

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/81582389025>

Meeting ID: 815 8238 9025

Telephone Call In

1-301-715-8592,81582389025# or 1-312-626-6799,81582389025#

- | | |
|---|-------------|
| 1. Call to Order | 7:00-7:05 |
| a. Notice of Electronic Meeting and Commissioner and Public Protocol | |
| 2. Matters from the Public | 7:05 – 7:15 |
| a. Comments by the public are limited to no more than 2 minutes per person. | |
| b. Comments provided via email, online, web site, etc. (Read by Director) | |
| c. Presentations | |
| 3. * Consent Agenda | 7:15 – 7:20 |
| Action Items: | |
| a. * Minutes of June 4, 2020 Meeting | |
| 4. * Resolutions | 7:20– 7:45 |
| a. * Funding Agreement for Rent & Mortgage Relief Program
RMRP Status – Christine Jacobs | |
| b. * Grievance Policy & Procedures for RMRP | |
| 5. New Business | 7:45 – 8:00 |
| a. * Regional Broadband Partnership Framework | |
| b. Delivery of Draft FY22 Projected Budget | |
| 6. Executive Director’s Report | 8:00 – 8:15 |
| a.* Quarterly Financial Reports – FY20 Year End | |
| i. June Dashboard Report | |
| ii. June Profit & Loss Statement | |
| iii. June Balance Sheet | |
| iv. June Accrued Revenues Report | |
| Monthly staff activity report | |
| Quarterly Activity Report | |
| 7. Other Business | 8:15 – 9:00 |
| a. Roundtable Discussion by Jurisdiction | |
| b. Next Meeting –September 3, 2020 | |
| 8. Closed Meeting - * per Code of Virginia 2.2-3711 A.3. | 9:00 |
| a. Discussion or consideration of the acquisition of real property for public purpose. Visitors will be sent to an online waiting room. | |
| b. *Public Session Resumes – Visitors allowed back into meeting. | |

*** Resolution to contract for the purchase of property in Public Session**



*** ADJOURN**

Designates Items to be Voted On

**NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY**

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to Item 4.0-01 of the approved state budget (HB 29) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

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

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

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

The TJPDC Board of Commissioners are meeting this evening, June 7th at 7:00 PM with a quorum of voting members through electronic virtual communication of Zoom software application. The meeting agenda and virtual meeting address has been posted for one week at 401 Water Street East, on the TJPDC web site and provided to local media outlets and provided to the general public and Commission members. This meeting is open to public viewing and public comment will be allowed through electronic communication at such time as provided on the meeting agenda.

The Governor has declared a state of emergency, the nature of this declared emergency makes it impracticable or unsafe for the public body to assemble in a single location; the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body; the TJPDC shall make available a recording of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the public body.

We will begin by having each Commission member identify themselves and then TJPDC staff members. We ask that you keep your communication devices on mute until you prepare to speak. In addition, you may "raise a hand" or use the chat feature to initiate a discussion. The public will be muted except for public comment periods. Those wishing to speak are asked to use the raised hand function or chat function of the Zoom program. Participants calling in may press *9 to utilize the "raised hand" function to speak during appropriate times. Staff will assist the Chair in recognizing those who wish to speak and with identifying motions, seconds and votes. Votes will be taken by roll call of the members present by TJPDC staff.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, June 4, 2020

Commissioners Present:

Dale Herring – Greene County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County
Andrea Wilkinson – Greene County
Tony O’Brien – Fluvanna County
Donna Price – Albemarle County (7:05 pm)
Lisa Green – City of Charlottesville (7:11 pm)
Bob Babyok – Louisa County (7:28 pm)

Commissioners Absent:

Eric Purcell – Louisa County
Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Michael Payne – City of Charlottesville

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Deputy Director - Legislative Liaison
Lucinda Shannon, Transportation Program Manager
Jessica Hersch-Ballering, Transportation Planner

Guests Present:

Sean Tubbs, Piedmont Environmental Council, Citizen
Peter Krebs, Piedmont Environmental Council, Citizen

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on June 6, 2020 www.tjpd.org.

1. Call to Order: Dale Herring called the meeting to order at 7:00 pm. He started with an overview of the electronic meeting protocols, to include, informing participants that the meeting was being recorded, that roll call votes would be verbal, that all participants should keep their microphones on mute unless speaking, that the chair will verbally identify who makes a motion and seconds the motion, and that public comments are limited to 2 minutes. He informed participants that TJPDC staff was monitoring the meeting for those requesting to join the meeting late or for unexpected interruptions to the meeting. Ms. Jacobs then read the names of all Commissioners for the roll call. Results of the roll call are noted above.

2. Matters from the Public:

- a. Comments by the Public: None
- b. Comments provided via email, online, web site, etc.: None
- c. Presentations: None



3. Consent Agenda: The consent agenda consisted of the draft minutes from the May 7, 2020 Commission Meeting and the Quarterly Financial Report through April 30, to include: the April Dashboard Report, the April Profit & Loss Statement, the April Balance Sheet and the April Accrued Revenues Report

Action Items:

1. Minutes of the May 7 Commission Meeting:
 2. Quarterly Financial Reports
- **On a motion by Donna Price, seconded by Lisa Green the Commission unanimously approved the minutes of the May 7, 2020 meeting.**

4. Resolutions:

a. Election of FY21 Officers: The Commission acted as the nominating committee notifying the Commission of the recommended slate of officers over ten days in advance of the June 4, 2020 meeting and recommended the following slate of officers:

- i. Dale Herring, Chair
- ii. Jesse Rutherford, Vice Chair
- iii. Keith Smith, Treasurer
- iv. Chip Boyles, Secretary

- **On a motion by Donna Price, seconded by Lisa Green, the Commission unanimously agreed to accept the nominations presented.**

There were no additional recommendations for officer nominations from the floor.

- **On a motion by Donna Price, seconded by Andrea Wilkinson, the commission unanimously approved the election of the recommended slate of officers.**

b. FY21 Rural Transportation Smart Scale Funding Support: Mr. Boyles gave an overview on the number of projects that each locality and the MPO could submit for Smart Scale. He noted that a summary of each project was included in the meeting packet. Mr. Babyok asked if projects received priority if they were located within two jurisdictions. Mr. Boyes shared that, no, they did not get priority but that the local governments could prioritize their projects. Ms. Price asked if the MPO was submitting projects for both Albemarle and Charlottesville. Mr. Boyles shared that Charlottesville did not request any projects to be submitted by the MPO this round.

- **On a motion by Donna Price, seconded by Bob Babyok, the commission unanimously approved the FY21 Rural Transportation Smart Scale Funding Support Resolution.**

c. FY21 Rural Transportation Smart Scale TJPDC Request: Ms. Greene asked if projects were connecting to Charlottesville, but not located in Charlottesville, were they City or County project. Mr. Boyles responded that a project would be a County project if located only in the County.

- **On a motion by Donna Price, seconded by Lisa Green, the commission unanimously approved the FY21 Rural Transportation Smart Scale TJPDC Requests Resolution.**

3. Lease Extension for 401 Water Street: Mr. Boyles shared that he continues to look for other sites for lease or purchase. The current building lease expires August 31, 2020. He would prefer to own (since the TJPDC has been leasing for over 45 years). Two years ago, a building committee was formed. To date, there have been no viable options in a central location with ample meeting space.

