

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/84375297831?pwd=cDFhdG96c2ZtUllFbG4yaVhtamJHQT09&from=msft>

Meeting ID: 843 7529 7831

Passcode: 705811

Call In #'s

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

- | | |
|---|-------------|
| 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) | |
| 3. * Consent Agenda | 7:15 – 7:20 |
| Action Items: | |
| a. * Minutes of September 3, 2020 Meeting | |
| b. * Financial Reports – FY21 | |
| i. August Dashboard Report | |
| ii. August Profit & Loss Statement | |
| iii. August Balance Sheet | |
| iii. August Accrued Revenues Report | |
| 4. * Resolutions | 7:20– 7:25 |
| a. *FY21 Department of Housing & Community Development Funding Agreement | |
| | 7:25 – 7:50 |
| 5. New Business | |
| a. Rental & Mortgage Relief Program Update | |
| b. TJPDC Projects Update | |
| | 7:50 – 8:00 |
| 6. Executive Director’s Report | |
| a. Attached Report | |
| b. Agenda Items FY21 | |
| | 8:00 – 8:30 |
| 7. Other Business | |
| a. Roundtable Discussion by Jurisdiction | |
| b. Next Meeting – November 5, 2020 | |
| | 8:30 |
| 8. * 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 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.



Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, September 3, 2020

Commissioners Present:

Dale Herring – Greene County
Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County
Andrea Wilkinson – Greene County
Tony O’Brien – Fluvanna County
Donna Price – Albemarle County
Bob Babyok – Louisa County

Commissioners Absent:

Eric Purcell – Louisa County
Lisa Green – City of Charlottesville
Michael Payne – City of Charlottesville

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Deputy Director/Legislative Liaison
Shirese Franklin, Planner

Guests Present:

Sean Tubbs, Independent Journalist, 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 September 5, 2020 at <https://tjpd.org/meeting-agendas/tjpd-sept-2020/>.

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 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. Mr. Herring 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. PUBLIC HEARING – Draft HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER): Comment Period – September, 4, 2020 through September 18, 2020. Mr. Boyles gave a brief slide-show presentation on the HOME program. He noted that Housing and Urban Development (HUD) started the program in 1990 to assist local governments in providing affordable housing. 60% of the funds are allocated to 650 participating jurisdictions. The TJPDC HOME consortium falls into that 60%. HOME funds were \$1.35 billion in FY20 (\$10 million increase). The TJPDC region



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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entered into a Cooperation Agreement in 1992. Our Consortium gets \$400,000-\$600,000/year. Charlottesville serves as the lead agency with the TJPDC serving as the managing body. TJPDC's responsibilities include: 5 yr. consolidated plan, the regional portion of Annual Action Plan, Annual CAPER, Annual budget with equal sharing of funds, develop rules/regulations with federal regulations, develop program design and oversight, and provide financial management. 15% of funds received are required to be reserved for CHDO's (nonprofits with mission towards affordable with tenants on the governing board). The remaining funds are reserved on an equal basis. The Consortium agrees to share the funding based on projects. HUD sets strict timelines on when the funds must be spent, for example, funding must be committed or under contract within 18 months of receipt. Local jurisdictions who do not get funding committed put the money back into a general pool to share. In FY20, HOME funds total \$640,752 with the following providers, Albemarle Housing Improvement Program, Skyline Community Action Program, Fluvanna/Louisa County Housing Foundation, Nelson County Community Development Foundation, Charlottesville/Piedmont Housing Alliance. The CAPER compares the program's goals with actual performance. Goals come from the 5-year Consolidation Plan. Comments will be received through Sept 18. The CDBG program is also included in the consolidated report. Charlottesville is an entitlement city so they get funds directly from Washington. Other localities would get CDBG funding through the state (the state submits CAPER to HUD).

Shirese Franklin read the region's HOME goals. In FY19, the goals included Homebuyer assistance and Homeowner Rehabilitation, Construction of rental units, and new home construction. Shirese shared an overview of the units completed using HOME funding. The CAPER will be completed and returned to the Commission in November. HUD has allowed extension until December. The Public Hearing was closed.

3. Consent Agenda: The consent agenda consisted of the draft minutes from the August 20, 2020 Commission Meeting and the Quarterly Financial Report through July. The consent agenda was split into two separate votes.

Action Items:

- a. Minutes of the August 20 Commission Meeting:
 - **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes as amended of the August 20, 2020 meeting.** Commissioners Herring and Price abstained from the vote due to not attending the August meeting.
- b. July Financial Reports: Mr. Boyles shared that the TJPDC's Net quick assets were at highest point we have been in the year at \$761,000. The PDC received more money in July than we normally receive. Unrestricted cash levels are now outside of the concern level with 2.5 months operating expenses with readily available cash on hand. TJPDC expects to see unrestricted cash levels closer to 4 months of readily available cash in the near future. July 2019 showed a \$7,000 loss because the TJPDC had not received per capita and state money, which does not come through until after August. July 2020 showed a \$13,000 net gain. The P&Ls show we are 1 month into the year (8%) and received 19% of budgeted revenue. This indicates that the PDC will have some lean months because there are several 6-month programs where the annual budget will be spent in advance. Wilkinson asked if there were programs paying quarterly. The Director shared that both transportation programs (MPO and Rideshare) pay quarterly. He shared that the Rent and Mortgage Relief Program was helping the cashflow.
 - **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved the July Financial reports.**

