

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86998242269?pwd=eW1qbUkweHpxVHFVZnhmM253a1FPZz09&from=msft>

Meeting ID: 869 9824 2269

Passcode: 596778

By Telephone

Dial In: 1-312-626-6799 ID #86998242269# Passcode # 596778#

Dial In: 1-646-558-8656 ID# 86998242269# Passcode # 596778#

- | | |
|---|-------------|
| 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. PUBLIC HEARING –
DRAFT HOME Investment Partnership Program CAPER
Consolidated Annual Performance and Evaluation Report
Comment Period – September 4, 2020 through September 18, 2020 | |
| 3. * Consent Agenda | 7:15 – 7:20 |
| Action Items: | |
| a. * Minutes of August 20, 2020 Meeting | |
| b. * Financial Reports – FY21 | |
| i. July Dashboard Report | |
| ii. July Profit & Loss Statement | |
| iii. July Balance Sheet | |
| iv. July Accrued Revenues Report | |
| 4. * Resolutions | 7:20– 7:30 |
| a. *FY22 Projected Operating Budget and Local Revenue Requests | |
| b. *Nelson County MOU for Nelson CARES 2020 Program Administration | |
| 5. New Business | 7:30 – 7:40 |
| 6. Executive Director’s Report | 7:40 – 7:45 |
| 7. Other Business | 7:45 – 8:10 |
| a. Roundtable Discussion by Jurisdiction | |
| b. Next Meeting –October 1, 2020 | |
| 8. Closed Meeting - * per Code of Virginia 2.2-3711 A.3. | 8:10 |
| 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. | |

*** 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.

**DRAFT CONSOLIDATED ANNUAL PERFORMANCE
AND
EVALUATION REPORT (CAPER)**

**for the
City of Charlottesville
and the
Thomas Jefferson HOME Consortium
Reporting Period: July 1, 2019 - June 30, 2020**

**Draft for Public Comment
Comments accepted September 4 – September 18, 2020**



Thomas Jefferson
Planning District Commission

Prepared by
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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

Goals for the HOME program are focused on assisting first-time homebuyers, preserving existing housing stock by rehabilitating owner-occupied homes, and developing new housing units for home ownership or rental. HOME Consortium activities are carried out through non-profit housing foundations in the region: the Albemarle Home Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), the Nelson County Community Development Foundation (NCCDF), and Skyline CAP (serving Greene County). HOME funds are often combined with other funding, extending the reach and effectiveness of the program.

The City of Charlottesville (the City) seeks proposals for the use of its HOME funds through a competitive process. City projects in the Program Year 2020 (PY 2020) Action Plan consisted of major housing rehabilitation projects through Albemarle Housing Improvement Program (AHIP).

The HOME CHDO set-aside funds are allocated to a locality on a rotation basis, to provide funding for development of one or more new housing units, either rental units or homes for purchase. For PY19, it was Louisa County's turn in the rotations. The CHDO project consisted of acquisition of land and construction of a rental of a rental property. Skyline CAP is moving forward with construction of two single-family homes. The environmental review has been completed, including submission of builder plans and elevations to satisfy the condition from the Department of Historic Resources (DHR), since the property is located within the Stanardsville Historic District. Skyline CAP has acquired the land and submitted materials to Greene County to divide the parcel into two building lots. Skyline CAP has been undertaking outreach to identify a potential first-time homebuyer for one of the units.

The region has a high level of capacity to carry out these housing projects. HOME funds in turn contribute to the stability and sustainability of the housing foundations in the region. Progress toward goals set forth in the five-year Consolidated Plan and one-year Action Plan has been steady and positive. Overall, HOME funds are meeting critical needs in our region.

Goals for the CDBG program are focused on supporting job improvement through job training, providing access to quality childcare, providing technical assistance for microenterprises, supporting homeless persons and their transition to independence through re-entry support, and supporting infrastructure improvements to make public spaces more accessible. Activities for the year included assisting 20 low/moderate income persons with business development (technical assistance) and 20 low/moderate income persons with basic literacy instruction; 1-2 major homeowner rehabilitations (combined with HOME funds); and providing 27-28 homeless persons access to services through a coordinated entry system.

Activities were carried out through sub-recipients that serve City residents. CDBG projects are consistent with annual City Council priorities that are established one-year prior to the beginning of the program year. The City seeks proposals for use of its CDBG funds through a competitive request for proposal process.

Refer to the CDBG and HOME charts below which outline the PY 19 goals and outcomes of the CDBG and HOME programs.

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As identified in the Consolidated Plan, the most prevalent housing problem in the region is high housing cost burden, with more pressures on renters than homeowners. Substandard conditions remain, especially in rural areas, and energy inefficiency add to cost burdens. The HOME program has focused its efforts on substantial rehabilitation of owner-occupied homes, including addressing energy efficiency, and on providing affordable rental units. PY19 HOME projects also included adding a new affordable homeowner unit to assist with the high housing cost burden problems that exist in the region and work toward providing down-payment assistance for first time homebuyers.

A primary driver of housing need is a lack of jobs in the region that pay sufficient wages to support a family. In the City, there is a large need for job training to match residents with the current and projected skills needed by employers in the region. Microenterprise training is an economic development tool for creating and growing jobs. In addition to job training and microenterprise assistance, there is a large need for quality childcare to be able to retain a job.

A review of the PY19 outcomes shows the City and Thomas Jefferson HOME Consortium are making good progress towards addressing the objectives identified in the plan. Some projects that were awarded funding in PY19 are still underway, and outcomes will be reported when projects are complete in future program years.

For PY19, completed HOME projects included two first-time homebuyer assistance projects, development of two new rental units, and twelve (12) homeowner rehabilitation projects, for a total of 16 units. For CDBG projects the City worked with sub recipients to implement public service and economic development projects. Economic development accomplishments for microenterprises are expected to have successes and growth far beyond PY17. Public service partners provided workforce development training, re-entry services to persons with criminal background history, as well as childcare subsidies to assist with job retention for persons who are low to moderate income. In addition to public service and economic development activities, through the Belmont Priority neighborhood set-aside, the City also supported infrastructure improvements to enhance sidewalk accessibility by making sidewalks more accessible for pedestrians:

CDBG Activities - Program Year 2019		Goal	Actual
Support Job Improvement			
Access to Quality Childcare	Persons Assisted	23	
Microenterprise Assistance	Businesses Assisted	25	23
Goal: Support Homeless and Transition to Independence			

Homeless Non-Housing Community Development	Persons Assisted	150	89
Conduct Training Sessions			
Technical Assistance for Microenterprises	Businesses Assisted	25	23
Support Infrastructure Improvements			
Public Facility or Infrastructure Activities	Persons Assisted	3800	3700
TOTAL	Persons & Business Assisted	4023	

The figures in the table represent CDBG projects completed between July 1, 2018 and June 30, 2020. As noted, some projects are reported as businesses or individual persons and some of the outcomes share strategic plan goals. The PY 14 10th & Page infrastructure project outcomes are being reported in the PY 17 CAPER because the project was not fully complete in previous program years. PY15, PY16, PY17 funding for the 10th & Page Priority Neighborhood is expected to be completed by the end of PY18 and outcomes will be reported in the PY18 CAPER. The Belmont public infrastructure project will be reported in the future FY20/FY21 CAPER once construction is completed.

HOME Activities - Program Year 2019	Goal	Actual
Albemarle County		
Complete 9 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County.	5	5 complete 5 underway
Charlottesville		
Provide Down-payment Assistance through Piedmont Housing Alliance and Habitat for Humanity.	8	9 underway 2 Completed
Rehabilitate 1 owner-occupied home	3	3 underway
Fluvanna		
Provide down payment assistance to 1 low/moderate income family	1	0
Build two new affordable rental unit in Fluvanna County.	2	2 completed
Rehabilitate 1 owner occupied home	1	0
Greene		
Acquire property and build 2 single-family homes for rental or purchase.	2	2 underway
Build one new home for first- time homebuyer	1	0
Provide down payment assistance to first time homebuyer	2	0
Louisa		
Provide down payment assistance to first time homebuyer	1	0
Rehabilitate one owner-occupied home	1	1 completed
Build two new affordable rental unit	1	1 completed
Nelson		
Provide assistance to 1-2 First Time Home Buyer	1	1 completed
Rehabilitate 7 substandard owner-occupied houses	7	3 completed 1 underway
TOTAL	32	35
Homebuyer Assistance	14	12
Homeowner Rehabilitation	17	183
Rental	4	3
New Home Construction	1	0
TOTAL	36	39

The totals in the table represent HOME projects completed between July 1, 2018 and June 30, 2020. Five additional activities were initiated during the year and are moving toward completion. The City's 2017 CHDO project commenced in PY17 and is continuing.

The PY18 CHDO project by Skyline CAP, serving Greene County is underway. The PY19 CHDO project began in PY19 and was completed within the year.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	252	11
Black or African American	448	3
Asian	8	
American Indian or Alaskan Native	8	
American Indian/Alaskan Native/White	1	
Native Hawaiian or Other Pacific Islander	3	
Asian and White	1	
Black/African American and White	15	
American Indian/Alaskan Native & African American	2	
Other multi-racial	53	1
Total	791	15
Hispanic	45	0
Not Hispanic	791	15

Table 1 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Fifty-eight percent (58%) of CDBG beneficiaries and fifty-six percent (56%) of HOME beneficiaries were minorities.

Note, for CDBG, the count breakdown for Race data equals the count breakdown for Ethnicity. Low to moderate area (LMA) projects, such as the 10th & Page infrastructure project or Belmont neighborhood infrastructure project, does not include race/ethnicity data in outcomes. HOME figures are based on head of household only.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Entitlement Funds, Unexpended Funds, Returns	\$393,152.00	\$232,310.13
HOME	Entitlement Funds	588,830	\$385,456.61
Other	CAHF and Program Income	5,053,325.51	2,235,354.98

Table 2 - Resources Made Available

Narrative 408417

The “other” category represents the Charlottesville Affordable Housing Fund (CAHF) and HOME Program Income (PI). In 2019, CAHF supported activities such as: the City’s free paint program (for income eligible homeowners), permanently supported housing for homeless individuals, down payment assistance, homeowner rehab and emergency repair, new construction of rental housing, new construction of homeowner units, rental assistance/relief and real estate tax relief programs for the elderly and disabled, and veterans, a landlord risk reduction fund, and acquisition for new affordable housing homeowner units.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Albemarle County	8%	15%	5 Homeowner Rehabilitation project completed, and 5 underway
City of Charlottesville	44%	62%	CDBG plus 4 HOME projects –1 homeowner rehabilitation underway
Fluvanna County	9%	0%	Completed two new rental units (begun in previous year) and 1 homeowner rehabilitation
Greene County	11%	0%	Work on the FTHB program has progressed, but the activity is not yet set up in IDIS
Louisa County	18%	19%	Louisa drew down excess HOME funding in prior years and had no available funds during PY18
Nelson County	9%	4%	6 Homeowner rehabilitations completed

Table 3 – Identify the geographic distribution and location of investments

Narrative

The HOME entitlement is split evenly amongst the six localities of the HOME Consortium. The planned percentages of allocations above were based on budgeted entitlement amounts, including expected Program Income. The City of Charlottesville receives all CDBG funds. Louisa County was allocated the 15% CHDO set-aside for PY19. Actual percentages of the allocations were based on vouchers processed through IDIS for the period July 1, 2019 through June 30, 2020, including CDBG, HOME EN and CR, and HOME PI.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

In addition to the Charlottesville Affordable Housing Fund (CAHF) expenditures described above, leveraged resources include Indoor Plumbing funds, Housing Preservation Grant funds, weatherization funds, and Regional Homeownership Center funds.

HOME match is provided through a number of sources. The present value of money of subprime mortgages through Habitat for Humanity constitutes the largest component of match. Though not all HOME-assisted, all Habitat projects are HOME eligible. For the 2018 program year, match has been calculated for the period from July 1, 2018 to September 30, 2018 to get match calculations aligned with the Federal Fiscal Year. Match in past years has been reported for the Consortium’s HOME program year. Between July 1 and September 2018, Habitat closed on 2 homes providing a total match amount of \$123,880. Other local match applied to completed projects included local funds of \$174,617, private grants of \$97,798, homeowner cash of \$10,400 applied to HOME activities. These amounts were drawn from completion report data reported by sub-recipients on an activity basis.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$8,239,948
2. Match contributed during current Federal fiscal year	\$406,696
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$8,646,644
4. Match liability for current Federal fiscal year	\$68,799
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$8,577,845

Program Income Report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting	Amount expended for TBRA	Balance on hand at end of reporting period
\$50,828.75	\$50,828.75	\$44,727.76	\$0	\$6,100.99

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	\$560,714	0	0	0	0	\$560,714
Number	13	0	0	0	0	13
Sub-Contracts						
Number	16	0	0	0	0	16
Dollar Amount	\$65,954	0	0	0	0	\$65,954
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	\$560,714	0	\$560,714			
Number	13	0	13			
Sub-Contracts						
Number	16	0	16			
Dollar Amount	\$65,954	0	\$65,954			

Table 4 – Minority Business and Women Business Enterprises

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

Number of Persons Served	One-Year Goals	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	32	16

Number of Special-Needs households to be provided affordable housing units	0	2
Total		16

Table 11 – Number of Households

Number of Persons Served	One-Year Goals	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through the Production of New Units	5	4
Number of households supported through Rehab of Existing Units	17	9
Number of households supported through Acquisition of Existing Units	14	3
Total	36	16

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The figures in the table represent HOME projects completed between July 1, and June 30, 2020. Eighteen additional activities were initiated during the year and are moving toward completion. The Fluvanna/Louisa Housing Foundation completed a new HOME rental unit, which were initiated and brought near completion during the PY19 year. AHIP met Albemarle’s County rehabilitation goal of completing five rehabs and is currently working on five more. Four of the other counties had rehabilitation goals. Six were completed and three are underway. None of the four localities with goals for down payment assistance activities met their goals. Challenges that subrecipients reported include sale price limitations, borrowing capacity of clients and issues with clients being outbid in the market. Due to the COVID-19 pandemic much work slowed down for health concerns that cautioned for many safety measures that made work crews smaller.