The current landlord has confirmed that he will not be doing any renovations, other than minor improvements. The lease renewal would include 3% annual inflation with 4% for the first year. The TJPDC is currently paying \$12.35/square foot and utilities are included. Many comparable spaces go for \$20-\$22/square foot with utilities not included. There was a brief discussion about whether the central location of Charlottesville made purchase less feasible. Also, the USDA loan is not eligible within City limits so the County of Albemarle would be centrally located with ample meeting space and ease of commute for staff coming from all localities.

4. **On a motion by Andrea Wilkinson, seconded by Donna Price, the commission unanimously approved the pursual of a lease extension and, after review of the building committee, the acceptance and signature of a 5-year lease agreement on the current building.**

e. Appointment of David Blount as TJPDC Freedom of Information Officer (FOIA): Public bodies are required to have a FOIA officer to review requests. The last General Assembly decision included regional governments in the public body requirements. As Deputy Director, and in his work as the Legislative Liaison, David Blount was recommended for appointment as the FOIA officer. Ms. Green asked if the FOIA role would stay with the Deputy Director position should there be staff turnover. Mr. Boyles stated that the role would be dependent upon the individual and not the position. Mr. Blount shared that the code stipulated that the officer should be a person with knowledge in this area.

- **On a motion by Donna Price, seconded by Andrea Wilkinson, the commission unanimously approved the Resolution to Appoint David Blount, Deputy Director, as the Freedom of Information Act (FOIA) officer.**

5. New Business:

a. Legislative Report: Mr. Blount provided an overview of the memo that was included in the commission packet. He highlighted the following: 1. April state revenue collections fell over 26% from the same period last year (\$700 million). 2. State officials are expecting revenue collections to drop \$1 billion for FY20 and at least another \$1 billion for FY21. 3. State transportation revenues are expected to decline sharply, due to their reliance on retail sales taxes, motor vehicle sales taxes and motor fuel taxes. 4. Revenues to Virginia localities may decline by over \$500 million from losses in sales taxes, meals, transient occupancy, service fees and delinquent payments, and FY21 local revenues could decline by \$1.5 billion or more. 6. There is an expected re-forecast of state revenues in August. A special session of the General Assembly is expected to be called to consider access to reserve funds, lower revenue projections, and budget-cutting amendments. 7. Localities across Virginia are slated to receive more than \$644 million in federal Cares Act money around the first of June to include, Albemarle - \$9.5 million, Charlottesville - \$4.1 million, Fluvanna - \$2.4 million, Greene - \$1.7 million, Louisa - \$3.3 million, and Nelson - \$1.3 million. 8. Nearly \$215 million in CARES Act funding will be sent to Virginia school division in the fall. Allowable uses for the dollars are very flexible, and applications for the funding are due August 1. 9. A final summary of action on legislative bills from the 202 session was distributed in the most recent Legislative Update and is available at the link provided in the memo included in the meeting packet.

b. COVID-19 CARES Act Local Funding: Mr. Boyles shared that the Mayor and Chairs meeting was very successful and included both the Health Department and 4 high-level administrators from UVA. Mr. Boyles noted that a memo from Aubrey Lane, Virginia's Secretary of Finance, was included in the meeting packet. There was a brief discussion about the challenge of knowing if spending was eligible and if it could be done by the expiration date of the grant. Mr. Herring noted that with the need for Broadband, was it possible for localities to join to expand coverages as long as there were not ongoing costs. Mr. Blount shared that they could do so if it was for distance learning or telework but that

projects could not ‘expand capacity’ of the localities. Mr. Herring shared that the Mayors and Chairs meeting was extremely helpful in relaying information to the region.

6. Executive Director’s Report:

- a. Executive Director’s Report: The TJPDC remains strong in its financial position. Net quick assets are \$752,999 with over 7 months of available operating expenses on hand. One area of concern is that the unrestricted cash on hand is at \$102,049 which is 1 month of average monthly operating expenses. The target level is 4 months. This is due to several outstanding payments for work completed. After instituting an improved billing system for work completed, we received \$106,946 so far in May. In April there was a positive net gain of nearly \$4,000 with an anticipated fiscal year net Gain of \$26,000. 83% of the fiscal year is complete and we have received 88% of our total budgeted income. As of April, we have total current assets of \$1,062,550 and total fixed assets of \$10,109. We currently have enough remaining in our grant contract balances to cover average monthly expenses for May and June.
- b. TJPDC Office Activities of COVID-19: COVID-19 has not hurt the TJPDC’s work productivity. Staff will continue to work remotely through at least July 6th with an anticipated return of alternating days to limit staff contact.
- c. Regional Broadband Partnership Update: A draft framework for the creation of a Regional Broadband Partnership is included in the meeting packet. The draft is to obtain the Commission’s direction for staff’s moving the effort forward. The partnership is intended to be a convening and information sharing for bridge-building between stakeholders. Mr. Boyles asked that commissioners email him or Mr. Herring if they had suggestions, questions or comments. Adoption of the framework will be considered at the August commission meeting.
- d. Monthly Staff Activity Report: The report is included in the meeting packet and is for review only.
- e. Other office items: Mr. Boyles highlighted activities of the TJPDC detailed in the memo included in the meeting packet.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle County: Ms. Price complimented the Fluvanna water tower. She noted that Albemarle was considering a gradual reopening from COVID remote work. The Community Development office continues to stay open, but few other offices are open to the public. The county has continued relatively normal operations. The county is seeking to expand broadband coverage especially since independent businesses have limited accessibility. They are using buses for hot spots. The supervisors are closely watching the budget and are concerned with a reduction in state funds.
- Nelson County: Ms. Bishop shared that the planning commission would begin meeting in July, but that meetings have not occurred to date. She noted that public hearings were on hold until then. She shared that the Claudius Crozet tunnel would be opening in August.
- Louisa County: Commissioner Babyok noted that their board was conducting live meetings w/ six-foot social distancing and up to 10 public participants in the room with alternate row seating. They continue to live stream meetings and have a live telephone bank. The last board meeting included a resolution against racism that included discussion on how they could ‘put teeth into it.’ A public meeting will be scheduled with leaders of prominence in the county. Mr. Babyok shared his disappointment in the Census reporting since so much funding is riding on the responses. To date, only 45% of Louisa residents have responded to the Census. Mr. Boyles shared that Louisa and

Nelson may have the lowest response rate due to the prevalence of 2nd homes, so the percentage does not accurately represent those residing in the county.

