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Meeting ID: 886 5992 9124 Passcode: 485689

By call-in 1 (301) 715-8592#

- | | |
|---|-------------|
| 1. Call to Order & Roll Call | 7:00-7:05 |
| a. Notice of Electronic Meeting and Commissioner and Public Protocol and Roll Call (Read by Sandy Shackelford) | |
| 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 Sandy Shackelford) | |
| c. PUBLIC HEARING – Draft HOME Annual Action Plan – Shirese Franklin | |
| 3. Presentations | 7:15 – 7:35 |
| a. Legislative Report – David Blount | |
| b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Unified Planning and Work Program (UPWP) – Sandy Shackelford | |
| 4. * Consent Agenda | 7:35 – 7:35 |
| Action Items: | |
| a. * Minutes of April 7, 2022 Meeting | |
| b. * Minutes of April 22, 2022 Special Meeting | |
| 5. New Business | 7:35 – 8:10 |
| a. * Quarter Three Financial Report (January – March) 2022 – Christine Jacobs | |
| i. March Dashboard Report | |
| ii. March Profit and Loss Statement | |
| iii. March Balance Sheet | |
| iv. March Accrued Revenues Report | |
| b. Presentation of TJPDC Officer Slate from Nominating Committee – Jesse Rutherford | |
| c. * TJPDC Corporation Appointments – Christine Jacobs | |
| d. In-Person Meetings and Electronic Participation Policy – Jesse Rutherford and Christine Jacobs | |
| 6. * Resolutions | 8:10 – 8:20 |
| a. *HOME Annual Action Plan Resolution – Christine Jacobs | |
| b. *FY23 Operating Budget - Christine Jacobs | |
| i. FY23 Budget, Revenues, Per-Capita Contributions, Work Plan | |
| ii. Resolution | |
| 7. Executive Director’s Report | 8:20– 8:30 |
| a. Monthly Report – Christine Jacobs | |
| i. TJPDC Quarterly Report | |



8. Other Business

8:30 – 8:55

- a. Roundtable Discussion by Jurisdiction
- b. Items for Next Meeting –June 2, 2022
 - i. Election of TJPDC FY23 Officers
 - ii. Housing Preservation Grant Pre-Application Approval & IGR Review – Resolution
 - iii. TJPDC SmartScale Application Resolutions of Support
 - iv. Rural Transportation SmartScale Application Resolutions of Support
 - v. Virgini Telecommunications Initiative (VATI)/Broadband Update

***ADJOURN**

9:00

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 *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings 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.



TJPDC HOME Consortium

HUD HOME INVESTMENT PARTNERSHIP

May 5, 2022



HOME Investment Partnership Program

The Home Investment Partnerships Program (*HOME*) is a federal grant program through Housing and Urban Development (*HUD*) providing grant funds on a reimbursable basis to provide decent affordable housing to low-income households, extend the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation.





How can HOME funds be used?

The Home Investment Partnerships Program (*HOME*) is a federal grant program through Housing and Urban Development (*HUD*) providing grant funds on a reimbursable basis to provide decent affordable housing to low-income households, expand the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation.

- New construction
- Rehabilitation
- Down payment assistance
- Rental assistance
- Site improvements
- Acquisition of property
- Relocation costs
- Project related soft costs
- Activities of Community Development Housing Organizations (*CHDOs*)
- Program administration, planning, capacity building (*up to 15% of the budget*)



How do these Grants make a difference in our area?

The HOME program serves the TJPDC HOME Consortium which consists of the City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The City of Charlottesville is the lead entity for the consortium and TJPDC HOME Consortium administers the HOME funds in the area. The TJPDC Consortium receives about \$600,000 each year. Which is available to the locality's chosen subrecipients:

- Charlottesville: Habitat and PHA**
- Albemarle County: AHIP**
- Fluvanna: Fluvanna/Louisa Housing Foundation**
- Greene: Skyline Cap**
- Louisa: Fluvanna/Louisa Housing Foundation**
- Nelson: Nelson County Community Development Foundation**





Allocation of Funds

The TJPDC uses 10% of the annual HOME funds for administrative costs. Each year, HUD requires that 15% is set aside for a dedicated Community Housing Development Organization (CHDO) project. The project must add new affordable housing to the region. CHDO funds are rotating among the six localities on an annual basis. The remaining funds are allocated evenly between localities.



Allocation of Funds

Administrative Funds: (10%)	\$67,661.50
HOME Program Funds	\$507,460.25
• Albemarle	\$84,576.87
• Charlottesville	\$84,576.88
• Fluvanna	\$84,576.87
• Greene	\$84,576.87
• Louisa	\$84,576.88
• Nelson	\$84,576.88
• CHDO Set-Aside (15%)	\$101,492.25
Total	\$676,615.00



FY22 GOALS

Locality	Funds/Use
Charlottesville	<ul style="list-style-type: none"> Provide rehabilitative services assistance in the amount of \$84,576.88 to 60 homes that are deemed substandard
Albemarle	<ul style="list-style-type: none"> Use \$84,576.87 to rehabilitate 8 to 10 owner-occupied homes
Fluvanna	<ul style="list-style-type: none"> Use \$37,585.97 to complete 4 home rehabilitations that have been deemed substandard Use \$46,991.00 to create new affordable rental units CHDO recipient: Use \$101,592.25 to create 4 one-bedroom affordable homes for seniors
Greene	<ul style="list-style-type: none"> Use \$10,000 to assist two first-time homebuyers Use \$74,576.87 to construct one affordable unit
Louisa	<ul style="list-style-type: none"> Use \$42,288.44 to rehabilitate three homes that have been deemed substandard Use \$42,488.44 to help create 20 new affordable rental units
Nelson	<ul style="list-style-type: none"> Use \$30,000 to rehabilitate 4-6 substandard owner-occupied homes Use \$54,576.88 to assist 5 low-income families in becoming homeowners



Thank you!
Questions?

Contact: Shirese Franklin
 Planner II
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 (434) 422-4080



**FY 22 - 23
ACTION PLAN
for the
CITY OF CHARLOTTESVILLE
and the
THOMAS JEFFERSON HOME CONSORTIUM**

**Adopted by the
Thomas Jefferson Planning District Commission**



**Adopted by the
City Council**



I. INTRODUCTION

The Consolidated Plan for 2018-2022 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District and in the City of Charlottesville. The Action Plan for FY 2022-2023 re-affirms the goals expressed in the region’s Consolidated Plan, which was developed and adopted in May 2018. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2022 to June 30, 2023 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2022-2023 are linked to the priority 5-Year Goals set forth in the Consolidated Plan.

Summary of Local Goals from the 2018 Consolidated Plan and FY 22-23 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2022-2023 HOME activities is “Decent Housing” and the Outcome is “Affordability”

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal
Locality: City of Charlottesville			
Lack of Jobs paying sufficient wages	Support programs which increase and improve job opportunities	Provide workforce development tutoring skills for 30 illiterate City residents	CDBG: \$25,000
Housing conditions are substandard and not energy efficient	Provide rehabilitative services to 60 homes that are deemed substandard.	20 Homeowner rehabilitations	CDBG: \$65,199.32 HOME: \$84,576.88

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal
Risk of homelessness, cost-burdened renters, doubling-up, substandard housing, segregation	Support redevelopment of public and/or other subsidized housing to reintegrate those properties into existing neighborhoods. Where applicable, support resident bill of rights as formally adopted.	Assist 16 low income residents with Resident-involved redevelopment.	CDBG: \$34,000.00
Lack of training provided by employers	Conduct training sessions	Assist 15-20 low/moderate income persons with business development (technical assistance)	CDBG: \$61,294.28
Transportation access barriers	Support Infrastructure Improvements	Provide streetscape improvements to improve pedestrian safety in the Ridge Street neighborhoods	CDBG: \$156,247.20
Lack of safe public spaces	Collaborate to Fund Projects Expand Financing Capacity	Provide neighborhood improvements to improve public safety in the Ridge Street neighborhoods	CDBG: \$156,247.20
Locality: Albemarle County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal
Create affordable homeownership opportunities	Construct affordable owner-occupied units and associated infrastructure	20 homes	CDBG \$1,000,000 DHCD \$1,250,000 Local funds \$906,667
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 40 – 50 homes per year	35 to 45 homes	Seniors Safe at Home, church, and private donation, County funding
Housing conditions are substandard and not energy efficient.	Leverage a variety of funds to rehabilitate 8 to 10 owner-occupied homes per year.	5 (HOME) 8 to 10 other funding	HOME \$84,576.87 Private donations County funding
Locality: Fluvanna County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal

First-time HB	Enable 5 eligible families to become homeowners	Provide down-payment assistance to 1 family	FLHF Funds: \$15,000
Multiple needs	Home solutions for 15 elderly in the community	Monetary assistance to local volunteer groups for ten housing repair or accessibility modification	State EmHR FLHF Funds
Housing conditions are substandard and not energy efficient.	Rehabilitate 4 homes that are deemed substandard	Identify and create a plan for major home rehabilitations	HOME: \$37,585.97; FLHF funds \$20,000
Risk of homelessness, housing options	Create new rental units affordable to low- income residents of Fluvanna County, target Columbia & Breemo Bluff	Develop plan for small house community, potentially geared toward meeting community needs for the elderly. Purchase land.	HOME \$46,991 FLHF Funds: \$50,000
Housing conditions are substandard and not energy efficient.	Provide emergency repairs for 60 homes per year	Perform emergency Home Repairs on 60 homes	FLHF Funds: \$70,000 TJPDC-HPG State EmHR
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal
Locality: Greene County			
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal
Risk of homelessness, doubling up, discrimination	Encourage the development of 1-2 affordable rental units per year. AFFH activities.	Provide Fair Housing workshops and individual information for a minimum of 20 individuals.	Virginia Housing/HUD
First-Time Homebuyers, cost-burden	Enable 1-2 eligible families per year to become homeowners.	Assist two 1st time homebuyers with down payment and/or closing cost support	HOME \$10,000
Create more affordable housing options	Develop, or support the development of up to 2 affordable housing options.	Build up to 1 affordable home for 1 st time homebuyer	HOME \$74,576.87

Housing conditions are substandard and not energy efficient.	Rehabilitate 5-10 substandard homes per year, emphasizing those lacking complete plumbing or accessibility.	Rehab up to ten (10) homes in FY21, up to \$30,000.	Grant funds, In-kinds
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Locality: Louisa County

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 homes per year that are deemed substandard	Identify homes that require significant rehab and fund with a mixture of HPG, HOME & FLHF funds	HPG HOME \$42,288.44 FLHF: \$20,000
Risk of homelessness, cost-burden, doubling up	Create 20 new rental units affordable to low-income residents of Louisa County	Purchase lot and begin construction on 4-6 new one-bedroom units	HOME: \$42,288.44 FLHF Funds: \$85,000 HOME-ARP
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 75 homes per year	Perform Emergency home repairs on 75 homes	FLHF Funds TJPDC-HPG State EmHR
First-time HB	Enable 24 eligible families to become homeowners	Provide down payment assistance to 3-4 families	Louisa County FLHF Funds
Risk of homelessness, housing options, ex-offender re-entry	Enable older residents to stay in their homes with necessary repairs	Continue operating Essential Home Repair Program	FLHF Funds: \$100,000 HPG Funds
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 75-100 homes per year	Perform Emergency home repairs on 75 homes	FLHF Funds: \$70,000 TJPDC-HPG State EmHR

Locality: Nelson County

Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2022-2023 1 Year Measurable Objective	Source of Funds to Achieve Goal
Risk of homelessness, cost-burden	Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.		

Housing conditions are substandard and not energy efficient.	Rehabilitate 4-6 substandard owner-occupied homes per year with an emphasis on those without complete indoor plumbing.	Rehabilitate 4-6 substandard owner-occupied homes with emphasis on accessibility and lacking complete indoor plumbing. Establish solar energy installation program for owner-occupied homes.	HOME funds \$30,000; PI \$10,000; Other grants \$10,000
Housing or Community Development Need Addressed	5 Year Broad Goal from Strategic Plan	2021-2022 1 Year Measurable Objective	Source of Funds to Achieve Goal
First-time HB, cost-burden	Assist 1-2 First-Time Homebuyers with an emphasis on those who have received home ownership counseling.	Assist 1 – 2 First Time Homebuyers with closing cost assistance, home ownership counseling.	Program Income \$20,000
Create more Affordable Housing Options	Assist 3-5 low-income families in becoming homeowners	Assist 3-5 Families living and/or working in Nelson County to purchase an affordable home.	HOME Funds \$54,000 Other funds \$1.1MM SPARC Loans \$2.2MM

II. RESOURCES

A. Federal

This plan is based on figures estimated from PY21, as the new PY22 allocations have not been released yet: Charlottesville’s FY 20-21 CDBG Entitlement Grant was \$427,176 and HOME funds for the region were \$676,615.00. The breakdown of Consortium estimated funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	\$67,661.50
HOME Program Funds:	\$507,461.25
Albemarle:	\$84,576.87
Charlottesville:	\$84,576.88
Fluvanna:	\$84,576.87
Greene:	\$84,576.87
Louisa:	\$84,576.88
Nelson:	\$84,576.88
CHDO Set-Aside (15%)	\$101,492.25
Total:	\$676,615.00

The sub-recipients in the HOME Consortium currently have **\$45,859.22** in program income on hand. These funds are programmed for PY21 projects as follows.

2021-2022 HOME Projects
Projected use of Program Income Currently On-Hand

Project	Program Income
Charlottesville Efficiency Maintenance Rehab	\$0.00
Charlottesville First-Time Homebuyer	\$0.00
Albemarle Homeowner Rehab	\$0.00
Fluvanna Rehab	\$0.00
Fluvanna New Construction	\$0.00
Greene FTHB New Home Construction	\$0.00
Greene New Construction	\$0.00
Louisa Rehabilitation	0.00
Louisa Assistance to First Time Homebuyers	\$0.00
Louisa New Rental Units	\$0.00
Nelson Rehabilitation	\$10,000
Nelson New Rental Units	\$5,000
Nelson First-Time Homebuyer	\$20,000
TOTAL	

III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2022-2023 (beginning July 1, 2022). These projects reflect a one-year implementation plan consistent with the five-year goals approved in the 2018 Consolidated Plan, which are included above in the Introduction to this Action Plan.

Albemarle County

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: \$84,576.87.

Charlottesville

- Complete 20 housing energy efficiency rehabilitation projects for low to moderate-income homeowners in substandard housing in the City of Charlottesville. Estimated HOME investment: \$84,576.88.
- CDBG projects are listed in the attached budget.

Fluvanna

- Perform four rehabs on one home. Estimated HOME investment \$37,585.97.
- Acquire land to create affordable elderly housing. \$46,99.00

Greene

- Create one affordable home for purchase by first-time homebuyer. Estimated HOME investment: \$74,576.87.
- Assist two 1st time homebuyers with down payment and/or closing cost support: Estimated HOME investment: \$10,000.

Louisa

- Rehabilitate two homes. \$42, 288.44
- Create 20 new rental units. \$42,288.44

Nelson

- Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.
- Rehabilitate or replace 5 substandard owner-occupied homes. Estimated HOME Investment:

\$32,139.20.

- Develop one affordable rental unit on NCCDF land: Estimated HOME Investment: \$52,437.67.

CHDO Set-aside: Fluvanna County is the CHDO recipient in the coming year. Fluvanna/Louisa Housing Foundation (FLHF) intends to build 4 one bedroom homes in a small community for senior residents who are between 15 - 50% AMI to address those in need of safe and decent housing who might otherwise experience homelessness. This will be accomplished with a combination of CHDO and FLHF funds received from FLHF owned homes.

Annual CHDO set-aside funds are used in just one of the six localities with the CHDO funds rotating through all six localities over a six-year period. This allows for an equal share distribution of CHDO funds and provides sufficient funding for a bigger project in each locality. Funds can be used flexibly (loans, grants, or a combination of the two) at the discretion of the locality and the non-profit. Based on the rotation schedule and project readiness, The City of Charlottesville is the next locality in the CHDO rotation for 2023-2024.

IV. GEOGRAPHIC DISTRIBUTION

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts. Each locality retains its own Program Income, so amounts vary among the localities.

In Charlottesville, the CDBG Priority Neighborhood for FY 22-23 is Ridge St for a second year. Planned projects include 6th St South East and pedestrian accessibility improvements. All other City projects will be focused citywide.