4. Resolutions:

a. FY22 Projected Operating Budget and Local Revenues Requests: Mr. Boyles shared an anticipated \$2 million in revenue in FY22. He shared that the projected budget sets the rate for local governments to provide in local per capita contributions. The per capita rate has not changed in over ten years. The actual operating budget will return to the commission for approval in May. Mr. Boyles shared that he would address future rent payments in the Executive Session. He showed the breakdown of each locality's local funding to the TJPDC. Once required matches are deducted (example: Albemarle and Charlottesville contribute 100% of the match for the MPO program), the balance is divided 75% for regional projects (at least 3 localities) and 25% for specific projects in each locality. The population is updated annually from the Weldon Cooper Center's population estimates. Chip presented the resolution to the Commission

- **On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approved Fiscal Year 2022 TJPDC Projected Budget Resolution.**

b. Nelson County MOU for Nelson CARES 2020 Program Administration: Mr. Boyles shared an agreement with Nelson County to administer their CARES Act program directing \$350,000 in direct grants to small businesses who experienced a financial burden due to COVID-19. The project has begun with a flat fee of \$15,000 for up to \$500,00 in grant funds with potential for an additional \$5,000 fee if additional funds are added.

- **On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approved the Nelson County MOU for Nelson CARES 2020 Program Administration.**

5. New Business: none

6. Executive Director's Report:

a. Executive Director's Report: Mr. Boyes shared high concern for revenues for FY22 and FY23 due to the federal deficit because the PDC has so many federally funded programs. He believes that the TJPDC had a very good FY21 but FY22 is still a concern. Commissioner Rutherford asked David Blount about the state's prospective. Mr. Blount shared that the General Assembly was in special session and that they would likely not go into reserves. He noted that the state officials think FY21 looks manageable but that FY22 is a concern with the unknowns in the economy.

b. Staff Assignments: Each item was included in the meeting packet but was not discussed in the meeting.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle County: Commissioner Price shared that the largest public issue that they are dealing with is the removal of the statue in front of the Albemarle courthouse. The county is receiving applications from groups that would like to receive the items. The county is providing virtual opportunities for folks to observe the proceeding on September 12th. She shared that their Affordable Housing Plan is moving along. They are looking to ensure that development occurs in the 5% Development Area while retaining 95% rural. They are continuing to look at how to best use their CARES Act funding. In an event with Senator Mark Warner, Ms. Price shared that the additional funds received may be available to spend with an extended expiration date. Mr. Gallaway added that the Rio Road Corridor study and traffic impact analysis was under consideration.

- Nelson County: Commissioner Rutherford shared that Nelson County’s priority is expanding access to broadband. He noted that they are trying to get an additional 500 households connected within the next 12 months. He is hoping to see COVID move along for the sake of the schools and the businesses so that more sacrifices will not have to be made.
- Louisa County: Commissioner Babyok notes that Louisa was fortunate to be able to continue services. He said laptops were issued to staff. The administration building is basically closed and meetings are going well. He attributed that to good leadership but noted that there was limited public participation. The board is postponing decisions because of the inadequate ability for the public to participate. The FY21 budget and the CIP budgets both passed without a tax-rate increase. Louisa expects a decrease in income, but they are blessed because their 10 major companies were not majorly affected (such as Dominion, Walmart, and Lowes). Mr. Babyok shared that they also instituted a phone call-in bank for public participation.
- City of Charlottesville: None
- Fluvanna: Commissioner O’Brien shared that Fluvanna is focused on allocation of CARES Act funding. They are exploring programs for businesses to expand internet coverage. He noted that all students were in virtual school for the fall season. The county is working to obtain hot spots in churches. He noted positive growth with announcement expected in the near future on economic development.
- Greene County: Commissioner Herring shared that Greene County is dealing with issues with the water authority. The Board voted to pull out of the authority but the authority will not allow it. The resolution states that the county would seek legal authority if not permitted to withdraw. Mr. Herring notes that schools were open on a hybrid schedule for Kindergarten through 5th grade, with 6th-12th in virtual learning. Any family can opt for virtual learning. The county is working with churches for internet hotspots and childcare. The new emergency rescue EMTs will go online in October.