- City of Charlottesville: Commissioner Greene shared that the Planning Commission has not yet met but will be testing their first virtual meeting with a public hearing. The comprehensive plan continues to make progress with their #CvillePlansTogether work available on the Neighborhood Develop Services webpage. The council continues to work on the budget.
- Fluvanna: Commissioner O'Brien shared that Fluvanna has continued to operate without the public in person. There has been a great deal of discussion on how to use the CARES Act funding. The county was considering business grants, advertising the use of masks. Mr. O'Brien would like to hear how others are using their CARES money. The water tower is now up and painted.
- Greene County: Commissioner Wilkinson passed her time to Commissioner Herring. Commissioner Herring shared that the board continued to meet and that there were concerns with the impact of Phase II on the schools. With half of the students in the buildings at one time the bus routes would double, increasing expenses. Greene is concerned about the number of families that would consider homeschooling and how it would impact their locality. Mr. Herring shared that the Planning Director in Greene was working with UVA on telemedicine opportunities and the selection of a site in Greene. The board is considering the uses of their CARES Act funding. They are grateful for the money but also concerned about spending it correctly. They have concerns that if they do spend it incorrectly, they will not have the money to repay the state. The board plans to adopt their FY21 budget at the next meeting.

c. Next Meeting – August 6, 2020 (No July meeting): Commissioner Herring thanked everyone for their participation and suggested that next month's meeting would also be electronic. Commissioners will hear from Chip on how to participate.

8. Adjournment:

- **On a motion by Lisa Green, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the meeting at 8:27 pm.**

**GRANT AGREEMENT
2020 RENT AND MORTGAGE RELIEF PROGRAM
20-RMRP-024**

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development (“DHCD”)** and **Thomas Jefferson Planning District Commission (“Grantee”)** for the period **April 1, 2020 to December 30, 2020** in the total amount of **\$450,000**.

DHCD is currently authorized to spend \$50 million to support the Rent and Mortgage Relief Program activities to ensure housing stability across the Commonwealth during the Coronavirus pandemic. In addition to stabilizing housing, efforts to help individuals and families maintain their housing is in the interest of public health. Through the RMRP, financial assistance will be provided on behalf of households who are experiencing housing instability due to the pandemic. The Grant is subject to the terms, guidelines and regulations set forth in the Virginia Rent and Mortgage Relief Program Funding Guidelines (2020) and any subsequent amendments to the guidelines, the laws of the Commonwealth of Virginia and federal law.

I. Scope of Services

Funds are for targeted efforts to support and ensure housing stability for households who are experiencing housing instability due to the Coronavirus pandemic. Eligible activities include rent and mortgage relief, program staff support (up to 10 percent) and administrative costs (up to 5 percent). The program goals are to provide effective and efficient assistance to stabilize housing for individuals and families impacted by the pandemic.

II. Conditions

A. Reimbursement

Funds are disbursed based on payment dates. Grantees must submit remittances in DHCD’s Centralized Application and Management System (CAMS) and provide documentation that the work and services occurred within the grant period and the expenses were paid appropriately by the Grantee. Grantees may elect to submit remittances on a monthly or bi-monthly basis. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

B. Reporting

Grantees must submit reports as required by DHCD. Such reports may include, but are not limited to, outcomes, such as the number of persons served and the demographic characteristics of persons served and program funds expended by activity. Any required reports and their due dates will be announced by DHCD along with any relevant instruction. Submission of reports implies approval from the executive director and is considered final. DHCD reserves the right to withhold reimbursement payments if the Grantee fails to submit the reports.

C. Accounting

The Grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the Grantee.

D. DHCD Notification

Grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such acts. In addition, Grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act. Grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the Grantee, the de-obligation of current funding and the preclusion of future funding.

E. Audit

All grantees, sub-grantees, CHDOs, and sub-recipients, localities, developers, or any other organizations that receive funding during a specific program year are required to submit one of the following financial documents: Financial Statement**, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an OMB A-133 Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures \leq \$100,000 – regardless of source	Financial Statement prepared by organizations**
Total annual expenditure between \$100,001 and \$300,000 – regardless of source	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$300,000 – regardless of source	Audited Financial Statement prepared by an Independent CPA
Federal expenditures \geq \$750,000	2 CFR 200 Subpart F Audit - prepared by an Independent CPA

**Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and OMB A-133 Audit only), whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document

requirements, can be found online at:

http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf

F. Compliance

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

G. Maintenance of Records

Grantees must be able to track and report program activities, household data, and spending separately from other activities. Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five-year period, the records shall be retained until such action is resolved.

H. Costs Incurred Prior To Grant Agreement Execution

No costs incurred prior to the start of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.

I. State Not Liable

The Grantee shall hold harmless the Commonwealth of Virginia, DHCD, its agents and employees from any and all claims and demands based upon or arising out of any action by the Grantee, its employees, agents or contractors.

J. Expenditure Review

DHCD will monitor expenditure rates to ensure state resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate statewide based on compliance, performance, need, and available funding.

K. Termination, Suspension, Conditions

If through any cause, the Grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Grantee, DHCD may request that all or some of the grant funds be returned, even if the Grantee has already expended the funds. The Grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

L. Subsequent Contracts

The Grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Grantee.

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to insure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications.

M. Default

A default is any unapproved use of grant funds. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Grantee of the default, establishing a date by which corrective actions must be completed and putting the Grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;
- (3) direct the Grantee to suspend, discontinue or not incur costs for the affected activity;
- (4) require the Grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Grantee default.

N. Conflict of Interest

Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rent and mortgage relief assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

O. Religious Influence

The Grantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under this grant agreement. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under this grant agreement and participation must be voluntary for program participants.

III. Additional Assurances

- A.** Grantee will give the Virginia Department of Housing and Community

Development, the Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.

- B.** In accordance with federal law, grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

IV. Additional Certifications:

The Grantee certifies that it will comply with the following:

- (a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- (b) Virginia Fair Employment Contracting Act;
- (c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
 - 24 CFR 100 (discriminatory conduct under Fair Housing Act);
 - Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
 - 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
 - Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability)
- (e) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:
 - 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
 - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- (f) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);
- (g) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);
- (h) Adhere to Executive Orders 11625, 12432, and 12138, that Grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities; Encourage participation of locally-owned enterprises in connection with funded activities;
- (i) McKinney-Vento Homeless Assistance Program Regulations;
- (j) Anti-lobbying Certification;
- (k) Drug Free Workplace.

If requested by DHCD:

1. A Grantee that is a unit of local government agrees to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA)

of 1969 and other provisions of Federal law as specified at 24 CFR 58 and 58.5 and agrees to comply with these NEPA regulations.

- 2. All Grantees that are not units of local government agree to assist DHCD in carrying out 24 CFR 58 and 58.5.

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development



Pamela G. Kestner

June 19, 2020
Date

Click or tap here to enter text.



Signature

Charles P Boyles II
Name (printed or typed)

Executive Director
Title

June 21,2020
Date

Grievance Procedures and Policies

The Thomas Jefferson Planning District Commission (TJPDC) recognizes the value of a formalized and written grievance procedure. To that end, each Sub-Grantee providing Program Staff Support for funding received through the Region Ten Emergency Rent and Mortgage Relief Program (RMRP) is expected to have its own grievance policy and procedure approved by its governing board. An overarching procedure for all complaints and formal grievances that affect the TJPDC is contained in this manual. It is in no way intended to replace or supplant any funded Sub-Grantee's policy, or any Sub-Grantee's responsibility to maintain such policies.