DRAFT

V. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness. The Thomas Jefferson Area Coalition for the Homelessness (TJACH) adopted a revised plan in March of 2019. The revised plan provides a broad strategic vision for TJACH and the homeless service system of care including specific target reductions in homelessness subpopulations. TJACH's primary mission is to make homelessness rare, brief and nonrecurring in this community. Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

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

The Haven operates a low-barrier day shelter open seven days a week as a resource and respite center for people experiencing homelessness. Coordinated assessment is provided every weekday at The Haven to assess housing barriers and needs, make appropriate referrals, and connect people to prevention, rapid re-housing and permanent supportive housing resources. A PATH Street Outreach program is well-established in this community, which provides two outreach workers, one at Region Ten (full-time) and the other at On Our Own (32 hours per week). These PATH workers are responsible for conducting outreach on the streets, at backpackers, and at campsites where people experiencing homelessness congregate in order to assess and provide resources for people with untreated mental health issues. The PATH program participates in the bi-weekly Community Case Review to accept referrals from partner agencies and conducts weekly outreach at the local low-barrier, day shelter, The Haven. In addition, The Haven supports an outreach worker that specializes on substance abuse assessment and referral, conducting outreach at the day shelter and in public places. TJACH uses length of time homeless and overall vulnerability to determine priority for rapid re-housing and permanent supportive housing resources and the Prevention Vulnerability Index and Service Prioritization Decision Assistance Tool (PR VI-SPDAT) to determine eligibility and priority for prevention resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

This community maintains four emergency shelter programs including a high barrier shelter at the Salvation Army, a low barrier seasonal shelter at PACEM, a domestic violence shelter at Shelter for Help in Emergency and since May of 2021, a non-congregate shelter at a repurposed motel for people experiencing homelessness with health conditions that place them at increased risk for severe illness from COVID-19. Since the onset of COVID-19, we have seen an increased need for emergency shelter, particularly among people with complicated health conditions. To meet these unique needs for shelter during the pandemic, hotel room vouchers have been used as a flexible resource. Since April of 2020, TJACH has been supporting an average of 80 people at a given time in hotels to reduce the risk of spread of COVID-19. Additionally, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. In the meantime, this community uses funds from the Virginia Homelessness Solutions Program administered by the Virginia Department of Housing and Community Development to provide emergency hotel/motel vouchers to families experiencing literal homelessness that are unable to access shelter through the Salvation Army. Transitional housing needs will be met predominantly through rapid rehousing programs. The CoC receives funding from the state's Virginia Homelessness Solutions Program grant to support an effective rapid re-housing program, based at The Haven. Support for a Housing Navigator position has been provided by the City of Charlottesville and Albemarle County human services funding process. The Monticello Area Community Action Agency (MACAA) provides transitional housing through their Hope House. Both MACAA and the Salvation Army are seeking private funds for

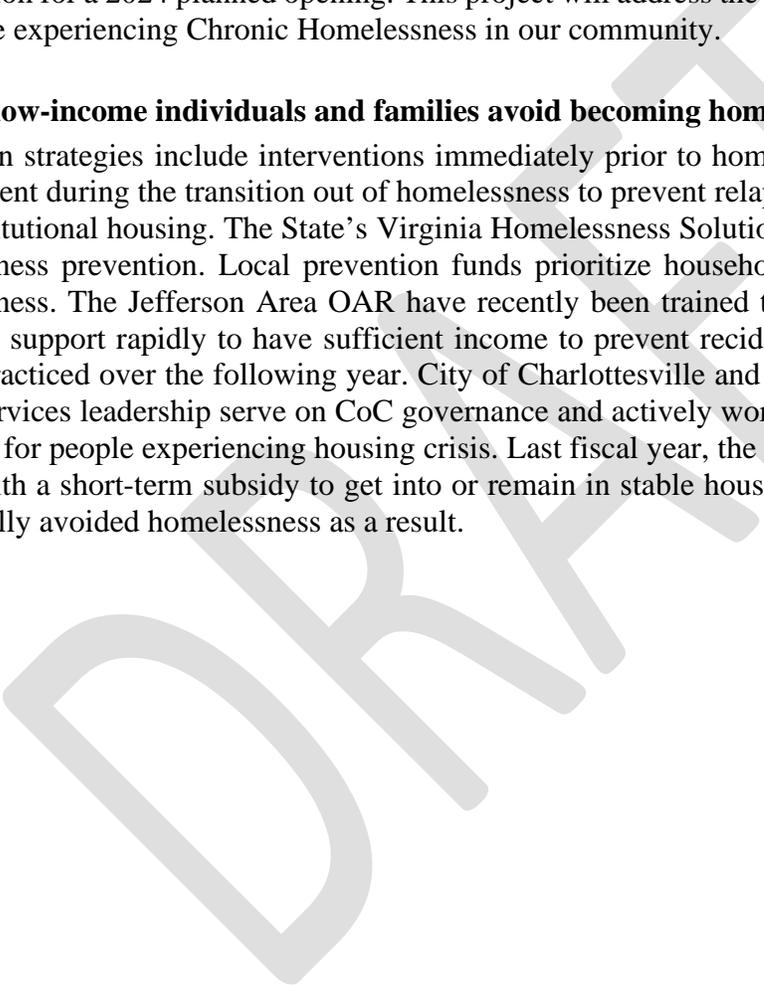
ongoing operations. A primary goal of the system of care is to reduce the amount of time individuals and families experience homelessness and stay in shelters. Data is actively collected and reviewed on average lengths of stay in all shelters.

Helping homeless persons make the transition to permanent housing and independent living, and preventing individuals and families who were recently homeless from becoming homeless again

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A focus has been on creating new Permanent Supportive Housing opportunities for people experiencing homelessness. In 2023, a new Permanent Supportive Housing development of 80 units by Virginia Supportive Housing is planned to begin construction for a 2024 planned opening. This project will address the need for on-site supportive services for people experiencing Chronic Homelessness in our community.

Helping low-income individuals and families avoid becoming homeless

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The State's Virginia Homelessness Solutions Program has provided funds for homelessness prevention. Local prevention funds prioritize households with a previous experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year. City of Charlottesville and Albemarle County Departments of Social Services leadership serve on CoC governance and actively work to improve access to mainstream resources for people experiencing housing crisis. Last fiscal year, the prevention program has served 101 people with a short-term subsidy to get into or remain in stable housing. 99% of these households have successfully avoided homelessness as a result.



VI. NEEDS OF PUBLIC HOUSING

Introduction

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville.

This section outlines plans to provide this resource and improve the current stock of housing.

Actions planned during the next year to address the needs to public housing

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports. CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy.

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 has recently approved funding for assistance to support CRHA with operations and redevelopment. This funding includes support for Redevelopment Project Coordinator and Relocation Specialist positions; redevelopment activities associated with Crescent Halls; professional surveying and environmental survey services; relocation and moving services for Crescent Halls residents; "parallel track"/repairs and rehab at other sites; redevelopment legal counsel redevelopment admin/overhead costs; funding to support TING providing free installation of internet services to public housing residents; and miscellaneous redevelopment planning expenses. The CRHA has closed on South First Street Phase 1 and Crescent Halls. We are currently working on closing on South First Street Phase 2 which we anticipate will occur in June 2022. We are submitting a LIHTC application for Sixth Street on March 10, 2022. We have begun working on planning for the Westhaven public housing redevelopment project. The goal of redevelopment is to transform the public housing sites into vital mixed-income and mixed-use (where appropriate) communities to the greatest extent possible, while maintaining a respectful relationship with the surrounding neighborhoods. The City has also proposed \$15 million in funding over the next five years to continue to support public housing redevelopment efforts.

The Charlottesville Affordable Housing Fund has reserved funds (and proposed future funding) for a 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.

CRHA has recently hired staff to specifically focus on Section 3 initiatives. This work will assist public housing residents with job training and direct participation in redeveloping CRHA's own properties.

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

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to examine the potential to sell off 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

like to potentially sell one or more of these units to facilitate homeownership opportunities while also helping stabilize the organization's financial situation.

CRHA continues to work with Habitat for Humanity of Greater Charlottesville and Piedmont Housing Alliance to help public housing residents and other interested eligible households identify and locate other housing options. Working to develop these public and private partnerships helps to provide the community with greater housing choices and better quality of life.

The Charlottesville Redevelopment and Housing Authority (CRHA) continues to give preference to homeless individuals in its public housing and housing voucher programs, as a way of helping local residents transition to permanent housing.

The CRHA has revised its Administrative Plan to incorporate the HCV Homeownership Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The recovery agreement has been executed by the City of Charlottesville, CRHA and the Field Office.

DRAFT

VII. BARRIERS TO AFFORDABLE HOUSING

Introduction

This section describes actions planned to remove or ameliorate barriers to affordable housing in the one-year period. The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

Charlottesville continues to complete the update of its Comprehensive Plan, Affordable Housing Strategy as well as re-write its Zoning Ordinance. The City has retained the services of RHI Consultant Team to assist staff in completing the projects. These initiatives are designed to provide policies that will spur creation of more affordable housing in the city. The Housing Needs Assessment, completed in 2018, continues to inform the development of these initiatives.

The current COVID-19 situation has affected the City's revenue stream and may delay the City's ability to meet its affordable housing priorities. However, the City continues its funding commitment to affordable housing development. In FY 2021, the City Council allocated more than \$2.4 million to support the creation of affordable housing, and the City Council is proposing to continue its investment in the affordable housing creation in the 2021/22 budget. Funding will provide financial support for Phase I and Phase 2 of the Piedmont Housing Alliance's (PHA) Friendship Court Redevelopment project, and Charlottesville Redevelopment Housing Authority's (CRHA) redevelopment activities, among other projects. The current PHA's 11.75-acre site has 150 units and after the redevelopment plan is fully implemented, there will be approximately 450 units, most of which will be affordable largely to households at 30 to 80% AMI. The City will continue its financial support through the Charlottesville Affordable Housing Fund (CAHF) to programs such as homeownership, first time home buyers down payment assistance, owner-occupied rehabilitation assistance, energy conservation assistance, and other initiatives through its nonprofit partners. In addition, funding will continue to support the Supplemental Rental Assistance Program administered by the CRHA. Approximately, \$2,595,000 has been appropriated by the City over the last 3 program years to assist low-income households and homeless persons with their rental assistance needs.

While the City was not able to fund the Charlottesville Affordable Housing Fund (CAHF) in FY21, an end-of-year allocation of FY19 funding provided \$700,000 in housing assistance. This funding will be used to support COVID-relief housing assistance to low-income households to address rental assistance, homelessness, re-entry assistance and mortgage assistance. This funding, combined with the \$581,723 CDBG-CV funds received by the City will continue to assist numerous City households. Actions it planned 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.

Analysis of Impediments to Affordable Housing Update

The City's Affirmatively Furthering Fair Housing requirements has been postponed until October 2022. The Analysis of Impediments to Fair Housing Choice (AI) has been updated and approved by the City Council in March 2019, as a supplement to the Consolidated Plan. Actions in FY 21-22 to address impediments identified in the AI are included as an attachment to this plan.

Albemarle County – Resolution in Collaboration with Habitat for Humanity

During Fiscal Year 2023, the County will take a number of steps to ameliorate barriers to affordable housing including the development of a package of incentives to support developers' efforts to construct new affordable housing units; establishment of a process to connect teachers, fire fighters, police and other first responders to affordable housing units proffered by local developers; creation of a

housing advisory committee that will monitor the County's progress toward meeting the goals of the County's affordable housing policy; and making County general, and federal HOME and CDBG funds available to support the construction and preservation of affordable housing units.

Central Virginia Regional Housing Partnership

CVRHP created a Regional Affordability Housing Plan. Each locality (the City of Charlottesville, and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson) have dedicated chapters that address affordable housing within their jurisdiction that feeds into addressing creating affordable housing throughout the region. This plan was adopted formally by the Thomas Jefferson Planning District Commission in August 2021 and now serves as a crucial resource for localities in addressing housing issues.

Staff successfully planned and fundraised for 4 speaker series occurred over the course of Fall 2021 and early 2022. The speaker series included the following topics: Regional Housing Roundtable, Rural Housing Solutions and Challenges, Missing Middle Housing, and Faith-Based Organizations and Affordable Housing. Staff fundraised \$5000 in sponsorships of the series. In total, there were 421 registrants and 305 attendees, representing a variety of localities and housing stakeholders.

The Chair of the RHP, Keith Smith, and the Vice-Chair, Ned Gallaway, presented in a session at the Virginia Governor's Housing Conference in Norfolk in November. The event was well-received and other regions were interested in constructing something similar in the respective planning districts or service areas.

The RHP was awarded a \$20,000 grant from Virginia Housing to pursue a new strategic plan. Work was done by staff to coordinate with the consultants, the Spark Mill, on how best to engage the partnership. A planning session was done with the steering committee (RHP's executive committee), staff, and consultants in November. Consultants have interviewed groups and individuals identified by the steering committee, and have met with both the Executive Committee and full partnership to begin to create a new vision statement and plan of action for the strategic plan. The process should finish by June 2022.

The CVRHP also successfully oversaw successful applications and awards for a variety of critical housing grants on behalf of the region. These include a Virginia Eviction Reduction Pilot planning grant for \$50,000 which allowed the region to construct a comprehensive eviction data tracking mechanism and work plan, a Virginia Eviction Reduction Pilot Implementation Grant for \$250,000 which will fund two new positions at Piedmont Housing Alliance dedicated to eviction reduction and prevention as well as provide direct financial support, and a \$2 million grant from Virginia Housing to directly develop at least 20 new units in the region.

City - Comprehensive Plan Updates

The City has completed the update of its Comprehensive Plan which was approved by the City Council in 2021. The Comprehensive Plan provides a vision for the City's future growth and specific guidance on land use policies that encourages development of affordable housing, development patterns, infrastructure and public facility investments. The rewrite of the City's Zoning Ordinance is currently underway. The resulting ordinance would prescribe policies as well as incentives that would eliminate barriers to, and encourage development of more affordable housing.

City - Comprehensive Housing Strategy

The City of Charlottesville, in partnership with the HAC, RHI Consultant Team and Comprehensive Plan Steering Committee completed the Affordable Housing Plan (AHP), which was approved by the City Council in 2021. The robust Plan builds on past work done by the City and its partners, including a 2018 Housing Needs Assessment, to identify a framework to guide affordable housing policy and

investments to increase the impacts of the City's policies and programs, remove barriers to access, and advance racial equity and inclusion in housing in Charlottesville. The City is also working on inclusionary zoning designed to inform the rewrite of the Zoning Ordinance as well as create incentives to spur more affordable housing development. The plan also proposed annual investment goal, regional collaboration, and restructure of the administrative framework that would oversee the Charlottesville Affordable Housing Fund use.

The overall goals of the housing strategy are to 1) identify specific targets and means to meet affordable housing unit production and preservation based on household income, 2) identify specific regulatory tools and developer incentives to support and encourage the provision of new affordable housing units within the City, and 3) ensure equitable development throughout the City's neighborhoods.

There are three related outcomes for this process:

- **An updated Comprehensive Plan**, which will build on the 2017-2018 Planning Commission process to include updated information based on community input.
- **An Affordable Housing Plan**, as part of the Comprehensive Plan, to create a unified strategy for housing Charlottesville's residents.
- **A zoning ordinance** that reflects the updated community land use vision and addresses other needed updates (state requirements, consistency, etc.).

The Affordable Housing Plan contains immediate, short-term, and longer-term recommendations to advance affordable housing. The development of the Charlottesville Affordable Housing Plan was a year-long effort conducted in four phases: review of existing conditions, existing programs, and previously-completed plans; discussion of community goals and priorities; development of strategies and tools; and the completion of a final plan.

The Plan is ultimately a living document to be used by City staff, housing policy advisors, and elected leadership to guide affordable housing policies and investments over the coming years

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

The City adopted the Strategic Investment Area (SIA) Plan in February 2014. The implementation of the strategies in the SIA Plan is continuing. Implementation activities includes the Charlottesville Redevelopment and Housing Authority (CRHA)'s massive redevelopment initiatives: wholesale renovation of Crescent Halls, South First Street and 6th Street phased redevelopment activities, and Piedmont Housing Alliance (PHA) phased redevelopment of Friendship Court. The City will be investing more that \$20 million in both CRHA and PHA projects over the next five years. Other projects include construction of Pollock Branch Pedestrian Bridge to improve recreation activities.

Actions planned to foster and maintain affordable housing

The provision and retention of affordable housing is a central theme of the 2022-2023 Consolidated Plan. The City of Charlottesville and the Consortium will approach the issue of affordable housing from a variety of pathways, including direct provision of new affordable units, tenant-based assistance, city investment, and removal of barriers currently in existence. These barriers may be regulatory, in which case those that are within the purview of localities will be reviewed as described in this plan, or they may be cultural. Many of the goals of the plan are educational in nature, with the purpose of ameliorating community resistance to affordable housing and generating social momentum for grassroots community development.

Actions planned to foster and maintain affordable housing

The provision and retention of affordable housing is a central theme of the 2022 Consolidated Plan. The City of Charlottesville and the Consortium will approach the issue of affordable housing from a variety of pathways, including direct provision of new affordable units, tenant-based assistance, and removal of barriers currently in existence. These barriers may be regulatory, in which case those that are within the purview of localities will be reviewed as described in this plan, or they may be cultural. Many of the goals of the plan are educational in nature, with the purpose of ameliorating community resistance to affordable housing and generating social momentum for grassroots community development.

Actions planned to reduce lead-based paint hazards

The Consolidated Plan contains several goals that address lead-based paint hazard through the rehabilitation of existing substandard homes. The overwhelming majority of homes that undergo rehabilitation were built before 1978 and can be considered high-risk for hazard. Rehabilitation activities will include abatement of lead-based hazards in compliance with federal law. Detection and removal of lead-based paint in residences constructed before 1978 is to occur while rehabilitating homes when there are children present under the age of 7 years.

The Fluvanna/Louisa Housing Foundation has a certified lead-based paint hazards trainer to assist the region's non-profit providers. Houses being purchased with the down payment and closing cost assistance program to first-time homebuyers also must be reviewed for lead based paint.

Training has been provided to building inspectors and local housing rehabilitation agencies 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 removal of lead based hazards, which will continue to reduce the 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.

In terms of increasing access to housing without LBP, all of the housing goals in the plan can be considered strategies toward this end. All housing units receiving assistance with CDBG or HOME funds will meet housing quality standards, and thus not contain any lead hazards. The City of Charlottesville, with its down payment and closing cost assistance program to first-time home buyers, will not approve a home if peeling paint is in evidence until it is repaired satisfactorily. This situation is identified through the Section 8 inspection.

Actions planned to reduce the number of poverty-level families

Many affordable housing and community development activities have the objective of increasing and maintaining self-sufficiency for poverty-level families. The priorities and goals identified in the Action Plan are geared toward increasing the self-sufficiency and financial independence for poverty-level families as it relates to housing/homelessness, workforce development, and economic development.

The primary anti-poverty agency serving the region is the Monticello Area Community Action Agency (MACAA), which serves Charlottesville, Albemarle, Fluvanna, Louisa and Nelson. The Skyline Community Action Program (Skyline CAP) serves Greene County in the Thomas Jefferson Planning District, and also Orange and Madison Counties in Planning District 9. Each of these agencies operates

the Head Start pre-school program, a fundamental part of the regional anti-poverty strategy. Each social service agency operates the family self-sufficiency program.

Other organizations and programs in the region including the Charlottesville Redevelopment and Housing Authority, Fluvanna/Louisa Housing Foundation, and the Nelson County Community Development Foundation all administer Housing Choice Voucher Programs for low-income families. Additionally, organizations like these as well as the Albemarle Housing Improvement Program and others also provide assistance to low-income families in making household repairs and installing indoor plumbing.

Finally, the region has a strong, locally administered Social Service/ Welfare Departments operating in each locality. Acting as the primary provider of state funded programming and service delivery, these local government offices help implement the regional strategy by administering strong programs with a coordinated, comprehensive approach.