Discuss how these outcomes will impact future annual action plans.

Some of the PY 19 unmet goals will be met during the PY19 program year. The global health pandemic COVID-19 played a role in delaying several CDBG and HOME activities during program year 2019. Outcomes will not have an impact on future annual action plans, however, they will have an impact on future CAPERs.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-Income (less than 30%)	567	5

Low (31- to 50%)	3	5
Moderately-low (51 to 60%)	0	3
Moderate-income (61 to 80%)	0	12
Total	570	15

Table 13 – Number of Persons Served

The Thomas Jefferson Area Coalition for the Homeless (TJACH) serves as the lead agency for the Continuum of Care. TJACH reports that for the Program Year ending June 30, 2020, 267 people accessed emergency shelter services and 127 people received homeless prevention services (all of which successfully prevented the household from entering homelessness). Additionally, 96 people who were formerly homeless received permanent housing services last year. 552 people received an intake appointment as part of the Coordinated Entry System and referrals for services including but not limited to emergency shelter, job/employment training resources, food, medical care, mental health care, substance use treatment, and housing assistance.

HOME figures are based on head of household only, per IDIS report PR 23.

For CDBG, 97.36% were extremely low income, 2.64% were low income, and 0% were moderate income. There were an additional 12 individuals from the vulnerable illiterate population served.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Thomas Jefferson Area Coalition for the Homeless (TJACH) Continuum of Care seeks to establish and maintain a coordinated system of care so that homelessness in our region is rare, brief and nonrecurring. TJACH has adopted a housing first approach to quickly connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

A Community Case Review convenes two times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by TJACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community’s By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed. Additionally, particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively.

A coordinated assessment process is used to determine eligibility for available services, collect required data, and develop case plans for individuals and families experiencing homelessness. Coordinated assessment is available every day at The Haven and relevant forms are posted to the TJACH website (www.tjach.org) so that service providers outside The Haven may access continuum services. Households can also call the City of Charlottesville Dept. of Human Service's Community Resource Line to schedule a homeless intake appointment either in-person or via phone.

TJACH uses the Vulnerability Index – Service Provision Decision-Making Assessment Tool (VI-SPDAT) as its primary assessment tool for coordinated assessment purposes. Additionally, we collect HUD-required data elements and complete a housing barrier assessment and housing plan during intake appointments.

TJACH homelessness service providers collect required data elements and enter data into HMIS on a weekly basis to ensure close to real-time community level data and on-time reporting to local, state and federal stakeholders.

Region Ten PATH Program, The Haven, and On Our Own provide street outreach to individuals and families experiencing homelessness, with a focus on those who do not have shelter, to provide them with information and access to services. Region Ten conducts in-reach with Western State Hospital and Haven staff conducts in-reach to the jail to assist with transitions and community reintegration. Region Ten PATH program conducts in-reach at The Haven, Mohr Center and Virginia Supportive Housing to engage guests in mental health treatment and care.

Addressing the emergency shelter and transitional housing needs of homeless persons

PACEM provides a seasonal, low-barrier emergency shelter to individuals from late October to mid-April using host church sites for shelter and meals. PACEM provides coordinated assessment services to those individuals and families that seek shelter but have not completed a coordinated assessment at The Haven.

Families in Crisis provides emergency hotel/motel vouchers to families experiencing homelessness and complete a coordinated assessment packet.

Salvation Army provides high-barrier emergency shelter services year-round for individuals and families experiencing homelessness that can maintain sobriety and are looking for work or are working.

Shelter for Help in Emergency provides emergency shelter services year-round for women and children fleeing domestic violence, referred by other emergency shelters and emergency room staff.

Monticello Area Community Action Agency Hope House provides transitional housing and supportive services with a preference for households with children where one adult is working.

These resources provide adequate shelter services to the community in need during the season in which the low-barrier shelter operates. During the warmer months, there are individuals that struggle to identify adequate resources. A day shelter operates daily to provide basic and respite

care to all, regardless of whether they are engaged in other shelter services within the continuum.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Prevention staff coordinates activities in communication with area emergency assistance providers including Alliance for Interfaith Ministries (AIM), CARES, Love, Inc., departments of social services, and area churches whenever possible. During PY 2020, 111 people across 66 households were supported with homelessness prevention services.

The Haven provides prevention services and subsidies to individuals and families in order to avoid the need for emergency shelter stays. Rental subsidies and utility payments are provided to those individuals and families determined eligible through the use of a validated, structured decision-making tool. Priority is given to those households with a previous experience of literal homelessness. The Haven uses a service approach focused on providing the least amount of subsidy necessary to avoid literal homelessness and will make use of all available informal and mainstream resources in this effort. Ongoing eligibility for subsidies will be assessed every 90 days, at a minimum. Monthly case management will be provided to develop and implement a housing stability plan.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Haven provides housing navigation services to assist individuals and families experiencing homelessness to identify available low-income housing resources and negotiate leases. The Housing Navigator also develops relationships with area landlords and provides education on available rental subsidy programs to housing organizations.

The Haven provides rapid re-housing services to quickly connect individuals and families experiencing literal homelessness to permanent housing. Rental arrearages and utility bills may be paid if they represent an actual barrier to permanent housing. Rental subsidies may be provided to ensure housing stability. Ongoing eligibility is determined every 90 days. Monthly case management is provided to develop and implement a housing stability plan. The Community Case Review Team assists in this effort by reviewing, developing, and implementing housing stabilization plans. During PY 2020, 59 people were served through Rapid Re-Housing.

The Departments of Social Services (DSS) participate in Community Case Review, Service Provider Council and TJACH Governance Board. Service providers work cooperatively with DSS workers to ensure that households experiencing homelessness have access to case management, adult and child protective services, foster care prevention activities, and mainstream benefits including SNAP, SSI/SSDI and Medicaid.

Homelessness Service Providers work collaboratively with area schools, ReadyKids, Jefferson Area Board of Aging, Piedmont Housing Alliance, Habitat for Humanity, Albemarle Housing Improvement Program, and other mainstream providers as a matter of course to assist people experiencing homelessness get or remain stably housed.

A Community Case Review convenes two times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by TJACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community's By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed. Additionally, particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively.

Region Ten operates a HUD-funded permanent supportive housing program for about 38 chronically homeless individuals. Community Case Review prioritizes the most vulnerable individuals with the longest histories of homelessness for this program when there are openings.

Virginia Supportive Housing's, The Crossings, provides 30 units of permanent supportive housing for chronically homeless individuals in partnership with the Albemarle County Department of Housing and the Charlottesville Redevelopment and Housing Authority.

The Continuum of Care now includes 153 Permanent Supportive Housing beds, including 25 units that service Veterans.

CR-30 - Public Housing 91.220(h); 91.320(j)

For more than 60 years, the Charlottesville Redevelopment and Housing Authority (CRHA) has taken great pride in being the primary provider of “housing of first opportunity” in the Charlottesville community. As such, the CRHA continues to strive tirelessly and passionately to *be a resident-centered organization committed to excellence in providing affordable quality housing, revitalizing communities, and promoting upward mobility and self-sufficiency through partnerships in the public and private sectors.* As an organization, the CRHA subscribes to a “Residents First!” philosophy that is grounded on relationships that develop and thrive only when mutual respect, dignity and commitment is afforded one another.

CRHA continues to work in partnership with the Public Housing Association of Residents (PHAR), the City of Charlottesville and the Charlottesville Area Community Foundation

(CACF) through a 3 year, \$283,000 CACF “Strengthening Systems” grant designed to improve the capacity, governance, resident engagement and working relationships between PHAR and CRHA. This effort includes cooperative redevelopment planning and implementation through a resident driven approach.

In fiscal year 2020, the City Council approved:

- Continued funding of \$750,000 for the Charlottesville Supplemental Rental Assistance Program. This program, managed and administered by CRHA, provides city-funding for housing vouchers for low-income housing assistance. The City Council has also approved a projected commitment of an additional \$3.6 million in funding for this program over the next four fiscal years.
- \$3,000,000 in funding for Public Housing Redevelopment. This funding is intended to support the capital costs associated with the redevelopment of public housing properties. The City Council has also approved a projected commitment of an additional \$12,000,000 in funding over the next four fiscal years for continued redevelopment.

CRHA entered into a redevelopment partnership agreement with a development partner and PHAR in fiscal year 2019 with first priority of redevelopment to be the renovation of the 105-unit Crescent Halls and construction of 62 new units on vacant land at South 1st Street. The City’s approval of \$3 million in CIP funding in FY20 for public housing redevelopment and a projected commitment of an additional \$12 million in CIP funding over the next four fiscal years helped to leverage LIHTC approval of these two projects.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The CRHA continues to explore the potential to transition its inventory of individual houses to current occupants or other CRHA residents. Dependent upon funding restrictions and implications for the release of the HUD declaration of trust, CRHA may potentially sell one or more of these units to facilitate homeownership opportunities while also helping stabilize the organization’s financial situation.

Public Housing residents continue to be actively engaged in redevelopment planning. The CRHA Board of Commissioners has approved a Redevelopment Committee which includes residents and PHAR staff and board members to guide redevelopment activities and make recommendations to the CRHA Board.

CRHA is also looking at the redevelopment potential on various public housing properties to develop mixed-income housing which includes low-income homeownership opportunities.

CRHA is also currently undergoing an amendment to the HCV Administrative Plan to revamp the

HCV Homeownership program.

Actions taken to provide assistance to troubled PHAs

In December 2018, CRHA was designated Troubled on HUD's Office of Field Operation's PHARS Troubled list. In May 2019, the City was notified that HUD would be conducting an independent assessment of CRHA. Eventually the City received a report of the findings dated September 26, 2019. The City is currently in discussions with HUD and CRHA as to the terms of the Recovery Agreement.

35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Analysis of Impediments to Fair Housing Choice (AI): The AI was updated in 2018, as a supplement to the Consolidated Plan.

City - Comprehensive Plan Update/Zoning Ordinance Re-write and Affordable Housing Strategy: On February 4, 2019, the City Council resolved to consolidate the comprehensive plan update, re-write of the Zoning Ordinance and competition of the Affordable Housing Strategy. To this end, Council approved approximately \$975,183 to complete the project. In November of 2019, the City executed a contract with Rhodeside and Harwell, Incorporated (RHI) to retain the services of the consulting firm to assist staff in completing the Comprehensive Plan, Affordable Housing Strategy, and rewrite of the Zoning Ordinance. The project is currently underway and expected to be completed in late fall of 2021. The resulting document would have recommendations designed to spur development of affordable housing, eliminate existing land use and zoning barriers to development of affordable housing, and encourage mixed-use development supported by public transportation.

City of Charlottesville's Strategic Investment Area Implementation and Form-based Code:

The City conducted a public hearing on November 12, 2019 on the draft Form-Based Code; however, on February 3, 2020, the City Council voted to defer action and requested a review by RHI Consultant team hired to update the City's comprehensive plan, prepare affordable housing strategy and re-write the zoning ordinance. On a related note, the City continues its effort to support development and redevelopment activities in the SIA. More recently, in conjunction with PHAR and a committee of community stakeholders, CRHA has embarked on significant redevelopment planning efforts. In support of these efforts, the City of Charlottesville approved \$3 million in 2019/2020 fiscal year to support CRHA's rehabilitation of the 105 units at Crescent Halls and the development of Phase I of the South 1st Street (62 units). The City also earmarked \$1.5 million to support the development of Phase II of South 1st Street that would result in additional 113 affordable units.

The City Council also approved \$5.9 million for the redevelopment of the Phase I of the Piedmont Housing Alliance (PHA)'s Friendship Court Redevelopment project. The fund will be used to leverage Low Income Housing Tax Credit (LIHTC) project (150 units), and associated infrastructure. Ground breaking is scheduled in fall of 2020.

Other assistance included funding to support TING providing free installation of internet services to public housing residents; and miscellaneous redevelopment planning support. The City has also proposed millions in funding over the next five years to continue to support public housing redevelopment efforts.

The City continues funds annually to support Supplemental Rental Assistance Program administered by CRHA. This voucher program provides approximately 75 vouchers, annually, for households who are homeless and for Housing Choice Voucher Program eligible households.

