

Last Updated: 7/27/2020	Program Code	Lead	Support	Director	Monthly Update	To Do	Budget Progress
<b>ADMINISTRATION</b>		<b>Chip David/Christine</b>					
Finance & Executive Committee	110	Chip	Don / Christine	Chip	Holding Regular Executive Comm Meetings	Schedule before the Oct. 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. Chip signed cover letter.	
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	Complete and submit application to USDA; hire and complete appraisal; hire and complete architectural concept and cost	
<b>COMMUNICATIONS</b>							
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. Draft at <a href="https://dev.ryanpace.com/">https://dev.ryanpace.com/</a> . Set up staff review session	
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.	
<b>FINANCE</b>		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.	
<b>LEGISLATIVE</b>		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.		
<b>COMMUNITY DEVELOPMENT</b>							
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 next quarterly 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 RRRRC.	
Nelson County CARES Act Small Business Grant Program		Susan	Chip	Chip	Draft program submitted to Nelson County for review.	Scope of work, web site and materials being developed for kick-off.	
Nelson - Crafting a New Normal	307	Chip	Susan	Chip	Crafting New Normal Program. DHCD agreement signed by TJPDC.	Bill thru CVPED to DHCD.	
<b>ADMIN OTHER</b>							

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
<b>TRANSPORTATION</b>		<b>Sandy</b>	<b>Lucinda/Sara</b>	<b>Sandy</b>			
<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.		
MPO Tech	190/191	Nick	Lucinda	Sandy	Smart Scale project update. TIP Amendment. Public Participation Plan. Transportation Primers. Roundtable.		
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. City Council support on August 17th.	
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. Coomunity 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	Develop draft policy for both MPO and TJPDC submitted projects. Submit to MPO at September meeting.	PL-\$25,000 FTA-\$7,500
TDM Integration	198/199	Sara	Jessica	Sandy	TDM Integration		PL-\$5,000 FTA-\$5,000
<b>RURAL TRANSPORTATION</b>		<b>Nick</b>	<b>Lucinda</b>	<b>Sandy</b>			
<i>Rural Tech</i>		Nick	Lucinda	Sandy			
Rural Tech	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.	
VDOT Invoicing	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
<b>RIDESHARE-TDM</b>		<b>Sara</b>	<b>Jessica</b>	<b>Sandy</b>			

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.		
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**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
<b>PLANNING</b>		<b>Sandy</b>	<b>Nick</b>	<b>Sandy</b>			
Cherry Avenue	316	Nick	Sandy	Sandy	Met 8/7 with City Staff to go over outstanding issues. Two outstanding issues: 1. Development scenario not consistent with current zoning. Nick meeting with Matt and Sarah Malpass to strategize how to revise that section. 2. More robust implementation schedule. Nick to discuss both of these with Matt and Sarah and try to develop implementation schedule guidelines. City wants plan in front of public in October.	Make revisions based on direction from City and City will schedule public hearings.	
Albemarle Inventory	323	Sandy	Nick/	Sandy	Field work completed. Report needs to be finished. Data access has been provided to County GIS.	Final report completed by end of August. Follow up with Siri to confirm Albemarle has data.	
Lovington CDBG	308	Nick	Susan	Sandy	Susan to wrap up data collection and pass on for revisions. Revised April invoice sent. One final invoice at end of project. Bill has completed engineering work; will send draft of his report/work.	Nick to follow-up with Bill on LPDA's work. Confirm project submission deadline.	
Zion Crossroads	171	Sandy	Nick / Shirese	Sandy	Fluvanna survey closed on August 4th. Data sent to Douglas and Brad. Shirese to develop report of survey responses.	Sandy to scope out remaining work. Create public engagement plan. Follow up with Chuck. Schedule stakeholder meetings. Revise Rural Work Plan to include some of this work.	
Regional Broadband Partnership	300	David	Dominique	Chip	Develop Regional Broadband Partnership Framework including Scope of Work & Budget	1. Hold 1st Meeting 2. Develop framework. Establish membership, goals, meeting schedule, etc.	