The City of Charlottesville's Strategic Action Team, comprising key staff from the Departments of Economic Development, Neighborhood Development Services, Social Services, Human Services and the City Manager's Office developed the Pathways to Self Sufficiency: Growing Opportunities Report with action strategies to increase job opportunities through workforce development efforts and to reduce barriers to assist residents with retaining jobs with the ultimate goal of reducing the number of families living in poverty in the City. The report serves as an action plan for prioritizing funding for programs, including CDBG and HOME funding.

In addition to other efforts, the City has initiated effort designed to provide affordable internet access to the residents of public housing. Discussions with potential service providers is in progress. Several goals in this Consolidated Plan address the needs of people in poverty beyond their immediate housing needs. There are goals to increase job training and recruitment services, in order assist people entering the labor force and, as a result, reduce household poverty. Educational campaigns, such as fair housing law and awareness of the unique needs of people with disabilities, may open up opportunities for advancement for groups that had previously been obstructed.

The City of Charlottesville Pathways to Self-Sufficiency: Growing Opportunities Report contains a chapter that addresses affordable housing. Further, the report will help serve as a funding priority guide to ensure the City's CDBG and HOME funds are awarded in coordination with the goals set forth in the report and the Consolidated Plan.

Actions planned to develop institutional structure

The Housing Directors meet regularly to coordinate the housing programs in the region. The TJACH Governance Board and its Service Providers Council meet monthly to address the needs of the homeless and special needs populations.

The Regional Housing Partnership Advisory Board will meet twice each year, with the Executive Committee meeting bi-monthly. The RHP will also offer two housing summits each year. The RHP will focus on housing production, diversity, accessibility, cost, location, design, and increasing stability for the region's residents.

The City of Charlottesville's current Comprehensive Plan was adopted in August 2013. A broad-reaching update is underway, addressing findings from the City's Housing Needs Assessment. The Albemarle County Board of Supervisors adopted their current Comprehensive Plan on June 10, 2015, and is in the beginning stages of updating the plan. This process will include a complete update of the County's Zoning Ordinance. A new housing policy was adopted by the Albemarle County Board in July 2021. The updated

policy presents a comprehensive approach to addressing the affordable housing needs of county residents including, seniors, differently-abled persons, and individuals and families experiencing or at risk of experiencing homelessness.

The regional Analysis of Impediments to Fair Housing Choice was updated in 2019. This assessment engaged decision-makers and the general public with the ongoing disparities that exist within the region. It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan. A table of actions to address impediments to fair housing choice is included in Appendix A.

Actions planned to enhance coordination between public and private housing and social service agencies:

There are a few umbrella organizations in the region that serve to bring together housing providers and human services and health agencies.

- *Thomas Jefferson Area Coalition for the Homeless (TJACH)*: a non-profit organization that serves as the lead for the region's Continuum of Care. The TJACH Governance Board includes representatives from the community, housing providers, and representatives from the City of Charlottesville, County of Albemarle, and organizations representing and serving the entirety of the planning district area.
- *Housing Directors Council*: includes representatives from all HOME sub-recipients
- *Jefferson Area Board for the Aging (JABA)*: JABA is working with Piedmont Housing Alliance (PHA) on a plan for continuing to keep Low-Income Housing Tax Credit properties affordable beyond the end of their affordability period.
- *Housing Advisory Committee (HAC)*: Provides City Council with recommendations regarding housing policy and affordable housing funding priorities; researches and discusses trends and ideas in affordable housing across the state and nation and ways Charlottesville can implement some of those new ideas.

The consortium will continue to collaborate with community partners that provide housing and social services to the community. The City will continue to coordinate efforts through subrecipient partners who are internal and external to local government. The agencies listed under the consultation section of the Consolidated Plan will be included in the citizen engagement process for future action plans.

VIII CITIZEN PARTICIPATION

Citizen participation was a central component of the Consolidated Plan update, completed in August 2018. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans. For this Action Plan, a draft for public comment was made available on March 30, 2022, for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Wednesday, March 30, 2022, issue of the Daily Progress, the newspaper of general circulation in the region. The draft plan for public comment was also distributed by e-mail: Agencies and Organizations - The Charlottesville Health Department of the Thomas Jefferson Health District, United Way, Independence Resource Center, County of Albemarle, Salvation Army, Region Ten Community Services, Monticello Area Community Action Agency, Charlottesville Redevelopment and Housing Authority, Albemarle Housing Improvement Program, Piedmont Housing Alliance, Jefferson Area Board For Aging, County of Albemarle Housing Office, Public Housing Association of Residents, On Our Own-Drop-In Center, and Charlottesville/Albemarle Legal Aid Society; Local Media - The Daily Progress, Fluvanna Review, Greene County Record, The Central Virginia, and Cville Weekly; Neighborhood Associations – Belmont-Carlton, Blue Ridge Commons, Burnett Commons, Fifeville, Forest Hills, Fry's Spring, Greenbrier, Jefferson Park Avenue, Johnson Village, Kellytown, Lewis Mountain, Little High, Locust Grove, Martha Jefferson, Meadows, Meadowbrook Hills/Rugby, North Downtown, Orangedale, Ridge Street, Rose Hill, Starr Hill, University, Venable, Westhaven, Willoughby, Woodhaven, Woolen Mills and 10th and Page.

A public hearing was held at the Thomas Jefferson Planning District Commission's (TJPDC's) regular meeting on May 5, 2022. The draft plan was posted on the TJPDC web site. The Regional Housing Directors Council is a major partner in the development of the Action Plan, provided input on actions to be undertaken and reviewing the plan at its regular monthly meetings during plan development. The City Council held a public hearing and adopted the Action Plan on May 2, 2022.

Comments received were:

- To be itemized here, when received.

The following notice appeared in the Daily Progress on Wednesday, March 30, 2022:

**NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD
DRAFT YEAR 2022-2023 ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE CITY OF
CHARLOTTESVILLE AND THE
THOMAS JEFFERSON PLANNING DISTRICT
30-DAY COMMENT PERIOD: March 30 - April 30, 2022**

The City of Charlottesville and the TJPDC invite all interested citizens to comment on the 2022-2023 (July 1, 2022 to June 30, 2023) Draft Action Plan of the Consolidated Plan. The Consolidated Plan and the Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME funds in the Thomas Jefferson Planning District (City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). Funding levels from the current year are being used for planning for the 2022-2023 year. HUD has awarded the City of Charlottesville \$433,471 for CDBG and \$676,615 for HOME. A virtual public hearing will be held during the Thomas Jefferson Planning District Commission's meeting on May 5, 2021, at 7:00 pm. The City Council will also hold a virtual public hearing on May 2, 2022, at 6:30 pm in City Council Chambers, 605 E Main St.

The Action Plan is available at <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/> or by contacting Erin Atak, City of Charlottesville at (434)970-3093 or Shirese Franklin, TJPDC, at (434) 422-4080. Reasonable accommodations for persons with disabilities and non-English speakers will be provided if requested.

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

IX. PROGRAM SPECIFIC REQUIREMENTS

A. Community Development Block Grant Program (CDBG)

The activities that will be undertaken with CDBG funds are all described in the Listing of Proposed Projects. Estimated available funding includes:

2021-22 Entitlement	\$433,471
Estimated Program Income and Reprogramming	\$0
TOTAL	\$433,471

Other CDBG Requirements

1. The amount of urgent need activities 0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

Proposed CDBG Projects:

Project	CDBG
PRIORITY NEIGHBORHOOD	
Ridge ST Neighborhood	\$150,000.00
ECONOMIC DEVELOPMENT	
Community Investment Collaborative	\$32,056.28
Local Energy Alliance Program	\$29,238.00
PUBLIC SERVICE (15% EN Cap)	
Public Housing Association of Residents	\$34,000
Literacy Volunteers Workforce Development	\$25,000
HOUSING PROJECTS	
Local Energy Alliance Program	\$65,199.32
ADMINISTRATIVE AND PLANNING	
Admin and Planning (20% EN)	\$86,694.20
City CDBG Total	\$433,471

B. HOME Investment Partnership Program (HOME)**Other Types of Investment**

The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

Resale/Recapture Guidelines

All members (sub-recipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium sub-recipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner's primary residence during the established HOME *period of affordability*.

The *period of affordability* is based upon the *direct HOME subsidy* provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the *period of affordability*. If the total HOME investment in the unit is under \$15,000, the *period of affordability* is 5 years; if the HOME investment is between \$15,000 and \$40,000, the period of affordability is 10 years and if the HOME investment is over \$40,000, the period of affordability is 20 years.

Direct HOME subsidy includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the *net proceeds* available from the sale of the home. *Net proceeds* are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Recapture of initial HOME investment shall be secured by note and deed of trust for a term not less than the applicable period of affordability. Consortium subrecipients will also execute a HOME written agreement that accurately reflects the recapture provisions with the homebuyer before or at the time of sale. A clear, detailed written agreement ensures that all parties are aware of the specific HOME

requirements applicable to the unit. The written agreement is a legal obligation. The HOME written agreement is a separate legal document from any loan instrument.

Refinancing Existing Debt

The TJ HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

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MEMO

To: TJPD Commissioners
From: David Blount, Director of Legislative Services
Date: May 5, 2022
Re: Legislative Update

Purpose:

To provide a General Assembly update and report on expected, upcoming legislative activity.

Summary:

The General Assembly concluded its regular session on March 12, but without adopting changes to the current (FY22) state budget or a new state spending plan for FY23/FY24. The legislature convened briefly in special session on April 6 for the purpose of addressing the budget and a number of unresolved bills. However, at this writing, budget negotiators have not reached an agreement, so lawmakers have not returned to Richmond to finish their work, and there is no specific timetable for them to do so. The legislature did convene on April 27 for the so-called “veto session” to consider vetoes and amendments to bills proposed by Governor Youngkin.

As for legislation, a pair of locally-requested bills were approved by the General Assembly and signed by the governor. These are bills to designate additional portions of the James River as “scenic,” and to provide additional flexibility for boards of supervisors in setting compensation for members.

Upcoming Legislative Activities:

>Workgroup to review and make recommendations for streamlining Code provisions concerning public notice requirements (HB 1131 and SB 417).

>Joint subcommittee to study pandemic response and preparedness (SJR 10). The 2021 General Assembly directed JLARC to study the impact of COVID on schools (report due January, 2023).

>State and local tax policy? Senate only or joint?

JLARC study on progressivity of income taxes (from 2021) due next January.

JLARC also is studying the true cost of public education in Virginia and costs to implement the Standards of Quality.

UNIFIED PLANNING WORK PROGRAM (UPWP)

- Funding for CA-MPO comes from:
 - Federal sources (80%) – FHWA and FTA
 - State sources (10%) – VDOT and DRPT
 - Local sources (10%) – Local match contribution
- Federally required to identify activities to be undertaken by CA-MPO using this funding in an annual work program
- FY 2023 Budget Allocations for CA-MPO activities: \$322,591
 - FY23 FTA budget allocation: \$127,534
 - FHWA FY23 budget allocation: \$195,057
 - VDOT has an additional budget for their staff to support the MPO
- Two types of rollover:
 - Passive:
 - Only applies to FHWA funding source
 - Does not require any action
 - Becomes available second fiscal year following original allocation if unused
 - Active: Has to be de-obligated and programmed into a following FY in order to be used

FY23 Unified Planning Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-23 PL Funding	\$156,046	\$19,505	\$19,506	\$195,057
FY-21 PL Passive Rollover*	\$28,370	\$3,546	\$3,546	\$35,462
FY-22 PL Active Rollover*	\$56,000	\$7,000	\$7,000	\$70,000
FY-23 PL Total	\$240,416	\$30,051	\$30,052	\$300,519
FY-23 FTA Funding	\$102,026	\$12,754	\$12,754	\$127,534
FY-22 FTA Active Rollover**	\$21,330	\$2,666	\$2,666	\$26,662
FY-23 FTA Total	\$109,016	\$13,627	\$13,627	\$136,270
PL+FTA Total	\$363,772	\$45,471	\$45,472	\$454,715
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
Total FY23 Work Program	\$485,432	\$60,678	\$60,679	\$606,789

*Will be applied to consultant support for the LRTP Update

May 5, 2022 **Will be used as MPO match for the Transit Governance Study

FY23 – Draft Budget

	PL	FTA	Total
Task 1: Administration	\$37,500	\$21,500	\$59,000
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000
Staffing Committees	\$14,000	\$8,000	\$22,000
Information Sharing	\$9,500	\$5,500	\$15,000
Task 2: Long Range Transportation Planning	\$214,019	\$82,770	\$296,789
2050 LRTP	\$161,335	\$33,000	\$194,335
OneMap	\$20,000	\$8,108	\$28,108
MPO Boundary Analysis	\$14,684	\$7,000	\$21,684
Transit Governance Study	\$0	\$31,662	\$31,662
On-call Services	\$18,000	\$3,000	\$21,000
Task 3: Short Range Transportation Planning	\$49,000	\$49,926	\$81,000
TIP	\$18,000	\$7,000	\$25,000
SMART SCALE	\$15,000	\$12,000	\$27,000
RTP,TDM, and Bike/Ped Support	\$4,000	\$8,500	\$12,500
Performance Targets	\$2,000	\$1,000	\$3,000
Regional Transit & Rail Planning		\$5,000	\$5,000
CTAC/Public Outreach	\$10,000	\$16,426	\$26,426
TOTAL	\$300,519	\$154,196	\$454,715



Unified Planning Work Program (UPWP)

Fiscal Year 2023
July 1, 2022 – June 30, 2023
DRAFT

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



**VDOT**
Virginia Department of Transportation

**DRPT**
Virginia Department of Rail and Public Transportation

 U.S. Department of Transportation
Federal Highway Administration



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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INTRODUCTION

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

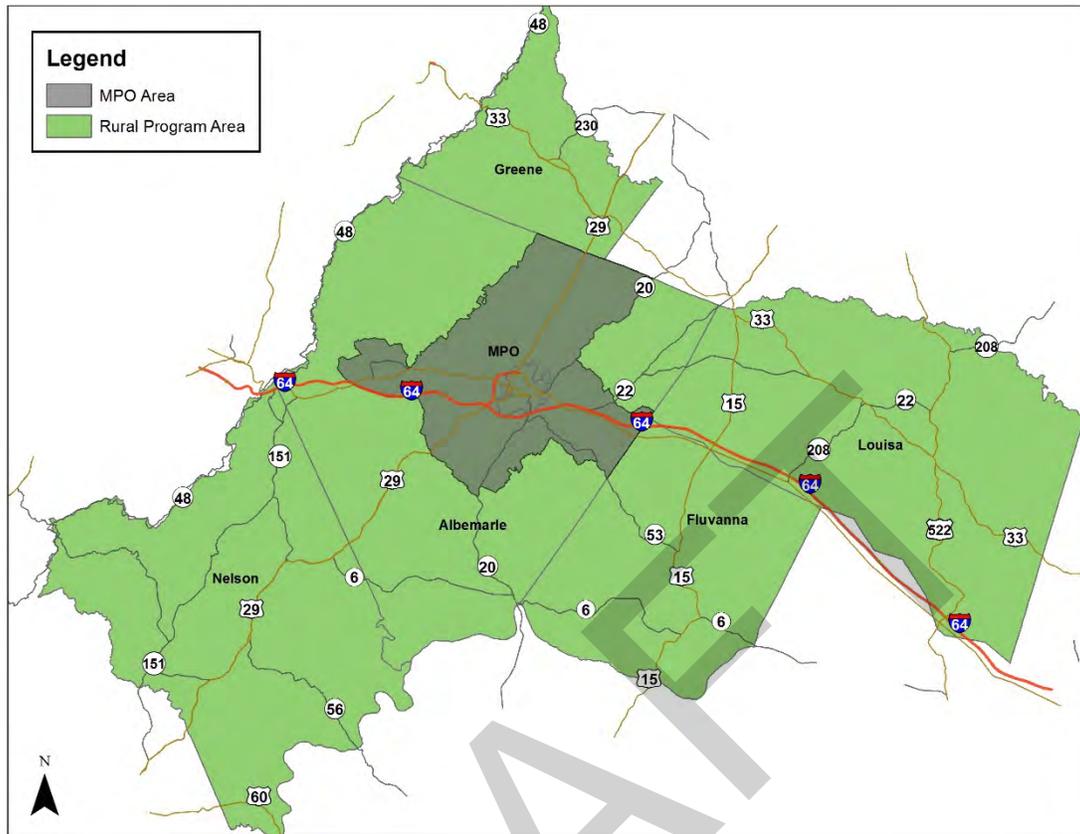
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment B).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, Jaunt, UVA, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO develops its UPWP each spring. It outlines the transportation studies and planning efforts to be conducted during the upcoming fiscal year (July 1 – June 30). The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long-range planning process. Federal law requires the MPO to address eight basic planning factors in the metropolitan planning process. These eight planning factors are used in the development of any plan or other work of the MPO, including the Work Program, and are as follows:

- *Economic Vitality*: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety*: Increase the safety of the transportation system for motorized and non-motorized users;
- *Security*: Increase the security of the transportation system for motorized and non-motorized users;
- *Accessibility/Mobility*: Increase the accessibility and mobility of people and freight;
- *Environmental Quality*: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- *Connectivity*: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- *Efficiency*: Promote efficient system management and operation; and,
- *Maintenance*: Emphasize the preservation of the existing transportation system.

MPO Transportation Infrastructure Issues and Priorities

In addition to the eight planning factors identified by FHWA and FTA, the issues listed below (in no particular order) have been identified by the MPO, its transportation planning partners, and the public throughout the metropolitan planning process. These issues are interconnected components of effective regional transportation planning, and collectively create the planning priorities facing the CA-MPO that will be addressed through the Work Program tasks and deliverables.