Albemarle County – Housing Policy: The County is in the process of updating its affordable housing policy, which was adopted in 2004 and tweaked in 2015. Staff is presenting the draft policy and implementation plan to the Planning Commission and Board of Supervisors in August and October 2020. It is anticipated the final draft will be presented to the Board of Supervisors in December 2020 or January 2021 for final approval.

Albemarle County – Resolution in Collaboration with Habitat for Humanity: The County of Albemarle is partnering with Habitat for Humanity on phase 1 of the Southwood Mobile Home Park redevelopment project. To support the project, the County has committed \$3.4 million in cash contributions and property tax rebates. An additional \$1 million in CDBG grant funding is also anticipated.

Thomas Jefferson Planning District Commission's Central Virginia Regional Housing Partnership (CVRHP): The CVRHP began convening in January of 2019. In April of 2019, the CVRHP released a Comprehensive Regional Housing Study and Needs Analysis which identified the number of households in the region that were cost-burdened as well as the number of units/interventions that are required to address the needs. Also in April of 2019, the CVRHP hosted the first annual Regional Housing Summit: *Opening the Doors*. The summit had an attendance of nearly 200 participants and included guest speakers who addressed the pressing housing needs in the region. The TJPDC continues to make progress on a Regional Housing Plan, which will include a draft housing chapter for the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson to consider in their comprehensive plans. The plan is expected to be completed by January of 2021. In the fall of 2019, the CVRHP underwent a strategic planning process to identify priority strategies that the Partnership will initiate to address housing needs in the region.

Local Government Processes: Local governments recognize that approval time of permits can increase the cost of a project. They use a variety of methods to mitigate costs for projects that meet the priority needs, including expedited approvals, financial contributions, and keeping fees

to a minimum. To incentivize developers to provide new affordable housing units, the City continues to offer reduced water facilities and sewer connection fees. The fee reduction applies to all new housing units affordable to households earning no more than 80% Area Median Income. In June 2017, the Charlottesville City Council approved developer fee waivers for private market developers providing on-site affordable housing units in developments that trigger the City's Affordable Dwelling Unit Ordinance requirements.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City and the HOME Consortium use HUD funds to address the needs of as many individuals as possible. They work with a wide range of community organizations to coordinate and provide services to needy individuals and families. The monthly meetings of the Housing Directors' Council and the Thomas Jefferson Area Coalition for the Homeless address obstacles to meeting underserved needs through cooperation and coordination. As a result of the Department of Justice settlement, Virginia has revised its waivers, which will assist people with developmental disabilities access housing and services in the least restrictive setting. Region Ten, the region's Community Services Board, manages the waiver waiting list. City of Charlottesville and Thomas Jefferson Planning District Commission PY19 CDBG and HOME funds were used to address various community identified needs outlined within the five-year 2018 Consolidated Plan. City CDBG funds were used to address public service needs including support for the homeless and those at risk of homelessness, workforce development and support for programs that aid in self-sufficiency, and workforce development. Funds were also used to support economic development activities to assist entrepreneurs launch their own microenterprises through technical assistance. HOME funds were used to support homeowner rehabilitation within the City of Charlottesville. The Thomas Jefferson Planning District Commission utilized HOME funds

The City of Charlottesville has retained the services of RHI consulting team to update its comprehensive plan; re-write the Zoning Ordinance and complete the Affordable Housing Strategy. This consolidated project will have several recommendations designed to address obstacles to meeting the needs of underserved population. The Steering Committee for this project includes representatives from several neighborhood groups, business community, public housing, and housing advocate groups, nonprofit and faith-based organizations, etc.

The City of Charlottesville continues to explore ways to meet the needs of underserved populations. The City Council has provided funding to support the redevelopment initiatives by the Charlottesville Redevelopment Housing Authority (CRHA) and the Piedmont Housing Alliance (PHA). The funds were earmarked for the CRHA's Crescent Halls rehabilitation and South 1st Street projects; and PHA's Friendship Court redevelopment initiative. Other actions included Supplemental Rental Assistance Program administered by CRHA, Small Business And Minority Business support and assistance program, down payment assistance, scattered site rehabilitation and emergency repair program/homeownership opportunities and home improvement assistance program administered by the

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Building inspectors and local housing rehabilitation agencies have received training to allow

them to evaluate, treat and/or remove lead paint hazards in our communities. Inspectors evaluate each job before the rehabilitation begins. Grant funding is used to pay for stabilization, interim controls and/or removal of lead-based hazards, which will continue to reduce lead paint concerns.

The notification, “Watch Out for Lead-Based Paint Poisoning” is given to all persons assisted, even if the residence was constructed after 1978, since it serves as a good information and educational tool. Detection and remediation of lead-based paint in residences constructed before 1978 is to occur while rehabilitating homes and this is done in compliance with subpart J of 24 CFR Part 35. This can include paint stabilization, interim controls and/or abatement depending upon the circumstances and level of investment. In cases where lead-based paint is suspected, a certified laboratory, Aqua Air Laboratories in Charlottesville, is used to make this determination.

Data from the Health Department indicate that reported cases of Elevated Blood Lead Levels of 5 µg/dL or higher for calendar year 2016 totaled 26 cases in children aged 15 or younger throughout the Thomas Jefferson Health District: 8 in Albemarle, 11 in Charlottesville, 1 in Greene, 4 in Louisa and 2 in Nelson. There were no cases of elevated blood lead levels in children reported from Fluvanna County. For 2016, elevated blood lead levels are defined as greater than or equal to 5 µg/dL. Previous years were defined as levels of 10 µg/dL. The change in the standard has resulted in a higher number of cases than in past years. In the last CAPER, 8 total cases were reported from February 2015 through January 2016, which was lower than the previous year’s regional total of 11. All cases are followed to be sure levels are coming down to normal or at least steadily improving. Houses being purchased with the down payment and closing cost assistance program to first-time homebuyers also must be reviewed for lead based paint.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The Central Virginia Partnership for Economic Development (CVPED) provides staff support for the Piedmont Workforce Network (PWN), including the local Workforce Investment Board and WIA service providers.

Network2Work at PVCC, is a job network that connects job seekers to the skills and resources they need to become valued employees and helps employers find the quality employees they need for their companies.

The City of Charlottesville, through CDBG economic development funds, supported projects to help low-income entrepreneurs launch their businesses and low-income microenterprises strengthen and grow. Through public services funds, CDBG projects address workforce development directly.

The City continues its GO program which is a jobs-driven training program. To expand the training offerings, a GO Skilled Trades Academy was also piloted in January 2018 in order to provide basic foundations in the skilled trades due to all of the upcoming development projects in the area. FY19 funds benefited two training cohorts through the GO Trades program, equipping individuals with the training and education they needed to begin entry level careers in the skilled trades. Also, slightly outside the realm of jobs-driven workforce training, the OED

launched GO GED Pathways in November 2017 at the request of City Council. The program is six weeks in length and offers a supportive environment where individuals obtain GED test preparation training, as well as workplace readiness skills/career coaching and a CPR/first aid certification. The goal upon completion of the program is not employment. Instead, the focus is on getting individuals back into the classroom to begin steps towards taking the GED, which is critical to better employment.

The lack of transportation can be a serious barrier to employment. The Charlottesville Transit Center is a transit transfer facility just off the downtown mall. Albemarle County launched the 29 Express commuter bus route in May 2016. This service is operated by JAUNT and runs from the Forest Lakes/Hollymead area to UVA and the Downtown Library. UVA employees and students ride free and fares are \$1.50 for everyone else. The route begins at 7:00am and 8:00am and returns at 4:40pm and 5:20pm.

Charlottesville and Albemarle County, working with the Metropolitan Planning Organization (MPO), created the Regional Transit Partnership (RTP), which began meeting in August 2017. The RTP Board is advisory in nature, but has specific review responsibilities to include route changes, budgetary matters and transit education. Formal agreements for specific funding and service responsibilities between CAT, JAUNT, Charlottesville, Albemarle County and UVA are in place. The RTP completed development of a Memorandum of Understanding to serve as the funding formula first formal funding agreement between Charlottesville Area Transit and Albemarle County, adopted in May 2019.

The Monticello Area Community Action Agency (MACAA) has been serving low-income families since 1965. MACAA serves the City of Charlottesville, and the Counties of Albemarle, Fluvanna, Louisa and Nelson. MACAA offers a variety of programs and skill development initiatives for families and individuals below 125% of the federal poverty level. Its programs include Head Start for 3 and 4-year-olds, Project Discovery promoting academic achievement in high school, Hope House providing family stabilization for homeless families, Rural Outreach. Rural Outreach offices in Fluvanna, Louisa and Nelson Counties provide crisis intervention to families through assistance with food, clothing, and financial help for rent, utilities and other emergencies while assessing their needs and linking them to other resources for in-depth services.”

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The use of HOME funds is coordinated through the monthly meetings of the Housing Directors Council, with projects carried out by non-profit housing foundations or community action agencies. This structure promotes regional cooperation and encourages creative use of the funds and leveraging of other funding to maximize the impact of HOME funds. HOME funds contribute to the capacity and stability of the housing foundations. The City defined non-housing community development needs through the Comprehensive Planning process. The City of Charlottesville has also placed a strong emphasis on citizen participation in the planning process, particularly for affordable housing, neighborhood priorities, and public services.

Institutional structure and capacity are also provided through the Thomas Jefferson Coalition for the Homeless (TJACH), the Thomas Jefferson Community Land Trust (TJCLT), Habitat for Humanity, and non-profit housing foundations in the 5 counties. Piedmont Housing Alliance has

created housing opportunities in the region for more than 30 years, with an award-winning and HUD-approved housing counseling program, financing for home ownership and housing development as a U.S. Treasury-certified Community Development Financial Institution (CFDI), and property management and housing development to create and maintain high-quality affordable housing options, as the only regional CHDO. The City's Housing Advisory Committee (HAC) also meets to carry out City Council's charge to further affordable housing within the City.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

A number of social service and housing agencies are involved in serving special needs populations throughout the region, including the Jefferson Area Board for Aging (JABA), the Arc of the Piedmont for people with developmental disabilities, Region Ten Community Services Board for people with mental illness and substance abuse and the Independence Resource Center.

The Jefferson Area Board for Aging (JABA) assists elderly persons with long-term health care needs, and serves the same geographical area as the Planning District. JABA partners with senior housing providers in Charlottesville (Timberlake Place, Woods Edge, and Park View Apartments) and in Nelson County (Ryan School Apartments). Maintain an independent and active lifestyle while having opportunities to interact with your peers. Regular JABA health screenings and services are provided by JABA nurses at Park View at South Pantops, Ryan School Apartments and Woods Edge Apartments.

There are two LIHTC housing projects in Albemarle County that are nearing the end of their 30-year extended use period. The first of these is Wilton Farm Apartments, which has been in service since 1992 and has a total of 144 low-income units.

The Region Ten Community Services Board provides comprehensive diagnosis, treatment and training for persons with Serious Mental Illness and chemical dependence for persons within the Planning District. Region Ten administers Continuum of Care (CoC) Permanent Supportive Housing projects, using a scattered site model, serving 30 people. Region Ten also serves 67 people with housing in apartments or Single Room Occupancy (SRO) units with funding through the Virginia Department of Behavioral Health and Developmental Services (DBHDS). A grant from the City of Charlottesville funds 10 housing slots for people who are homeless. Region Ten administers about 220 Housing Choice Vouchers. Region Ten provides case management services.

The Thomas Jefferson Health District administers the Housing Opportunities for People With AIDS (HOPWA) program, serving 33 people, with long-term (24 people) or short-term assistance. Qualification for the program is based on a diagnosis of HIV and income. Although this is part of the Continuum of Care, the program does not have a preference for those who are or have been homeless.

The Thomas Jefferson Health District provides testing, screening, advocacy, housing assistance and case management for people with HIV or those at high risk for HIV infection. The Health

District also houses the SSI/SSDI Outreach Access and Recovery (SOAR) program. SOAR is a national program designed to increase access to the disability income benefit programs administered by the Social Security Administration for eligible adult who are experiencing or at risk of homelessness and have a mental illness, physical impairment or co-occurring substance use disorder. The Thomas Jefferson Health District partnered with TJACH to hire a full time SOAR Benefits Coordinator to work with our local homeless population to obtain their Social Security Benefits.

For people with disabilities, housing foundations in the Counties and projects funded through the Charlottesville Affordable Housing Fund (CAHF) in the City include necessary accessibility features as part of the scope of work for rehabilitation and emergency repair projects. Funds may be drawn from a variety of sources. Agencies such as JABA, Region 10, and Community Services Housing, Inc provide services to the special needs population.

Identify actions taken to overcome the effects of any impediments identified in the jurisdiction’s analysis of impediments to fair housing choice. 91.520(a)

See also the table included at the end of this report.

