | |
| RRBC Admin | 908 | Dominique | | Chip | RRBC Conf in September 2020. Facebook and site being regularly updated. RRBC Steering function being used for WIP with RSEP. Currently applying for grant for education and outreach for K-12 - video for schools and social media platforms. #loveyourwatershed social media campaign launched. RRBC meetings currently on hold - communication via email with committee members. Info going out on RRBC Facebook page; Danny creating Watershed guide booklets for social media. | Dominique to continue pushing #loveyourwatershed campaign via Facebook. Need financial information assistance from County to prepare grant. Begin working on Dominion Small Watershed Grant due on September 1. Tentative - RRBC Conf in September 2020. | |
| Rural Rivanna Plan | 908 | Sandy | Shirese/Dominique | Sandy | Rural Rivanna Plan scoping meeting scheduled for 6/25/2020. | Start developing a technical committee. | |
| Urban Rivanna Plan | 329 | Nick | Shirese/Sandy | Sandy | Draft vision statement and guiding principles developed. Technical team meeting scheduled for 7/15/2020. Waiting on citizen appointee for Steering Committee from Albemarle. | Shirese to schedule steering committee meeting once confirmed we're good to go by technical committee. | |
| WIP | 907 | Dominique | Shirese | Chip | NFWF resilient Communities \$50k grant submitted. Work on booklet and educational grant for RRBC. Summer intern to help with this. Interim report due June 30. | Dominique to submit report prior to end of FY. Danny completing booklets 4 through 7. | |
| Hazard Mitigation & Climate Change Plan | 330 FY2021 | Nick | Shirese / Dominique | Sandy | Funding approved; Kick-off meetings scheduled. | Re-scheduling meeting with Mari. | |
| Solid Waste/Recycling | 303 | Shirese | Dominique | Sandy | Create Tech Comm to meet quarterly & Create Solid Waste Plan FY21. Due October 2021. Solid Waste and Recycling Report underway. Recycling rates report sent. Final report showing how our region compares to others in state posted by DEQ to be reviewed by Shirese. | Shirese to post recycling report on website when it is reviewed. | |