Definitions

Complaint is defined as a verbal expression of dissatisfaction by the Sub-Grantee, participant, or community member regarding services provided by the Thomas Jefferson Planning District Commission which can be resolved at the point at which it occurs by the staff present. Complaints are considered resolved when Sub-Grantee, participant, or community member is satisfied with the action taken by the agency in question.

Grievance is defined as a written expression of dissatisfaction with some aspect of the TJPDC's service that has not been resolved despite attempts to do so by Sub-Grantees, participants, or community members at the point of service. Any such written expression sent to the TJPDC will be considered a grievance.

Types of Grievances

Participant/Community Member Grievances: If a participant or community member has a complaint or grievance regarding a Sub-Grantee providing Program Staff Support, it is recommended that they follow the Sub-Grantee's procedures for collecting and resolving complaints or grievances.

An effort to resolve complaints locally should be made before filing a formal grievance with the TJPDC.

Sub-Grantee Grievances: It is the responsibility of all boards, staff, and volunteers of the Sub-Grantees to comply with the Department of Housing and Community Development's (DHCD) Virginia Rent and Mortgage Relief Program Funding Guidelines. Anyone filing a grievance against the TJPDC concerning a violation or suspected violation of the Virginia Rent and Mortgage Relief Program Funding Guidelines must be acting in good faith and have reasonable grounds for believing the TJPDC is violating such guidelines.

An effort to resolve complaints against the TJPDC should be made before filing a formal grievance with the TJPDC. This can be done by contacting the Chief Operating Officer of the TJPDC. If this does not resolve the issue, the Sub-Grantee, participant, or community member may begin the grievance procedure as stated in the policy below.

Policy: Grievance

It is the policy of the TJPDC that its Sub-Grantees, participants, and community members will have a fair and efficient process to present and resolve grievances.

Procedure for complaints regarding the TJPDC

1. Any person wishing to file a grievance should submit a written statement to the TJPDC Executive Director describing the alleged violation and any actions taken on behalf of the person or agency

Approved by the TJPDC Commission _____

to resolve the issue. The statement should be as specific as possible and contain the name and location of the agency, date and time of incident, and any other details that may be helpful to the TJPDC staff as they investigate the incident. Grievance paperwork filed with the TJPDC Executive Director must provide the name and contact information of the individual(s)/agency filing the grievance so that TJPDC staff can contact them to discuss the grievance. Identifiable information of the reporting person will be considered confidential and is only collected to enable further investigation of the grievance. Grievances that do not contain contact information of the person filing the grievances, or grievances filed by a third party, will not be considered and no further action will be taken.

2. Grievances must be filed with the TJPDC Executive Director within 30 calendar days from the date of the incident.
3. The Executive Director will notify the Region Ten Emergency Rent and Mortgage Relief Program (RMRP) Advisory Committee of the grievance within 7 calendar days of its receipt.
4. The Executive Director will review all information, conduct interviews with the reporting person/agency stated in the grievance, and gather relevant information about the situation. The review process will be completed with 14 calendar days from the date the Executive Director provided notification to the RMRP Advisory Committee.
5. Following the grievance review, the TJPDC Executive Director will provide to the individual/agency, as well as to the RMRP Advisory Committee, a written statement summarizing the outcome of the grievance review, including the corrective action required and a timeline to complete corrective actions. Proceedings should be conducted honestly, fairly, and without bias. All efforts should be made to resolve grievances in a timely manner. The time frames provided indicate a maximum number of days for each step in the process.

Grievance Appeal Procedure

If the proposed resolution is not satisfactory to the individual/agency filing the grievance, s/he will be advised to file an appeal with the RMRP Advisory Committee.

1. The appeal must be submitted in writing within 7 calendar days from the date marked on the determination letter from the Executive Director. Appeals received after 7 calendar days from the date of the letter will not be reviewed.
2. The RMRP Advisory Committee will notify the TJPDC Executive Committee within 7 days of receiving a written appeal.
3. The RMRP Advisory Committee will review the appeal and may designate one or more committee members or other assigned members to review the appeal, supporting documentation, and collect additional information necessary to consider the appeal. After gathering relevant information, the RMRP Advisory Committee will review all collected information and make a determination as to whether the TJPDC Executive Director followed the grievance procedure and the corrective action was reasonable based on the evidence presented. An RMRP Advisory committee member or designated member(s) will inform the appealing party in writing of their determination within 14 calendar days from the date of the appeal letter. The decision of the RMRP Advisory Committee is final.

All complaints or grievances involving vulnerable adults or youth under age 18 will be immediately turned over to the appropriate local office.

Approved by the TJPDC Commission _____

Grievance Timeline

Step 1: Incident Occurs

- A written grievance can be filed within 30 calendar days from the date of the incident.

Step 2: Grievance Filed

- TJPDC Executive Director will notify the RMRP Advisory Committee of the grievance within 7 calendar days from receipt.

Step 3: Agency Response and Outcome

- TJPDC Executive Director will review the grievance and provide a written determination letter to the individual/agency filing the complaint and the RMRP Advisory Committee within 14 days of receiving the written grievance.

Step 4: Appeal

- An individual/agency can submit an appeal to the RMRP Advisory Committee within 7 calendar days of the date marked on the determination letter.

Step 5: Response to Appeal

- The RMRP Advisory Committee shall review and make a final decision within 14 days from the date on the appeal letter.

This policy and current members of the RMRP Advisory Committee shall be posted on the TJPDC and each Sub-Grantee web site and program documents.

Regional Broadband Partnership (RBP)

OPERATIONAL FRAMEWORK

Thomas Jefferson Planning District Commission
AUGUST 2020

HISTORY

On December 31, 2019 the U.S. Centers for Disease Control and Prevention (CDC) became aware of a new infectious disease caused by a newly discovered coronavirus, COVID-19, in China. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. The virus begins to spread throughout the U.S. in March, 2020. By mid-March, many states including Virginia, had instituted “stay-at-home” direction, recommended remote work practices and limited gatherings in both private and public spaces. In May, 2020 many states began lifting a limited number of the social distancing directives, but while both new cases and death related COVID-19 cases continue to rise. The coronavirus began in the US in more populated cities and regions but is now increasing in more rural areas of America. As of May 28, 2020, there had been documented 1,721,926 cases and 101,621 deaths in the US. Health officials cannot determine how long it will take to create and administer a vaccine to combat the virus. It is widely accepted by Health officials and offered by Harvard scientists that social distancing may occur into 2022.

Social distancing has increased the demand on high speed internet reliance for families, businesses, healthcare and education. Remote work practices for non-essential workers require access to both broadband services and high-tech software applications. Zoom, an online virtual meeting software application has grown from 10,000,000 meeting participants before January 1, 2020 to 300,000,000 participants by April 23, 2020. Foot traffic to non-grocery retail stores declined more than 97% during the last two weeks of March. Online sales of companies such as Amazon have grown 35% over the same time period last year. K-12 and higher education schools began to close in March transitioning to on-line classes. To preserve much needed hospital space for coronavirus patients and to adhere to social distancing guidelines, healthcare eliminated non-emergency procedures and turned to on-line visits and prescriptions. One of the hardest hit industries, restaurants, moved to delivery and curbside service only assisted through on-line ordering application. As restrictions are minimized, many social distancing practices will remain in effect for many months to come.