The City continues its support of affordable housing through the following policies/programs:

- Charlottesville Supplemental Rental Assistance Program (CSRAP) –To increase housing choice for the City’s extremely-low and low-income households, the Charlottesville City Council approved the creation of a City-funded rental assistance program. The City allocated \$750,000 for the CSRAP which includes funding for administration for CRHA to address concerns identified by HUD. For the CSRAP vouchers, the CRHA continues to administer this program.
- The City has approved the creation of a landlord risk mitigation fund to encourage market rate landlords to offer affordable rental housing to low-income households.
- The City of Charlottesville has provided several years of funding for five units at The Crossings at Fourth and Preston. .
- Design4Life Cville Program
- Reduced Water and Sewer Connection Fee Program for affordable housing units. The water facility fee for connecting a unit of affordable housing to the city water system with a 5/8” meter shall be \$800.00. The sewer facility fee for connecting a unit of affordable housing to the city sewer system with a 5/8” meter shall be \$800.00. An applicant for the reduced water facility fee or sewer facility fee agrees to pay the difference between the reduced water facility fee and the standard water facility fee, or the reduced sewer facility fee and the standard sewer facility fee – so long as the unit is affordable.
- Free Paint Program – This program offers paint, primer, and up to 8 tubes of caulk to low-income Charlottesville homeowners who are looking to decorate the exterior of their home, including siding, trim, porches, and roofs.
- Real Estate Tax Relief, Tax Exemption, and Rental Relief Programs for the Elderly or Permanently Disabled and/ Veterans
- Charlottesville Housing Affordability Tax Grant Program (CHAP) where individuals may qualify for a grant of \$500, \$750, \$1000 or full tax abatement depending on the

Federal Adjusted Gross Income. The grant would be applied to the second half real estate tax bill.

- City of Charlottesville BankOn Program consists of one-on-one financial counseling, financial literacy seminars, a bank referral network and a microloan program. BankOn has provides financial education to over 200 Charlottesville area residents since its inception, helped over 100 residents open affordable deposit accounts, and provided numerous low-interest loans.
- The City of Charlottesville Office of Human Rights has developed a 3-panel brochure on Fair Housing in Charlottesville to help people understand their rights and protect themselves from discrimination.
- The City retained the services of the consulting firm to assist staff in completing the Comprehensive Plan, Affordable Housing Strategy, and rewrite of the Zoning Ordinance. The project is currently underway and expected to be completed in late fall of 2021. The resulting document would have recommendations designed to spur development of affordable housing, eliminate existing land use and zoning barriers to development of affordable housing, and encourage mixed-use development supported by public transportation.

County Housing Programs –

- Fluvanna County, Greene County, Nelson County, and Louisa County do not directly administer housing programs, but do support non-profit housing subrecipients: Albemarle Home Improvement Program (AHIP), Skyline Community Action Partnership, Fluvanna/Louisa Community Foundation (FLHF), and the Nelson County Community Foundation NCCDF). These agencies provide down-payment assistance and other housing program to assist persons who are elderly and/or have a disability. Most also provide housing counseling and credit repair programs. Piedmont Housing Alliance and FLHF offer RUAM grants.
- Albemarle County Housing Choice Voucher Program

Other Efforts (Not by municipalities)

- MACAA provides services including the Hope House, Project Discovery, and Head Start
- Financial literacy programs are managed by Charlottesville Abundant Life Ministries (CALM) and PHA.
- The City of Promise is an initiative based on the Harlem Children's Zone model that continues to serve City residents living in the 10th & Page Neighborhood.
- Habitat for Humanity continues to work with the International Rescue Committee to place refugees in homes as partner families.
- The Thomas Jefferson Community Land Trust sold 4 units of permanently affordable housing in the Charlottesville area.
- Skyline CAP partners with the Greene Chapter of Habitat for Humanity to provide home

repairs.

The Nelson County Community Development Foundation has secured funding from local churches to serve as the match for home repair projects using Housing Preservation Grant funding.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Charlottesville performs on-site monitoring visits on an annual basis for projects that have been completed during the program year with assistance from the finance department. Consistent with previous years, City staff will review sub-recipient program files to ensure compliance with CDBG requirements and to verify that the benefit standard was being met. Projects that are found to be in violation or whose files were missing pertinent information will receive notices from the City and will be provided an opportunity to address and correct any problems. The City will conduct follow-up monitoring visits to ensure corrective actions are carried out. Monitoring results are taken into CDBG/HOME Taskforce consideration during the following years' CDBG and HOME request for proposals.

TJPDC carries out HOME desk reviews throughout the year, with oversight from the Finance Director and Executive Director. On-site monitoring of all sub recipients is done on an annual basis and includes monitoring of program activities and financial management. On-site visits are not required for sub recipients with no staffing changes, with no significant change in the type of projects carried out, and who have no outstanding findings from previous monitoring visits or financial audits. No sub-recipient will go more than three years without an on-site monitoring visit. The only monitoring visits for the PY19 program year ending June 30, 2020 year was with the Piedmont Housing Alliance (PHA). The City of Charlottesville has new staff on June 2019 filing the Grants Coordinator position; prior City staff was retained on a part-time basis to help with the transition and TJPDC has also worked closely with new staff. The Thomas Jefferson Planning District Commission has a new HOME Partnership administrator.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

A public comment period is being held from September 4 to September 18, 2020, advertised in the Daily Progress on September 4, 2020. The draft CAPER was also made available at City Hall, on the City of Charlottesville website and on the Thomas Jefferson Planning District Commission (TJPDC) website. The September 16 City Council Meeting also included a virtual public hearing for the CAPER, as well as the September 3rd TJPDC virtual public commission meeting. The Housing Directors discussed sections of the CAPER at their September 15 virtual monthly meeting. Input was requested and received from the Thomas Jefferson Area Coalition

for the Homeless (TJACH), the Charlottesville Redevelopment and Housing Authority (CRHA), Piedmont Housing Alliance (PHA), the Jefferson Area Board for Aging (JABA), the Thomas Jefferson Health District and Region Ten.

DRAFT

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

For PY19, City Council identified the following as CDBG/HOME program priorities based upon Consolidated Plan goal and strategic plan; passed on September 18, 2017:

1. Affordable Housing (priority for households at 0-50% of the area median income)
2. Support for the Homeless and those at risk of homelessness
3. Workforce Development (support for programs that aid in self-sufficiency, including but not limited to quality childcare)
4. Microenterprise Assistance
5. Mental Health and Substance Abuse Services

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
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[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

HOME-assisted rental units are owned and managed by sub-recipients of the Charlottesville HOME Consortium. Sub-recipients share a role in the administration of the HOME program, including inspection of rental units. For units with tenants using Housing Choice Vouchers, which constitute the majority of rental units, Charlottesville HOME Consortium Sub-recipients have reciprocal agreements to perform inspections on units owned and managed by another sub-recipient. For HOME-assisted units with no rental assistance, the sub-recipient performs inspections at least annually to identify any maintenance issues, and to replace smoke detectors and filters. Inspections may be done more frequently, if there is a concern about the tenant.

Most HOME assisted rental units are single family homes or duplexes. Some larger rental projects have been undertaken: AHIP rehabilitated an existing apartment building in 2004, with 10 HOME-assisted units. The Fluvanna/Louisa Housing Foundation developed a four-unit rental “Evergreen Place” in 2014, consisting of single-bedroom, handicap-accessible units near the Town of Louisa, with solar-panels to keep utility costs low, and affordable housing opens. Skyline CAP purchased and renovated existing buildings into five rental apartments, with the project completed in May 2013 with 3 units occupied. The last unit was rented in August 2014. Skyline CAP completed an additional acquisition and rehabilitation project in Piedmont Housing

Alliance completed the renovation of Crozet Meadows with 27 HOME-assisted units in September 2010 and Monticello Vista Apartments with 5 HOME-assisted units in August 2010, both as Low Income Housing Tax Credit (LIHTC) projects. Units are inspected quarterly by PHA staff using the REAC inspection form, with additional inspections by the Virginia Housing Development Authority (VHDA), an independent inspection contractor through the Virginia Department of Housing and Community Development (DHCD), and by HUD. All rental units are inspected annually, including the City - and County-assisted units at the Crossings.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

All HOME projects are carried out by HOME Consortium sub recipients. These organizations have developed extensive networks with agencies and organizations in their localities to create a steady stream of referrals for HOME programs. Public outreach is carried out through a variety of means. The affirmative marketing actions are systematic and effective.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Program income was applied to the following projects:

Program Income Applied in PY19

IDIS	Activity	Locality	PI Applied
1848	HR	ALBEMARLE	\$1,399.01
1828	HR	LOUISA	\$10,338.75
1845	HR	LOUISA	\$19,000.00
1826	HR	NELSON	\$1,125.00
1833	HB	NELSON	\$5,650.00
1836	HR	NELSON	\$4,209.00
1830	R	FLUVANNA	\$2,000.00
1829	R	FLUVANNA	\$2,000.00
1874	HR	NELSON	\$1,006.00
-	TOTAL	-	\$42,727.76

Table 5 - HOME Program Income applied during PY19

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Localities provide annual support to regional non-profits to address affordable housing. In-kind contributions, such as the donation of land and the waiver of local fees, are another way in which

localities support affordable housing in the Planning District. Local governments have shown a consistent commitment to affordable housing programs, with an emphasis on the rehabilitation of substandard housing units and promotion of first-time homebuyer programs. The HOME Consortium and the City of Charlottesville partner with many private, non-profit organizations including Habitat for Humanity and private businesses, particularly private lenders including Fannie Mae, Bank of America, and several locally-owned banks. All sub-recipients carry out emergency repairs, drawing on a variety of funding streams.

Piedmont Housing Alliance (PHA) is a regional non-profit organization with a comprehensive menu of affordable housing services. PHA's mission is to create housing opportunities and build community through education, lending, and development. Certified HUD Housing Counselors provide a continuum of educational services on the road to home ownership, including financial education and financial coaching, pre-purchase and post-purchase counseling and education, credit counseling, mortgage default and foreclosure prevention counseling, along with fair housing education and counseling. PHA also accesses financial resources to support clients' financial capability and housing they can afford, including lending for down payment assistance for home purchase and for affordable housing development, and providing access to low-cost mortgage financing. Piedmont Housing has provided \$9.7 million in down payment assistance, from a variety of sources, to bridge the home ownership affordability gap in our community. In FY20 we have administered over 5.6 million in VHDA's reduced-interest rate money which reduces a first-time homebuyers VHDA loan interest rate by 1.0%. Piedmont Housing is the only local administrator of those funds. Piedmont Housing also builds and manages affordable housing, currently managing and/or owning rental housing that is affordable for 604 households total. 249 households in the City of Charlottesville, 323 households in Albemarle County and 32 households in Nelson County.

PHA provided one on one counseling and group education to over 900 households in FY20. Piedmont Housing is the local administrator of VHDA's RUAM program which provides funding to make accessibility modifications to their rental homes. Due to the impacts of COVID 19 this program was paused in March of 2020. Every April, Piedmont Housing Alliance provides a free and open to the public training that fills Fair Housing CEU requirements for property managers, in FY20 we had an audience of 36.

PHA continues progress towards a transformational redevelopment of Friendship Court Apartments, focused on working with an amazing design team, inclusive of residents and community advocates on the Friendship Court Advisory Committee, to refine, evolve, and implement the plan for redevelopment. With a successful 2019 LIHTC award in hand, preparations are currently under way to start construction on Phase 1 in the fall of 2020. Since May the Advisory Committee has met at least monthly to prepare for the Phase 1 construction start and to kick off the planning process for Phase 2. By the time Phase 1 is complete in early 2022, Phase 2 will be preparing to break ground. In addition, PHA is working on the design of the Friendship Court Community Resource Center (CRC) which will house an early childhood

learning center, community center, Piedmont Housing’s permanent headquarters, and office space for nonprofit organizations. The CRC is scheduled to start construction in 2021.