**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: 7/19/2020	Program Code	Lead	Support	Director	Monthly Update	To Do	Budget Progress
<b>HOUSING</b>		<b>Christine</b>					
HOME	727	Shirese	Christine	Christine	Nick completes environmental and historical reviews; New HEROS process for environmental reviews; Housing Director's met 8/19; Action Action Plan approved; Final Annual Action Plan submitted to HUD by August 2020; CAPER is due September 2020; Monthly invoice completed in July; Christine and Shirese currently completing HUD HOME training series online; FFY20 Grant money will be received Sept/Oct 2020; Greene County is due for annual monitoring visit.	Shirese will prepare Monthly invoice in August; Next Director's meeting is scheduled for Sept 18; Collect data for CAPER due September 2020; Draft Annual Action to be presented to Commission in Sept. meeting; Shirese to attend HEROS training.	Currently committing FFY19 Grant - \$246,157 remaining; Currently utilizing FFY19 Admin funds - \$ 12,610 remaining.
HPG	728	Shirese	Christine	Christine	Nick completes environmental and historical reviews; Q7 invoice for FFY18 submitted; Q3 invoice for FFY19 submitted; Award notification of \$107,656.80 received for FFY20.	Shirese will prepare Q4 invoice for FFY19; Shirese working in final application submission for FFY20 funds. Due 8/28.	Currently committing FFY19 \$91,508 Grant - \$65,235 remaining; Currently utilizing FFY19 \$16,148 Admin funds - \$8,088 remaining.
REGIONAL HOUSING	729	Susan	Christine	Christine	CVRHP Executive Committee met in July; Officers were nominated; Summit Committee met in July to discuss fall virtual Fall Speaker series; Website committee selected contractor for Website; Chip, Susan, and Christine met in July to scope Regional Housing Budget for FY21; Sponsorships from CAAR and Virginia Housing received for Fall Speaker Series.	Prepare materials for 8/26 Executive Committee meeting; Susan to prepare notice to proceed for website; Susan to update website with informational flyer; Direct outreach begins 8/25; Invitation to register begins 9/1; Christine to request draw down from Virginia Housing.	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 8/12 to provide feedback on Housing Plan; Housing Plan team is meeting weekly; Albemarle Plan expected in January, 2021; Shirese collected school system data on unstably housed households.	Committee meets 8/21 to finalize Nelson County; Shirese and Nick to begin background sections of Greene and Louisa's chapter;	\$38,783 is budgeted for FY21 to complete the plan; \$35,507 remaining.
TJCLT	723	Susan	Christine	Christine	TJPD/C/TJCLT Contract extended. FY21 approved in June meeting; VHDA COVID emergency grant received; Working on pipeline projects and fundraising; Two new board members joining the board in August.	8/20 board meeting.	FY21 contract renewed at the current hourly rate.
RENT AND MORTGAGE RELIEF PROGRAM (RMRP)	731	Christine	Shirese	Christine	DHCD funding received; Advisory Committee meets every 2 weeks; Grievance Policy to be considered by commission at 8/20 special meeting; Sub-Grantee meeting occurs every 2 weeks;	Christine to prepare bi-weekly summary data report; Shirese and Christine to determine 2nd payments to sub-grantees.	\$450,000 received by VHDA \$236,226 sent to subgrantees; \$236,226 remaining for subgrantees; \$22,500 budgeted for Admin - \$1,397.38 remaining.

**CURRENTLY INACTIVE / ON HOLD**

Last Updated: 6/24/2020	Program Code	Lead	Support	Director	Monthly Update	To Do	Budget Progress
<b>ENVIRONMENT</b>		<b>Sandy</b>	<b>Nick</b>	<b>Sandy</b>			
RRBC Admin	908	Dominique		Chip	RRBC Conf in September 2020. Annual meeting held in August. Waiting panelist names from Board members. Facebook and site being regularly updated. RRBC Steering function being used for WIP with RSEP. #loveyourwatershed social media campaign launched. Info going out on RRBC Facebook page.	Dominique to continue pushing #loveyourwatershed campaign via Facebook. RRBC Conf on September 25, 2020. Create outline agenda and send to Board for review.	
Rural Rivanna Plan	908	Sandy	Shirese/Dominique	Sandy	Rural Rivanna Plan scoped out. Dominique started pulling together information from other planning documents from Albemarle and Fluvanna.	Need to get Village of Rivanna plan from Albemarle. Need to get information from Greene County for Technical Committee.	
Urban Rivanna Plan	329	Nick	Shirese/Sandy	Sandy	Revised scope of work prepared for technical committee review. Benchmarking is underway. Website is being updated to be launched for public engagement. Public engagement strategy to be reviewed by technical committee.	Shirese to schedule steering committee meeting once confirmed we're good to go by technical committee. Begin public engagement push after steering committee reviews draft vision, guiding principles, recommendations, and plans for moving forward.	
WIP	907	Dominique	Shirese	Chip	NFWF resilient Communities \$50k grant submitted. Booklets 1-7 completed. PEC photo contest - submit intern photos for chance to win gift card.	Set up Watershed Clean-up with RCA. Create Scope for 2021.	
Hazard Mitigation & Climate Change Plan	330 FY2021	Nick	Shirese / Dominique	Sandy	Funding approved.	Sandy scoping out work over project timeline.	
Solid Waste/Recycling	303	Shirese	Dominique	Sandy	Create Tech Comm to meet quarterly. 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. Sandy and Shirese met with Prina to discuss update to Solid Waste Plan Update in 2021 (needs to be completed by October 2021).	Shirese to post recycling report on website when it is reviewed (waiting on DEQ). Shirese to follow-up with Chip to discuss his thoughts on technical committee.	

**CURRENTLY INACTIVE / ON HOLD**