CURRENTLY INACTIVE / ON HOLD

| Last Updated: 7/27/2020 | Program Code | Lead | Support | Director | Monthly Update | To Do | Budget Progress |
|--|--------------|-------------|-----------------------|------------------------|--|--|-----------------|
| ADMINISTRATION | | Chip | | David/Christine | | | |
| Finance & Executive Committee | 110 | Chip | Don / Christine | Chip | Holding Monthly Executive Comm Meetings | Schedule before the Sept. Meeting | |
| FY21 Operating Budget | 110 | Chip | Christine, Don | Chip | Approved - Update working copy in late July | Approved budget is in QuickBooks. Develop draft FY21 Amended budget and share with staff. Due to Comm. January 27, 2021 | |
| FY22 Projected Budget | 110 | Chip | All | Chip | Due to Local Governments by October 1, 2020. Draft to Comm by July 29. Comm approval Sept.3rd. | Chip provide blank program budget template to staff to review and comment only. Completed initial training meeting. Schedule ongoing budget training and discussion. | |
| Annual DHCD Report | 110 | Christine | David | Chip | Due to DHCD September 1, 2020. Log in for CAMS. | Christine to follow-up on CAMS log-in. | |
| Develop COVID-19 Office Policy | 110 | David | Christine/Sandy/Chip | Chip | COVID-19 Policy developed 3/2020. Policy distributed to staff and tenants. | Distribute schedule and office layout. Director's meeting weekly. Implement in-office changes: WSC, Conf Rooms, Info documents,. Gretchen to develop flyers. | |
| RFP for Cost Allocation Plan | 190 | Christine | Chip | Chip | Met with David Foley to discuss potential need for Cost Allocation Plan. | Hold an in-person VAPDC meeting with VDOT and Dave Foley after COVID. David will bring up with VAPDC. | |
| Develop an abbreviations list | 110 | Gretchen | | Sandy | | Sandy to follow-up with Gretchen to finalize and distribute. | |
| Staff Evaluations | 110 | Chip | Christine | All | Perform Quarterly Staff Evaluations | Discuss and schedule at weekly Director's Meeting | |
| TJPDC Office Building | 110 | Chip | Christine/David | Chip | Acquisition of Office Building & Current Lease | | |
| COMMUNICATIONS | | | | | | | |
| TJPDC Web Site Development | 110 | Dominique | Sara | Chip | WIP III Tab created; reformatted scope and schedule uploaded with maps; Dominique and Jessica added to Staff; in the process of learning Wordpress interface with Ryan for site(s). Dominique has draft site links. Estimated completion late August | Dominique to take lead on pushing completion of site. | |
| LUEPC or PACC / PACC Tech | 301/302 | Dominique | Chip | Chip | Ongoing document posting from Technical and Joint Admin meetings. No meetings currently scheduled. - Pending COVID-19 | | |
| Develop and maintain COVID19 Web Page | 300 | Dominique | Chip / Ryan | David | Secure page for regional administrators on Covid19 issues. Remind Managers and TJPDC Commission of page. | Ongoing updates. | |
| Communications Strategy/Plan | 110 | Christine | Sandy/Chip | Chip | Research existing Regional/COG communications Plans | Christine to research existing plans. | |
| Quarterly Activity Reports | 110 | David | All | David | Jan-March 2020 report completed. | David to create next report for April-June 2020. | |
| E-newsletter | 110 | Sara | All | Christine | | Create regular communication template. Scope of work for process. | |
| FINANCE | | Don | | | | | |
| Monthly Reporting | 110 | Don | | Chip | Ongoing | Ongoing. | |
| Annual Audit | 110 | Don | Christine | Chip | No kick off meeting this year. | 1st week of September. Will talk to Foley about how/where due to COVID | |
| H&W Contract Services | 110 | Don | | Don | | Ongoing. | |
| Annual Health Benefits Report | 110 | Gretchen | Don | Christine | Report submitted to DHRM 6/16. | | |
| Annual Health Insurance | 110 | Don | | Christine | Renewed for FY21 | | |
| Annual Liability Insurance | 110 | Don | | Don | Renewed for FY21 | | |
| Monthly bank reconciliation | 110 | Christine | Don | Christine | Ongoing | Ongoing | |
| Human Resources Onboarding | 110 | Gretchen | Christine | Christine | Developing a document for new and current staff. Gretchen asking NWG to add Microsoft onboarding platform. | Meeting 6/16 to follow-up. | |
| Invoice Local Governments | 110 | Christine | Don | Chip | Invoices complete for FY20 | Christine to invoice Louisa and Nelson at start of each quarter for FY21. | |
| Invoice Monitoring | 110 | Christine | Don | Chip | Created master invoice spreadsheet to monitor timely invoicing and collection of revenue. Updating monthly. | Ongoing | |
| FY18 Audit Request | 110 | Don | Dave Foley | Chip | FY18 Audit response reconciliation to VDOT. Received May 5, 2020 and Forwarded to Don on 5.19.20. | Complete audit request and email to VDOT by 9.30.20 | |
| FY19 Audit Request | 110 | Don | Christine/ Dave Foley | Chip | FY19 Audit response reconciliation to VDOT. Submitted by Christine on July 21, 2020. | Christine to set up meeting with Chuck Proctor and Chip to discuss FY19 Audit Process and communication preferences. | |
| LEGISLATIVE | | David | | | | | |
| Legislative Affairs | 277 | David | Dominique | David | Session summary completed. Summary included in June Commission packet. David to draft brief memo to include. | | |
| VAPDC | 278 | David | Dominique | David | No annual conference in July 2020. | Working on Summer webinar series. | |
| COMMUNITY DEVELOPMENT | | | | | | | |
| Charlottesville Area Alliance | 300 | Chip | Lucinda | Chip | Monthly meetings. 3-year action plan. Create 3 Task Forces for action plan. Partnership Meeting July 28, 2020 | Lucinda to complete Draft Action Plan for July 28 meeting | |
| Region 9 GO Va Council | 300 | Chip | Susan | Chip | Nelson County awarded GO Va Grant. TJPDC to act as administrator. Submitted GO Va Financial review for July Meeting on July 23rd. | Assisting Nelson County with adult beverage GO Va grant application. Hold RFP Committee meeting and award contract. Sign once DHCD signs grant agreement. | |
| CVPED Board | 300 | Chip | N/A | Chip | | | |
| CEDS FY21 | 300 | Susan | Chip | Chip | Application submittal in FY21. Considering CARES Act application August 1, 2020. | Susan drafting an application for TJPDC Region. Working with RRRCC. | |
| Nelson County CARES Act Small Business Grant Program | | Susan | Chip | Chip | Draft program submitted to Nelson County for review. | Waiting for approval by BOS then develop an MOU for services. | |
| Nelson - Crafting a New Normal | 307 | Chip | Susan | Chip | Crafting New Normal Program | Sign DHCD Agreement when delivered. Sign Consultant Contract. Bill thru CVPED to DHCD. | |
| ADMIN OTHER | | | | | | | |
| TJPDC Corp. | | Christine | Chip | Christine | Submitted 990. VDACS Submitted. Virtual annual meeting held June 4th. Met with prospective partners in May. All documentation submitted to Wells Fargo to change signatories. | Follow up with prospective partners on MOU. | |
| JAUNT Board | 191 | Chip | Sara | Chip | Monthly Meetings. | | |