Actions to Address Impediments to Fair Housing Choice

2019 Impediments and Plan of Action			
Impediment	Description	Proposed Action	Actions in PY19
Rental Affordability	<p>Lack of rental units affordable to low income households</p> <p>Increased competition for limited number of rental units</p> <p>Insufficient rental relief programs</p> <p>High up-front costs, including application fee, security deposit, 1st & last month rent</p>	<p>Increase the # of affordable rental units</p> <p>Provide incentives for development of affordable rental units</p> <p>Provide rental assistance locally</p>	<p>FLHF – 2 rental units completed</p> <p>Alb Co – incentivized 96 units at Brookdale and up to 80 LIHTC units in Southwood</p> <p>City- provided locally funded vouchers</p> <p>Skyline CAP subsidized rent for 4 households.</p> <p>PHA continues to work toward redevelopment of Friendship Court and is working on a LIHTC development as part of Habitat’s Southwood redevelopment plan.</p> <p>NCCDF - purchased another affordable rental unit in 2020 and continues to work to bring more landlords and units into the affordable housing offering.</p>
Homeownership Affordability	<p>Low wages, and tight credit markets limit HO options for a broad range of households</p> <p>Increases in property taxes compromise affordability</p>	<p>Provide workforce programs to improve job skills & assist in job placement</p> <p>Continue & expand tax relief programs</p>	<p>City - GO Programs continue to provide training and assistance with job placement</p> <p>PVCC’s Network2Work program has expanded and added volunteers; have received donations of cars to provide transportation to workers while they save for their own</p> <p>Albemarle County provided \$1.035 million in real estate tax relief for elderly and/or disabled homeowners in FY19/20</p>
Regulatory Barriers and	<p>Land use codes and ordinances affect housing location & affordability</p>	<p>Revise codes & ordinances</p>	<p>Albemarle County has completed drafting a new set of housing policy</p>

Community Resistance	Lack of clear definition of affordable housing	Develop definition of aff hsg & articulate community benefits	<p>recommendations to address the full range of housing needs.</p> <p>The Regional Housing Partnership (RHP) has begun writing a regional housing plan.</p> <p>NCCDF - strives to be a partner in County Comprehensive planning efforts to assure Affordable housing is addressed in terminology and in land use codes.</p>
Impediment	Description	Proposed Action	Responsible Parties
Discrimination in the Rental & Homeowner Market	<p>Overt or covert discrimination against renters & homebuyers on the basis of race and ethnicity, family status, and disability</p> <p>Predatory lending practices</p> <p>Lack of reasonable accommodations</p>	<p>Eliminate all discrimination in housing</p> <p>Raise awareness of fair housing laws</p> <p>Provide counseling and advocacy</p> <p>Promote VHDA's Rental Unit Accessibility Modification Grant</p>	<p>Non-profit housing counseling programs continue to address fair housing.</p> <p>PHA provided one-on-one counseling and group education to over 900 households in PY20. PHA also provided public training to 36 people that meets the Fair Housing CEU requirement for property managers</p> <p>Skyline CAP conducted workshops and 1:1 counseling</p>
High Debt-to-Income Ratios and Foreclosures	Difficulties for families to come up with down payment assistance to due credit issues	<p>Credit repair programs</p> <p>Housing counseling</p> <p>Lease to own options</p>	<p>Skyline CAP resolved 3 foreclosures and we have a credit repair program as well.</p> <p>FLHF have provided a credit repair program.</p>
Economic and Racial Disparities among Schools	Concentration of low-income and racial minority students into certain schools and districts may compromise school quality	<p>Increase transit option to expand geographic opportunities</p> <p>Educate landlords</p>	<p>Local governments, Local school boards, non-profit organizations</p> <p>International Rescue Committee</p>

	and exacerbate housing segregation among families	Encourage neighborhood economic and racial integration for families with children, especially in the City of Charlottesville and urbanized Alb County	
Impediment	Description	Proposed Action	Accomplishments for PY18
Lack of Housing Accessible to People with Disabilities and People Aging in Place	Lack of reasonable accommodations & housing designed with accessibility features, accessible units can be expensive Lack of senior housing that is income-accessible	Renovate existing homes Build accessible new homes Provide ramps Identify people with needs & refer to local programs	AHIP Seniors Safe at Home completed 99 rehab and emergency repairs FLHF worked with local community groups to rehab a home for an elder with disabilities FLHF completed one housing rehab under the Granting Freedom program Skyline CAP completed 3 ramps NCCDF - completed 9 projects to rehab elderly and/or disable housing 7 of which directly addressed accessibility.
Language and Cultural Barriers	Language differences can be a means for housing discrimination; immigrants may lack knowledge of housing and financing options; cultural differences yield neighbor and landlord tension Large family size	Reduce cultural and linguistic barriers to housing access Engage different groups in conversations about differences and similarities	International Rescue Committee Creciendo Juntos & other non-profits Schools

Educational Barriers	Lack of financial literacy Lack of knowledge of fair housing rights	Financial education & counseling Provide information and education	Local housing counselors, Piedmont Housing Alliance, other non-profit orgs, Legal Aid
Access to Services	Access to transportation, employment & child care can limit housing choices in the City where most services are available	Workforce training Expanded transit options Self-sufficiency training & assistance	City GO Programs PVCC's Network2Work program has expanded and added volunteers; have received donations of cars to provide transportation to workers while they save for their own

DRAFT

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Special Called Meeting

Draft Minutes, August 20, 2020 at 7 pm

Commissioners Present:

Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County (7:28)
Andrea Wilkinson – Greene County
Michael Payne – City of Charlottesville
Tony O’Brien – Fluvanna County
Lisa Green – City of Charlottesville
Bob Babyok – Louisa County

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Legislative Liaison

Guests Present:

Sean Tubbs, Citizen
Bielle Entzminger, C-Ville Weekly
Allison Wrabel, Daily Progress

Commissioners Absent:

Eric Purcell – Louisa County
Dale Herring – Greene County
Donna Price – Albemarle County

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 August 22, 2020 at <http://tjpd.org/meeting-agendas/tjpd-8-20-2020/>.

1. Call to Order: Vice-Chair Jesse Rutherford called the meeting to order at 7:02 pm in the Chair’s absence. Mr. Boyles 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. Rutherford 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 June 4, 2020 Commission Meeting and the Quarterly Financial Report through June 30, 2020. The consent agenda was split into two separate votes.

Action Items:

- a. Minutes of the June 4 Commission Meeting:
 - **On a motion by Lisa Green, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes of the June 4, 2020 meeting.** Commissioner Gallaway abstained from the vote due to not attending the June meeting.

- b. (i.-iv.) Quarterly Financial Reports – FY20 Year End: The June Quarterly Financial Reports consisted of a Dashboard Report, a Profit & Loss Statement, a Balance Sheet, and an Accrued Revenues Report. Mr. Boyles shared that the financials were moving back to a good place with unrestricted cash on hand closer to 2 months of operational expenses readily available. He shared that the TJPDC had a net financial gain of \$15,000 in June leaving an overall net gain of \$34,000 for FY20. Mr. Boyles stated that July’s financials show a net gain of \$12,000. He indicated that the change was due to COVID contracts with the local governments to administer CARES Act funding to households and businesses.
 - **On a motion by Andrea Wilkinson, seconded by Michael Payne, the Commission unanimously approved the Quarterly Financial Report for FY20 Year End.** Dylan Bishop was disconnected from the meeting and did not participate in the vote.

4. Resolutions:

- a. Funding Agreement for Rent & Mortgage Relief Program: Christine Jacobs shared an overview of the Emergency Rent and Mortgage Relief Program. She shared that the TJPDC had received \$450,000 in CARES Act funding through the Virginia Department of Housing and Community Development. The TJPDC will serve as the administrator of the program. The TJPDC contracted with United Way/City of Charlottesville, the Monticello Area Community Action Agency, and the Nelson County Community Development Foundation to provide program support staff for intake. Christine shared an overview of the progress of the program to date. The region has spent down \$173,789 of the \$382,461 in rent and mortgage relief available. She gave a brief overview of how each locality was performing in spending down their per-capita portion of the funding. She noted that additional tranches of funding will be made available based on the demand, so outreach was a critical part of ensuring that households that are in need of support know about the program. Christine ended by sharing that the funding agreement and grievance policy and procedures are required for the approval of funding. Mr. Rutherford shared that program was critical for our community and asked if the summary data report could be sent to the Commissioners. Mr. Boyles sent the report via email during the meeting.
 - **On a motion by Keith Smith, seconded by Michael Payne, the Commission unanimously approved the Funding Agreement for Rent & Mortgage Relief Program Resolution.**

- b. Grievance Policy & Procedures for RMRP:
 - **On a motion by Lisa Green, seconded by Michael Payne, the Commission unanimously approved the Grievance Policy & Procedures for RMRP Resolution.**

Mr. Payne asked whether the grievance policy would be available in Spanish. Christine suggested that she could reach out DHCD to see if they have a translated version. Mr. Boyles added that the documents on the RMRP webpage could be translated using the Google Translate feature on their own

pages. Christine agreed to follow up with Ryan Pace to ensure that translation of the materials was available.

5. New Business:

a. **Regional Broadband Partnership Framework:** Mr. Boyles shared that under a Regional Broadband Partnership, the TJPDC would be the facilitator to bring together stakeholders with a goal of expanding broadband and looking at regional authorities that might help the localities. Mr. Rutherford shared that this was a huge topic for our region, especially with schools going virtual, folks working from home, and areas in the region not having access to the internet. Mr. Gallaway asked if the Albemarle County Board of Supervisors would need to approve participation in the partnership prior to the September 1 meeting. Mr. Boyles shared that the goal is to start meeting with an ad hoc group of stakeholders until a formal committee is in place that can be approved by the boards of supervisors and councilors. Mr. O'Brien shared that he would like to join the ad hoc committee.

- **On a motion by Tony O'Brien, seconded by Keith Smith, the Commission unanimously approved moving forward with the development of a Regional Broadband Partnership.**

6. Executive Director's Report:

a. **Executive Director's Report:** Mr. Boyles shared that the Executive Director's written report was provided in the meeting materials. He shared that one update, since the report was provided, was that the TJPDC entered into an agreement with Nelson County to Administer CARES Act funds for a Small Business Grant program. He also shared that the TJPDC would be applying for \$200,000 to do a regional Economic Development plan with the Rapidan Rappahannock Regional Commission. The application will be submitted on Monday, 8/24/20. He shared that the PDC was also continuing work on both the urban and rural Rivanna River corridor plan.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- **Albemarle County:** Mr. Gallaway shared that the supervisors in Albemarle passed a special emergency ordinance to keep up Phase II of COVID response. They started an ambassador's program working with businesses to make sure that the ordinances are in place. Mr. Gallaway will report more in September.
- **Nelson County:** Mr. Rutherford said that both the school system and businesses are struggling with COVID. He suggested that decisions made in Albemarle County and the City of Charlottesville have an impact on the surrounding counties. For example, the farmers in Nelson were struggling because there are not enough open restaurants to provide produce to. He shared concerns with the effects on the housing market and the anticipated inflation that is occurring. He noted that the inventory was extremely low driving up prices and new construction was increasing in cost due to the increase in the cost of material, specifically 2x4s.
- **Louisa County:** Mr. Babyok was experiencing technical difficulties during the Roundtable and was unable to comment.
- **City of Charlottesville:** Lisa Green shared that this would be her last meeting because her term was expiring on the Charlottesville Planning Commission. She has enjoyed learning about other localities. Mr. Payne shared that they are still dealing with the impacts of COVID-19. They are anxiously anticipating the return of University of Virginia students as well as planning for the beginning of the K-12 school year.
- **Fluvanna:** Mr. O'Brien shared that Fluvanna's K-12 schools were all virtual. The supervisors are considering how to best allocate CARES money. There are many concerns in the county about kids getting infected. Fluvanna is continuing to get economic development interest from some

good companies that the county is excited about. Mr. Smith shared that he was excited that the progress that the Central Virginia Regional Housing Partnership is making with the creation of a regional affordable housing web search tool.

- Greene County: Ms. Wilkinson noted that Mr. Dale Herring shared Greene's challenges with the Rivanna Service authority in their last meeting and that she did not have anything to add.

c. Next Meeting – September 3, 2020

8. Closed Meeting:

a. Discussion or consideration of the acquisition of real property for public purpose: 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.

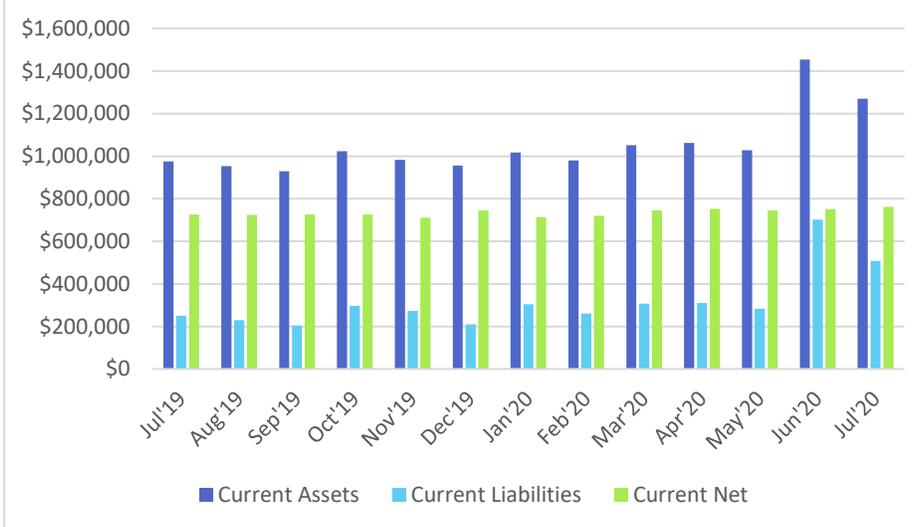
*** Adjournment:**

- **On a motion by Dylan Bishop, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the meeting.**

FINANCIAL DASHBOARD Through July 31, 2020

NET QUICK ASSETS

Target = \$524,820 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$104,964

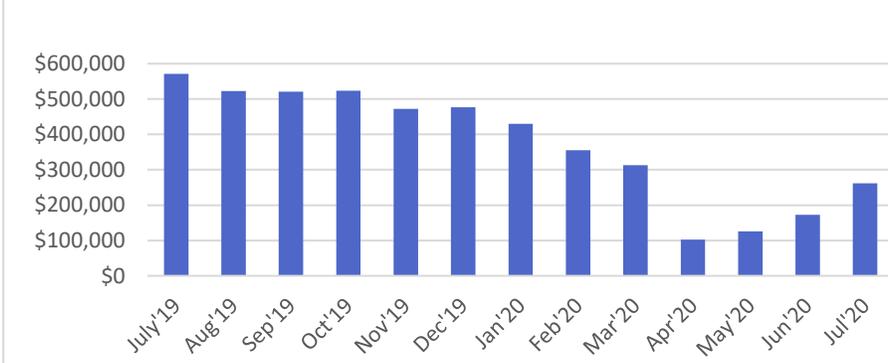


Jul'19 = \$725,313
Aug'19 = \$723,877
Sep'19 = \$725,255
Oct'19 = \$735,829
Nov'19 = \$710,578
Dec'19 = \$745,566
Jan'20 = \$713,207
Feb'20 = \$719,287
Mar'20 = \$744,936
Apr'20 = \$752,299
May'20 = \$744,520
Jun'20 = \$751,339
Jul'20 = \$761,878

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 \$104,964. The 3-month average of expenses is \$101,607. Actual operating expenses for July were \$102,654 compared to \$95,200 in June. Capital reserves = \$761,878 - \$522,854 = \$237,058.