The following issues call for a need to:

- Expand and enhance transit, transportation demand management strategies including ridesharing services, and parking strategies to provide competitive choices for travel throughout the region;
- Improve mobility and safety for the movement of people and goods in the area transportation system;
- Improve strategies to make the community friendly to bicycles and pedestrians, particularly the mobility and safety of bicyclists and pedestrians, as well as access to transit, rail and transit/rail facilities;
- Take more visible steps to better integrate transportation planning with local government land use plans, with a goal of creating patterns of interconnected transportation networks and long-term multimodal possibilities such as non-vehicular commuter trails, intercity rail, and right-of-way corridors for bus ways;
- Ensure that new transportation networks are designed to minimize negative impacts on the community and its natural environment, and to save money;
- Encourage public involvement and participation, particularly addressing environmental justice and Title VI issues;¹
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation; and,
- Seriously consider budget shortfalls and its impediments to transportation projects and work to tap alternative sources of funding.

Public Participation/Title VI and Environmental Justice

The MPO makes every effort to include minority, low-income, and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the MPO's efforts to include these populations. In addition to the UPWP, the MPO also maintains a Public Participation Plan and a Title VI/Environmental Justice Plan. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans state that the MPO must make all official documents accessible to all members of our community. The Title VI/Environmental Justice Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the MPO's annual goals and processes for regional transportation planning.

¹ The 1994 Presidential Executive Order directs Federal agencies to identify and address the needs of minority and low-income populations in all programs, policies, and activities.

Funding

Two federal agencies fund the MPO’s planning activity. This includes FHWA’s funds, labeled as “PL,” and FTA, labeled as “FTA.” The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC, to carry out MPO staffing and the 3c’s process. The CA-MPO budget consist of 10% local funds, 10% state funds, and 80% federal funds.

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials “SPR.” The total budget for SPR items reflects 80% federal funds and 20% state funds. *Attachment A* shows the tasks to be performed by VDOT’s District Staff, utilizing SPR funds. VDOT’s Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participates actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY22 Work Program Budget. These tables outline the FY22 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY23 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-23 PL Funding	\$156,046	\$19,505	\$19,506	\$195,057
FY-21 PL Passive Rollover	\$28,370	\$3,546	\$3,546	\$35,462
FY-22 PL Active Rollover	\$56,000	\$7,000	\$7,000	\$70,000
FY-23 PL Total	\$240,416	\$30,051	\$30,052	\$300,519
FY-23 FTA Funding	\$102,026	\$12,754	\$12,754	\$127,534
FY-22 FTA Active Rollover	\$21,330	\$2,666	\$2,666	\$26,662
FY-23 FTA Total	\$123,356	\$15,420	\$15,420	\$154,196
PL+FTA Total	\$363,772	\$45,471	\$45,472	\$454,715
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
Total FY23 Work Program	\$499,772	\$62,471	\$62,472	\$624,715

FY23 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	12.98%	65.27%	21.76%	100%
PL+FTA Total	\$59,000	\$296,789	\$98,926	\$454,715
FY-23 PL Funding	\$37,500	\$108,557	\$49,000	\$195,057
FY-22 PL Active Rollover	\$0	\$35,462	\$0	\$35,462
FY-21 PL Passive Rollover	\$0	\$70,000	\$0	\$70,000
PL Total	\$37,500	\$214,019	\$49,000	\$300,519
FY-23 FTA Funding	\$21,500	\$56,108	\$49,926	\$127,534
FY-22 FTA Active Rollover	\$0	\$26,662	\$0	\$26,662
FTA Total	\$21,500	\$82,770	\$49,926	\$154,196
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
Total FY23 Work Program	\$109,000	\$356,789	\$158,926	\$624,715

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Highlights of FY22 UPWP

The CA-MPO conducted several projects and initiatives in FY22. Below are highlights from that year, helping to give context for the FY21 activities.

SMART SCALE

The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY22, CA-MPO staff implemented a new process to increase public engagement opportunities for SMART SCALE projects prior to preparing applications. CA-MPO staff worked with County, City, and VDOT staff to identify project applications early, and conducted an engagement process around one project that was identified as needing additional outreach. CA-MPO staff also coordinated with County, City, and VDOT staff to conduct an information session to share the planned project applications throughout the MPO area with the public and receive preliminary feedback. CA-MPO worked to prepare and submit pre-applications for projects that will be developed into full applications that will be completed in FY23.

North 29 Corridor Study

In FY22, MPO and PDC staff coordinated with VDOT to retain consultants to support an analysis of the northern portion of Route 29 in coordination with the Rural Transportation Work Program. Consultants examined the operation of key intersections throughout the corridor and recommended alternatives that could be implemented to improve operations based on their analysis.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY22, staff continued their support of two DRPT grants to study transit service and operations within the MPO region. The feasibility study and implementation plan to expand transit service in Albemarle County was completed, and was successfully leveraged into an application for a demonstration grant to pilot micro-transit services in two areas of Albemarle County. The second study is to develop a Charlottesville Area Regional Transit Vision Plan and is still under development. This projects kicked off in FY21 and will continue into early FY23.

Transportation Improvement Program (TIP)

MPO staff maintained the FY21-FY24 TIP in collaboration with VDOT, DRPT, and the various MPO committees, finalizing the updated plan that was completed by the CA-MPO in FY22.

National Transportation Performance Measures

Performance Based Planning and Programming requirements for transportation planning are laid out in the Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures, in coordination with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transit (DRPT), and these measures are used to help in the

prioritization of TIP and Long-Range Transportation Plan projects. In FY22, the MPO Policy Board voted to support the statewide safety targets, which are reviewed every year.

Long Range Transportation Plan Scoping

MPO Staff began developing the scope for the next update to the Long Range Transportation Plan which will be undertaken beginning in FY23. As part of this scoping process, staff was able to successfully apply and be awarded a Growth and Accessibility Planning Technical Assistance grant through the Office of Intermodal Planning and Investment to develop a project prioritization process to incorporate into the process of developing the plan.

Title VI/Public Participation

In FY22, MPO Staff updated the Title VI plan in conformance with feedback received from VDOT. In FY23, staff will work to implement to new policies and processes that were identified as being required in that plan.

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FY23 UPWP Activities by Task

Task 1: Administration

Total Funding: \$59,000

PL Funding: \$37,500

FTA Funding: \$21,500

A) Reporting and Compliance with Regulations

PL Funding: \$14,000

FTA Funding: \$8,000

There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY23 Unified Planning Work Program Implementation;
- FY24 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the use of legal counsel, accounting and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: \$14,000

FTA Funding: \$8,000

TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings; and,
- Maintain committee information on the TJPDC/MPO Website.

C) Information Sharing

PL Funding: \$9,500

FTA Funding: \$5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. MPO staff will provide data and maps to State and Federal agencies, localities and the public, as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs. One ongoing project is a regional housing analysis that will include use of transportation data around housing centers and travel time to key destinations. Staff will also conduct ongoing intergovernmental discussions; coordinate transportation projects; and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit and environmental topics.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Analyze available data to identify whether MPO boundaries may expand into additional counties after the 2020 census;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,
- Maintain the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$296,789

PL Funding: \$214,019

FTA Funding: \$82,770

A) 2050 Long Range Transportation Plan

PL Funding: \$161,335

FTA Funding: \$33,000

The CA-MPO will begin its development of the 2050 Long Range Transportation Plan (LRTP) in FY23. CA-MPO is planning to utilize rollover funding from FY21 and FY22 to procure a

consultant to support the development of the plan. In addition, CA-MPO staff was able to successfully apply for and receive a technical assistance grant through the Office of Intermodal Planning and Investment (OIPI) to support the development of a project prioritization process to be incorporated into the plan methodology. The development of the LRTP is anticipated to take two years.

End Products:

- Complete the existing conditions analysis to update area demographic data, understand transportation network operations and deficiencies, and compile existing studies and plans that have been completed within the MPO region since the previous LRTP;
- Collaborate with MPO stakeholders to review existing transportation system goals/objectives/measures and revise as needed;
- Develop a public engagement strategy and process to be implemented during the plan update;
- Develop a Scope of Work for consultant support, and procure consultants;
- And continue to work with the OIPI-procured technical consultants to develop a project prioritization process to be incorporated into the project prioritization process.

B) OneMap – Regional Bicycle and Pedestrian Infrastructure Map

PL Funding: \$20,000

FTA Funding: \$8,108

The OneMap project is an initiative that was identified during the development of the Jefferson Area Bicycle and Pedestrian Plan adopted in 2019. The purpose of OneMap is to develop a shared naming system for bicycle and pedestrian infrastructure, agreed upon definitions, and mapping format to develop a singular regional map showing all of the bicycle and pedestrian transportation infrastructure throughout the MPO region, including infrastructure in Albemarle County, the City of Charlottesville, and UVA. Developing OneMap has been taken up by both Charlottesville and Albemarle GIS and planning staff at different points since its original conception, but has lacked dedicated resources to complete.

End Products:

- An assessment of data to-date that has been compiled by localities and UVA;
- The compilation of all data into a uniformed format;
- Ongoing coordination meetings to determine purpose and goals for use of OneMap information;
- Processes to regularly update the information included in OneMap; and
- The development of a strategy for sharing the OneMap information either publicly or with stakeholders for ongoing use.

C) CA-MPO Boundary Analysis

PL Funding: \$14,684

FTA Funding: \$7,000

The 2020 Census data necessitates a need to review the MPO boundary and determine if any adjustments need to be made based on the most recent data and potential changes in rule-making for how MPO boundaries are determined. Staff will analyze the population data to determine if activity since the previous census merits adjustments to the MPO boundaries, meet with stakeholders to determine stakeholder preferences for adjustments if merited, and provide any

needed documentation to the Governor's office for consideration.

End Products:

- A map of the eligible boundary area based on 2020 Census data;
- A report summarizing a request to change the MPO boundaries, if merited by a review of data;
- Updates with the MPO Committees with findings;
- Coordination meetings with stakeholders if adjustments are merited;
- Formal request for action from the Governor's Office; and
- Any revisions to policies or by-laws needed based on outcomes from the boundary analysis.

D) Transit Governance Study

PL Funding: \$0

FY23 FTA Funding: \$5,000

FY22 Rollover FTA Funding: \$26,662

The Thomas Jefferson Planning District Commission applied for a Technical Assistance grant from the Department of Rail and Public Transportation to conduct a governance study of the regional transit system. The governance study follows the completion of the Regional Transit Vision Plan and is intended to provide recommendations on the appropriate governance structure needed to implement the recommendations identified during the visioning process.

End Products:

- A review of the existing transit agencies and operations that participate in the regional transit system in the Thomas Jefferson Planning District;
- A review of the existing Regional Transit Authority legislation and an analysis of its strengths and weaknesses;
- A review of funding opportunities and recommended funding scenarios to support the implementation of recommendations identified in the Regional Transit Vision Plan; and
- Alternative governance structures that could be developed to oversee the implementation of recommendations identified as part of the regional transit visioning process.

E) On-call Services

PL Funding: \$18,000

FTA Funding: \$3,000

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements. MPO staff will also undertake the development of an on-call consultant program to provide efficient access to technical consultants as needed.

- Transportation study or planning effort, as requested, that can be used as a basis for implementing short-term and long-term transportation solutions; and
- Development of desired services that an on-call consultant program can provide; and
- A contract or contracts with consultant(s) procured to provide on-call services to the

MPO, TJPDC, and/or partner localities.

Task 3: Short Range Planning

Total Funding: \$98,926

PL Funding: \$49,000

FTA Funding: \$49,926

A) Transportation Improvement Program (TIP)

PL Funding: \$18,000

FTA Funding: \$7,000

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. In fact, any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: implementing agency; location/service area; cost estimates; funding sources; funding amounts actual or scheduled for allocation; type of improvement, and; other information, including a required overall financial plan.

The TIP is updated every three years, and this fiscal year, MPO staff will need to prepare the FY24-FY27 TIP to be adopted by the Policy Board in FY23.

End Products:

- Process the Annual Obligation Report;
- Process TIP amendments and adjustments;
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations; and
- Prepare the FY24-FY27 TIP for adoption by the Policy Board.

B) SMART SCALE Planning and Support

PL Funding: \$15,000

FTA Funding: \$12,000

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. In FY22, MPO staff conducted robust stakeholder and public engagement on one SMART SCALE project that was identified by the MPO Policy Board and prepared pre-applications for projects to be submitted in SMART SCALE Round 5. In FY23, staff will develop final applications for the MPO and TJPDC projects within the MPO region.

End Products:

- Gather information needed for SMART SCALE final applications;
- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications;
- Submit final funding applications;
- Review performance of applications submitted in Round 5 and review projects for consideration in Round 6; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

PL Funding: \$4,000

FTA Funding: \$8,500

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. The RTP has been established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville, Albemarle County, UVA and with the rural localities;
- Continue to assess the need for a Regional Transit Authority; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: \$2,000

FTA Funding: \$1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:

- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;
- Complete all documentation notifying the state of the adopted safety and performance targets; and
- Update the TIP when the FY23 safety and performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners, including projects focusing on transportation

system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:

- Provide technical support and staffing to ensure the successful completion of two grants awarded by DRPT: the completion of the Regional Transit Visioning Plan and the Regional Transit Governance Study, if awarded; and
- Prepare and submit planning and implementation grant applications for transit and rail projects as opportunities are identified.

F) CTAC, Public Participation, and Title VI

PL Funding: \$10,000

FTA Funding: \$16,426

TJPD staff will participate in and help develop community events and educational forums such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations, including maintenance and implementation of the agency Title VI Plan. The TJPD will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:

- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan as needed;
- Review Public Participation Plan as needed;
- Implement processes in compliance with Title VI Plan, Environmental Justice Plan, and Public Participation Plan;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved communities;
- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

Task 4: Contracted Projects and Studies

A) Coordinate and support the following projects:

- If awarded, coordinate, manage, and implement the Regional Transit Governance Study for the CAMPO and TJPDC region.
- Coordinate, manage, and implement the completion of the Regional Transit Visioning Plan for the CAMPO and TJPDC region, which will be completed early in FY 23.

B) Explore opportunities for contracted project and studies.

Topical areas may include:

- Environmental impacts of the local transportation system and mitigation strategies.
- Improving coordination with locality staff and elected officials.
- Implementing recommendations from the Albemarle Service Expansion Feasibility Study.

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CA-MPO in FY23

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY22.

SMART SCALE

- Explore ways to improve the success of funding for projects
- Strengthen applications submitted in Round 5 for final submission
- Monitor any changes and updates to the SMART SCALE process
- Integrate any changes in State process into MPO and local projects to strengthen funding applications

LRTP 2045

- Conduct annual review of Plan and performance targets as set forth in MAP-21
- Continue to coordinate procedures and efforts with neighboring MPOs

MPO Boundary Adjustment

- Follow outcomes from the 2020 Census and prepare for discussions regarding adjustments to the CA-MPO boundaries.

Other Studies

- Assess connections with other regions and MPOs
- Continue evaluation of the region's transit network and participate in creation of the transit strategic plan

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 24th, 2022
- Final Approval May 25th, 2022

Online Posting

Posted as part of MPO meeting agenda for March 24th, 2022

Posted on TJPDC.org: May 10th, 2021 for 15 day public comment period

State Review

Draft submittal for VDOT review/comment: March 7th, 2022

Draft submittal for DRPT review/comment: March 7th, 2022

Review of Final FY23 UPWP

MPO Technical Committee: May 17th, 2022

Citizen Transportation Advisory Committee (CTAC): May 18th, 2022

MPO Policy Board: May 25^h, 2022

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Glossary of Acronyms

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission

TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

DRAFT

Appendix

Attachment A: Tasks Performed by VDOT

Attachment B: Memorandum of Understanding (2019)

Attachment C: FTA Section 5303/PL Funding Breakdown

Attachment D: Resolution

DRAFT

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 7, 2022

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	x
Michael Payne		David Blount, Deputy Director/Legislative Director	x
Lyle Solla-Yates	x	Don Reed, Finance Director	
Albemarle County		Ruth Emerick, Chief Operating Officer	x
Ned Gallaway	x	Sandy Shackelford, Planning/Transportation Director	x
Jim Andrews		Shirese Franklin, Planner II	
Fluvanna County		Ian Baxter, Planner II	x
Tony O'Brien	x	Lucinda Shannon, Senior Regional Planner	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	
Andrea Wilkinson	x	Ryan Mickles, Planner III	
Louisa County		Lori Allshouse, Program Director - VATI	x
Rachel Jones	x	GUESTS/PUBLIC PRESENT	
Tommy Barlow		Mark Flynn, Legal Counsel	x
Nelson County		Jessica Hersh-Ballering, Principal Planner Albemarle County	x
Jesse Rutherford, Chair	x	Jim Frydl, Planning Director Greene County	x
Dylan Bishop	x	Tammy Purcell, Independent Press	x
		Sean Tubbs, Independent Press	x

Note: The City of Charlottesville has declared a local 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 in the city. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § [2.2-3708.2](#). A recording of the meeting was made available to the public at <https://www.youtube.com/channel/UCOuHJzPRDV6rnplep2Lxj0Q>.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Jesse Rutherford, presided and called the meeting to order at 7:00 pm. Ruth Emerick read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:

- a. **RAISE Grant Support Letter Requests**



i. Albemarle County

Jessica Hersh-Ballering, Principal Planner with Albemarle County, reviewed the planning grant application that Albemarle County is submitting to plan a shared use bicycle and pedestrian path extending from the Blue Ridge Tunnel in Afton through Crozet to the City of Charlottesville.

The general consensus of the Commission was in favor of providing a letter of support for Albemarle County’s RAISE grant application.

ii. Greene County

Jim Frydl, Planning Director for Greene County, reviewed the planning grant application that Greene County is submitting to plan pathways and a parallel road network in the County of Greene and Town of Stanardsville to improve bicycle and pedestrian connectivity.

The general consensus of the Commission was in favor of providing a letter of support for Greene County’s RAISE grant application.

b. Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA)

Mark Flynn reviewed the proposed PPEA guidelines with the Commission, discussing how adoption of these guidelines would facilitate ongoing opportunities for the TJPDC to enter into private-public partnerships following receipt of unsolicited or solicited proposals. Having the guidelines in place also will ensure proper state procurement requirements are followed for the TJPDC to finalize a contract with an Internet Service Provider.

i. Resolution for PPEA Guidelines

Motion/Action: On a motion by Keith Smith, seconded by Ned Gallaway, the Commission unanimously approved the Resolution Approving Guidelines for the Public-Private Education and Infrastructure Act of 2002 as presented.

ii. Resolution for Unsolicited Proposal

Motion/Action: On a motion by Dale Herring, seconded by Tony O’Brien, the Commission unanimously approved the Resolution Accepting an Unsolicited Proposal for Providing Universal Broadband Access as presented.

c. Virginia Telecommunications Initiative (VATI) Update

Lori Allshouse shared the timelines and next steps in following the PPEA Guidelines and finalizing contracts with DHCD and partner entities. A special meeting of the Commission will be scheduled for April 22nd to hold a public hearing on the receipt of unsolicited proposals.