CURRENTLY INACTIVE / ON HOLD

| | | | | | | |
|----------------------------------|--------------|-----------|-----------|-----------|---|----------------------------|
| Town Gown Visit | 301/302 | Dominique | Chip | Chip | Develop a committee and set 1st meeting date with Chamber ON HOLD | |
| Personnel Policy Education Reimb | 110 | Chip | | Chip | Developing policy. Date TBD | |
| Annual TJPDC Meeting | 110 | David | Dominique | Chip | ON-HOLD | |
| Annual New Fiscal Year's Eve | 110 | Gretchen | David | David | 6/30/2020 - ON HOLD | |
| Staff & Family Picnic | 110 | Gretchen | Christine | Christine | Spring time staff with family event - ON-HOLD | |
| Annual April 13 Retreat | 110 | Gretchen | Christine | Chip | ON-HOLD | |
| VRS ICMARC | 110 | Don | | Christine | Ask ICMARC Rep to present to TJPDC staff on 457 Plan - ON HOLD | |
| Equity & Title VI | 110 /190/191 | Lucinda | Shirese | Chip | Updates from the Albemarle County monthly meetings. - ON HOLD | |
| Cloud Based IT | 110 | Chip | | Chip | Server is installed and staff has access to Remote Desktop Office | Pursue Cloud-based system. |
| Annual office clean up day | 110 | Gretchen | Christine | Christine | Ongoing - Twice per year - ON HOLD | |