Unrestricted Cash on Hand

Target = \$419,856 (4 months operating expenses)
Alarm = <\$209,928 (average oper exp 2 mos)

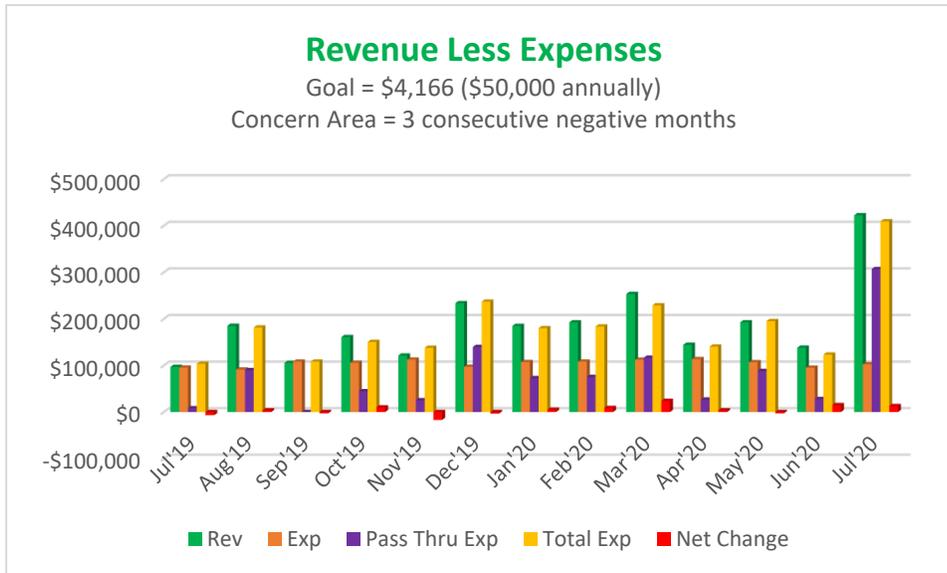


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 \$237,058 represents 2.49 months of operating expenses. Unrestricted cash has increased from an April level of \$102,049 to \$237,058. We are concerned that DRPT will be paying only quarterly in 2021.

FINANCIAL DASHBOARD Through July 31, 2020



Monthly Net Revenue

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
Jul'20 =	\$12,974

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 gain in July of \$12,974 resulting in a net gain of \$ 12,974 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 July were \$102,654.

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
 July 2020

10:40 AM
 08/26/20
 Accrual Basis

	<u>Jul 20</u>	<u>Budget</u>	<u>Jul 20</u>	<u>YTD B...</u>	<u>Annual B...</u>
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	365,555	97,131	365,555	97,131	1,165,569
4120 · State Funding Source	21,373	29,552	21,373	29,552	354,622
4130 · Local Source	25,494	41,204	25,494	41,204	495,278
42000 · Local Match Per Capita	9,946	18,531	9,946	18,531	158,365
4280 · Interest Income	177	833	177	833	10,000
Total Income	<u>422,547</u>	<u>187,251</u>	<u>422,547</u>	<u>187,251</u>	<u>2,183,834</u>
Gross Profit	422,547	187,251	422,547	187,251	2,183,834
Expense					
61000 · Personnel	83,287	85,890	83,287	85,890	1,032,784
62391 · Postage Expense	347	159	347	159	1,904
62392 · Subscriptions, Publications	84	46	84	46	550
62393 · Supplies	584	937	584	937	11,200
62394 · Audit -Legal Expenses	0	0	0	0	16,500
6240 · Advertising	386	1,936	386	1,936	24,061
62404 · Meeting Expenses	77	857	77	857	10,286
62410 · TJPDC Contractual	5,621	4,068	5,621	4,068	46,100
6281 · Dues	811	818	811	818	9,820
62850 · Insurance	481	236	481	236	3,336
62890 · Printing/Copier	221	387	221	387	4,642
63200 · Rent Expense	7,766	7,860	7,766	7,860	94,319
63210 · Equipment/Data Use	2,339	1,483	2,339	1,483	17,800
63220 · Telephone Expense	226	489	226	489	5,862
63300 · Travel-Vehicle	37	1,828	37	1,828	22,080
6345 · Janitorial Service	174	827	174	827	9,920
6390 · Professional Development	261	1,495	261	1,495	17,944
Total Expense	<u>102,704</u>	<u>109,316</u>	<u>102,704</u>	<u>109,316</u>	<u>1,329,108</u>
Net Ordinary Income	319,842	77,935	319,842	77,935	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	83,050	48,356	83,050	48,356	580,277
8399 · Grants Contractual Services	223,869	22,871	223,869	22,871	274,449
Total Other Expense	<u>306,919</u>	<u>71,227</u>	<u>306,919</u>	<u>71,227</u>	<u>854,726</u>
Net Other Income	<u>(306,919)</u>	<u>(71,227)</u>	<u>(306,919)</u>	<u>(71,227)</u>	<u>(854,726)</u>
Net Income	<u>12,923</u>	<u>6,708</u>	<u>12,923</u>	<u>6,708</u>	<u>0</u>

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

	<u>Jul 31, 20</u>	<u>Jul 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	725,933.23	554,071.58	171,861.65
1189 · Capital Reserve	237,058.00	230,565.00	6,493.00
Total Checking/Savings	<u>962,991.23</u>	<u>784,636.58</u>	<u>178,354.65</u>
Accounts Receivable			
1190 · Receivable Grants	263,661.78	154,719.73	108,942.05
Total Accounts Receivable	<u>263,661.78</u>	<u>154,719.73</u>	<u>108,942.05</u>
Other Current Assets			
1310 · Prepaid Rent	520.80	1,041.67	-520.87
1330 · Prepaid Insurance	17,877.37	4,903.22	12,974.15
1360 · Prepaid Other	24,718.78	15,215.66	9,503.12
Total Other Current Assets	<u>43,116.95</u>	<u>21,160.55</u>	<u>21,956.40</u>
Total Current Assets	<u>1,269,769.96</u>	<u>960,516.86</u>	<u>309,253.10</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	119,135.29	111,737.79	7,397.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-114,528.11	-121,630.99	7,102.88
Total Fixed Assets	<u>18,980.29</u>	<u>6,688.30</u>	<u>12,291.99</u>
TOTAL ASSETS	<u><u>1,288,750.25</u></u>	<u><u>967,205.16</u></u>	<u><u>321,545.09</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	27,666.06	28,780.88	-1,114.82
Total Accounts Payable	<u>27,666.06</u>	<u>28,780.88</u>	<u>-1,114.82</u>
Credit Cards			
2155 · Accounts Payable Credit Card	3,365.77	7,582.62	-4,216.85
Total Credit Cards	<u>3,365.77</u>	<u>7,582.62</u>	<u>-4,216.85</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	476,930.36	201,478.89	275,451.47
Total Other Current Liabilities	<u>476,930.36</u>	<u>201,478.89</u>	<u>275,451.47</u>
Total Current Liabilities	<u>507,962.19</u>	<u>237,842.39</u>	<u>270,119.80</u>
Long Term Liabilities			
2200 · Leave Payable	42,799.23	42,269.27	529.96
Total Long Term Liabilities	<u>42,799.23</u>	<u>42,269.27</u>	<u>529.96</u>
Total Liabilities	<u>550,761.42</u>	<u>280,111.66</u>	<u>270,649.76</u>
Equity			
3000 · General Operating Fund	487,794.11	466,724.61	21,069.50
3100 · Restricted Capital Reserve	237,058.00	225,440.00	11,618.00
32000 · Unrestricted Net Assets	-20.00	0.00	-20.00
3600 · Net Investment in Fixed Assets	233.58	1,635.18	-1,401.60
Net Income	12,923.14	-6,706.29	19,629.43
Total Equity	<u>737,988.83</u>	<u>687,093.50</u>	<u>50,895.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,288,750.25</u></u>	<u><u>967,205.16</u></u>	<u><u>321,545.09</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												11,439			11,439	91,185	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600												21,600			21,600	166,026	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806												3,806		9,047	3,806	51,622	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050												83,050			83,050	497,227	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002												2,002			2,002	26,654	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139												10,139			10,139	180,904	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330												6,330			6,330	69,641	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	177,070	10,121												10,121		16,404	10,121	150,545	Rideshare TDM Program Marketing & Management
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969												3,969			3,969	54,031	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	33,068	726												726		0	726	32,342	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	2,234												2,234	13,673	0	15,907	-53	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/21	14,146													0	0	0		14,146	
NELSON CARES 2020	08/12/20	12/31/20	15,000																	15,000	
Pass Thorughs	08/12/20	12/31/20	335,000																	335,000	
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												6,581			6,581	95,590	
VAPDC-ED	07/01/20	06/30/21	50,000	4,167												4,167			4,167	45,833	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384												384		0	384	10,116	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676												1,676	33,165	0	34,841	52,623	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933												933			933	9,567	Rivanna Commission
WIP PHASE III	06/01/18	12/30/20	50,997	2,801												2,801	0	0	2,801	48,196	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												7,508			7,508	46,462	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												3,275	55,823	0	59,098	36,777	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			9,946	148,419	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												950			950	12,280	Rental Fees
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462												462	17,856	0	18,318	7,182	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	45,000	14,541												14,541	6,562		21,103	23,897	Regional Rent Refief Grants COVID
RMRP Pass Through			855,000	213,730												213,730			213,730	641,270	
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	177												177			177	11,823	Investment Pool Savings Income
TOTAL			3,555,049	422,547	0	0	0	0	0	0	0	0	0	0	0	422,547	181,204	25,451	603,751	2,925,847	

Op Expenses	12 month average	\$104,964	Pass-through funds	\$1,685,479
	3 month average	\$101,667	Contract funds	
	last month	\$102,654	TJPDC Available Funds	\$1,240,368
			Available funds per month	\$112,760.73

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)

Revenue	Need to Update			9/1/2020
	\$0.62 per capita <i>FY19 Actual</i>	\$0.62 per capita <i>FY20 Actual</i>	\$0.62 per capita <i>FY21 Approved</i>	\$0.62 per capita <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				
TJPC 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				75%			25%
	Pop.	% Pop.	Per capita	Rideshare	Solid Waste	RRBC	Leg Liaison	Total Contri	Per capita	Rural	MPO	Haz	Balance	Regional	Local			
Charlottesville	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



*Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.*

**RESOLUTION
APPROVING THE FISCAL YEAR 2022
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
PROJECTED BUDGET**

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10, and;

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners, and;

WHEREAS, the Commission prepares an annual projected budget containing a revenue summary and expenditure plan to fund and carry out its work program, and;

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year, and;

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year, and;

WHEREAS, the Executive Director recommends to the Commission for the Fiscal Year 2022 a Projected Budget of \$2,005,391 in Revenues and \$2,005,391 in Expenses, and;

WHEREAS, the FY 2022 projected budget recommends local funding with per capita funding remaining constant at sixty-two cents per person and maintaining a per capita contribution of forty cents per person specific to legislative liaison services, based upon the most recent Weldon Cooper Center population estimates published January 27, 2020; and

WHEREAS, the FY 2022 budget anticipates per capita contributions to first provide grant matching funds to urban and rural transportation grants and then to regional and local services in a ratio of 75% regional and 25% direct local services; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2022 Projected Budget and Member Assessments, which is attached hereto and which shall be included in the minutes of the Commission meeting of September 3, 2020.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of September 3, 2020 via Zoom electronic means, a quorum being present.

Charles P. Boyles, II
Executive Director

Dale Herring
Commission Chair

Date

**INTERLOCAL
MEMORANDUM OF UNDERSTANDING
FOR 2020 NELSON COUNTY CARES ACT SMALL BUSINESS GRANT
ASSISTANCE**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into between Nelson County, a political subdivision of the Commonwealth of Virginia, (hereinafter "County") and the Thomas Jefferson Planning District Commission, a public body corporate (hereinafter "TJPDC"), for the purpose's hereafter mentioned.