b. Next Meeting – October 1, 2020

8. Closed Meeting:

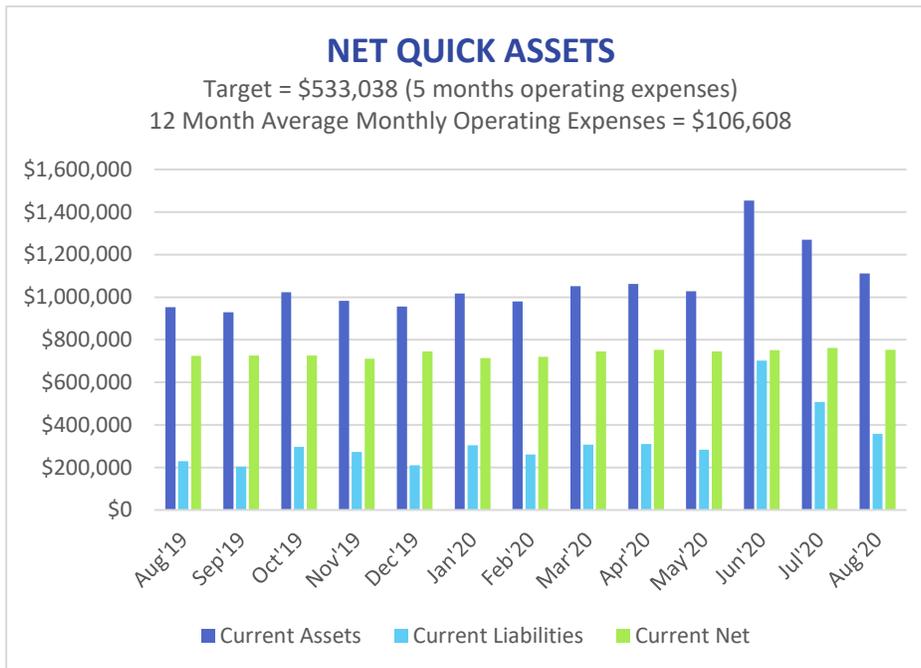
a. Discussion or consideration of the acquisition of real property for public purposes: Using the attached closed session minutes form, prepared by Christine Jacobs, the TJPDC Commission entered into a closed session. Participants of the public were placed into the online ‘waiting room’ in Zoom until the closed session ended.

b. Public Session Resumes: Per the attached closed session minutes, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

Adjournment:

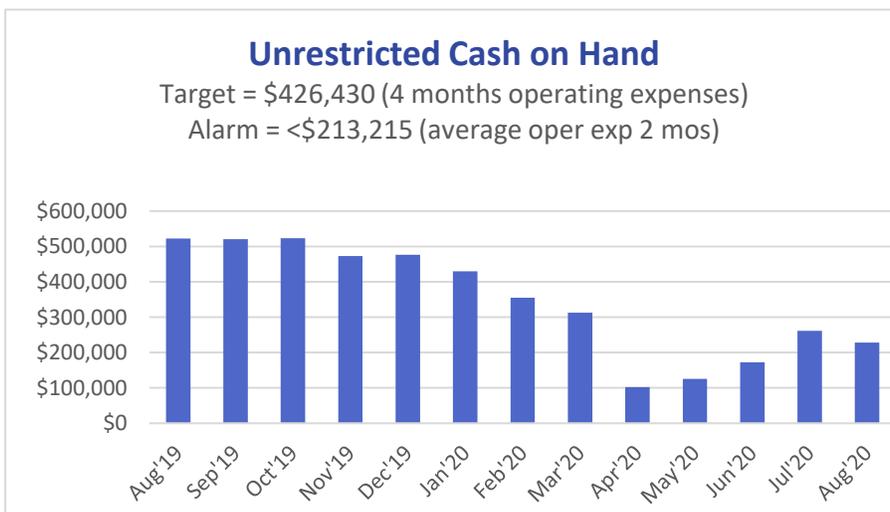
- **On a motion by Jesse Rutherford, seconded by Mr. Obrien, the Commission unanimously voted to adjourn the meeting at 8:12 pm.**

FINANCIAL DASHBOARD Through August 31, 2020



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
Jul'20 = \$761,878
Aug'20 = \$753,340

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 to \$106,608. The 3-month average of expenses is \$102,510. Actual operating expenses for August were \$109,676 compared to \$102,654 in July. Capital reserves = \$753,340 - \$533,038 = \$220,302.

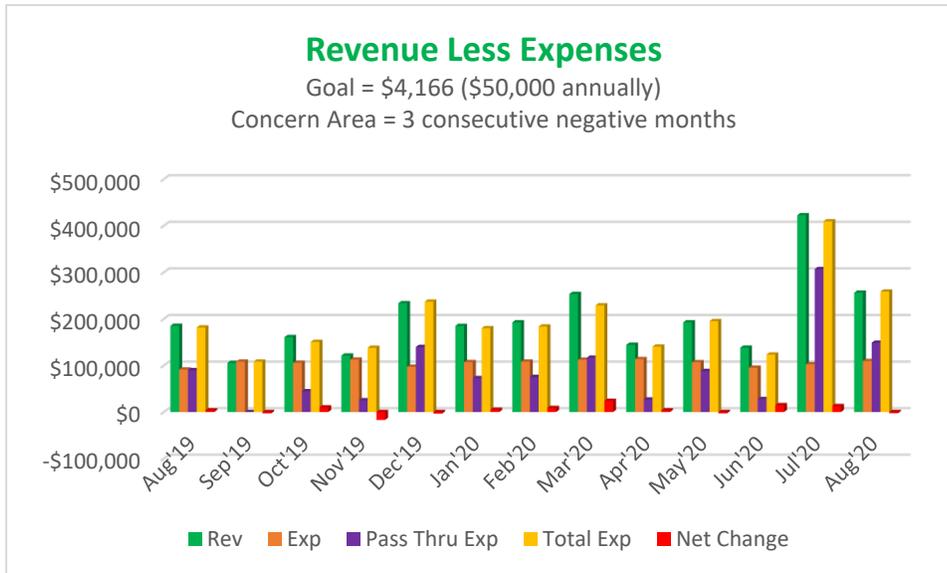


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 \$227,980 represents 2.14 months of operating expenses. Unrestricted cash has increased from an April level of \$102,049 to \$227,980. A concern is that DRPT will be paying only quarterly in 2021.