| Last Updated: 7/1/2020 | Program Code | Lead | Support | Director | Monthly Update | To Do | Budget Progress |
|---------------------------------------|-------------------------|--------------|---------------------|--------------|---|--|---------------------------------------|
| TRANSPORTATION | | Sandy | Lucinda/Sara | Sandy | | | |
| <i>MPO</i> | | Lucinda | Sandy | Sandy | | | |
| Policy Board | 190/191 | Lucinda | Sandy | Sandy | Vote on formal resolutions of support for Smart Scale. Initial review of Public Participation Plan. FY18-21 TIP amendment (and may have to update FY21-24 plan). Appoint David as FOIA officer. Review November meeting date. | Lucinda will put together meeting agenda/packet. Sandy will schedule meetings to scope out UPWP. Lucinda to send out public notices. | |
| CTAC | 190/191 | Jessica | Lucinda | Sandy | Smart Scale project review. TIP Amendment. Public Participation Plan. One pager presentation. Roundtable on Covid-19 impacts on transportation planning. | Virtual meeting in July. | |
| MPO Tech | 190/191 | Nick | Lucinda | Sandy | Smart Scale project update. TIP Amendment. Public Participation Plan. Transportation Primers. Roundtable. | Nick to prepare for virtual July meeting. | |
| Smart Scale FY21 | 198 | Nick | Lucinda | Sandy | Feedback from the pre-applications were provided. SS applications postponed until mid August. | Need to work through conditional pre-approvals. Sandy to schedule meeting with Chuck to work through final application submissions. | |
| Bike / Ped Planning | 193/195/196 | Jessica | Lucinda | Sandy | 3-Notched Shared Use Path through Crozet to Afton Tunnel/Capital Trail extension to Scottsville on hold; VDOT feasibility study approved to coordinate projects. Meetings ongoing for 5th Street STAR project. | Review options to make Bike/Ped a more formal technical committee. Jessica to start working on bike/ped count process. | |
| TIP | 190/191 | Lucinda | Sandy | Sandy | Amendment for July meetings. | | |
| Uniform Work Plan | 190/191/195/196/198/199 | Sandy | Lucinda | Sandy | FY21 Approved by FHWA and FTA. | Begin development for FY22 UPWP | |
| Joint MPO Meeting with SAWMPO | 190/191 | Lucinda | | Sandy | Schedule and organize FY21 Joint MPO Meeting with SAWMPO | | |
| Title VI/Environmental Justice Plan | 190/191 | Lucinda | | Sandy | Update Title VI / Environmental Justice Plan | | PL-\$3,900 FTA - \$2,100 |
| Public Participation Plan | 190/191 | Jessica | | Sandy | Update Public Participation Plan | | PL - \$3,900 FTA-\$2,100 |
| Transportation Dashboard | 190/191/170 | | | Sandy | Develop and Publish Transportation Dashboard | | PL-\$2,600 FTA-\$1,900 |
| 101 Transportation/MPO Primers | 190/191/170 | | | Sandy | 101 Transp/MPO Primers | | PL-\$15,000 FTA \$5,000 |
| Safety Performance Measures | 195/196 | Lucinda | | Sandy | Safety Performance Measures | | PL-\$35,000 |
| Bid Bed Counts | 195 / 196 | Jessica | | Sandy | Bike Ped Counts | | PL-\$10,000 FTA-\$8,000 |
| Equity in Transportation Community ID | 195/196 | Lucinda | | Sandy | Equity in Transp. Community ID | | PL-\$30,518 FTA-\$13,541 |
| General Transit Planning | 196 | | | Sandy | General Transit Planning | | FTA-\$30,000 |
| EV Needs Assessment | 171/195 / 196 | | | Sandy | EV Needs Assessment | | PL-\$10,000 FTA \$2,000 Rural \$2,000 |
| Route 29 North | 195/196/171 | | | Sandy | Route 29 North | | PL-\$14,555 FTA-\$2,886 Rural-\$5,000 |
| Smart Scale FY23 Process | 198/199 | | | Sandy | Smart Scale FY23 Process | | PL-\$25,000 FTA-\$7,500 |
| TDM Integration | 198/199 | Sara | Jessica | Sandy | TDM Integration | | PL-\$5,000 FTA-\$5,000 |
| RURAL TRANSPORTATION | | Nick | Lucinda | Sandy | | | |
| <i>Rural Tech</i> | 170/171 | Nick | Lucinda | Sandy | Review project timeline of FY21 projects. FHWA approved program. | Virtual meeting in July with election of officers. Sandy and Nick to scope new programs for FY21. | |
| <i>VDOT Invoicing</i> | 170/190/191 | Nick | Lucinda | Sandy | Monthly Program Invoicing to VDOT due by last day of month for the previous month. April Invoices submitted. | Nick to prepare May invoice. | |
| STAR TAP | 315 | Lucinda | Jessica | Sandy | Wrapping up ROW acquisition and moving into construction phase. | Prepare packet for certification of ROW and prepare to select contractor. | |
| Quarterly Articles | 170 | | | | Publish Quarterly Articles in newsbrief | | \$1,000 |
| IT GIS Updates | 170 | | | | IT GIS Updates | | \$1,500 |
| Nelson County Compl Plan Chapter | 171 | | | | Nelson County Comp Plan Chapter | | \$2,500 |
| Rideshare Lot Dev. | 171 | | | | Rideshare Lot Dev. | | \$2,500 |
| RLRP dashboard & review | 171 | | | | RLRP dashboard & review | | \$5,000 |
| Towns Bike/Ped Report | 171 | Jessica | | Sandy | Towns Bike/Ped Report | | \$10,000 |
| Freight Study | 171 | | | | Freight Study | | \$10,000 |
| RIDESHARE-TDM | | Sara | Jessica | Sandy | | | |
| RideShare Outreach | 193 | Sara | Jessica | Sandy | Budget established for first quarter; waiting to hear about rollover funds. Funding just for staff time, GRH, and park and ride inventory. | Sara will continue to provide updates as funding for rest of the year is approved. | |