WHEREAS, the County has been awarded \$2,605,170 in Coronavirus Aid, Relief and Economic Security (CARES) Act funds from the Commonwealth of Virginia for the protection from public health and economic impacts of COVID-19; and

WHEREAS, the CARES Act provides fast and direct economic assistance for workers, families, and small businesses, and preserves jobs for American industries; and

WHEREAS, the Nelson County Board of Supervisors has initially assigned \$350,000 of these funds to be utilized for a Nelson County Small Business Grant Assistance program to provide financial assistance to small businesses located in Nelson County who have endured economic hardships due to COVID-19; and

WHEREAS, the Thomas Jefferson Planning District has agreed to provide administrative assistance to Nelson County in developing and implementing a grant application, approval, disbursement, monitoring and auditing services for the Small Business Grant Assistance program; and

WHEREAS, on August 11, 2020 the Nelson County Board of Supervisors approved the attached NELSON CARES 2020 Small Business Grant Assistance program; and

WHEREAS, the County does not have the staffing resources to complete the required work in the time allowed; and

WHEREAS, the Thomas Jefferson Planning District Commission has the staff expertise and available staffing to perform both the initial development and implementation for the Nelson County Small Business Grant program; and

WHEREAS, the Virginia Public Procurement Act 2.2-4300 regulates the public policies pertaining to governmental procurement from nongovernmental sources but not pertaining to intergovernmental parties; and

WHEREAS, the TJPDC is authorized by the Regional Cooperation Act (Virginia Code § 15.2-4200, et seq.), to implement services upon request of member localities, and to provide technical assistance to State government and member localities; and

FOR AND IN CONSIDERATION OF the terms and conditions set forth below, the governmental parties agree as follows:

1. Purpose. The purpose of this Memorandum of Understanding (MOU) is to

provide a mechanism whereby the TJPDC may assist the County by providing grant management services in exchange for an established fee for actual and indirect overhead costs.

2. TJPDC to Provide Grant Program Services. TJPDC agrees to provide services to the County as required to meet requirements and objectives of the United States CARES Act and the Nelson Cares 2020 Small Business Grant Assistance program during the term of this MOU. As used in this MOU, TJPDC will assign one or more of its qualified planners to provide such business grant management services as required to meet the objectives of the CARES Act and grant program.
3. Duration of Scope of Work. This MOU shall be in effect from August 12, 2020 and shall continue in full force and effect through January 31, 2021 unless amended by both parties. Unless amended, no expenses may be paid for services performed after December 31, 2020.
4. Payment by County. County agrees to pay for all services provided by TJPDC grant management personnel and expenses in an amount not to exceed \$15,000 for the initial \$350,000 grant program development and implementation. This MOU may be amended to increase the program funding at which time the maximum TJPDC administrative and management fee would be 4% of the total program funding if total program funding exceeds \$500,000.

Upon execution of this MOU, the TJPDC will invoice Nelson County for the full Small Business Grant appropriation of \$350,000. The TJPDC shall set up a separate accounting for this program and provide monthly financial and programmatic reporting to the County to include administrative and management expenses. Should any funds be remaining and unencumbered on December 31, 2020, the TJPDC shall return the balance to Nelson County. The TJPDC understands that it is of utmost importance to expend all of the available funds prior to December 31, 2020 as unused balances must be returned to the US Treasury.

5. Equipment and Supplies. Except as may be otherwise agreed between the County and TJPDC, the TJPDC will furnish all equipment and supplies necessary for TJPDC's personnel to perform the services required by this MOU, including but not limited to, vehicles, office equipment, and other miscellaneous supplies.
6. Planning Personnel Remain TJPDC Employees. Nothing in this MOU shall make TJPDC's grant staff employees of County and such employees shall at all times remain employees of TJPDC.
7. Termination. Either Party may terminate this MOU upon immediate written notice of fifteen (15) days to the other Party.
8. Notices. Notices required by this MOU shall be provided in writing to the parties at the following addresses:

County
Steve Carter
County Administrator
Nelson County
84 Courthouse Square
Lovingson, VA 22949

TJPDC
Chip Boyles
Executive Director
TJPDC
401 East Water Street
Charlottesville, VA 22902

9. Entire Understanding. This MOU constitutes the entire agreement and understanding between the parties concerning the subject matter herein and supersedes all prior discussions and agreements, oral or otherwise. No modification or amendment of this MOU shall be valid or effective unless evidenced by a writing signed by both parties.

PARTIES:

County of Nelson, Virginia

Thomas Jefferson Planning District Commission



Steve Carter
County Administrator



Charles P. Boyles, II
Executive Director

8/18/2020

Date

8/18/2020

Date

Attachment "A" NELSON CARES 2020 – Small Business Grant Assistance Program

The Thomas Jefferson Planning District Commission proposes to assist Nelson County and possibly other counties, with creating and administering a small and home-based business grant program for businesses within Nelson County (or others) that have endured economic hardships due to COVID-19.

NELSON CARES 2020

SMALL BUSINESS GRANT ASSISTANCE

Recommended CARES Funding – 13.4% of County CARES Funds - \$2,605,170 = \$350,000

Working with Nelson County leadership, the TJPDC staff would:

- develop the eligibility requirements meeting CARES Act legislation
- develop a grant application checklist

- develop grant applications for businesses to complete and submit for consideration
- develop an approval process including an application approval committee to include application review, grant approval team management and notice of award
- create a web site for applications, information and frequently asked questions
- create a password protected online application process
- develop and distribute marketing materials of the grant program
- provide individual assistance to applicants during the application process
- develop a Grant Agreement between awarded businesses and TJPDC/Nelson County
- receive county funding to hold and distribute to awarded businesses
- receive and review receipts and other documentation for compliance
- develop a process and manage an appeal process for non-awarded applicants
- perform a close-out process and document for each grant
- monthly reports back to local government
- final report and accounting to county

Approval Process

- Weekly application review meeting with Grants Team
- Grants Team will include County Administrator, County Economic Development Director, County Finance Director, Appointed Board of Supervisor Member

Eligibility

- One or more business locations in Nelson County
- 1 to 100 FTE total employees
- In Operation on or before March 12, 2019
- Have a valid State business license / federal ein-tax id number
- For-profit business
- Current on County Taxes as of March 12, 2020
- Authority to apply for this grant on behalf of business
- Documented Business Revenue Loss as a result of COVID-19 to exceed grant amount
- Documented Financial hardships to include at least one, but are not limited to:
 - Employee furloughs and layoffs
 - Restricted access to capital
 - Revenue decline
 - Decreased or inability to serve customers
 - Increased operating costs
 - Limited or interrupted supply and deliveries from vendors
- Required Business Documents
 - Completed and signed W-9
 - Valid state issued photo ID
 - Copy of active state business registration from Commonwealth of Virginia or a Nelson County Business Tax Receipt
 - Current and valid Nelson County Business License
 - W3 Summary or IRS Form 941 prior to Feb. 15, 2020
 - Information to estimate your company's average monthly business expenses before Feb. 15, 2020

Non-eligible businesses and organizations

- Banks and financial institutions
- Home-based businesses
- Franchise businesses, except those that are locally owned and operated
- Non-profits

Priority industries

- Craft beverage (NAICS 312120, 312140, 312130, 424820)
- Hospitality (NAICS 722511, 581200)
- Retail (NAICS 452990)
- Recreation (NAICS 713910, 713990, 711310, 487210)
- Agriculture Business

Grant Maximum Allocation:

- 1 to 10 full time employees: up to \$5,000
- 11 to 25 full time employees: up to \$10,000
- 26 to 50 full time employees: up to \$20,000
- 51 to 100 full time employees: up to \$30,000
- *fte = employed for a minimum of 35 hours over a minimum of 48 weeks per year, or 1680 hours per year
- part-time employees may be combined to meet full time employee equivalent based upon 1680 hours per year as fte.

Eligible Use of Funds: (Meeting CARES Act Requirements)

- Payroll
- Rent/Mortgage
- Insurance
- Equipment to include PPE and COVID-19 facility readiness
- Inventory
- Other business critical operating expenses
- Adaptive costs such as the purchase of e-commerce, equipment/website creation and/or upgrade of an online sales site

Eligible expenditures from March 1, 2020 through December 30, 2020

Disbursement Options

- TJPDC (with Review Committee Approval)
- Monthly or One Time

Estimated timeline:

- September 1 – October 15 | Applications accepted
- September 1 – October 15 | Applications reviewed Round 1
- October 1 | Awards
- October 15 | Applications reviewed Round 2
- November 1 | Awards Round 2
- Continue until funds exhausted or no applications

- 60 days to document receipts to TJPDC
- Report to County October 1, November 1, December 1

Management fees to TJPDC: Fund below \$500,000 = \$15,000
 Fund \$500,000 to \$1,500,000 = 4%

**NELSON COUNTY CARES 2020
 SMALL BUSINESS GRANT ASSISTANCE**

Qualified Nelson County small business owners may now apply online for financial assistance through Nelson County's portion of the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act grant. The online application process will require business owners to fill out a form, and attach verifying documentation with the application.

Small businesses that can show they were impacted by COVID-19 may apply up to funding levels of:

- 1 to 10 full time employees: up to \$5,000
- 11 to 25 full time employees: up to \$10,000
- 26 to 50 full time employees: up to \$20,000
- 51 to 100 full time employees: up to \$30,000

Small business applicants must attest they:

- Were negatively impacted by COVID-19
- Have the authority to apply for this grant on behalf of the business
- Will use the grant funds for authorized business expenses only
- Plan to resume normal operations after emergency guidelines are lifted
- Shall cooperate with Nelson County or appropriate officials for grant auditing purposes

Required Business Documents

- Completed and signed W-9
- Valid state issued photo ID
- Copy of active state business registration from Commonwealth of Virginia
- W3 Summary or IRS Form 941 prior to Feb. 15, 2020
- Information to estimate your company's average monthly business expenses before Feb. 15, 2020

The county has until Dec. 30, 2020 to use this grant.

MEMO

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

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

Administration

- September 3, 2020 Meeting Agenda

1. Call To Order

- a. Reading of the Electronic Meeting Notice

2. Matters from the Public

- a. Comments from public
- b. Comments received via written and electronic communication
- c. PUBLIC HEARING DRAFT HOME CAPER REPORT

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

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

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

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

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

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

3. Consent Agenda

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

Dashboard Report

Net quick assets have increased to \$761,878. The highest in a year. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$237,058. (Net Quick Assets minus 5 months operating expenses: $\$761,878 - \$522,854 = \$224,484$)

Unrestricted Cash on Hand as of July 31, 2020 was \$237,058 or 2.49 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at \$263,661 vs \$154,719 for the same time last year.

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

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

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

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

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

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$1,240,368 operating funds available in contracts and grants for the fiscal year. For the remaining 11 months, we have \$112,761 available per month for operating expenses. July operating expenses were \$102,654. The 12-month average is \$104,964. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding.

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

4. Resolutions

a. FY22 Projected Operating Budget

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

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

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

b. Nelson County Nelson CARES 2020 Program Administration MOU

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

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

5. New Business

6. Executive Director’s Report

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

7. Other Business

8. Closed Meeting

- a. Staff had identified a property to be considered for purchase for relocation of the TJPDC offices. Acquisition of property is an agenda eligible for discussion in a closed meeting. If needed, the Commission may make a motion to go into closed session to discuss real estate matters. The required motion and process is provided. Information will be provided under separate means for discussion. Commission may in open meeting consider a resolution providing direction to move forward with an offer and loan application. Confidential documents will be provided under separate mailing.

Resume open meeting.

Consider a resolution to approve offers and loan application.

9. Adjourn

SUMMARY OF TJPDC ACTIVITIES SINCE August 3, 2020

TJPDC staff have begun to spend limited time working in the office with the rest of each work working remotely. Technology advancements and education on our part is making this work seamlessly. Safety precautions have been introduced when workers are in the office. There are no outside meetings, masks are required outside of private office spaces, staff desks have been rearranged to meet safe distancing practices, hallways and other limited space areas have been closed, point of contact areas have been minimized and PPE and informational materials have been posted throughout the building and at entry points and entry points have been limited. Working remotely did identify some technology issues with older laptops and we had to order two new laptops to replace units that were five years old.

The biggest new work activity since June has been the award of the Rent & Mortgage Relief Program. We received an initial \$450,000 grant and have applied for a second \$450,000 allotment as the regional demand is shown, for grants to landlords and mortgage holders for past due payments of families with incomes of 80% or below. The TJPDC will receive approximately 445,000 administrative fees for this program.

The Regional Housing Partnership continues to work and have begun implementation of one of their priority strategies, development of a regional affordable housing web portal and available affordable

housing search engine for rental and homeowner opportunities. The RHP is working with both local governments and the Charlottesville Area Community Foundation to obtain the necessary \$25,000 to fully implement. If needed, the RHP has committed half of their annual TJPDC toward this project if no other funding sources materialize. This would be an eligible use of local governments CARES Act funding. The RHP believes that it is very important to have this program running in time to assist families negatively affected by COVID-19 and facing evictions. The RHP has issued a Notice To Proceed with this project.

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

We continue to wait to see if we will receive awards for two transit planning grants, the Amtrak study grant and Susan has been working with the Rappahannock Rapidan PDC on a joint application for a regional economic development plan. Currently with the RMRP, our FY21 budget looks to be easily balanced. We are watching though what the General Assembly does in August regarding state budget approvals. We have a concern for our Rideshare Program may experience large budget cuts for FY21 and FY22. We will update you as changes occur.

Staff is assisting Nelson County with a GO Virginia Grant, Crafting a New Normal, helping the beverage industry reassess and plan for business growth during and post COVID-19.

As agenda time permits, we will provide specific project updates to you at future meetings.