Families, businesses, children and individuals without access to adequate internet and/or those without the equipment and skills to optimize internet use, will be left behind during a time when even the most advantaged may be struggling to adapt to the new ways of commerce, education, work production and healthcare. Elderly persons, especially in rural areas, are disadvantaged experiencing lack of broadband infrastructure, lack of equipment and devices and lack of experience and training in using required equipment and software access.

The need of expanded broadband in many areas of the US, but predominately in the rural areas is not new and is not caused by the changes due to COVID-19. The need is only magnified during this time and during this change in culture.

The Federal Communication Commission estimates that in 2020, as many as 500,000 living in rural Virginia do not have broadband access in their homes. Virginia officials estimate this number at 600,000. This number does not include the number of businesses in rural Virginia without broadband access. A recent study by the Region 9 GO Virginia Council, Rural Entrepreneurship Action Plan, April 30, 2020, found the need for rural entrepreneurship in our region to link ecosystems in areas of broadband, affordable housing and COVID-19 response and recovery.

Identified needs and push to expand coverage within and among the counties of our region has been ongoing for several years. Recently counties have created broadband authorities, have invested in varying types of internet technology and coverage and have partnered with private and cooperative entities to expand coverage. Local governments have applied and been awarded state and federal moneys for expansion projects and have heavily lobbied the General Assembly for additional funding for expanding coverage. While in a positive direction, this has been slow at best.

RBP Overview

In May, 2020, the Thomas Jefferson Planning District Commission (TJPDC) identified that improved broadband accessibility is a focus of all localities of the planning district, whether directly or indirectly. While the TJPDC has been working with local governments individually, with the General Assembly and state officials for statewide changes, and assisting regional cooperatives with new broadband planning ventures, the TJPDC has never formally pursued an organized regional facilitation and convening effort. At the May TJPDC Commission meeting, commissioners asked staff to create a framework of what that effort would entail.

The Commission determined that internet accessibility should also be considered as a regional issue. The Commission saw several opportunities for improving the communication, coordination, and collaboration between both the six localities and the multiple primary stakeholders in broadband demand and supply; businesses, non-profit agencies, K-12 school, technical colleges and higher education, local, government, emergency management, healthcare, cooperative utilities, private communication providers, IT application providers, and state officials.

In May of 2020, the TJPDC co-chaired an Economic Infrastructure Committee of the Charlottesville Regional Chamber of Commerce's Project Rebound. Broadband was identified as a priority growth area toward restoring business operations during and post COVID-19. Other committees included; Small Business, Arts and Creative Economy, Hospitality & Tourism, Key Industry Clusters, IT-Financial-Defense, Biotech-Manufacturing-Food & Beverage, Anchor Institutions, and Non-profit. A copy of the full recommendations of Project Rebound will become part of this framework.

The Charlottesville Area Alliance (working toward an age-friendly community) has identified improved internet availability and use as a priority in its five year action plan. Adequate broadband coverage and training to use is necessary for all ages in the areas housing, transportation, social inclusion and healthcare.

Because of the identified historical needs of expanded broadband accessibility in the region and the more urgent crisis needs due to COVID-19, the staff of the TJPDC in agreement with the Commission, recommend the immediate exploration of a Regional Broadband Partnership to facilitate a regional organized effort to expand both broadband accessibility and information technology services and to facilitate broad stakeholder groups for immediate and longer-term support of these efforts.

Purpose:

The Regional Broadband Partnership (RBP) is an information and advisory board, created by the Thomas Jefferson Planning District Commission, in partnership with multi-sector stakeholders related to needed services of high-speed internet supply, demand and use. Composed of an overarching consortium of information technology interests, the Partnership will enhance regional coordination and effectiveness.

Objectives:

The primary objective of the RBP is to be a united voice to inform and advocate for all stakeholders through leadership, knowledge sharing and common understanding of the current and future needs of high-speed broadband internet services in the region.

Immediate Services

Convening
Facilitating
Information Sharing
Existing Data and Reports
Collaboration
Inclusion of Broadband into regional planning efforts of housing, economic development, health, aging, transportation, etc.
State Advocacy

Potential Future Services

Mapping
Data
Public Outreach / Surveying
Technical Assistance & Training
Capacity Building
Planning
Grant writing
Regional Authority

Function:

The RBP will be an advisory board that generates research on broadband-related issues and makes recommendations to local government and regional stakeholders. The Partnership will address the high-speed internet needs of the Thomas Jefferson Planning District's region, with a focus on expanded connectivity, affordability and technical use of applications. TJPDC staff on behalf of the RHP will initially:

- Provide a meeting space and coordination;
- Take meeting minutes;
- Prepare meeting packets;
- Coordinate studies and analysis for Partnership consideration;
- Develop and gather data and report on local and regional broadband accessibility measures;
- Facilitate continued communication, cooperation, and coordination on broadband matters; and,

- Forward all recommendations to RBP members, member organizations, and other appropriate entities;
- Monitor and report on state and federal broadband issues and initiatives.
- Propose an annual TJPDC budget for RBP support and activities.

Each locality will maintain its existing structure for addressing internet-related issues. The RBP partnership will focus on macro-related issues, such as policies, infrastructure funding opportunities, information sharing and coordination/partnerships between stakeholders and state advocacy.

Funding:

As this is a regional effort, the TJPDC will staff the RBP from its current staff funded through local and regional per capita contributions. To accommodate this effort at this time, assistance to individual jurisdictions will be diminished to provide support to the RBP. While convening, facilitating, compiling materials, drafting, organizing, and reporting is covered by the TJPDC staff member, additional studies, services and special project development will require additional or alternate funding sources.

Composition:

The composition of the RBP includes stakeholders from the public, private, nonprofit, and citizen sectors in the City of Charlottesville, Albemarle County, Greene County, Nelson County, Fluvanna County, and Louisa County. The composition may change with time as the Partners meet and identify other relevant stakeholders. Initially, the RBP will include one representative from each organization unless noted otherwise. The roster includes Partners and Stakeholders. There shall initially be no voting members. The TJPDC Assistant Executive Director shall act as Chair for meetings and agenda setting. In their absence, the Chair shall appoint a temporary replacement.

Members

Partners: Partner Membership in the Partnership will be open to the public for as broad an input range as possible. Key stakeholders will be solicited to join and other interested parties will submit requests to join. It is estimated that this group will meet between two and four times per year.

Advisory Panel: The Thomas Jefferson Planning District Commission will appoint an Advisory Panel. This group of cross jurisdiction and cross sector of public and private stakeholders will guide the work and direction of the staff within available time and resource constraints. The Advisory Panel will advise and make recommendations to the TJPDC, local governments and IT sector businesses on broadband and technology issues that are regional in nature. This group will meet between 6 and 12 times per year.