FINANCIAL DASHBOARD Through August 31, 2020



Monthly Net Revenue

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
Jul'20=	\$12,974
Aug'20=	(\$2,388)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY21 Budget adopted is estimating a \$ 0 net gain. There was a loss in August of \$2,388 resulting in a net gain of \$ 10,586 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 \$112,760 per month for FY21. Actual operating expenses for August were \$109,676. We have experienced increased one-time expenditures in August and September for Housing Website development, purchase of two laptops and equipment, and decreased revenues due to quarterly DRPT reimbursements. We are though ahead of where we were last year through 2 months.

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
 August 2020

12:43 PM
 09/18/20
 Accrual Basis

	<u>Aug 20</u>	<u>Budget</u>	<u>Jul - Aug 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	195,629	97,131	561,184	194,262	1,165,569
4120 · State Funding Source	21,130	29,552	42,504	59,104	354,622
4130 · Local Source	29,349	41,204	54,844	82,409	495,278
42000 · Local Match Per Capita	9,946	9,511	19,893	28,041	158,365
4280 · Interest Income	159	833	337	1,667	10,000
Total Income	<u>256,214</u>	<u>178,231</u>	<u>678,761</u>	<u>365,482</u>	<u>2,183,834</u>
Gross Profit	256,214	178,231	678,761	365,482	2,183,834
Expense					
61000 · Personnel	86,978	83,526	170,265	169,416	1,032,784
62391 · Postage Expense	61	159	409	317	1,904
62392 · Subscriptions, Publications	100	46	184	92	550
62393 · Supplies	33	929	617	1,865	11,200
62394 · Audit -Legal Expenses	51	0	51	0	16,500
6240 · Advertising	615	1,936	1,001	3,873	24,061
62404 · Meeting Expenses	25	857	102	1,714	10,286
62410 · TJPDC Contractual	4,640	3,382	10,260	7,450	46,100
6281 · Dues	417	818	1,228	1,637	9,820
62850 · Insurance	481	282	962	518	3,336
62890 · Printing/Copier	409	387	630	774	4,642
63200 · Rent Expense	7,766	7,860	15,533	15,720	94,319
63210 · Equipment/Data Use	5,407	1,483	7,746	2,967	17,800
63220 · Telephone Expense	455	489	681	977	5,862
63300 · Travel-Vehicle	976	1,828	1,013	3,656	22,080
6345 · Janitorial Service	460	827	634	1,653	9,920
6390 · Professional Development	802	1,495	1,064	2,991	17,944
Total Expense	<u>109,676</u>	<u>106,303</u>	<u>212,380</u>	<u>215,619</u>	<u>1,329,108</u>
Net Ordinary Income	146,538	71,928	466,380	149,863	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	25,329	48,356	108,379	96,713	580,277
8399 · Grants Contractual Services	123,597	22,871	347,466	45,742	274,449
Total Other Expense	<u>148,925</u>	<u>71,227</u>	<u>455,845</u>	<u>142,454</u>	<u>854,726</u>
Net Other Income	<u>(148,925)</u>	<u>(71,227)</u>	<u>(455,845)</u>	<u>(142,454)</u>	<u>(854,726)</u>
Net Income	<u>(2,387)</u>	<u>701</u>	<u>10,536</u>	<u>7,409</u>	<u>0</u>