4. CONSENT AGENDA: Action Items

a. Minutes of March 3, 2022

Motion/Action: On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously approved the March 3, 2022 minutes as presented; Keith Smith abstained and Lyle Solla-Yates was not present for the vote.

b. February Financial Report

Motion/Action: On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously accepted the February Financial Report as presented; Lyle Solla-Yates was not present for the vote.

5. NEW BUSINESS:

a. Appointment of Nominating Committee for Officers

Chair Rutherford appointed Michael Payne, Rachel Jones and himself to develop a slate of officers for FY23 to present to the Commission in May.

b. VA Housing PDC Grant

Ian Baxter presented the Commission with an overview of the VA Housing PDC Grant program and reviewed the process staff underwent to select recommended recipients for funding. Staff recommended funding three projects that provide a variety of housing types and units in each of the six jurisdictions in the region. Recommended recipients are Habitat for Humanity of Greater Charlottesville, the Charlottesville Redevelopment and Housing Authority, and Virginia Supportive Housing.

c. FY23 Draft Operating Budget/Budget Memo/FY23 Work Plan

Ms. Jacobs presented the Commission with an initial draft of the FY23 Operating Budget. The presentation included projected revenues, funding source (federal, state, local), and budget expenditures.

6. RESOLUTIONS:

a. FY23 Rural Transportation Work Plan

Motion/Action: On a motion by Lyle Solla-Yates, seconded by Ned Gallaway, the Commission unanimously approved the Resolution of Approval for the FY23 Rural Transportation Work Program as presented.

b. VA Housing PDC Development Grant

Motion/Action: On a motion by Dale Herring, seconded by Lyle Solla-Yates, the Commission unanimously approved the Resolution Approving Development Partners for the Thomas Jefferson Planning District Commission's Virginia Housing Development Grant Program as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report: Christine Jacobs provided updates on: efforts to hire for open staff positions; TJPDC plans to resume in-person meetings and revise the staff telework policy (conditions pending); General Session budget negotiations and tentative plans for a special session later in April; progress towards the development of a Strategic Plan for the Regional Housing Partnership; submission of pre-applications for SMART SCALE projects; an upcoming public meeting for the Zion Crossroads transportation improvement recommendations on April 19th; upcoming presentations from the consultants working on the Regional Transit Vision Plan include the Regional Transit Partnership in May, with additional presentations to be scheduled with the individual localities in June; submission of a grant application to develop a regional Comprehensive Economic Development Strategy.

8. CLOSED SESSION:

a. Discussion of an individual employee: Using the attached closed session form, prepared by Sandy Shackelford, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. 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 form, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

Motion/Action: On a motion by Ned Gallaway, seconded by Keith Smith, the Commission unanimously voted to increase the base pay of the Executive Director by 3.0% effective on July 1, 2022.

9. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdictions.

b. Next Meeting: May 5, 2022

ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously voted to adjourn the April 7, 2022 Commission meeting at 8:43 pm.

Commission materials and meeting recording may be found at www.tjpd.org

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 22, 2022

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	
Michael Payne	x	David Blount, Deputy Director/Legislative Director	x
Lyle Solla-Yates	x	Don Reed, Finance Director	
Albemarle County		Ruth Emerick, Chief Operating Officer	
Ned Gallaway	x	Sandy Shackelford, Planning/Transportation Director	x
Jim Andrews	x	Shirese Franklin, Planner II	
Fluvanna County		Ian Baxter, Planner II	
Tony O'Brien	x	Lucinda Shannon, Senior Regional Planner	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	
Andrea Wilkinson		Ryan Mickles, Planner III	
Louisa County		Lori Allshouse, Program Director - VATI	
Rachel Jones		GUESTS/PUBLIC PRESENT	
Tommy Barlow		Sean Tubbs, Independent Press	x
Nelson County			
Jesse Rutherford, Chair	x		
Dylan Bishop	x		

Note: The City of Charlottesville has declared a local 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 in the city. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § [2.2-3708.2](#). A recording of the meeting was made available to the public at <https://www.youtube.com/channel/UCOuHJzprDV6rnplep2Lxj0Q>.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Jesse Rutherford, presided and called the meeting to order at 1:00 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. PUBLIC HEARING:

David Blount reviewed information provided in advance of the public hearing including the public notice and request for proposals posted on the TJPDC website, the unsolicited proposal that had been accepted for consideration, and confirmed that the Private Public Education Act (PPEA)

guidelines previously adopted by the Commission were followed. No additional proposals were received.

A public hearing was held in accordance with the PPEA guidelines for the acceptance of an unsolicited proposal.

The public hearing was opened at 1:06 pm. No one was present to speak. The public hearing was closed at 1:06 pm.

5. RESOLUTION:

a. Resolution to Approve a Proposal for Providing Universal Broadband Access

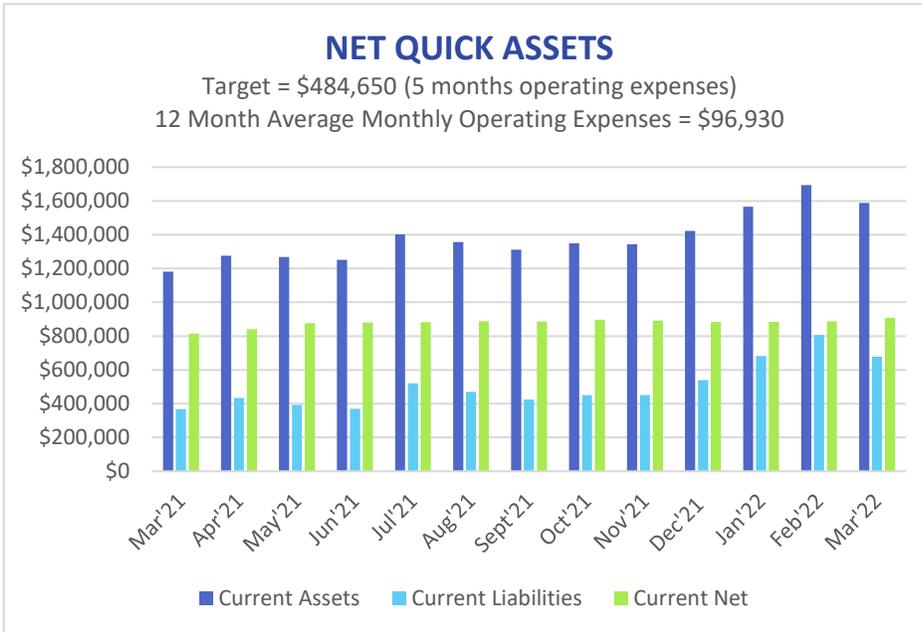
Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the Resolution to Approve a Proposal for Providing Universal Broadband Access (from Firefly Fiber Broadband) as presented.

9. OTHER BUSINESS:

ADJOURNMENT:

Motion/Action: On a motion by Tony O'Brien, seconded by Keith Smith, the Commission unanimously voted to adjourn the April 22, 2022 Commission meeting at 1:09 pm.

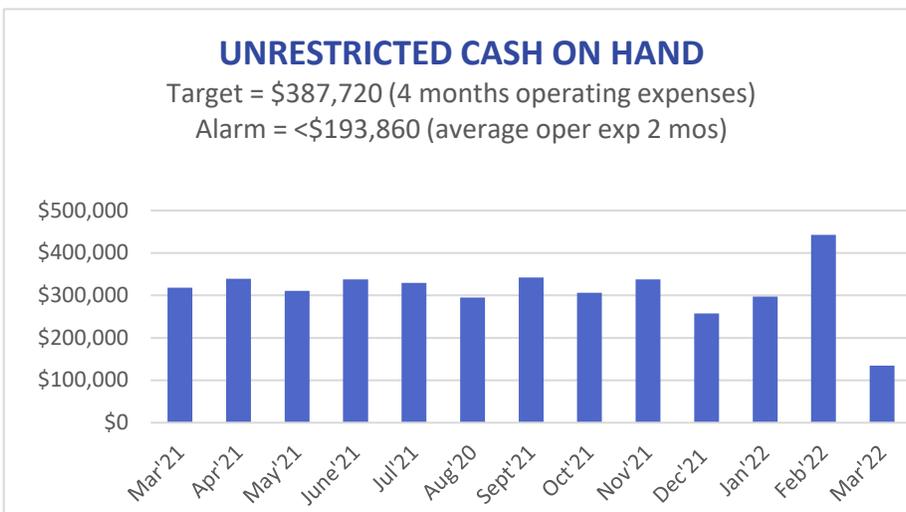
Commission materials and meeting recording may be found at www.tjpd.org



MONTHLY NET QUICK ASSETS

- Mar'21 = \$814,363
- Apr'21 = \$840,928
- May'21 = \$876,846
- Jun'21 = \$879,382
- Jul'21 = \$881,176
- Aug'21 = \$886,917
- Sept'21 = \$886,391
- Oct'21 = \$897,702
- Nov'21 = \$892,289
- Dec'21 = \$882,982
- Jan'22 = \$883,614
- Feb'22 = \$887,621
- Mar'22 = \$908,525

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. As of the end of March 2022, the TJPDC had 9.37 months of operating expenses. The rolling twelve-month average operating expenses increased to \$96,930. The 3-month average of expenses is \$103,735. Actual operating expenses for March were \$116,554 compared to \$106,286 in February. Capital reserves = \$908,525 - \$484,650 = \$423,876.



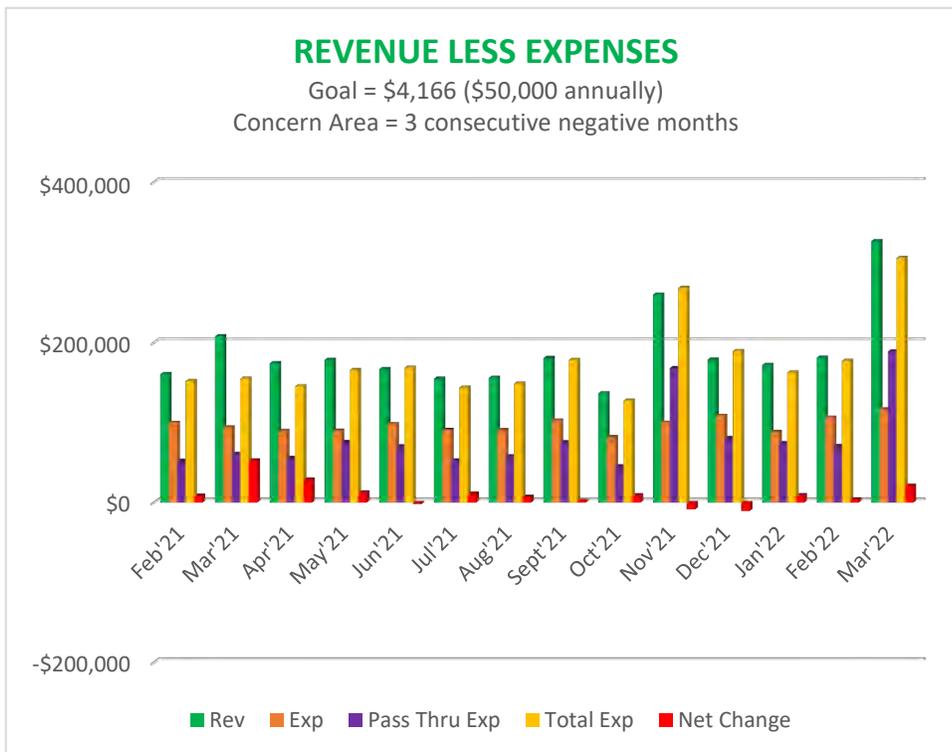
UNRESTRICTED CASH ON HAND

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. Unrestricted cash has decreased from a March'21 level of \$318,247 to \$134,591 at the end of March'22, which represents 1.39 months of operating expenses. This is due to an issue in clearing receivables related to the Cigarette Tax administration in the month of March. Staff has worked with Robinson, Farmer, Cox to remedy the error which will be evident in the April financial reports.



MONTHLY NET REVENUE

Mar'21 = \$52,770

Apr'21 = \$28,784

May'21 = \$12,695

June'21 = (\$1,788)

Jul'21 = \$11,242

Aug'21 = \$7,223

Sept'21 = \$2,582

Oct'21 = \$9,237

Nov'21 = (\$8,348)

Dec'21 = (\$10,435)

Jan'22 = \$9,246

Feb'22 = \$4,015

Mar'22 = \$21,052

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The approved FY22 Budget estimated a \$0 net

gain. The net gain in March was \$21,052 for a total net gain to date of \$36,856 for the fiscal year. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows total available funds of \$383,914 for the remaining 3 months in FY22 (\$127,971 per month). Actual operating expenses for March were \$116,554 with a 3-month average of \$103,735 indicating that we have ample resources to cover our anticipated expenses for the remainder of the year.

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
March 2022

8:25 AM

04/25/22

Accrual Basis

	<u>Mar 22</u>	<u>Budget</u>	<u>Jul '21 - ...</u>	<u>YTD Bud...</u>	<u>Annual B...</u>
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	241,130	247,833	792,797	2,270,263	3,013,763
4120 · State Funding Source	33,538	56,366	411,147	512,638	681,735
4130 · Local Source	38,204	164,776	841,102	1,482,982	1,977,309
42000 · Local Match Per Capita	13,302	20,099	119,723	110,413	159,620
4280 · Interest Income	258	63	884	563	750
Total Income	<u>326,432</u>	<u>489,136</u>	<u>2,165,652</u>	<u>4,376,859</u>	<u>5,833,177</u>
Gross Profit	326,432	489,136	2,165,652	4,376,859	5,833,177
Expense					
61000 · Personnel	92,399	79,882	660,388	754,417	993,772
6900 · Overhead Allocation	0	(1,707)	(0)	5,120	0
6260 · COGS	3,143		8,171		
62391 · Postage Expense	85	193	1,365	1,733	2,311
62392 · Subscriptions, Publications	52	46	83	413	550
62393 · Supplies	270	631	4,567	5,678	7,570
62394 · Audit -Legal Expenses	0	0	15,537	16,500	16,500
6240 · Advertising	121	2,612	10,219	24,199	32,034
62401 · Professional Dev-Conference	147	0	147	0	0
62404 · Meeting Expenses	557	34	1,508	305	406
62410 · TJPDC Contractual	5,483	6,274	52,493	58,113	76,934
6281 · Dues	518	944	8,588	8,498	11,331
62850 · Insurance	521	296	4,900	2,660	3,546
62890 · Printing/Copier	118	284	3,405	2,578	3,431
63200 · Rent Expense	8,249	8,172	73,312	73,544	98,058
63210 · Equipment/Data Use	747	2,454	20,489	22,082	29,443
63220 · Telephone Expense	479	567	4,901	5,100	6,800
63300 · Travel-Vehicle	1,772	1,315	6,665	11,878	15,824
6345 · Janitorial Service	107	300	1,476	2,700	3,600
6390 · Professional Development	1,787	1,245	11,152	11,206	14,941
Total Expense	<u>116,554</u>	<u>103,540</u>	<u>889,365</u>	<u>1,006,722</u>	<u>1,317,051</u>
Net Ordinary Income	209,877	385,597	1,276,287	3,370,137	4,516,126
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	169,864	50,746	449,282	456,716	608,954
8399 · Grants Contractual Services	18,961	319,077	790,148	2,871,689	3,828,918
Total Other Expense	<u>188,825</u>	<u>369,823</u>	<u>1,239,431</u>	<u>3,328,404</u>	<u>4,437,872</u>
Net Other Income	<u>(188,825)</u>	<u>(369,823)</u>	<u>(1,239,431)</u>	<u>(3,328,404)</u>	<u>(4,437,872)</u>
Net Income	<u>21,052</u>	<u>15,774</u>	<u>36,856</u>	<u>41,733</u>	<u>78,254</u>

Thomas Jefferson Planning District Commission Balance Sheet Prev Year Comparison

As of March 31, 2022

	<u>Mar 31, 22</u>	<u>Mar 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	591,283.67	640,111.80	-48,828.13
1189 · Capital Reserve	411,094.00	244,698.00	166,396.00
Total Checking/Savings	<u>1,002,377.67</u>	<u>884,809.80</u>	<u>117,567.87</u>
Accounts Receivable			
1190 · Receivable Grants	565,588.70	256,414.06	309,174.64
Total Accounts Receivable	<u>565,588.70</u>	<u>256,414.06</u>	<u>309,174.64</u>
Other Current Assets			
1310 · Prepaid Rent	1,250.00	1,250.00	0.00
1330 · Prepaid Insurance	11,024.41	11,647.33	-622.92
1360 · Prepaid Other	7,195.41	5,328.62	1,866.79
Total Other Current Assets	<u>19,469.82</u>	<u>18,225.95</u>	<u>1,243.87</u>
Total Current Assets	<u>1,587,436.19</u>	<u>1,159,449.81</u>	<u>427,986.38</u>
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	92,151.29	123,885.29	-31,734.00
1499 · Accumulated Depreciation	-95,606.51	-118,799.37	23,192.86
Total Fixed Assets	<u>10,917.89</u>	<u>19,459.03</u>	<u>-8,541.14</u>
TOTAL ASSETS	<u>1,598,354.08</u>	<u>1,178,908.84</u>	<u>419,445.24</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	216,917.93	4,104.58	212,813.35
Total Accounts Payable	<u>216,917.93</u>	<u>4,104.58</u>	<u>212,813.35</u>
Credit Cards			
2155 · Accounts Payable Credit Card	5,300.20	2,489.43	2,810.77
Total Credit Cards	<u>5,300.20</u>	<u>2,489.43</u>	<u>2,810.77</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	456,692.63	328,051.30	128,641.33
Total Other Current Liabilities	<u>456,692.63</u>	<u>328,051.30</u>	<u>128,641.33</u>
Total Current Liabilities	<u>678,910.76</u>	<u>334,645.31</u>	<u>344,265.45</u>
Long Term Liabilities			
2200 · Leave Payable	40,405.83	39,053.98	1,351.85
Total Long Term Liabilities	<u>40,405.83</u>	<u>39,053.98</u>	<u>1,351.85</u>
Total Liabilities	<u>719,316.59</u>	<u>373,699.29</u>	<u>345,617.30</u>
Equity			
3000 · General Operating Fund	431,087.62	473,456.42	-42,368.80
3100 · Restricted Capital Reserve	411,094.00	244,698.00	166,396.00
Net Income	36,855.87	87,055.13	-50,199.26
Total Equity	<u>879,037.49</u>	<u>805,209.55</u>	<u>73,827.94</u>
TOTAL LIABILITIES & EQUITY	<u>1,598,354.08</u>	<u>1,178,908.84</u>	<u>419,445.24</u>