- City of Charlottesville Elected or Planning Commission Official (1)
- Albemarle County Elected or Planning Commission Official (1)
- Fluvanna County Elected or Planning Commission Official (1)
- Greene County Elected or Planning Commission Official (1)
- Louisa County Elected or Planning Commission Official (1)
- Nelson County Elected or Planning Commission Official (1)
- Public School Systems (6)
- CNE Staff Representative (1)
- Charlottesville Regional Chamber Staff or Business Member (1)
- *Ting Representative (1)*
- *Firefly Representative (1)*
- *AT&T Representative (1)*
- *Comcast Representative (1)*
- *Dominion Power Representative (1)*
- *Century Link Representative (1)*
- *SCS / AcelaNet Broadband (1)*
- *Verizon Internet (1)*
- TJPDC Appointed Citizen/Resident Representative (Urban) (1)
- TJPDC Appointed Citizen/Resident Representative (Rural) (1)
- University of Virginia (UVA) (1)
- Thomas Jefferson Planning District Commission Commissioner (1)
- Piedmont Virginia Community College (1)
- Virginia Department of Housing & Community Development (1)
- *Region Ten Health District (1)*

RBP member may appoint an alternate to serve in their absence.

Exploratory Committee:

A group of identified regional internet leaders will be appointed by the TJPDC Executive Director to create an exploratory group to review and revise initial structure, function and goals of a regional Broadband Partnership. The exploratory group will help determine the need and direction of a Partnership. It is the Group's responsibility to provide a recommendation to the Thomas Jefferson Planning District Commission through the Executive Director.

Organizational Structure:

The RBP would consist of an Advisory Board that includes all members as listed and as revised by the Partnership.

Meeting schedule:

The RBP Advisory Panel will initially meet every other month.

The RBP Partners will initially meet quarterly until a schedule and work plan is established.

The Panel and Partners will determine meeting frequencies and schedules.

Deliverables/Strategies:

The RBP will act as an advisory body until such time as the mission is altered and resources to expand responsibilities are achieved. Documents and responsibilities include:

- **RHP Mission, Vision, and Goals:** This advisory board may develop a refined mission statement, vision, and goals.
- **Set the Work Scope:** The Advisory Panel will be responsible for synthesizing feedback from the Partners to form a scope of work for the RBP.
- **Assign Working Committees (as needed):** Should a focus group need to be formed, the Advisory Panel would be responsible for creating working committees and assigning members to the committees. The working committees would function as technical support groups with a stated purpose and goals.
- **Keep Communication Open:** The RBP will strive to make communication open and timely to facilitate strong collaboration between all stakeholders.
- **Coordinate Regional Broadband and IT Summits:** The Partnership would work to identify educational and advocacy topics of interest to design and implement IT summits on a given internet and technology-based topics and share through public summits.
- **Produce Annual Reporting:** The Partnership would develop a means to report on broadband related topics annually to all stakeholders.
- **Integrate Broadband into Decision-Making:** The RBP would work to integrate broadband considerations into planning efforts around the region. The Partnership would make recommendations to local planning efforts and projects.
- **Provide periodic reporting to TJPDC Commission:** Provide no less than twice a year reports of progress to the TJPDC Commission.

Timeline:

As there are immediate needs with identifying broadband strategies that will best meet the unmet communication needs, the RBP will be established as soon as possible. The following timeline sets an outline for establishing the RBP and resolving pending concerns, while planning for future opportunities.

A formal proposal will be submitted to the TJPDC in August, 2020. The TJPDC Assistant Executive Director will work with the Exploratory Committee to develop the recommended proposal and RBP Framework. Until a formal Partnership is established, the Exploratory Committee will work with TJPDC to pursue immediate broadband efforts. The first RBP Advisory Panel will meet in September, 2020. The first quarterly meeting of the RBP Partners will meet in October, 2020.

DRAFT

9/1/2020

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<i>FY19 Actual</i>	<i>FY20 Actual</i>	<i>FY21 Approved</i>	<i>FY22 Projected</i>
Federal	\$744,113	\$1,170,710	\$1,165,569	\$1,155,169
State	\$350,225	\$276,948	\$354,622	\$254,300
Local	\$413,512	\$390,375	\$418,558	\$320,022
Local per capita	\$154,838	\$156,717	\$158,365	\$159,620
Interest Income	\$16,693	\$10,983	\$10,000	\$10,000
Rent Income	\$19,205	\$0	\$16,800	\$10,000
Grant & Reserves Transfer	\$0	\$0	\$59,920	\$96,280
Total Revenue	\$1,698,586	\$2,005,733	\$2,183,834	\$2,005,391
Operating Expenses				
Personnel Costs				
Salaries	\$914,288	\$966,262	\$817,376	\$816,946
Fringe and Release	\$0	\$0	\$215,408	\$179,981
Total Personnel	\$914,288	\$966,262	\$1,032,784	\$996,927
Other Costs				
Postage	\$1,289	\$1,298	\$1,904	\$1,939
Subscriptions	\$817	\$1,525	\$550	\$550
Supplies	\$7,790	\$9,424	\$11,200	\$10,843
Audit-Legal	\$15,500	\$15,525	\$16,500	\$16,500
Advertising	\$19,408	\$20,042	\$24,061	\$24,609
Meeting Expenses	\$23,879	\$8,741	\$10,286	\$5,329
TJPDC Contractual	\$36,761	\$50,921	\$46,100	\$42,192
Dues	\$10,890	\$10,654	\$9,820	\$10,836
Insurance	\$3,667	\$4,281	\$3,336	\$3,336
Printing/Copy	\$7,764	\$4,887	\$4,642	\$5,610
Rent	\$89,525	\$92,604	\$94,319	\$94,820
Equip/Data Use	\$21,768	\$20,796	\$17,800	\$17,800
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,809	\$7,426	\$5,862	\$5,862
Travel-Vehicle	\$14,797	\$15,002	\$22,080	\$19,549
Janitorial	\$9,632	\$6,961	\$9,920	\$8,920
Professional Development	\$15,669	\$18,651	\$17,944	\$17,279
<i>Total Other Costs</i>	<i>\$285,965</i>	<i>\$288,738</i>	<i>\$296,324</i>	<i>\$285,974</i>
TOTAL OPERATING EXPENSES	\$1,200,253	\$1,255,000	\$1,329,108	\$1,282,901
Net Ordinary Income - Pass Through \$	\$498,333	\$750,733	\$854,726	\$722,490
Other				
HOME Pass Thru	\$224,984	\$612,065	\$580,277	\$580,277
HPG, HazMit, RRBC, TDM, SolidWast	\$0	\$0	\$135,592	\$31,967
HPG & RTP	\$221,270	\$104,804	\$138,857	\$110,246
<i>Total Other Expenses</i>	<i>\$446,254</i>	<i>\$716,869</i>	<i>\$854,726</i>	<i>\$722,490</i>
Net Other Income	-\$446,254	-\$716,869	-\$854,726	-\$722,490
Net Income	\$52,079	\$33,864	\$0	\$0