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 - Cash	577,230.51	513,128.86	64,101.65
1189 - Capital Reserve	220,302.00	228,470.00	-8,168.00
Total Checking/Savings	<u>797,532.51</u>	<u>741,598.86</u>	<u>55,933.65</u>
Accounts Receivable			
1190 - Receivable Grants	273,338.49	190,420.98	82,917.51
Total Accounts Receivable	<u>273,338.49</u>	<u>190,420.98</u>	<u>82,917.51</u>
Other Current Assets			
1310 - Prepaid Rent	260.38	833.34	-572.96
1330 - Prepaid Insurance	17,298.74	4,967.05	12,331.69
1360 - Prepaid Other	23,405.02	13,636.63	9,768.39
Total Other Current Assets	<u>40,964.14</u>	<u>19,437.02</u>	<u>21,527.12</u>
Total Current Assets	<u>1,111,835.14</u>	<u>951,456.86</u>	<u>160,378.28</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	121,135.29	111,737.79	9,397.50
1410 - Server	0.00	11,384.00	-11,384.00
1499 - Accumulated Depreciation	-115,044.17	-121,892.17	6,848.00
Total Fixed Assets	<u>20,464.23</u>	<u>6,427.12</u>	<u>14,037.11</u>
TOTAL ASSETS	<u><u>1,132,299.37</u></u>	<u><u>957,883.98</u></u>	<u><u>174,415.39</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 - Accounts Payable-General	24,031.01	9,485.48	14,545.53
Total Accounts Payable	<u>24,031.01</u>	<u>9,485.48</u>	<u>14,545.53</u>
Credit Cards			
2155 - Accounts Payable Credit Card	1,913.41	2,153.79	-240.38
Total Credit Cards	<u>1,913.41</u>	<u>2,153.79</u>	<u>-240.38</u>
Other Current Liabilities			
2150 - Accounts Payable Grants	0.00	0.00	0.00
2800 - Deferred Revenue	332,495.04	214,206.89	118,288.15
Total Other Current Liabilities	<u>332,495.04</u>	<u>214,206.89</u>	<u>118,288.15</u>
Total Current Liabilities	<u>358,439.46</u>	<u>225,846.16</u>	<u>132,593.30</u>
Long Term Liabilities			
2200 - Leave Payable	45,053.27	42,020.96	3,032.31
Total Long Term Liabilities	<u>45,053.27</u>	<u>42,020.96</u>	<u>3,032.31</u>
Total Liabilities	<u>403,492.73</u>	<u>267,867.12</u>	<u>135,625.61</u>
Equity			
3000 - General Operating Fund	497,852.16	463,694.61	34,157.55
3100 - Restricted Capital Reserve	220,302.00	228,470.00	-8,168.00
3600 - Net Investment in Fixed Assets	116.78	1,518.38	-1,401.60
Net Income	10,535.70	-3,666.13	14,201.83
Total Equity	<u>728,806.64</u>	<u>690,016.86</u>	<u>38,789.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,132,299.37</u></u>	<u><u>957,883.98</u></u>	<u><u>174,415.39</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 FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	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	11,439	10,816											22,255		22,255	80,369	MPO FTA Transit Planning		
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488											39,088		39,088	148,538	MPO PL Transp Planning		
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986											8,792		9,047	8,792	46,636	HUD HOME Housing Grants Admin	
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329											108,379		108,379	471,898	HUD HOME Housing Grants Construction		
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391											4,393			4,393	24,263	USDA Housing Repair Admin	
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550											12,689			12,689	178,354	USDA Housing Repair Construction	
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331											12,661			12,661	63,310	State funding to TJPDC General	
RIDESHARE	07/01/20	06/30/21	177,070	10,121	10,263											20,384		16,404	20,384	140,282	Rideshare TDM Program Marketing & Management	
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997											6,966			6,966	51,034	VDOT Rural Transp Planning	
RTP-TDM	07/01/20	06/30/21	33,068	726	2,850											3,576		0	3,576	29,492	Regional Transit Partnership	
RTP Pass Through	07/01/20	06/30/21	16,932													0			0	16,932	Grant Match if needed	
LOVINGSTON	11/01/18	06/30/21	15,854	2,234	470											2,704	13,673	0	16,377	-523	CDBG Downtown Plan Grant	
LOVINGSTON PASS THRU	11/01/18	06/30/21	14,146													0	0	0		14,146	Consultant Design Costs	
NELSON CARES 2020	08/12/20	12/31/20	15,000		2,709															15,000	CARES Business Grants Admin	
Pass Thorughs	08/12/20	12/31/20	335,000																	335,000	CARES Business Grants Pass Through	
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	6,581	7,134											13,715			13,715	88,456		
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,167											8,334			8,334	41,666	Contract for Admin Services	
SOLID WASTE	07/01/20	06/30/21	10,500	384	279											663		0	663	9,837	Contract for annual reporting	
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097											4,773	33,165	0	37,938	49,526	Regional River Plan	
RRBC	07/01/20	06/30/21	10,500	933	967											1,900			1,900	8,600	Rivanna Commission	
WIP PHASE III	06/01/18	12/30/20	50,997	2,801	3,144											5,945	0	0	5,945	45,052	Chesapeake Watershed Assistance to DEQ	
Hazard Mitigation		06/30/21	31,040													0			0	31,040	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	7,508	7,911											15,419			15,419	38,551	Contract for Admin Land Trust	
AFFORDABLE HSG																0			0	0	Regional Housing Partnership	
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444											6,719	55,823	0	62,542	33,333	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	9,946	9,946											19,892			19,892	138,473	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	950	600											1,550			1,550	11,680	Rental Fees	
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293											755	17,856	0	18,611	6,889	VDOT Streetscape Contract	
RMRP	04/01/20	12/31/20	45,000	14,541	4,847											19,388	6,562		25,950	19,050	Regional Rent Relief Grants COVID Admin	
RMRP Pass Through			855,000	213,730	121,046											334,776			334,776	520,224	RMRP Pass Through Grants	
5TH STREET TAP	11/16/16	10/01/20	0													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	0	VDOT Bike Path Design & Constr
BANK INTEREST	07/01/20	06/30/21	12,000	177	159											336			336	11,664	Investment Pool Savings Income	
TOTAL			3,555,049	422,547	256,214	0	0	0	0	0	0	0	0	0	0	676,052	181,204	25,451	857,256	2,672,342		

Op Expenses	12 month average	\$106,608																			\$1,536,554	
	3 month average	\$102,510																				\$1,135,788
	last month	\$109,676																				\$113,578.80

Possible new funding grants non shown: additional RMRP up to \$2.2m total; CEDS \$125,000; Alb Transit \$107,000; Regional Transit \$400,000

Possible loss: Rideshare (\$100,000); HOME reduction (\$100,000); HPG transfer to FY22 (\$50,000)

Adjustments to be made with amended budget include reduced rental income, bank interest income, TJCLT income.