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2022

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/GRANT AMOUNT	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 2022	MARCH FY22	YEAR TO DATE FY22	PREVIOUS YEARS	ESTIMATED BUDGET		GRANT-CONTRACT REMAINING FY22	NOTES
														AMOUNT FOR FY23+	GRANT TO DATE		
110	State Support to PDC (DHCD)	89,971	6,330	6,331	9,831	7,497	7,497	7,497	7,497	7,497	7,497	67,474			67,474	22,497	State funding to TJPDC General
110	Bank Interest	882	59	64	56	62	66	82	106	130	257	882			882	0	Investment Pool Savings Income
170/171	Rural Transportation	58,000	7,184	4,458	3,238	2,297	2,704	2,872	2,453	4,026	7,779	37,011			37,011	20,989	VDOT Rural Transp Planning
190/195/198	MPO-PL	190,065	10,754	5,094	5,865	5,062	6,725	5,976	9,576	11,236	9,488	69,776	63,000		69,776	57,289	MPO PL Transp Planning
191/196/199	MPO-FTA	98,647	4,741	3,147	3,313	3,700	5,561	5,290	4,407	8,655	15,182	53,996	23,996		53,996	20,655	MPO FTA Transit Planning
273	Water Street Center	0	0	0	0	0	0	0	0	0	0	0			0	0	Rental Fees
273	Office Leases - Rent	17,930	1,150	2,070	3,010	1,950	1,810	1,950	1,250	2,020	2,720	17,930			17,930	0	Rental Fees
277	Legislative Liaison	102,981	6,486	6,515	7,263	5,705	8,050	5,942	12,988	14,189	10,327	77,465			77,465	25,516	David Legis Operations
278	VAPDC-ED	51,423	4,167	4,167	4,167	4,352	4,166	4,167	4,167	4,506	5,056	38,915			38,915	12,508	Contract for Admin Services
296	Member Per Capita	159,620	13,303	13,303	13,303	13,303	13,303	13,302	13,302	13,302	13,302	119,723			119,723	39,897	Local Govt Annual Contributions
303	Solid Waste	21,736	3,724	3,864	5,051	1,483	464	990	1,265	988	1,396	19,225			19,225	2,511	Contract for annual reporting
315	Stanardsville TAP	37,000	530	706	367	112	551	865	1,382	905	533	5,951	21,958	3,500	27,909	5,591	VDOT Streetscape Contract
329	Rivanna River Corridor Phase II	88,000	3,339	1,409	0	0	0	0	0	0	0	4,748	83,252		88,000	0	Regional River Plan
334	Nelson TAP	5,831	384	441	4,710	296	0	0	0	0	0	5,831			5,831	0	Livingston Transportation Alternative Grant Assistance
907	WIP Phase III - Contract #3	37,747	0	0	0	0	0	0	0	0	0	0	37,747	0	37,747	0	Chesapeake Watershed Assistance to DEQ
907	WIP Phase III - Contract #4	58,000	4,779	4,189	3,005	2,465	4,136	5,982	0	0	0	24,556	33,464		58,020	-20	Watershed Improvement Plan
907	WIP Phase III - Contract #5	58,000	0	0	0	0	0	0	2,878	2,970	7,884	13,732	0	32,556	13,732	11,712	Watershed Improvement Plan
908	RRBC	20,500	1,581	2,961	2,647	1,850	2,204	1,004	2,076	732	427	15,482			15,482	5,018	Rivanna Commission
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus	0															
181	RTP-TDM	50,000	4,087	4,590	3,971	2,329	2,619	3,304	4,401	2,161	2,502	29,964			29,964	20,036	Regional Transit Partnership
	RTP Pass-Thru	0	0	0	0	0	0	0	0	0	0	0			0	0	Grant Match if needed
182	Regional Transit Grant	34,138	1,021	1,757	2,274	2,550	2,755	1,629	1,883	1,091	3,597	18,557	5,045	4,000	23,602	6,536	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	315,862	0	0	39,232	0	63,079	35,768	0	34,243	0	172,322		40,000	172,322	103,540	Regional Transit Vision Plan - Consultant
183	Albemarle Transit Grant	14,950	2,829	1,631	863	1,300	371	696	1,506	384	914	10,494	5,626	0	16,120	-1,170	Albemarle Transit Expansion - Admin
	Alb Transit Pass-Thru	91,265	13,083	14,768	6,911	18,281	10,232	5,438	8,537	0	5,587	82,837	2,021	0	84,858	6,407	Albemarle Transit Expansion - Consultant
193	Rideshare	166,670	11,360	13,797	10,844	13,231	10,686	8,464	11,038	9,898	13,311	102,629			102,629	64,041	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	10,500	0	0	0	0	0	0	1,445	3,475	825	5,745			5,745	4,755	Potential contract for marketing plan
330	Hazard Mitigation	64,000	502	1,475	4,148	2,566	2,013	3,492	3,623	2,470	5,269	25,558	8,435	6,000	39,993	18,007	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	0	0	0	0	0	0	0	0			0	0	Technical Support/Mapping (if needed)
726	HOME ARP	25,000	0	0	0	3,034	2,301	3,595	3,629	2,766	2,188	17,513			17,513	7,487	HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	10,000	0	0	0	0	0	0	0	0	0	0			10,000	0	Consultant for Gap Analysis
727	HOME TJPDC Admin	64,661	5,904	5,908	6,673	4,655	7,276	3,943	3,805	2,565	6,934	47,663			47,663	16,998	HUD HOME Housing Grants Admin
	HOME Pass-Thru	611,954	32,414	20,529	24,234	0	78,148	38,200	57,706	28,187	169,864	449,282			449,282	162,672	HUD HOME Housing Grants Construction
728	Housing Preservation Grant Admin	21,938	1,502	2,267	1,678	2,200	1,757	1,476	815	1,320	1,772	14,787			14,787	7,151	USDA Housing Repair Admin
	HPG Pass-Thru	124,313	0	15,406	4,973	0	6,250	0	1,155	0	12,049	39,833			39,833	84,480	USDA Housing Repair Construction
729	Affordable Housing	4,500	2,396	604	1,000	0	0	500	0	0	0	4,500			4,500	0	Regional Housing Partnership
	RHP - Strategic Plan	21,000	0	0	0	0	10,400	0	5,525	2,400	0	18,325			18,325	2,675	Spark Mill - RHP Strategic Planning Consultant
732	VERP	17,500	2,216	558	1,645	0	0	0	452	1,073	1,992	7,936			7,936	2,746	VA Eviction Planning Grant - Admin
	VERP Pass-Thru	279,234	7,250	7,250	0	27,815	0	0	0	2,520	0	44,835	129,545		44,835	104,854	VA Eviction Planning Grant - Consultants
733	VA Housing	39,500	1,108	4,614	1,629	3,406	1,155	2,767	2,999	1,677	3,338	22,693			22,693	16,807	VA Housing PDC - Admin
	VA Housing Pass-Through	500	0	0	0	0	0	0	0	0	500	500			500	0	VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	47,500	437	1,450	2,123	3,481	2,081	10,101	699	3,548	7,368	31,288			31,288	16,212	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	1,402,121	0	0	0	0	0	0	208,102	217,967	260,960	687,029			687,029	715,092	Pass through - direct costs
761	VATI - Admin	39,361	0	0	0	0	0	0	0	10,192	6,571	16,763			16,763	22,598	VATI Admin - 36-42 months
	VATI Pass-Through	1,750,000	0	0	0	0	0	0	0	0	0	0			1,750,000	0	Program/Construction Pass-Through
	TOTAL - All Programs	6,302,799	154,620	155,323	178,024	134,982	258,360	175,292	380,667	399,093	587,389	2,423,750	307,038	326,381	2,736,788	3,239,631	TOTAL - All Programs
	Pass Thru Sub-totals	4,616,749	52,747	57,953	75,350	46,096	168,109	79,406	282,470	288,792	449,785	1,500,708	90,779	169,545	1,591,487	2,855,716	Pass-Thru Subtotal

\$96,930 12 month average
\$103,735 3 month average
\$116,554 last month

Total Grant Funds Remaining	3,239,631
Pass-through funds	\$2,855,716
TJPDC Available Funds	\$383,914
Available funds per month	\$127,971.43



A non-profit organization

TJPDC Corporation Board Roster –FY22/FY23

Board Composition from Bylaws

- At least seven (7) and no more than thirteen (13)
- Six directors selected from TJPDC Commission to represent each member locality, with at least 4 being current Commissioners
- Up to seven (7) at-large directors elected by the TJPDC Corporation Board
- Elected at the annual meeting. No limit to the number of one-year terms.

FY22

TJPDC Appointees			
Name	Officer	Locality	Commissioner Status
Ms. Gennie Keller	City of Charlottesville	Chair	
Ms. Donna Price	Albemarle County		Current
Mr. Keith Smith	Fluvanna County		Current
Ms. Andrea Wilkinson	Greene County	Vice Chair	Current
Mr. Bob Babyok	Louisa County		Current
Mr. Ernie Reed	Nelson County		
Corporation-Elected Directors			
Chip Boyles		Treasurer	
Sally Thomas			
Alan Yost			
Staff			
	Christine Jacobs	Secretary, Executive Director	

FY23

TJPDC Appointees			
Name	Officer	Locality	Commissioner Status
Ms. Gennie Keller	City of Charlottesville	Chair	
VACANT	Albemarle County		Current
Mr. Keith Smith	Fluvanna County		Current
Ms. Andrea Wilkinson	Greene County	Vice Chair	Current
VACANT	Louisa County		Current
Mr. Ernie Reed	Nelson County		
Corporation-Elected Directors			
Christine Jacobs <i>(recommended)</i>		Treasurer	
Sally Thomas			
Alan Yost			
Staff			
	Ruth Emerick <i>(recommended)</i>	Secretary, Executive Director	

Serving the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson

TJPDC Office and Meeting Policies ***May 1, 2022***

The TJPDC continues to be conscious of the evolution of COVID-19 and is modifying its policies, plans and guidance accordingly. Our expectation for office operations and TJPDC-sponsored meetings is to ensure that we continue to work in a manner that protects and supports employees, tenants, visitors and community members. Accordingly:

Office: Effective May 1, 2022, the TJPDC office will be open to the public Monday – Thursday, with full-time employees expected to work on-site for a full day, three days per week, using a staggered schedule. The schedule will be developed cooperatively in order to continue to assemble team members together on specific days. All employees will be expected to be in the office on Wednesdays, when in-person staff meetings will be held (every other week). Employee requests for modifications to the schedule will be handled by your supervisor on a case-by-case basis when there are extenuating circumstances. No pets are allowed in the office.

Employees: Our policy will be to follow CDC guidelines with regard to masking and physical distancing in the office, per the [COVID-19 Community Level](#) tool (for the City of Charlottesville). Employees who are sick or feeling sick should stay home. In the case of an employee who had a positive COVID test, that individual is encouraged to contact those people with whom the employee came in contact in the preceding five days. Tenants also are encouraged to follow the CDC guidelines with regard to masking and physical distancing in the office.

Meetings: Meetings of the TJPDC and public bodies under its umbrella are expected to be held in person, effective June 1, 2022. TJPDC's Conference Room 1 and Water Street Center may be used for such meetings, with consideration given to the typical number of attendees when securing meeting space. Concerning meetings for which TJPDC has lead staff responsibilities, the lead staff member, plus another support staff member, as applicable, shall be present in person. Staff and outside presenters also may participate remotely. Public body members may participate remotely per a Remote Participation Policy adopted by the body. Visitors to the office are encouraged to follow the CDC guidelines with regard to masking and physical distancing in the office.

*** See also the updated Administrative Policy Teleworking, Telecommuting and Remote Work from Home Policy.**
****This guidance replaces the TJPDC Office Return to Office Policy and Plan (last updated 7-1-21). It will remain in effect until further notice and is subject to revision at any time at the discretion of the TJPDC Executive Director, as conditions change or warrant.**

REMOTE ELECTRONIC PARTICIPATION

This purpose of this policy is to provide for the Thomas Jefferson Planning District Commission (TJPDC) to permit a member to participate in a Commission meeting through electronic communication means from a remote location, provided that:

A. Notification of Inability to Attend Because of Personal Matter, Disability, Medical Condition or Location.

On or before the day of the meeting, the member shall notify the Chair that he or she is unable to attend the meeting due to a personal matter; a temporary or permanent disability or other medical condition that prevents physical attendance; that a family member's medical condition requires the member to provide care for such family member; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The member must identify with specificity the nature of the personal matter.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation.

A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commissioners present must approve of the remote electronic participation; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

C. Record of Action.

The Commission's minutes shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, as well as the remote location from which the absent member participated. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Commission's minutes with specificity.

D. Audibility of Absent Member.

The Commission shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

E. Limitation on Remote Electronic Participation in Calendar Year.

Electronic participation by the absent member as provided in this policy shall not exceed two, or 25% of the meetings rounded up the next whole number, whichever is greater, Commission meetings in each calendar year.

(Authorized pursuant to *Code of Virginia* § 2.2-3708.2)
(Approved June 3, 2021)



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

RESOLUTION ADOPTING HOME CONSORTIUM FY22-23 ANNUAL ACTION PLAN

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) serves as the Administrative and Planning agent for the HOME Investment Partnership Program’s HOME Consortium through an agreement with the City of Charlottesville; and,

WHEREAS, the HOME program requires the submission of a Consolidated Plan setting forth overarching five-year goals and an annual Action Plan identifying projects for the program year beginning July 1, 2022; and,

WHEREAS, the TJPDC adopted the five-year Consolidated Plan for FFY 2018-2022 at its June 7, 2018 meeting and reviewed and held a public hearing on the one-year Action Plan for 2022-2023 at its May 5, 2022 meeting; and,

WHEREAS, the Community Development Block Grant (CDBG) program applies only to the City of Charlottesville and the Charlottesville City Council will hold a public hearing and consider adoption of the Action Plan at their meeting on May 2, 2022; and,

WHEREAS, the US Department of Housing and Urban Development (HUD) issues annual allocations for the HOME programs for approximately \$650,000, but has yet to release FFY22-23 allocations; and,

WHEREAS, the TJPDC received \$676,615 in HOME program funds in FFY21, for which the FFY22-23 Draft Annual Action Plan is estimated; and,

WHEREAS, the TJPDC will update the project estimates in FFY22-23 Annual Action Plan once HUD releases FY22-23 allocations; and,

NOW, THEREFORE, BE IT RESOLVED by the TJPDC Commission that it hereby adopts the HOME program portions of the Annual Action Plan for July 1, 2022, to June 30, 2023, with annual action plan submission due at a yet to be determined date by HUD.