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Locality and State Revenue							\$96,280
Charlottesville				\$30,492			
Albemarle				\$68,028			
Fluvanna				\$16,764			
Greene				\$12,460			
Louisa				\$22,704			
Nelson				\$9,172			
Legislative Liaison			\$102,981				
State Contribution - DHCD		\$75,971					
WSC & Offices						\$10,000	
Interest Income					\$10,000		
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	\$91,221	\$11,403					
PL Funding	\$166,778	\$20,848					
RTP			\$39,902				
Albemarle Transit Plan			\$0				
Rideshare							
Rideshare VDPRT		\$119,023	\$34,658				
Clean Commute Day			\$825				
TJPCD Rural Transportation							
Rural Admin	\$14,600						
Rural Transportation Planning	\$43,400						
Other Programs							
Stanardsville			\$6,588				
CEDS Regional	\$0						
VAPDC			\$50,000				
Housing and Non-Profit							
HOME Consortium Admin	\$64,475						
Housing Preservation	\$17,673						
TJCLT			\$53,970				
Regional Housing Plan		\$0					
Lovingston CDBG							
Rental Assistance	\$0						
Environment							
RRBC			\$4,033				
Solid Waste			\$5,335				
Haz Mit Grant	\$25,600	\$6,720	\$0				
Rivanna Committee Alb Cville			\$0				
WIP DEQ	\$50,997						
Pass Through Revenue							
Consortium HOME Pass Through	\$580,277						
Housing Preservation Pass Thru	\$100,148						
RRBC			\$6,467				
Rental Assistance Grants	\$0						
RTP			\$10,098				
Haz Mit Grant	\$0						
Transit Plan		\$0	\$0				
Solid Waste			\$5,165				
TDM Rideshare		\$20,335	\$0				
CEDS Regional	\$0						
Total Revenues by Category	\$1,155,169	\$254,300	\$320,022	\$159,620	\$10,000	\$10,000	\$96,280
Sum Total of Revenues							\$2,005,391

 Possible Sources

	7/1/2019 Estimates		0.62 Local		Local	Local	0.4			Rural	MPO	Haz	Balance	75%		25%
	Pop.	% Pop.	Per capita	Rideshare	Solid Waste	RRBC	Leg Liaison	Total Contr	Per capita					Regional	Local	
Charlotte	49,181	19.10%	\$30,492	\$7,331.00	\$2,540	\$1,337	\$19,672	\$61,373	\$30,492	\$0	-\$11,759	0	\$18,734	\$14,050	\$4,683	
Albemarle	109,722	42.62%	\$68,028	\$15,876.00	\$5,560	\$6,210	\$43,889	\$139,562	\$68,028	-\$2,620	-\$20,492	0	\$44,915	\$33,686	\$11,229	
Fluvanna	27,038	10.50%	\$16,764	\$3,999.00	\$1,370	\$1,897	\$10,815	\$34,845	\$16,764	-\$3,261	\$0	0	\$13,503	\$10,127	\$3,376	
Greene	20,097	7.81%	\$12,460	\$2,997.00	\$1,030	\$1,056	\$8,039	\$25,582	\$12,460	-\$2,472	\$0	0	\$9,988	\$7,491	\$2,497	
Louisa	36,620	14.22%	\$22,704	\$5,274.00	\$0	\$0	\$14,648	\$42,626	\$22,704	-\$4,278	\$0	0	\$18,427	\$13,820	\$4,607	
Nelson	14,794	5.75%	\$9,172	\$2,335.00	\$0	\$0	\$5,918	\$17,425	\$9,172	-\$1,869	\$0	0	\$7,303	\$5,477	\$1,826	
	257,452	100.00%	\$159,620	\$37,812	\$10,500	\$10,500	\$102,981	\$321,413	\$159,620	-\$14,500	-\$32,251	0	\$112,869	\$84,652	\$28,217	

\$14,500 \$32,251

296-LOCALITY FUNDING FY20 Projected

Published January, 2020

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.

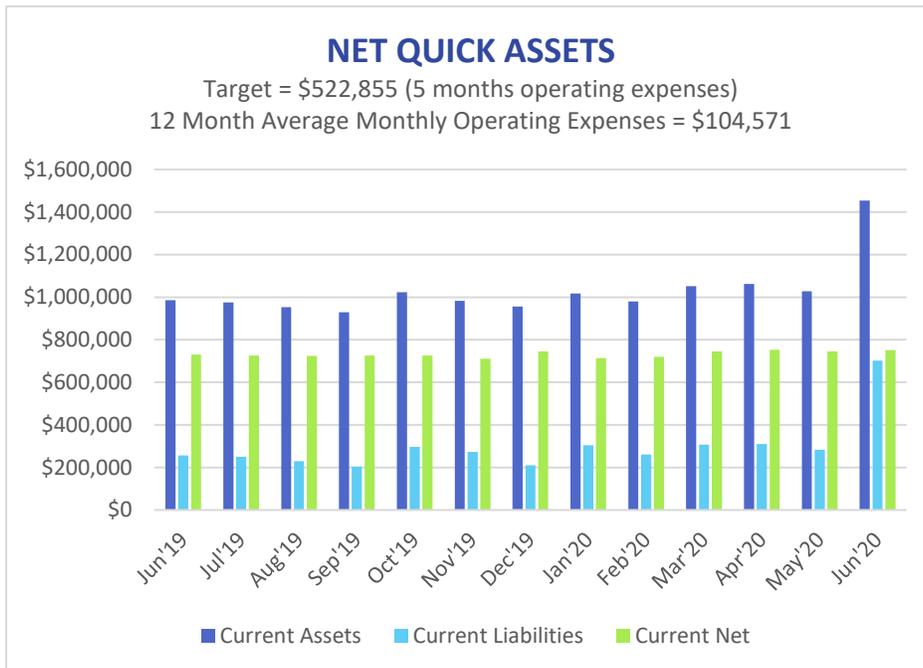
The MPO staff has worked with DRPT for the new bus service beginning in August connecting Charlottesville to Dulles and Union Station with daily connections. The pickup / drop off point in Charlottesville is at Barrack's Road at Arlington Blvd.

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.

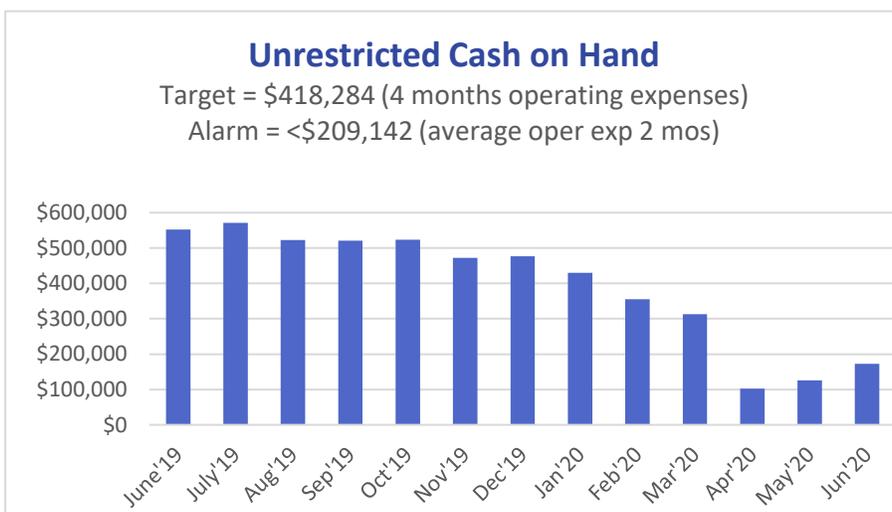
END OF AGENDA REPORT

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.