**COMMONWEALTH OF VIRGINIA
FINANCIAL ASSISTANCE CONTRACT
NUMBER 110-21**

July 1, 2020 to June 30, 2021

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department") and the Thomas Jefferson Planning District Commission (herein called the "Commission"), WITNESSETH THAT:

WHEREAS, the Commission has been organized by the governing authorities within its boundaries pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number 10 by planning, encouraging, and assisting governmental subdivisions to plan for the future; and

WHEREAS, the Commission desires to secure financial support from the Department under the terms of the Regional Cooperation Act; and

WHEREAS, the Department is empowered to provide state financial support to Planning District Commissions to help them achieve the aforementioned objectives;

NOW, THEREFORE, the parties hereto mutually agree as follows:

COMPENSATION

1. Based upon the Appropriation Act of the Commonwealth of Virginia for the **2020-2022** Biennium, as amended, the Department agrees to pay to the Commission for the fiscal year beginning July 1, 2020, and ending June 30, 2021, Seventy-five thousand nine hundred seventy-one dollars (\$75,971), subject to the provisions of any budget reduction plan approved by the Governor and provided that the Commission shall meet the requirements listed below.

METHOD OF PAYMENT

2. The Department shall distribute funds on a quarterly basis, with the total allocation being divided into four (4) equal payments, after receipt of the required annual report, related materials, and executed contract. In the event that any budget reductions are approved by the Governor, the Department will make appropriate reductions in the quarterly payments to the Commission beginning with the first quarter after such reductions are approved by the Governor and communicated to the Department.

SCOPE OF SERVICES

3. The Commission shall furnish to the Department the following items during the term of this Contract, or as specified below:
 - a. An annual report, as required by Va. Code Section 15.2-4215, submitted no later than September 1, 2020. This report shall include, at a minimum, the following information:
 1. A description of the activities conducted by the Commission during the preceding fiscal year, describing how the Commission met the provisions of Va. Code Section 15.2-4208 of the Regional Cooperation Act.

2. A summary of the sources and amounts of funding provided to the Commission.
 3. A copy of the annual work program proposed for the fiscal year of this Contract.
 4. A description of regional strategic plan development and implementation activities.
 5. A summary description highlighting achievements of special merit with regard to regional cooperation.
 6. A current list of Commission members by jurisdiction and staff by title or function.
- b. A copy of the Commission's annual audit as prepared by a Certified Public Accountant in accordance with the Office of Management and Budget Circular A-133. This item shall be submitted within a thirty day period after its acceptance from the CPA.
 - c. A copy of any amendment to the Commission's Charter and/or by-laws. This item shall be submitted upon ratification of any such amendments.
 - d. Copies of all Commission publications completed during the term of the contract, which may be provided in electronic format.

COMMONWEALTH OF VIRGINIA
 Department of Housing and
 Community Development

Thomas Jefferson Planning District
 Commission
 110

By: DL [Signature]
 Chair

By: _____

 Director
 Department of Housing and
 Community Development

Date: Sep 21, 2020

Date: _____

By: _____
 Executive Director

Date: _____

**Thomas Jefferson Planning District's
 Emergency Rent and Mortgage Relief Program -
 Summary Data (9.22.2020)**

RMRP Funding Allocation 1st Tranche: \$450,000

<i>Locality</i>	<i>Population</i>	<i>% of Region's Population</i>	<i>Total Allocation</i>	<i>Program Admin - 5%</i>	<i>Program Staff - 10%</i>	<i>Rental & Mortgage Assistance - 85%</i>
			\$450,000.00	\$22,500.00	\$45,000.00	\$382,500.00
Albemarle	108,639	42.53%	\$191,385.00	\$9,569.25	\$19,138.50	\$162,677.25
Charlottesville	49,281	19.29%	\$86,805.00	\$4,340.25	\$8,680.50	\$73,784.25
Fluvanna	26,692	10.45%	\$47,025.00	\$2,351.25	\$4,702.50	\$39,971.25
Greene	19,959	7.81%	\$35,145.00	\$1,757.25	\$3,514.50	\$29,873.25
Louisa	36,021	14.10%	\$63,450.00	\$3,172.50	\$6,345.00	\$53,932.50
Nelson	14,836	5.81%	\$26,145.00	\$1,307.25	\$2,614.50	\$22,223.25
TOTAL	255,428	100.00%	\$449,955.00	\$22,497.75	\$44,995.50	\$382,461.75

RMRP Funding Allocation 2nd Tranche: Approved for up to \$450,000
 Distributed based on reimbursement requests from Tranche 1
 \$214,749.80 has been requested and received from the 2nd Tranche