Adopted by the TJPDC Commission at its Monthly Commission Meeting on May 5, 2022, in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Jesse Rutherford, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Approved</u>	<u>FY23 Operating</u>
Federal	\$1,170,710	\$3,311,545	\$3,013,763	\$25,906,174
State	\$276,948	\$256,898	\$681,735	\$1,100,715
Local	\$390,375	\$442,110	\$1,959,309	\$13,914,065
Local per capita	\$156,717	\$157,820	\$159,620	\$160,847
Interest Income	\$10,983	\$1,382	\$750	\$500
Rent Income	\$0	\$13,450	\$18,000	\$13,500
Grant & Reserves Transfer	\$0	\$0	\$0	\$57,281
Total Revenue	\$2,005,733	\$4,183,206	\$5,833,177	\$41,153,083
Operating Expenses				
Personnel Costs				
Salaries	\$966,262	\$793,008	\$822,187	\$1,073,840
Fringe and Release	\$0	\$170,318	\$171,585	\$229,094
Total Personnel	\$966,262	\$963,326	\$993,772	\$1,302,934
Other Costs				
Postage	\$1,298	\$1,835	\$2,311	\$2,344
Subscriptions	\$1,525	\$947	\$550	\$1,850
Supplies	\$9,424	\$5,470	\$7,570	\$8,668
Audit-Legal	\$15,525	\$15,936	\$16,500	\$37,000
Advertising	\$20,042	\$4,574	\$32,034	\$24,414
Meeting Expenses	\$8,741	\$1,119	\$406	\$9,093
TJPCD Contractual	\$50,921	\$58,537	\$76,934	\$75,970
Dues	\$10,654	\$9,132	\$11,331	\$12,016
Insurance	\$4,281	\$5,774	\$3,546	\$6,300
Printing/Copy	\$4,887	\$4,459	\$3,431	\$6,261
Rent	\$92,604	\$97,269	\$98,058	\$101,142
Equip/Data Use	\$20,796	\$36,280	\$29,443	\$21,113
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$7,426	\$7,659	\$6,800	\$8,967
Travel-Vehicle	\$15,002	\$6,711	\$15,824	\$70,709
Janitorial	\$6,961	\$2,310	\$3,600	\$6,001
Professional Development	\$18,651	\$5,421	\$14,941	\$35,007
<i>Total Other Costs</i>	<i>\$288,738</i>	<i>\$263,433</i>	<i>\$323,279</i>	<i>\$426,854</i>
TOTAL OPERATING EXPENSES	\$1,255,000	\$1,226,759	\$1,317,051	\$1,729,787
Net Ordinary Income - Pass Through \$	\$750,733	\$2,956,447	\$4,516,126	\$39,423,296
Other				
HOME Pass Thru	\$612,065	\$582,891	\$608,954	\$937,322
HPG Pass Thru	\$0	\$105,287	\$124,313	\$149,870
All Grants/Contracts Pass Thrus	\$104,804	\$2,141,976	\$3,704,605	\$38,336,104
<i>Total Other Expenses</i>	<i>\$716,869</i>	<i>\$2,830,154</i>	<i>\$4,437,871</i>	<i>\$39,423,296</i>
Net Other Income	-\$716,869	-\$2,830,154	-\$4,437,871	-\$39,423,296
Net Income	\$33,864	\$126,293	\$78,255	\$0

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY AND STATE REVENUE						
Charlottesville				\$30,657		
Albemarle				\$68,538		
Fluvanna				\$16,865		
Greene				\$12,600		
Louisa				\$22,947		
Nelson				\$9,240		
Legislative Liaison			\$103,773			
State Contribution - DHCD		\$89,971				
WSC & Offices						\$13,500
Interest Income					\$500	
Unknown Source/Reserve Transfer			\$57,281			
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	\$123,358	\$15,420				
PL Funding	\$168,416	\$21,052				
Regional Transit Partnership (RTP)			\$50,000			
Regional Transit Plan		\$2,000	\$2,000			
Transit Governance Study		\$0				
Rideshare						
Rideshare/TDM - DPRT		\$130,443	\$35,583			
TJPCD Rural Transportation						
Rural Admin	\$12,800					
Rural Transportation Planning	\$45,200					
HOUSING AND NONPROFIT						
HOME Consortium Admin	\$67,662					
HOME-ARP	\$52,514					
Housing Preservation	\$23,489					
VERP - DHCD		\$6,818				
VA Housing - PDC		\$53,333				
Regional Housing Partnership			\$50,000			
ENVIRONMENT						
RRBC			\$20,500			
Solid Waste			\$5,500			
Haz Mit Grant	\$4,737	\$1,263				
WIP DEQ	\$66,000					
OTHER PROGRAMS						
Standardsville STAR TAP			\$3,500			
Nelson TAP						
VAPDC			\$50,000			
Reional Cigarette Tax			\$165,980			
VATI DHCD	\$232,600					
CEDS						
PASS THRU REVENUE						
Consortium HOME Pass Through	\$608,954					
HOME-ARP Pass Through	\$295,341					
Housing Preservation Pass Through	\$133,106					
VERP - DHCD Pass Through		\$142,500				
VA Housing - PDC Pass Through		\$600,000				
MPO - FTA	\$0	\$0				
MPO - PL	\$72,000	\$9,000				
Regional Transit Partnership (RTP)			\$0			
Regional Transit Vision Plan		\$20,000	\$20,000			
Transit Governance Study		\$0	\$0			
Rural Transportation Planning	\$0		\$0			
Solid Waste			\$5,000			
Rideshare/TDM - DRPT		\$8,915	\$2,229			
Regional Cigarette Tax Pass Through			\$2,400,000			
VATI - DHCD	\$24,000,000		\$11,000,000			
Total Revenues by Category	\$25,906,176	\$1,100,715	\$13,971,346	\$160,847	\$500	\$13,500
Sum Total of Revenues						\$41,153,084

**NOTE unknown source

FY23

	7/1/2020		0.62		Local		Local		Local		0.4		0.62		Required Local Match			75%		25%		Difference from FY22 Total Contribution
	Pop.	% Pop.	Per Ccapita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	MPO	Hazard Mit	Balance	Regional	Local					
Charlottesville	\$ 49,447	19.06%	\$ 30,657	\$ 7,331	\$ 2,540	\$ 1,337	\$ 19,779	\$ 25,000	\$ 9,550	\$ 96,194	\$ 30,657	\$ -	\$ (11,759)	\$ -	\$ 18,898	\$ 14,174	\$ 4,725	\$	\$	\$	\$	\$ 9,821
Albemarle	\$ 110,545	42.61%	\$ 68,538	\$ 15,876	\$ 5,560	\$ 6,210	\$ 44,218	\$ 25,000	\$ 21,310	\$ 186,712	\$ 68,538	\$ (2,620)	\$ (20,492)	\$ -	\$ 45,425	\$ 34,069	\$ 11,356	\$	\$	\$	\$	\$ 22,149
Fluvanna	\$ 27,202	10.49%	\$ 16,865	\$ 3,999	\$ 1,370	\$ 1,897	\$ 10,881	\$ -	\$ 5,250	\$ 40,262	\$ 16,865	\$ (3,261)	\$ -	\$ -	\$ 13,604	\$ 10,203	\$ 3,401	\$	\$	\$	\$	\$ 5,417
Greene	\$ 20,323	7.83%	\$ 12,600	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,129	\$ -	\$ 3,905	\$ 29,717	\$ 12,600	\$ (2,472)	\$ -	\$ -	\$ 10,128	\$ 7,596	\$ 2,532	\$	\$	\$	\$	\$ 4,136
Louisa	\$ 37,011	14.27%	\$ 22,947	\$ 5,274	\$ -	\$ -	\$ 14,804	\$ -	\$ 7,110	\$ 50,135	\$ 22,947	\$ (4,278)	\$ -	\$ -	\$ 18,669	\$ 14,002	\$ 4,667	\$	\$	\$	\$	\$ 7,509
Nelson	\$ 14,904	5.74%	\$ 9,240	\$ 2,335	\$ -	\$ -	\$ 5,962	\$ -	\$ 2,875	\$ 20,412	\$ 9,240	\$ (1,869)	\$ -	\$ -	\$ 7,371	\$ 5,529	\$ 1,843	\$	\$	\$	\$	\$ 2,987
TOTALS	\$ 259,432	100.00%	\$ 160,848	\$ 37,812	\$ 10,500	\$ 10,500	\$ 103,773	\$ 50,000	\$ 50,000	\$ 423,433	\$ 160,848	\$ (14,500)	\$ (32,251)	\$ -	\$ 114,097	\$ 85,573	\$ 28,524	\$	\$	\$	\$	\$ 52,020
												\$14,500	\$32,251									

296-LOCALITY FUNDING FY23 Projected



FY23 Work Program

Agency-wide

- **Strategic Plan:** Continue to implement the recommendations of the Strategic Plan adopted on September 6, 2018, while implementing a process with the Commission to revise and update the Plan during FY23.
- **Communications:** Continue to build and enhance components of the agency communications plan to increase awareness of and engagement with public and TJPDC programs, meetings and events.
- **Changes to Organizational Leadership and Operations:** Leadership Team to continue to address high level administrative functions with recent hiring of COO. Continue to monitor and implement internal policies necessitated by the evolution of COVID-19, especially regarding technology and telework. Continually monitor the manner in which external services are delivered.
- **Cigarette Tax Administration:** Provide support services for the Blue Ridge Cigarette Tax Board in the administration of local cigarette tax ordinances.
- **Broadband Grant Administration:** Provide administrative implementation and support services, working with co-awardee Firefly Fiber Broadband, for the FY22 VATI Broadband grant (RISE Project).
- **Equity:** Implement processes and initiatives in the recently-updated Title VI Plan and continue to pursue opportunities to better integrate considerations for equity into the TJPDC planning processes, projects and programs.

Transportation

MPO

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) will continue to be a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, Albemarle County, UVA, Jaunt, CAT, DRPT and VDOT officials.

Administration

- Produce reports and other materials in compliance with federal and state regulations including the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), transportation system performance measures, and monthly progress reports and other funding agreements. TJPDC staff will provide for the use of legal counsel (if needed) and audit services for administering federal and state contracts.
- Staff committees of the CA-MPO (to include its Policy Board, Technical Committee, Citizens Transportation Advisory Committee); the Regional Transit Partnership (RTP), and additional committees as directed by the MPO Policy Board. Issue public notices and mailings and maintain the CA-MPO Website and social media.
- Gather and share information with DRPT, VDOT and local partners. Continue to review and update data and provide maps and reports to planning partners. Contribute articles to TJPDC's Quarterly Report. Participate in seminars, meetings,

trainings, and workshops related to MPO activities, as necessary. Assist local, regional and State efforts with special studies, projects and programs.

- Foster cross-jurisdictional communication among the member governments, the Rural Transportation Program and other MPOs in the state. Conduct ongoing intergovernmental discussions, coordinate transportation projects, and organize informational meetings and training sessions. Hold the annual joint-MPO Policy Board meeting (in person, if allowable) with the Staunton-Augusta-Waynesboro MPO. Participate in activities of VAMPO and AMPO.
- Conduct public engagement using a variety of methods, including with local media and through the CA-MPO website. Staff also will participate in and act upon training opportunities for improving outreach to underserved communities.
- Enhance content updates to the CA-MPO website and develop additional features. Formalize online training resources associated with the LRTP update and other processes.
- Analyze the 2020 Census data to determine whether any adjustments to the CA-MPO boundaries need to be considered, and conduct appropriate engagement with stakeholders if needed to determine preferences.

Long-Range Planning

- Performance Measures Analysis: Report on federal transportation planning requirements and the MPO role in meeting performance targets.
- 2050 Long Range Transportation Plan: Begin the two-year process of updating the Long-Range Transportation Plan for the MPO area.
- Equity: Implement processes and initiatives identified in the recently updated Title VI Plan and continue to pursue opportunities to better integrate considerations for equity into the transportation planning processes and project selection.
- Bicycle and Pedestrian Planning: Complete a unified map of bicycle and pedestrian transportation infrastructure throughout the region combining data from the University of Virginia, the City of Charlottesville, and Albemarle County, standardizing definitions and field names.
- Regional Transit Planning: In support of the Regional Transit Partnership (RTP), complete necessary evaluations of existing and proposed transit services in the region.
- Regional Transit Governance Study: Conduct a governance study of transit operations in the region to determine the feasibility of a regional transit authority, including funding opportunities, allocation of resources and membership.
- Rail Planning: MPO staff will continue to coordinate opportunities for public-private partnerships for long-term rail use at the Charlottesville Amtrak Station site.

Short-Range Planning

- Transportation Improvement Program (TIP): Complete the update to the FY24-FY27 Transportation Improvement Program.
- SMART Scale: MPO staff will work with VDOT, DRPT, City and County staff to submit Round 5 SMART Scale project applications based on work undertaken in FY22 to prepare pre-applications.
- Supporting Alternative Modes of Transportation:

Travel Demand Management (TDM): Continue efforts, in conjunction with RideShare, to address telework, and work to integrate TDM into all MPO recommendations and projects.

Regional Transit Partnership (RTP): Staff Regional Transit Partnership meetings. Address immediate transit coordination needs. Improve communication between transit providers, localities and stakeholders. Continue to explore shared facilities and operations for transit providers, continue work to reassess the need for a Regional Transit Authority, and continue to participate in transit planning within the region.

- Transit Plans: Provide technical support and staffing to ensure the successful completion of the DRPT Technical Assistance grant for a Regional Transit Visioning Plan.
- On-Call Services: MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners.

RURAL TRANSPORTATION

The Rural Transportation Planning Program is a forum for cooperative transportation planning and education serving the rural (non-metropolitan) portion of the region. This rural program is coordinated with the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) to ensure continuity between urban and rural transportation programs.

Administration

- Produce quarterly reports and other materials in compliance with federal and state regulations.
- Staff committees for the Rural Transportation program, conduct public participation activities, and coordinate with the Charlottesville-Albemarle MPO.
- Share transportation-related information with state agencies, local officials and the general public, through the Rural Program website, TJPDC publications, outreach meetings, and intergovernmental discussion and coordination.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.
- Support rural localities with facilitation and engagement, by providing technical assistance, and by addressing policy questions or concerns.

Regional Planning and Local Technical Assistance

- Assist Rural Localities in Local Planning Efforts: Provide technical planning assistance and staff support to localities on transportation related activities. Undertake community planning projects and provide technical assistance as requested by local governments and as resources allow.
- Prepare Grant Applications for SMART SCALE: TJPDC will support rural localities with SMART Scale applications, providing assistance, data and mapping services to applicant jurisdictions as requested.
- Zion Crossroads Gateway Plan: In support of consultants' work, complete transportation corridor plan for US 15 at I-64 at Zion Crossroads of Fluvanna and Louisa Counties.
- Rural Transit Needs Assessment: In collaboration with Jaunt, evaluate the transit needs in the rural localities and identify opportunities for future studies or service improvements.

- Bike and Pedestrian Project Prioritization: Develop a methodology to prioritize the rural bicycle and pedestrian projects identified in the 2019 Jefferson Area Bicycle and Pedestrian Plan.
- Support Travel Demand Management Strategies and Rural Transit Development: The Rural Transportation Program will work to improve rural transit service in the region. It will support the development of studies and plans that will promote access to safe infrastructure for rural users.
- Support Local and State requests for assistance:
 - Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies
 - Develop and provide GIS information, as requested
 - Provide assistance to local and state partners, as requested

RIDESHARE

Promote Ridesharing Services

- Promote ridesharing services throughout the region.
- Continue to increase commuter registrations with rewards earned for using alternative modes of transportation through AgileMile database.
- Raise awareness of Guaranteed Ride Home program

Promote Telework

- Partner with Chamber of Commerce and Economic Development organizations to promote free telework services and be a regional resource.
- Continue to partner with C3 as a resource and steering committee member for the Better Business Challenge as transportation member.
- Continue partnerships with UVA and regional transit providers.

Promote Transit Services

- Partner and promote Afton Express service.
- Develop regional market research and implementation plan for all commuter services.
- Promote all DRPT commute activities, including Try Transit Week and Telework!VA.

Planning, Environment and Economic Development

LOCAL ASSISTANCE

- Continue to assist the Town of Stanardsville with project management for completion of design and construction of Phase II of the Streetscape Project.
- Complete a small area plan for the Zion Crossroads area of Fluvanna and Louisa Counties, in combination with the transportation corridor plan carried out as part of the Rural Transportation Program.
- Provide other assistance as requested.

ENVIRONMENTAL PROGRAM

- Continue Watershed Implementation Planning (WIP) Assistance Program work with DEQ, and working with local and regional officials and staff to provide input and recommendations for meeting state performance measures of the program.

- Manage Rivanna River Basin Commission (RRBC) activities.
- Submit the annual Recycling Report to DEQ by April 30. Monitor the implementation of the recommendations of the Solid Waste Management Plan.
- Complete work on the five-year update to the Regional Hazard Mitigation Plan, which identifies and analyzes hazard risks and develops mitigation strategies. Local approvals will be obtained in the Fall of 2022.
- Continue to facilitate Solid Waste/Recycling stakeholder meetings on a quarterly basis.

ECONOMIC DEVELOPMENT

- GO Virginia and CVPED: Assist the GO Virginia region and the Central Virginia Partnership for Economic Development (CVPED) with administration and procedures.
- Comprehensive Economic Development Strategy (CEDs): Facilitate the development of a regional CEDs plan, if funding is awarded.
- Broadband: Provide administrative implementation and support services, in conjunction with Firefly Fiber Broadband, for the FY22 VATI Broadband grant (RISE Project). Continue to explore additional opportunities for funding and partnerships for broadband access and affordability.

Housing & Human Services

REGIONAL EFFORTS

- Through the Regional Housing Partnership (RHP), implement strategies from the newly develop RHP strategic plan completed June 2022; continue implementation of the affordable housing locator tool; and continue to host an in-person and/or virtual housing educational event/series.
- Provide technical and administrative support for grant awardees as part of the Virginia Housing PDC Housing Development Program.
- Implement the Virginia Eviction Reduction Pilot (VERP) planning grant to support eviction prevention service in Charlottesville and Albemarle.
- Provide local assistance to localities for the development of a Housing Chapter for Comprehensive plans.

THOMAS JEFFERSON HOME CONSORTIUM

Administrative and Financial Management

- Process data for project set-ups, project revisions, payment requests and complete reports in HUD's Integrated Disbursement and Information System (IDIS).
- Maintain internal system to track HOME allocations, expenditures, and balances.
- Develop Consolidated Annual Performance and Evaluation Report (CAPER) for the program year ending the previous June 30.
- Monitor the financial systems, records, and program activities of sub-recipients to ensure compliance with HUD regulations.
- Prepare appropriate documents for independent auditors and for HUD.
- Provide administrative support for newly-awarded HOME funding from the American Rescue Plan (ARP).

Planning, Outreach and Coordination

- Prepare an Annual Action Plan for FY23 to guide the work for the coming year, drawing on the work of the Regional Housing Partnership (RHP).

HOUSING PRESERVATION GRANT

- Work with sub-recipients to carry out home-owner repair and rehabilitation projects in the four rural counties and rural portions of Albemarle County.
- Submit application materials for federal funding.

Legislative Services

- Advocate for legislation and budget initiatives requested by member localities for introduction in the General Assembly. Monitor state legislative activities, including legislative studies, affecting local governments on an on-going basis. Conduct any related/required analysis of legislative topics.
- Provide reports and information on relevant legislative happenings to localities and the region's legislators on an on-going basis. Legislative updates are provided through a monthly Legislative Update throughout the year, and more frequently during the legislative session on specific topics and to targeted audiences.
- Prepare, with input from the localities, the regional legislative program for each upcoming General Assembly session.
- Prepare a final summary of General Assembly actions.
- Provide staff support for the Mayor and Chairs quarterly meetings, the VATI Broadband grant and regional cigarette tax administration efforts.
- The Director of Legislative Services also serves as the Executive Director of the Virginia Association of Planning District Commissions (VAPDC).

DRAFT



Thomas Jefferson Planning District Commission
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**RESOLUTION APPROVING THE FISCAL YEAR 2023
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ANNUAL OPERATING BUDGET AND WORK PLAN**

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 operating budget containing a revenue summary and expenditure plan to fund and carry out its work program, and;

WHEREAS, the Executive Director and Executive/Finance Committee recommend to the Commission for the Fiscal Year 2023 an Operating Budget of \$41,153,083 in Revenues and \$41,153,083 in Expenses, and;

WHEREAS, it is expected that the Commission will review and amend the FY 2023 Operating Budget in March, 2023 or before, when more accurate revenues and expenses are known, and;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2023 Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of May 5, 2022.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 5, 2022 in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Jesse Rutherford, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 5, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 7, 2022.