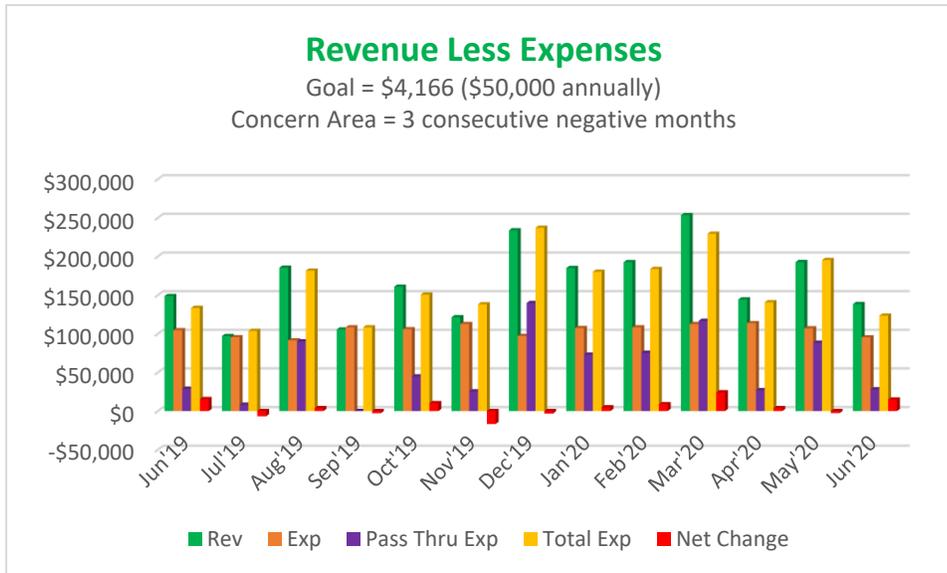


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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	<u>\$1,307,727</u>
			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.		
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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
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
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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.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Session Draft Minutes, August 6, 2020

Minutes prepared by Christine Jacobs, TJPDC

Commissioners Present:

Bob Babyok, Dylan Bishop, Ned Gallaway, Lisa Green, Dale Herring, Tony O'Brien, Michael Payne, Donna Price, Eric Purcell, Jesse Rutherford, Keith Smith, Andrea Wilkinson

Closed Session:

1. **Motion to Enter Closed Session:** I, _____, move that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)3 of the Code of Virginia to discuss acquisition of property for public use. Motion seconded by _____. Roll call vote:

_____ (Aye) (Nay) Bob Babyok
_____ (Aye) (Nay) Dylan Bishop
_____ (Aye) (Nay) Ned Gallaway
_____ (Aye) (Nay) Lisa Green
_____ (Aye) (Nay) Dale Herring
_____ (Aye) (Nay) Tony O'Brien
_____ (Aye) (Nay) Michael Payne
_____ (Aye) (Nay) Donna Price
_____ (Aye) (Nay) Eric Purcell
_____ (Aye) (Nay) Jesse Rutherford
_____ (Aye) (Nay) Keith Smith
_____ (Aye) (Nay) Andrea Wilkinson

Motion (Passed) (Failed).



2. **Motion to Exit Closed Session:** I, _____, move that the Commission exit closed session. Motion seconded by _____ for the committee to exit closed session.

Vote: (Passed) (Failed)

3. **Motion to Certify:** I _____ move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by _____ to Certify.

Roll call vote:

- _____ (Aye) (Nay) Bob Babyok
- _____ (Aye) (Nay) Dylan Bishop
- _____ (Aye) (Nay) Ned Gallaway
- _____ (Aye) (Nay) Lisa Green
- _____ (Aye) (Nay) Dale Herring
- _____ (Aye) (Nay) Tony O'Brien
- _____ (Aye) (Nay) Michael Payne
- _____ (Aye) (Nay) Donna Price
- _____ (Aye) (Nay) Eric Purcell
- _____ (Aye) (Nay) Jesse Rutherford
- _____ (Aye) (Nay) Keith Smith
- _____ (Aye) (Nay) Andrea Wilkinson

- _____ (Aye) (Nay)
- _____ (Aye) (Nay)

Motion (Passed) (Failed).

Certified: _____ Christine Jacobs



**RESOLUTION GRANTING SIGNATURE AUTHORITY TO EXECUTE REAL ESTATE DOCUMENTS FOR THE
OFFER AND PURCHASE OF REAL PROPERTY**

WHEREAS, the Thomas Jefferson Planning District Commission charter became effective June 28, 1972 upon the approval of the local governments within Region Ten of the majority of the population; **and**

WHEREAS, the Charter of the Thomas Jefferson Planning District Commission in Article 1 Section 3 provides, "the COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the Virginia Area Development Act"; and

WHEREAS, Virginia Code of Laws states, 15.2-4205 (B) 5, planning district commissions may apply for and accept, disburse and administer, for itself or for member localities so requesting, loans and grants of money or materials or property at any time from any private or charitable source or the United States of America or the Commonwealth, or any agency or instrumentality thereof; and

WHEREAS, Under Virginia Code of Laws, 15.2-4206 (1)(2)(3) Additional powers of planning district commissions states, planning district commissions may:

1. Acquire, lease, sell, exchange, donate and convey its projects, property or facilities in furtherance of the purposes of planning district commissions as set forth in this chapter;
2. Issue its bonds, notes or other evidences of indebtedness, whether payable solely out of the revenues and receipts derived or to be derived from the leasing, sale or other disposition or use of such projects, property or facilities or otherwise, for the purpose of carrying out any of its powers or purposes set forth in this chapter; and
3. As security for the payment of the principal of and premium, if any, and interest on any such bonds, notes or other evidences of indebtedness, mortgage and pledge its projects, property or facilities or any part or parts thereof and pledge the revenues therefrom or from any part thereof.

WHEREAS, the Thomas Jefferson Planning District Commission (Commission) has proposed to purchase certain real property located in Albemarle County, Virginia; and

WHEREAS, the Commission desires to facilitate the offer and purchase of the Property and, the execution of the documents related to it in the most convenient way possible; and

WHEREAS, the Commission desires to delegate authority to the Executive Director of the Thomas Jefferson Planning District Commission, Charles P. Boyles, II to facilitate the purchase the Property; and

WHEREAS, before any final conveyance of property occurs, requirements of the Thomas Jefferson Planning District Commission Charter, Article 1 Section 2 must be met as stated, “The principal office of the COMMISSION shall be in Charlottesville, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the COMMISSION members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting”; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission Commissioners that Executive Director, Charles P. Boyles, II, is hereby authorized to execute any and all documents reasonably necessary or appropriate to complete the purchase of the Property, and is authorized to sign documents reasonably necessary or appropriate for those purposes in the name of the Commission; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, all documents concerning the purchase of the property must be in a form satisfactory to the Commission’s legal counsel prior to execution.

ADOPTED this 6th day of August, 2020, at a regularly scheduled meeting of the Thomas Jefferson Planning District Commission.

Dale Herring, Chair

Date