| | | | | | | | |
|------------------------------------|-------------|---------|---------|-------|---|--|--|
| Regional Transit Partnership (RTP) | 181/193 | Sara | Jessica | Sandy | No meeting in July. | Next meeting in August. Include Public Participation Plan. Send TIP amendment to them for review. Officer elections in August. | |
| RTP Sub-committees | 181 | Jessica | | Sandy | Met in June. | Nick to create system overlay map of all the systems. | |
| Amtrak | 191/196/199 | Chip | Jessica | Chip | Grant submitted in May. Presentation prepared, and scheduling meetings to garner support for project. | Waiting to hear about project selection. | |
| SAW Intercity | 193/196 | Sara | Chip | Chip | Tagline and logo has been selected. Awaiting final award. | Branding and marketing campaign on hold until an award is secured. | |
| Fifth Street Trails | 192 | Jessica | Chip | Chip | Final design determined. | Complete Smart Scale application. | |

TRANSPORTATION OTHER

| | | | | | | | |
|--|-----|---------|------|------|---|--|--|
| Comprehensive Community Engagement (*Community Engagement Bus) | 195 | Jessica | Chip | Chip | Search for grant funds included in FY21 UPWP. | | |
|--|-----|---------|------|------|---|--|--|

CURRENTLY INACTIVE / ON HOLD

| | | | | | | | |
|-------------------------------|-----------|---------|---------|-------|---|--|--|
| RTP Exchange Visit Blacksburg | 181/193 | Sara | Jessica | Sandy | Establish date, agenda, cost & attendees - Dates TBD. ON-HOLD DUE TO COVID-19. | On hold. | |
| Revenue Study | 195/196 | Lucinda | Sandy | Sandy | Summary of available funding sources; Lucinda has this underway. Final ON-HOLD DUE TO COVID-19. | Lucinda to complete 'to-date' information by end of June 2020. | |
| LRTP Dashboard for FY21 UPWP | 195/196 | Lucinda | Jessica | Sandy | Added to UPWP FY21 Work Plan | For FY21. | |
| Open Streets Efforts | 195/196 | Jessica | Lucinda | Sandy | Working with city and towns to provide support for better bike/ped resources during pandemic. | | |
| Census Count Committee | 300 (190) | Jessica | Sara | Sandy | | COMPLETE | |

| Last Updated: 7/15/2020 | Program Code | Lead | Support | Director | Monthly Update | To Do | Budget Progress |
|--------------------------------|--------------|--------------|----------------|--------------|--|--|-----------------|
| PLANNING | | Sandy | Nick | Sandy | | | |
| Cherry Avenue | 316 | Nick | Sandy | Sandy | City comments responded to and provided to City. | Participate in public hearings with PC and City Council if requested. Roundtable participation with small area planning teams. | |
| Albemarle Inventory | 323 | Sandy | Nick/ | Sandy | Danny, Ian, Dominique completed field work. | Working on data transfers to County. Final invoice submitted. Final report completed by end of month. | |
| Lovingston CDBG | 308 | Nick | Susan | Sandy | Contract amendments completed. Susan is wrapping up ERP. Meeting scheduled today to get Bill's work underway and review ERP with committee. Remittance requested. | Finalize report, coordinate work with Bill, final submission. | |
| Zion Crossroads | 171 | Sandy | Nick / Shirese | Sandy | We had a call with Chuck to discuss public engagement options prior to meeting with full group. Fluvanna County business owners surveys sent out twice and will close July 17th. | Schedule stakeholders meeting once we hear back from Chuck with public engagement option. | |
| Regional Broadband Partnership | 300 | Chip | Dominique | David | Develop Regional Broadband Partnership Framework including Scope of Work & Budget | 1. Present August Comm Mtg. | |