<i>Locality</i>	<i>Population</i>	<i>% of Region's Population</i>	<i>Total Allocation</i>	<i>Program Admin - 5%</i>	<i>Program Staff - 10%</i>	<i>Rental & Mortgage Assistance - 85%</i>
			\$214,749.80	\$10,737.49	\$21,474.98	\$182,537.33
Albemarle	108,639	42.53%	\$91,342.23	\$ 4,567.11	\$9,134.22	\$77,640.89
Charlottesville	49,281	19.29%	\$41,429.38	\$2,071.47	\$4,142.94	\$35,214.97
Fluvanna	26,692	10.45%	\$22,443.60	\$1,122.18	\$2,244.36	\$19,077.06
Greene	19,959	7.81%	\$ 16,773.64	\$838.68	\$1,677.36	\$14,257.59
Louisa	36,021	14.10%	\$ 30,282.75	\$1,514.14	\$3,028.28	\$25,740.34
Nelson	14,836	5.81%	\$12,478.21	\$ 623.91	\$1,247.82	\$10,606.48
TOTAL	255,428	100.00%	\$214,749.80	\$10,737.49	\$21,474.98	\$182,537.33



TJPDC RMRP Data by Locality (9.22.2020)

Albemarle County – (Total Relief Available - \$240,318.14)

1. 165 Households Approved
 - a. **\$240,086.80 distributed**
 - i. Average of \$1,455.07 per Household
2. 10 Households Denied
3. 291 Pending Documentation

City of Charlottesville – (Total Relief Available - \$108,999.22)

1. 32 Households Approved
 - a. **\$45,777.79 distributed**
 - i. Average of \$1430.56 per Household
2. 12 Households Denied
3. 171 Pending Documentation

Fluvanna County – (Total Relief Available - \$59,048.31)

1. 14 Households Approved
 - a. **\$32,336.56 distributed**
 - i. Average of \$2,309.75 per Household
2. 13 Households Denied
3. 25 Pending Documentation

Greene County – (Total Relief Available - \$44,130.84)

1. 17 Households Approved
 - a. **\$29,074.22 distributed**
 - i. Average of \$2,076.73 per Household
2. 16 Households Denied
3. 28 Pending Documentation

Louisa County – (Total Relief Available - \$80,672.84)

1. 37 Households Approved
 - a. **\$77,418.29 distributed**
 - i. Average of \$2,092.39 per Household
2. 3 Households Denied
3. 19 Pending Documentation

Nelson County – (Total Relief Available - \$32,829.73)

1. 11 Households Approved
 - a. **\$23,665.00 distributed**
 - i. Average of \$2,125.00 per Household
2. 5 Households Denied
3. 11 Pending Documentation



TJPDC web site update is expected to be presented to the Commission in November.

Regional Housing Partnership's web site and online affordable housing search platform is expected to be presented to the Commission in November. An example of the site can be found by looking at the Washington DC site at <https://dchousingsearch.org/>.

Annual financial audit field work is complete with a fair amount of ease. The audit report will be provided in November.

The Comprehensive Economic Development Strategies grant application was submitted in September. This is a joint effort with the Rappahannock Rapidan Regional Commission. We have applied for \$250,000 for the super-regional plan. We should know in late November of an award.

The Charlottesville Area Alliance continues to work with the TJPDC's assistance to develop a five year regional Action Plan toward Age Friendly Community.

TJPDC staff assisted Louisa County with a grant application to receive funding for increased voter participation for November's election.

Staff is administering the Nelson CARES 2020 Business Grant program. Over 25 letters of interest have been received. Awards will take place in October. <https://tjpd.org/news/nelson-cares/>

TJPDC continues to administer the Nelson County Crafting a New Normal GO Virginia grant providing marketing and programmatic assistance to regional craft beverage businesses with current and future pandemic business recovery.

Nelson County and TJPDC completed the CDBG Downtown Lovingston Revitalization grant plan.

The Rivanna River Basin Commission held its annual Rivanna River Summit on September 25th.

The Regional Housing Partnership held its first virtual Housing Summit on September with future online seminars to take place in October, November & December.

The Zions Crossroads project is moving forward with a recent delivery of VDOT's current transportation conditions and future no-build growth expectations. This document will be supplemented with a build-out growth expectation and a land use pattern vision for a Small Area Corridor Plan expected out in early Spring.

MPO and Rural Transportation staff will begin the North 29 Corridor planning in late Spring of 2021. This corridor plan will include northern Albemarle to Southern Greene Counties.

The first meeting of the Regional Broadband Partnership stakeholders' group will take place in October.

Albemarle County's neighborhood infrastructure inventory is nearing completion with all data collected and in formatting with County staff.

Rivanna River Corridor Plan is undergoing citizen engagement planning and expected Spring plan delivery date.

Regional Hazard Mitigation Plan is underway with collection of data and building of stakeholder group.

Charlottesville Cherry Avenue Plan is scheduled for the City Planning Commission in November.

Charlottesville Albemarle One Map for Bike Pedestrian infrastructure should be online in October.

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: October 1, 2020
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since September 3, 2020

Administration

- o October 1, 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 September 3, 2020 Commission meeting.
- b. August Financial Report

Dashboard Report

Net quick assets have dipped slightly to \$753,340. 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 \$220,302. (Net Quick Assets minus 5 months operating expenses: \$753,340 – \$533,038 = \$220,302)

Unrestricted Cash on Hand as of August 31, 2020 was \$227,980 or 2.14 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 \$273,338 vs \$190,421 for the same time last year.