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

END OF AGENDA REPORT

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 Regular Executive Comm Meetings	Schedule before the Oct. Meeting	
FY21 Operating Budget	110	Chip	Christine, Don	Chip	Approved - Update working copy in late July	Approved budget is in QuickBooks. Develop draft FY21 Amended budget and share with staff. Due to Comm. January 27, 2021	
FY22 Projected Budget	110	Chip	All	Chip	Due to Local Governments by October 1, 2020. Draft to Comm by July 29. Comm approval Sept.3rd.	Chip provide blank program budget template to staff to review and comment only. Completed initial training meeting. Schedule ongoing budget training and discussion.	
Annual DHCD Report	110	Christine	David	Chip	Due to DHCD September 1, 2020. Log in for CAMS.	Christine to follow-up on CAMS log-in. Chip signed cover letter.	
Develop COVID-19 Office Policy	110	David	Christine/Sandy/Chip	Chip	COVID-19 Policy developed 3/2020. Policy distributed to staff and tenants.	Distribute schedule and office layout. Director's meeting weekly. Implement in-office changes: WSC, Conf Rooms, Info documents, Gretchen to develop flyers.	
RFP for Cost Allocation Plan	190	Christine	Chip	Chip	Met with David Foley to discuss potential need for Cost Allocation Plan.	Hold an in-person VAPDC meeting with VDOT and Dave Foley after COVID. David will bring up with VAPDC.	
Develop an abbreviations list	110	Gretchen		Sandy		Sandy to follow-up with Gretchen to finalize and distribute.	
Staff Evaluations	110	Chip	Christine	All	Perform Quarterly Staff Evaluations	Discuss and schedule at weekly Director's Meeting	
TJPDC Office Building	110	Chip	Christine/David	Chip	Acquisition of Office Building & Current Lease	Complete and submit application to USDA; hire and complete appraisal; hire and complete architectural concept and cost	
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. Draft at https://dev.ryanpace.com/ . Set up staff review session	
LUEPC or PACC / PACC Tech	301/302	Dominique	Chip	Chip	Ongoing document posting from Technical and Joint Admin meetings. No meetings currently scheduled. - Pending COVID-19		
Develop and maintain COVID19 Web Page	300	Dominique	Chip / Ryan	David	Secure page for regional administrators on Covid19 issues. Remind Managers and TJPDC Commission of page.	Ongoing updates.	
Communications Strategy/Plan	110	Christine	Sandy/Chip	Chip	Research existing Regional/COG communications Plans	Christine to research existing plans.	
Quarterly Activity Reports	110	David	All	David	Jan-March 2020 report completed.	David to create next report for April-June 2020.	
E-newsletter	110	Sara	All	Christine		Create regular communication template. Scope of work for process.	
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.		
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 next quarterly meeting	
Region 9 GO Va Council	300	Chip	Susan	Chip	Nelson County awarded GO Va Grant. TJPDC to act as administrator. Submitted GO Va Financial review for July Meeting on July 23rd.	Assisting Nelson County with adult beverage GO Va grant application. Hold RFP Committee meeting and award contract. Sign once DHCD signs grant agreement.	
CVPED Board	300	Chip	N/A	Chip			
CEDS FY21	300	Susan	Chip	Chip	Application submittal in FY21. Considering CARES Act application August 1, 2020.	Susan drafting an application for TJPDC Region. Working with RRRRC.	
Nelson County CARES Act Small Business Grant Program		Susan	Chip	Chip	Draft program submitted to Nelson County for review.	Scope of work, web site and materials being developed for kick-off.	
Nelson - Crafting a New Normal	307	Chip	Susan	Chip	Crafting New Normal Program. DHCD agreement signed by TJPDC.	Bill thru CVPED to DHCD.	
ADMIN OTHER							

TJPDCC 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 TJPDCC 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 TJPDCC 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.		
MPO Tech	190/191	Nick	Lucinda	Sandy	Smart Scale project update. TIP Amendment. Public Participation Plan. Transportation Primers. Roundtable.		
Smart Scale FY21	198	Nick	Lucinda	Sandy	Feedback from the pre-applications were provided. SS applications postponed until mid August.	Need to work through conditional pre-approvals. Sandy to schedule meeting with Chuck to work through final application submissions. City Council support on August 17th.	
Bike / Ped Planning	193/195/196	Jessica	Lucinda	Sandy	3-Notched Shared Use Path through Crozet to Afton Tunnel/Capital Trail extension to Scottsville on hold; VDOT feasibility study approved to coordinate projects. Meetings ongoing for 5th Street STAR project.	Review options to make Bike/Ped a more formal technical committee. Jessica to start working on bike/ped count process.	
TIP	190/191	Lucinda	Sandy	Sandy	Amendment for July meetings.		
Uniform Work Plan	190/191/ 195/196/ 198/199	Sandy	Lucinda	Sandy	FY21 Approved by FHWA and FTA.	Begin development for FY22 UPWP	
Joint MPO Meeting with SAWMPO	190/191	Lucinda		Sandy	Schedule and organize FY21 Joint MPO Meeting with SAWMPO		
Title VI/Environmental Justice Plan	190/191	Lucinda		Sandy	Update Title VI / Environmental Justice Plan		PL-\$3,900 FTA - \$2,100
Public Participation Plan	190/191	Jessica		Sandy	Update Public Participation Plan		PL - \$3,900 FTA-\$2,100
Transportation Dashboard	190/191/170			Sandy	Develop and Publish Transportation Dashboard		PL-\$2,600 FTA-\$1,900
101 Transportation/MPO Primers	190/191/170			Sandy	101 Transp/MPO Primers		PL-\$15,000 FTA \$5,000
Safety Performance Measures	195/196	Lucinda		Sandy	Safety Performance Measures		PL-\$35,000
Bid Bed Counts	195 / 196	Jessica		Sandy	Bike Ped Counts		PL-\$10,000 FTA-\$8,000
Equity in Transportation Community ID	195/196	Lucinda		Sandy	Equity in Transp. Coomunity ID		PL-\$30,518 FTA-\$13,541
General Transit Planning	196			Sandy	General Transit Planning		FTA-\$30,000
EV Needs Assessment	171/195 / 196			Sandy	EV Needs Assessment		PL-\$10,000 FTA \$2,000 Rural \$2,000
Route 29 North	195/196/171			Sandy	Route 29 North		PL-\$14,555 FTA-\$2,886 Rural-\$5,000
Smart Scale FY23 Process	198/199			Sandy	Smart Scale FY23 Process	Develop draft policy for both MPO and TJPDC submitted projects. Submit to MPO at September meeting.	PL-\$25,000 FTA-\$7,500
TDM Integration	198/199	Sara	Jessica	Sandy	TDM Integration		PL-\$5,000 FTA-\$5,000
RURAL TRANSPORTATION		Nick	Lucinda	Sandy			
<i>Rural Tech</i>		Nick	Lucinda	Sandy			
Rural Tech	170/171	Nick	Lucinda	Sandy	Review project timeline of FY21 projects. FHWA approved program.	Virtual meeting in July with election of officers. Sandy and Nick to scope new programs for FY21.	
VDOT Invoicing	170/190/191	Nick	Lucinda	Sandy	Monthly Program Invoicing to VDOT due by last day of month for the previous month. April Invoices submitted.	Nick to prepare May invoice.	
STAR TAP	315	Lucinda	Jessica	Sandy	Wrapping up ROW acquisition and moving into construction phase.	Prepare packet for certification of ROW and prepare to select contractor.	
Quarterly Articles	170				Publish Quarterly Articles in newsbrief		\$1,000
IT GIS Updates	170				IT GIS Updates		\$1,500
Nelson County Compl Plan Chapter	171				Nelson County Comp Plan Chapter		\$2,500
Rideshare Lot Dev.	171				Rideshare Lot Dev.		\$2,500
RLRP dashboard & review	171				RLRP dashboard & review		\$5,000
Towns Bike/Ped Report	171	Jessica		Sandy	Towns Bike/Ped Report		\$10,000
Freight Study	171				Freight Study		\$10,000
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	Met 8/7 with City Staff to go over outstanding issues. Two outstanding issues: 1. Development scenario not consistent with current zoning. Nick meeting with Matt and Sarah Malpass to strategize how to revise that section. 2. More robust implementation schedule. Nick to discuss both of these with Matt and Sarah and try to develop implementation schedule guidelines. City wants plan in front of public in October.	Make revisions based on direction from City and City will schedule public hearings.	
Albemarle Inventory	323	Sandy	Nick/	Sandy	Field work completed. Report needs to be finished. Data access has been provided to County GIS.	Final report completed by end of August. Follow up with Siri to confirm Albemarle has data.	
Lovington CDBG	308	Nick	Susan	Sandy	Susan to wrap up data collection and pass on for revisions. Revised April invoice sent. One final invoice at end of project. Bill has completed engineering work; will send draft of his report/work.	Nick to follow-up with Bill on LPDA's work. Confirm project submission deadline.	
Zion Crossroads	171	Sandy	Nick / Shirese	Sandy	Fluvanna survey closed on August 4th. Data sent to Douglas and Brad. Shirese to develop report of survey responses.	Sandy to scope out remaining work. Create public engagement plan. Follow up with Chuck. Schedule stakeholder meetings. Revise Rural Work Plan to include some of this work.	
Regional Broadband Partnership	300	David	Dominique	Chip	Develop Regional Broadband Partnership Framework including Scope of Work & Budget	1. Hold 1st Meeting 2. Develop framework. Establish membership, goals, meeting schedule, etc.	

CURRENTLY INACTIVE / ON HOLD

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

Last Updated: 7/19/2020	Program Code	Lead	Support	Director	Monthly Update	To Do	Budget Progress
HOUSING		Christine					
HOME	727	Shirese	Christine	Christine	Nick completes environmental and historical reviews; New HEROS process for environmental reviews; Housing Director's met 8/19; Action Action Plan approved; Final Annual Action Plan submitted to HUD by August 2020; CAPER is due September 2020; Monthly invoice completed in July; Christine and Shirese currently completing HUD HOME training series online; FFY20 Grant money will be received Sept/Oct 2020; Greene County is due for annual monitoring visit.	Shirese will prepare Monthly invoice in August; Next Director's meeting is scheduled for Sept 18; Collect data for CAPER due September 2020; Draft Annual Action to be presented to Commission in Sept. meeting; Shirese to attend HEROS training.	Currently committing FFY19 Grant - \$246,157 remaining; Currently utilizing FFY19 Admin funds - \$ 12,610 remaining.
HPG	728	Shirese	Christine	Christine	Nick completes environmental and historical reviews; Q7 invoice for FFY18 submitted; Q3 invoice for FFY19 submitted; Award notification of \$107,656.80 received for FFY20.	Shirese will prepare Q4 invoice for FFY19; Shirese working in final application submission for FFY20 funds. Due 8/28.	Currently committing FFY19 \$91,508 Grant - \$65,235 remaining; Currently utilizing FFY19 \$16,148 Admin funds - \$8,088 remaining.
REGIONAL HOUSING	729	Susan	Christine	Christine	CVRHP Executive Committee met in July; Officers were nominated; Summit Committee met in July to discuss fall virtual Fall Speaker series; Website committee selected contractor for Website; Chip, Susan, and Christine met in July to scope Regional Housing Budget for FY21; Sponsorships from CAAR and Virginia Housing received for Fall Speaker Series.	Prepare materials for 8/26 Executive Committee meeting; Susan to prepare notice to proceed for website; Susan to update website with informational flyer; Direct outreach begins 8/25; Invitation to register begins 9/1; Christine to request draw down from Virginia Housing.	Partnership needs to determine how funds will be raised for FY22 budget; \$49,147 budgeted for FY21.
PHASE II HOUSING PLAN	730	Christine	Nick & Shirese	Christine	Extended to December 31st. Currently drafting individual county chapters; Analysis and Strategies committee met 8/12 to provide feedback on Housing Plan; Housing Plan team is meeting weekly; Albemarle Plan expected in January, 2021; Shirese collected school system data on unstably housed households.	Committee meets 8/21 to finalize Nelson County; Shirese and Nick to begin background sections of Greene and Louisa's chapter;	\$38,783 is budgeted for FY21 to complete the plan; \$35,507 remaining.
TJCLT	723	Susan	Christine	Christine	TJPD/C/TJCLT Contract extended. FY21 approved in June meeting; VHDA COVID emergency grant received; Working on pipeline projects and fundraising; Two new board members joining the board in August.	8/20 board meeting.	FY21 contract renewed at the current hourly rate.
RENT AND MORTGAGE RELIEF PROGRAM (RMRP)	731	Christine	Shirese	Christine	DHCD funding received; Advisory Committee meets every 2 weeks; Grievance Policy to be considered by commission at 8/20 special meeting; Sub-Grantee meeting occurs every 2 weeks;	Christine to prepare bi-weekly summary data report; Shirese and Christine to determine 2nd payments to sub-grantees.	\$450,000 received by VHDA \$236,226 sent to subgrantees; \$236,226 remaining for subgrantees; \$22,500 budgeted for Admin - \$1,397.38 remaining.

CURRENTLY INACTIVE / ON HOLD

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

CURRENTLY INACTIVE / ON HOLD

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Session Draft Minutes, September 3, 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