CURRENTLY INACTIVE / ON HOLD

| | | | | | | | |
|-------------------------------------|-----|------|------|-------|---|--|--|
| Regional Quality of Life Indicators | 300 | | | Chip | Example Baton Rouge CityStats | | |
| Albemarle In-Out Map #'s | 301 | Nick | | Sandy | Develop a map showing total daily "population of Alb & Cville | | |
| Fluvanna Wayfinding Proposal | | ? | Chip | Sandy | Draft a proposal to development a Wayfinding Plan ie.VDOT plan. | | |
| Scottsville | 337 | Nick | | Sandy | Invoice sent. Project Complete. | | |

| Last Updated: 7/8/2020 | Program Code | Lead | Support | Director | Monthly Update | To Do | Budget Progress |
|---|--------------|------------------|----------------|-----------|---|---|---|
| HOUSING | | Christine | | | | | |
| HOME | 727 | Shirese | Christine | Christine | Nick completes environmental and historical reviews; Housing Director's did not meet in June; Annual Action Plan Update has been approved; City of Charlottesville reviewing signed copy and sending the final to us; Final Annual Action Plan submitted by HUD by August 2020; CAPER is due September 2020; Monthly invoice completed in June; Christine and Shirese currently completing HUD HOME training series online; TJPDC accounting is switching to sub-classes to account for all grant years (FFY17-FF20). | Shirese will prepare Monthly invoice in July; Next Director's meeting is scheduled for July 21; Collect data for CAPER due September 2020. | FFY18 grant fully committed; Currently committing FFY19 Grant; Currently utilizing FFY19 Admin funds. |
| HPG | 728 | Shirese | Christine | Christine | Nick completes environmental and historical reviews; Q6 invoice for FFY18 submitted; Award notification of \$107,656.80 received for FFY20; TJPDC accounting is switching to sub-classes to account for all grant years (FFY19-FF20). | Shirese will prepare 2 Quarterly invoice in July (FFY18 and FFY19); More info coming in August for submission of HPG application to receive FFY20 funds. | FFY18 grant complete; Currently committing FFY19 Grant; Currently utilizing FFY19 Admin funds. |
| REGIONAL HOUSING | 729 | Susan | Christine | Christine | CVRHP Partnership met June 24 and adopted their strategic plan; Partnership will nominate officers for July 22 election in Executive Committee; Summit Committee met in July to discuss fall virtual educational series; Website committee seeking RFP for developers; Met with VHDA to brainstorm funding opportunities for FY21 (COVID research) Susan, Chip | Prepare materials for July Executive Committee meeting; submit the RFP for proposals. | Partnership needs to determine how funds will be raised for FY22 budget; \$49,147 budgeted for FY21. |
| PHASE II HOUSING PLAN | 730 | Christine | Nick & Shirese | Christine | Extended to December 31st. Currently drafting individual county chapters; Analysis and Strategies committee met in July 16 to provide feedback on Housing Plan; Committee will begin meeting every 3 weeks; Housing Plan team is meeting weekly; Albemarle Plan expected in January, 2021. | Nick to draft county chapter following feedback from the committee. | \$38,783 is budgeted for FY21 to complete the plan |
| TJCLT | 723 | Susan | Christine | Christine | TJPDC/TJCLT Contract extended. FY21 approved in June meeting; VHDA COVID emergency grant received; working on pipeline projects, fundraising, and board recruitment. | Susan to prepare July Board meeting materials. | FY21 contract renewed at the current hourly rate. |
| RENT AND MORTGAGE RELIEF PROGRAM (RMRP) | 731 | Christine | Shirese | Christine | DHCD funding received; TJPDC Program Guidelines completed; Sub-Grantees' agreements are signed; Press release to go out July 8th; Outreach to occur beginning July 8th; Advisory Committee formed; Grievance Policy developed; Website and Voicemail updated July 8th; Outreach materials created. | Shirese and Christine to send sub-grantees all relevant information; send email to stakeholders; distribute outreach materials; request invoices from sub-grantees to transfer funds. | \$450,000 received by VHDA; \$22,500 budgeted for Admin. |