Revenue less Expenses - We had a net Loss of \$2,388 for the month of August. This gives us a fiscal year net Gain of \$10,586. Budgeted fiscal year gain/loss is \$0. We are substantially ahead of where we were last year after July and August.

Profit & Loss. Total income through August is \$678,761. With 2 months or 17% of the fiscal year complete, we have received 31% of our total budgeted income. Total expenses are \$668,225 or 30.5% of the budgeted total expenses of \$2,183,834.

Operating expenses for the same period are \$212,380 or 16% of our total budgeted operating expenses of \$1,329,108. Operating revenue through August is \$ 222,916 or 17% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of August 31, 2020, we have total current assets of \$1,111,835 and total fixed assets of \$20,264 giving total assets of \$1,132,299. Total assets are up by \$174,415 from the same time last year.

Total liabilities have increased from a year ago by \$135,626 mostly due to the balance of RMRP payment of \$450,000 with total liabilities as of August 31, 2020 of \$404,493. Total Equity has increased by \$38,790 to \$728,807 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$1,135,788 operating funds available in contracts and grants for the fiscal year. For the remaining 10 months, we have \$113,579 available per month for operating expenses. August operating expenses were \$109,676. The 12-month average is \$106,608. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding.

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

4. Resolutions

- a. FY21 Virginia Department of Housing & Community Development Financial Assistance Contract

Each fiscal year, DHCD provides financial assistance to the 21 Virginia Planning District Commissions. This is a flat payment to all PDC's except NOVA and Hampton Roads. Attached is our annual agreement for \$75,971 payment from DHCD and in turn the TJPDC will provide DHCD a report of the regional projects and revenues of the TJPDC and a regional strategic plan and accomplishments.

Staff asks for a motion to, "approve the FY21 Financial Assistance Contract with DHCD".

5. New Business

- a. The TJPDC continues to administer the Regional Rental & Mortgage Relief Program through sub-grantees in the region. We have received grant approvals of \$450,000 for the region. Allotments have been made to each jurisdiction based upon a per capita formula. Over \$448,360 in assistance has been provided to families in the region. Christine Jacobs will provide an overview of the agenda report.
- b. I am providing a schedule for the remaining FY21 TJPDC Commission meetings and scheduled topics. This is for reference of upcoming items and request if you may have any topics you would like for us to include.

6. Executive Director's Report

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

7. Other Business

8. Adjourn

SUMMARY OF TJPDC ACTIVITIES SINCE September 3, 2020

TJPDC staff have begun to spend limited time working in the office with the rest of each work working remotely. Technology advancements and education on our part is making this work seamlessly. Safety precautions have been introduced when workers are in the office. There are no outside meetings, masks are required outside of private office spaces, staff desks have been rearranged to meet safe distancing practices, hallways and other limited space areas have been closed, point of contact areas have been minimized and PPE and informational materials have been posted throughout the building and at entry points and entry points have been limited. Working remotely did identify some technology issues with older laptops and we had to order two new laptops to replace units that were five years old. Staff expects to continue these hours and precautions through the Thanksgiving holiday. On November 30th, we are planning a full return to the office while continuing to offer a scheduled remote work policy. We continue to watch state, governmental and school practices as guidance.

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

The bad news that we received this week was that we were not awarded the USDOT BUILD Grant that we applied for. This was a Master Planning grant for the Amtrak Station property. I really felt optimistic about this one, but as with nationally competitive award, the competition was great. We will keep trying.

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



**FY2021
COMMISSION SCHEDULE**

August 6, 2020	Quarterly Financial Report RMRP Funding Agreement Grievance Policy Broadband Partnership Framework Delivery of Draft FY22 Projected Budget Update of Property Purchase Options
August 20, 2020	Special Meeting – Same agenda as August 6 th .
September 3, 2020	FY22 Projected Budget HOME & CDBG CAPER Public Hearing Nelson CARES Act Agreement
October 1, 2020	Annual DHCD Funding Agreement
November 5, 2020	HOME and CDBG Program CAPER Approval Annual Financial Audit Report & Acceptance Quarterly Financial Report TJPDC Web Site Presentation Regional Housing Partnership Search Tool
December 3, 2020	FY22 Rideshare Work Program and Budget Application 2021 General Assembly Legislative Report
January, 2021	No Meeting
February 4, 2021	New Commission Member Orientation (If needed) Deliver FY21 Amended Budget Draft Quarterly Financial Report Executive Director Evaluation Process
March 4, 2021	FY21 Amended Budget Approval DHCD CDBG Regional Priority Approval Executive Director Evaluation
April 1, 2021	Appointment of Nominating Committee for Officers FY22 Rural Transportation Work Program & Budget Deliver FY22 Operating Budget Draft Public Hearing for HOME Annual Action Plan

May 6, 2021

Quarterly Financial Report
HOME Annual Action Plan Approval
Housing Preservation Grant Approval & IGR Review
FY22 Operating Budget Approval
TJPDC Officer Slate Notice from Nominating Committee

June 3, 2021

Election of TJPDC Officers
Legislative Report