CURRENTLY INACTIVE / ON HOLD

| Date | Program | Program Code | Lead | Support | Director | Monthly Update | To Do | Budget Progress |
|------|---------|--------------|------|---------|----------|----------------|-------|--------------------|
|------|---------|--------------|------|---------|----------|----------------|-------|--------------------|

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities

April through June 2020

Environment:

An interim report on progress this year on the **Chesapeake Bay Watershed Implementation Planning (WIP) Assistance program** was submitted June 30. Staff has been working on Water Quality Guide booklets, which are being created as part of the WIP contract. The TJPDC has submitted a \$50,000 **Resilient Communities grant application** to the National Fish and Wildlife Foundation (NFWF); word on whether the application is successful should come in September. In conjunction with the Rivanna Stormwater Education Partnership (RSEP), posts are being shared on the #LoveYourWatershed social media campaign.

The TJPDC has been awarded \$67,200 by FEMA to update the region's five-year **Hazard Mitigation Plan**. Work on the plan is scheduled to begin soon. TJPDC has served as the grantee for the regional Hazard Mitigation Plan process since the initial 2006 plan and for five-year updates completed in 2012 and 2018. The next update must be finished by the spring of 2023.

An August meeting of the **Rivanna River Basin Commission (RRBC)** is being planned, with the annual Fall Conference also being scheduled for September 25. Work also is being done on an application for a grant to conduct education and outreach for K-12 students, which is due in September. Activities envisioned include videos for schools and social media platforms and outdoor activities for students.

Housing:

In late June, the TJPDC was awarded over \$450,000 to launch an emergency mortgage and rental assistance program that is expected to keep individuals and families in their homes within the TJPDC region. The **Rent and Mortgage Relief Program (RMRP)** is a partnership with the Virginia Department of Housing and Community Development, and is being run in conjunction with area partners that include the City of Charlottesville, the United Way of Greater Charlottesville, the Monticello Area Community Action Agency, and the Nelson County Community Development Foundation. Funding comes from the federal CARES Act, and up to \$2.2 million is expected to be available in our region as demands are met. The program will make rent and mortgage payments that are in arrears for eligible individuals or families who have experienced a loss of income due to the pandemic.

The **Central Virginia Regional Housing Partnership (RHP)** postponed its annual summit, but has added a Fall "Lunch & Learn" program for September, October, November and December to address four regional housing topics. The Partnership adopted its Strategic Plan, now available on the TJPDC website [here](#). The RHP completed project scoping for a regional housing website, and is preparing an RFP for web development consulting services.

The 2020-2021 program year **HOME Action Plan** was approved by the TJPDC Commission in May following a public hearing. Activities across the region planned for the program year beginning July 1, 2020, include more than 20 homeowner rehabilitation projects and 10 down-payment assistance projects for first time homebuyers, construction of at least one

new home for purchase, and construction of three rental units.

The TJPDC was awarded a \$107,656 **Housing Preservation grant** from the U.S. Department of Agriculture to continue to help with repair and/or rehabilitation of housing owned or occupied by low- and very-low-income rural residents.

The **Thomas Jefferson Community Land Trust (TJCLT)** contract with TJPDC to staff the Land Trust has been extended for FY21. The TJCLT Board of Directors adopted its budget at its most recent meeting in mid-June. TJCLT was awarded funding of 36,000 in June from the Virginia Housing for operations. TJCLT staff and the Board are working on the next development project of Land Trust homes.

Legislative Liaison:

The Legislative Liaison wrapped up work at the 2020 General Assembly in mid-March, and then monitored the April reconvened session of the legislature that dealt with gubernatorial amendments. In advance of this April session, he advocated on behalf of the localities for authority for public bodies to hold electronic meetings and for the legislature to preserve funding for localities in light of declining state revenues. He also completed the **General Assembly Final Legislative Report** highlighting action taken on legislative bills and the budget at the 2020 session of the General Assembly. The document highlights various items of interest to local governments by budget and bill topic area. The report was distributed by e-mail and posted on the TJPDC web site. He also presented a legislative update to the TJPDC Commission.

He attended various virtual meetings related to particular legislative and budget/finance discussions. He organized the virtual April Mayor & Chairs/CAOs meeting, as well as helped plan a special expanded Mayor & Chairs/CAOs meeting in May that included UVA and the local health department to discuss COVID-19 response and recovery. He drafted the agency's "Return to Work" policy and action plan. Finally, the liaison continues to serve as part-time Executive Director of the Virginia Association of Planning District Commissions; the VAPDC is contracting with TJPDC for his services.

Local/Regional Support:

TJPDC staff met with Fluvanna County planning staff to refine a survey for gathering community feedback on goals for the Fluvanna side of the **Zion Crossroads area**. Those surveys were disseminated and we have started to receive responses. The consulting team will be launching a MetroQuest survey of transportation system needs soon, and TJPDC staff is working with VDOT and the consulting team to plan a virtual public engagement opportunity for the study area.

Field work for the **Albemarle Community Inventory** wrapped up on the second study area. The work was conducted by TJPDC by staff and two summer interns.

Transportation:

TJPDC staff to the **Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO)** partnered with the City of Charlottesville and Albemarle County to host a public workshop on the Smart Scale projects proposed for submission to VDOT. The workshop covered the 17 projects submitted during the preapplication period in the CAMPO area. The MPO hosted a [webpage](#) with a summary of the Smart Scale process and informational graphics for each project. Between 60 and 70 people participated in the online workshop over the two days and nearly 280 comments were collected by the end of May.

The MPO conducted public hearings and then approved the Unified Planning Workplan

(UPWP) and Transportation Improvement Program (TIP), while also working with VDOT to adjust the TIP - Federal Programming for the Route 20 (Belmont) Replacement in the City.

The various transportation advisory committees staffed by the TJPDC held meetings in May. **The MPO Technical Committee** met to discuss the recommended draft UPWP for consideration by the MPO Policy Board. It also received a report on the Smart Scale public workshop. At the upcoming MPO Tech meeting, committee members will review the updated Public Participation Plan.

The **Rural Transportation Advisory Committee (RTAC)** met on May 19 and reviewed the FY21 rural work program, which had been approved by the TJPDC Commission at its May meeting. At the upcoming Rural Tech meeting, committee members will review the anticipated timeline for projects identified in the FY21 work program. The **Citizens Transportation Advisory Committee (CTAC)** also met, with Smart Scale, the UPWP and TIP on its agenda.

The **Regional Transit Partnership** met in both May and June, receiving updates from CAT and JAUNT. RideShare reported on changes to services and funding due to COVID-19. There also was a staff presentation on the “Future of Transit amid COVID-19.” The Transit Reporting and Equitable Driver Appreciation subcommittees also met in June.

Staff submitted a **federal grant application to the U.S. Department of Transportation** for approximately \$700,000 for planning a renovation to the existing Amtrak station site to accommodate projected increases in ridership and to better meet community needs. Notification of any award should be made by this Fall.

RideShare:

In partnership with AgileMile, our trip planning software provider, RideShare set a challenge to log 100 telecommutes during the month of May and AgileMile would donate \$100 to the Blue Ridge Area Foodbank on our behalf. We finished the month of May with 199 telecommutes!

Budget revisions were done for both FY20 and FY21 to DRPT during the quarter and RideShare has been approved to roll over FY20 funding into FY21. RideShare also received first quarter funding for program operations of FY21 through the CTB.

The Afton Express is on hold for funding, but the tagline and logo were selected by the stakeholder group in May. The Afton Express transit service will connect Staunton, Augusta County, and Waynesboro with Charlottesville and Albemarle County.



Commission:

After canceling its April meeting, the TJPDC Commission held virtual meetings in May and June. Over the two meetings, the Commission approved the agency’s FY21 budget and work plan and elected officers for the coming fiscal year. It also received and discussed various reports. The next Commission meeting is scheduled for August 6.