Administration

o May 5, 2022 Meeting Agenda

1. Call to Order and Roll Call

- a. Reading of the Electronic Meeting Notice

2. Matters from the Public

- a. Comments from public – limited to no more than 2 minutes per person
b. Comments received via written and electronic communication (Read by Sandy Shackelford)
c. PUBLIC HEARING – Draft HOME Annual Action Plan – The TJPD serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville. The HOME program requires a 5-year Consolidated Plan (completed in 2018) and an Annual Action Plan. The US Department of Housing and Urban Development (HUD) allocated \$676,615 for the HOME program for federal fiscal year 2021 (October 1, 2021 through September 30, 2022). The TJPD Commission considers adoption of the annual action plan in May of each year. In years past, the required HUD submission was due May 15th. However, HUD has indicated that allocations may come later this year than usual, and as such, they have not yet posted the official due date for the Annual Action Plan submission for FFY22.

3. Presentations

- a. Legislative Report – David Blount
i. A summary memo is included in the meeting packet.
b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY23 Unified Planning Work Program (UPWP) – Sandy Shackelford.
i. A copy of the Power Point presentation and a draft of the FY23 UPWP are included in the meeting packet.

4. *Consent Agenda

- a. Minutes of the March 7, 2022 Commission Meeting
b. Minutes of the March 22, 2022 Special Commission Meeting

***Staff recommends approval of the consent agenda.**

5. New Business

- a. Quarter Three Financial Report (Jan – Mar) 2022
 - i. The meeting packet includes a copy of the March Financial Dashboard report, Profit and Loss Statement, Balance Sheet, and Accrued Revenue report.

Net quick assets have increased from \$882,982 in December of 2021 to \$908,525 as of March 31, 2022. Based upon the twelve-month average for operating expenses, we have 9.37 months of available operating expenses (compared to 9.21 in December). Our current goal is five months of available operating expenses. Funds available in our Capital Reserve Account are \$423,876. (Net Quick Assets minus 5 months operating expenses: $\$908,525 - \$484,650 = \$423,876$).

Unrestricted Cash on Hand as of March 31, 2022 was \$134,591 or 1.39 months of average monthly operating expenses. Four months is our current target level and concern level is less than two. Our accounts receivables show \$565,589 vs \$256,414 for the same time last year. However, this is due to an issue clearing the receivables related to the Cigarette Tax program in March. Staff has worked with Robinson, Farmer, Cox to remedy the issue, which will be evident in the April financials.

Revenue less Expenses - We had a net gain of \$21,052 for the month of March. This gives us a fiscal year to-date net gain of \$36,856. The budgeted fiscal year gain/loss is \$78,254.

Profit & Loss. Total income January through March was \$679,539. With nine month or 75% of our fiscal year complete, we have received 37% of our total budgeted income. This is primarily due to delays in contracting with DHCD for the VATI grant and the anticipated Cigarette Tax revenues that started in January. To date, have only received 28% of the revenue that we expect to pass-through (\$1,239,431 of \$4,437,872). Total expenses for January through March were \$311,206. We have expended or 67.5% of our budgeted operating expenses of \$1,317,051.

Balance Sheet. As of March 31, 2022, we have total current assets of \$1,587,436 and total fixed assets of \$10,918 giving total assets of \$1,598,354.

Total liabilities have increased from a year ago by \$345,617 with total liabilities as of March 31, 2022 of \$719,317. Total Equity has increased by \$73,828 to \$879,037 since the same time last year.

Accrued revenues of existing grant and contract balances for FY22 are shown. As of March 31, 2022, we have \$3,239,631 in grant funds remaining, \$2,855,716 of which is pass through. For the remaining three months we have \$127,971 available

per month for operating expenses. The 12-month average for operating expenses is \$96,930. Operating expenses last month were \$116,554. The accrued revenue is updated monthly and adjusted for new grants & contracts and fiscal year roll-over funding.

Staff recommends approval of the Jan-March 2022 quarterly financials.

- b. Presentation of TJPDC Officer Slate from the Nominating Committee
 - i. The Chair appointed a nominating committee in the April commission meeting. In the May meeting, the nominating committee will present a recommend slate of officers. The TJPDC elects officers at its June meeting. Current officers are:
 - 1. Jesse Rutherford, Chair
 - 2. Dale Herring, Vice Chair
 - 3. Keith Smith, Treasurer
 - 4. Christine Jacobs, Secretary
- c. TJPDC Corporation Appointment – The TJPDC’s non-profit arm (TJPDC Corporation) has several vacancies that need to be filled via commission appointments. The Corporation needs board members from Albemarle and Louisa. Both of those members need to be current TJPDC Commissioners to meet the required threshold via the Corporation Bylaws. The TJPDC Corporation normally meets once-twice per year to consider projects or programs that need non-profit assistance or sponsorship. These meetings are normally held immediately prior to a TJPDC regular board meeting. The Corporation serves as a fiscal sponsor to existing or start-up non-profits. Activities must be in line with the mission and activities of the TJPDC Commission. Currently, the Corporation sponsors one organization, Dementia Friendly Central Virginia. The current Corporation roster as well as an FY23 roster showing vacancies is included in the meeting packet.
- d. TJPDC staff will return to the office May 1. Staff can submit for up to two days of tele-work. All staff will be in the office on Tuesdays. We will follow CDC recommendations for COVID mitigation. We expect that in-person meetings of the Commission will resume with the June 2, 2022 meeting. The existing approved electronic participation policy remains in effect. We anticipate bringing a revised policy to the Commission in August, due to changes in state law taking effect September 1, 2022. A one-page summary of the TJPDC office and meeting policies as well as the approved electronic participation policy are included in the meeting packet.

6. Resolutions

- a. HOME Annual Action Plan FFY22 – The FFY22 HOME Annual Action plan draft was presented earlier in the meeting. A copy of the draft plan and resolution are in the meeting packet.

Staff recommends a motion to approve the resolution adopting the FFY22 HOME Annual Action Plan, as presented.

- b. FY23 Operating Budget, Revenues, and Work Plan – A draft FY23 Operating Budget and detailed cover memo were presented in the April Commission meeting detailing projected revenues and expenses for FY22. There are several relatively small changes in the newly presented budget:
 - i. The Federal Transit Administration sent revised FY23 budget numbers which increased the Charlottesville-Albemarle Metropolitan Planning Organization’s budget by \$16,134. Proportionate changes were made to the required local match. This budget revision reduced the reserve transfer needed to balance the budget by \$16,134.
 - ii. The FY22 Watershed Improvement Budget was amended to allow for \$10,00 in roll-over to FY23. This will allow for planning a River clean-up event as well as additional deliverables that are best suited for late summer, early fall. The local match was revised accordingly. This budget revision reduced the reserve transfer needed to balance the budget by \$8,005.
 - iii. In light of the increased need for legal counsel, staff added \$10,000 for legal expenses for FY23. This budget revision increased the reserve transfer needed to balance the budget by \$10,000.
 - iv. Due to the changes above, the total reserve transfer needed to balance the budget reduced from \$71,420 to \$57,281.

The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year. The FY23 budget contains revenues and expenditures of \$41,153,084 and requires a reserve transfer in the amount of \$57,281 (compared to \$54,470 in FY22) to be balanced. One project/grant or a combination of projects/grants that produce \$57,281 in revenues for the TJPDC will help balance the budget without having to rely on savings. Copies of the FY23 Budget, Budget Revenues, and Work Plan are included in the meeting packet.

Staff recommends a motion to approve the FY23 Operating Budget, Revenues, and Work Plan, as presented.

7. Executive Director’s Monthly Report

- a. **Administration –**
 - i. Following the lead of the federal government, the State of Virginia and the local governments in our region, the TJPDC will observe Juneteenth, the oldest known commemoration of the end of slavery in the U.S., as a paid holiday. As June 19, the day of observance, falls on a Sunday in 2022, the TJPDC holiday will occur on Monday, June 20. We anticipate officially incorporating this holiday into updates to our employee handbook later this year.
 - ii. The TJPDC 3rd Quarterly Report was sent to each member government. A copy is included in the meeting packet.
- b. **Housing –**
 - i. Virginia Eviction Reduction Pilot (VERP) – Piedmont Housing Alliance (PHA), the sub-recipient, has successfully filled the two staff positions

funded by the VERP Implementation (Eviction Case Manager and Landlord Navigator).

- ii. The Regional Housing Partnership continues to move towards adoption of a new strategic plan. A draft outline was shared with the Executive Committee in April. A final draft will be reviewed by the committee in May with a recommendation to the full Partnership in June for adoption.
- iii. Formal award letters were sent to the three Virginia Housing Development Grant development partners. A press release was circulated. Staff are working with legal counsel to develop a final contract for sub-recipients.
- iv. TJPDC has completed the programmatic and financial monitoring on the Virginia Eviction Reduction Pilot through DHCD with no findings. Final step is to receive a formal close-out letter.

c. Transportation –

- i. The Commonwealth Transportation Board’s draft budget includes funding for a Regional Transit Governance Study as well as funding for the Albemarle Transit Expansion demo grant. Staff will continue to monitor if the funding is approved.
- ii. A public meeting was held for the Zion Crossroads Gateway Plan on April 19th. The meeting was designed to inform the public of the transportation study and recommendations completed by Kittelson and Associates. There were approximately 90 attendees in the two sessions.
- iii. Staff completed rural bike/pedestrian infrastructure data collection in Stanardsville and will be completing the assessment in Scottsville soon as a part of the FY22 Rural Transportation work plan.
- iv. Funding for a Transportation Alternative Program (TAP) application submitted by the TJPDC on behalf of Nelson County for the Gladstone Depot project is currently in the Commonwealth Transportation Board’s draft budget. Staff will continue to monitor if the funding is approved.
- v. Consultants for the Regional Transit Vision plan have drafted a vision and goals memo and have identified various scenarios for recommended regional transit system configurations (constrained and unconstrained). The consultants will present their recommended scenarios to the Charlottesville City Council and the Albemarle County Board of Supervisors. TJPDC staff will schedule presentations with the Nelson, Greene, Fluvanna, and Louisa Boards of Supervisors to share an update on the draft regional vision.
- vi. Staff have begun reaching out to planning staff in our rural localities to develop a Rural Transportation Program Strategic Plan. The strategic plan will identify opportunities to improve regional collaboration among our localities, create a more streamlined process for developing annual work programs, and provide better defined technical support for local members.
- vii. RideShare is currently working with all of the region’s transit agencies to plan promotions for Clean Commute month in May.

d. Environment –

- i. Staff will convene a working group on May 6th to identify FY23 initiatives for the Rivanna River Basin Commission (RRBC).

- ii. Staff has scheduled presentations with each of the local governing bodies to present the draft Hazard Mitigation Plan.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, June 2, 2022. Items for the June meeting may include but are not limited to i) Election of TJPDC FY23 Officers, ii) Housing Preservation Grant Pre-Application Approval and IGR Review/Resolution, iii) TJPDC SmartScale Application Resolutions of Support, iv) Rural Transportation SmartScale Application Resolutions of Support, v) Virginia Telecommunications Initiative (VATI) Broadband Update.

Adjourn

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities January through March 2022

Environment:

TJPDC continues to assist localities with compiling GIS shapefiles and land cover changes related to the **Watershed Implementation Plan (WIP) Assistance Program**. Staff also shares pertinent information regarding environmental justice efforts, grant deadlines and webinars with local planning and environmental staff. The TJPDC partners with the Rivanna Stormwater Education Partnership on the #LoveYourWatershed social media campaign and other timely environmental topics through the RRBC Facebook page and TJPDC Facebook page. The WIP Program is being carried out by Planner Isabella O'Brien for the remainder of the year.

The **Rivanna River Basin Commission (RRBC)** continues to provide technical assistance to the WIP contract. Staff has been developing a work plan for the RRBC for the upcoming fiscal years. A benchmark has been compiled of local comprehensive plan goals pertaining to the Rivanna River, and an inventory of local nonprofits and organizations involved in efforts pertaining to the Rivanna River has been done. Staff also has been conducting interviews with local planning staff and previous RRBC members to identify ways the RRBC can continue to steer the WIP, carry out its annual Fall conference, and create further value for Rivanna watershed communities.

Staff has been working to complete the **recycling rate report** for the Thomas Jefferson Solid Waste Planning Unit, which consists of Albemarle, Charlottesville, Greene and Fluvanna. The final report will be submitted to the Department of Environmental Quality (DEQ) in April. The recycling rate report collects information on the amount of Municipal Solid Waste (MSW) generated in the planning unit and the percentage of such waste that has been sent to a recycling facility.

Work on the **Regional Natural Hazard Mitigation Plan** continues, to include a review and formal revision of the 2018 Plan's Goals and Objectives, which are the categories under which each mitigation action can be found. These goals and objectives guide the types of action steps that localities plan to take over the next five years related to natural hazard mitigation. Staff also conducted a meeting to allow members of the public to review the revised HIRA, as well as provide input on the goals and objectives the working group reviewed. Staff prepared materials to send to all localities to help them review their 2018 mitigation action items, to catalogue their progress and to generate new mitigation action items. Further work was also conducted on the estimated losses for each natural hazard. A draft plan update should be ready for public comment by summer.

Housing:

Staff reviewed Proof of Concepts selections and sent out full applications to potential development partners for the **Virginia Housing PDC Housing Development Program**. This application was intended to collect important details about each potential development partner's finances, background, construction and development schedule, and development history. Staff assembled a review panel of affordable housing experts and the TJPDC Chair to review the applications. The review panel indicated that all proposed development partners possessed feasible and important affordable housing proposals and indicated that staff should move forward with selected development projects. Staff prepared a presentation and resolution for consideration at the TJPDC Commission's April meeting.

The **Central Virginia Regional Housing Partnership (RHP)** continued its strategic planning process. In January, there was a work session/retreat, facilitated by the Spark Mill, the consultants

conducting the strategic planning process, and the CVRHP's Executive Committee. This meeting allowed members to discuss findings and results of the Spark Mill's focus group and interviews with the region's affordable housing stakeholders. This group reconvened in February to review the Spark Mill's preliminary findings report, which synthesized the information collected in interviews, as well as the Executive Committee's input at the January retreat. A strategic planning workshop was conducted in March with the full CVRHP. This session presented the direction of the strategic plan and similar strategic planning activities to the full partnership.

The CVRHP's Events Committee also met each of the past three months to finalize speaker series topics for a Summer 2022 virtual speaker series. A full in-person conference has been proposed, with details of such an event to be explored.

The TJPDC and Piedmont Housing Alliance were awarded a \$250,000 **Virginia Eviction Reduction Pilot (VERP)** Implementation Grant in mid-January. This grant is intended to build on a successful VERP Planning Grant, which TJPDC staff completed last Fall. The Implementation Grant will fund two new positions at Piedmont Housing Alliance's Financial Opportunity Center/Housing Hub – a Landlord Navigator and an Eviction Prevention Case Manager – as well as provide money for direct financial assistance to individuals who are at risk of eviction. Staff at the TJPDC and PHA completed the onboarding documents for the grant and returned them to DHCD, and held an advisory committee meeting with regional eviction prevention stakeholders.

Housing:

Data for the **HOME Investment Partnership (HOME)** Annual Action Plan is being collected. A draft of the plan has been posted on the TJPDC website and is available for public comment. A public hearing will be held during the Commission's May meeting. The HOME Action Plan identifies specific activities to be undertaken with the funds during the upcoming program year to fulfill the goals stated in the Consolidated Plan.

The TJPDC is in the process of choosing a consultant to complete a Gaps and Needs Analysis Study for the **HOME Investment Partnership-American Rescue Plan Program (HOME-ARP)** amendment that needs to be added as a supplement to the previously-submitted HOME Action Plan. This is necessary for the Department of Housing and Urban Development (HUD) to be able to release funding for **HOME-ARP**. The Request for Proposals (RFP) draft has been circulated to the localities for review.

Legislative Services:

The Legislative Services team spent much of this quarter working with the **General Assembly**. Activities included lobbying more than a dozen locality-requested bills and other legislation of interest and concern to PDC localities; regular communications with TJPDC legislators; phone and email communication with local government officials and monitoring of budget and legislative activities, in accordance with the priorities identified in the approved TJPDC Legislative Program. During the session, Legislative Newsletters were produced on a regular basis, which were sent out by email and posted on the TJPDC website. The session adjourned March 12, but without completing action on a state budget for FY23/24 or about 30 bills left unresolved in the regular session.

The liaison also planned and led discussion at the January meeting of the Mayor & Chairs/CAOs meeting. He continues to serve as the Executive Director of the Virginia Association of Planning District Commissions.

Local/Regional Support:

TJPDC is working with the Department of Housing and Community Development and private sector stakeholders to prepare for implementation of the \$79 million **Virginia Telecommunication Initiative (VATI) broadband grant** that was awarded to TJPDC in mid-December. The TJPDC will be the grant administrator for the project.

TJPDC staff supporting the **Blue Ridge Cigarette Tax Board (BRCTB)** processed the first two

months of reports and remittances from distributors for newly-enacted (as of January 1) cigarette taxes in the eight jurisdictions that make up the Board's footprint. Revenues collected exceeded \$200,000 per month for both January and February. The BRCTB met in January and March, but likely will move to having quarterly meetings soon.

Transportation:

The **Charlottesville-Albemarle MPO (CAMPO)** Policy Board held its regular meetings in January and March, and also held a special meeting last month on VDOT's Round 5 SMART SCALE candidate project, the Rivanna River Bicycle and Pedestrian Bridge Crossing (see below for more information). Topics discussed in the regular meetings included amendments to the FY22 Unified Planning Work Program (UPWP) and first review of the draft FY23 UPWP. CAMPO staff began meeting with locality staff to determine next steps for developing applications for the additional three projects that were identified by the Policy Board as priorities for this round (see below). CAMPO staff continues to work with OIPI to pursue technical assistance to develop a project prioritization process that will be implemented as part of the Long-Range Transportation Plan, scheduled to begin in FY23

In March, CAMPO staff presented the Policy Board with the results from an online public survey regarding the **Rivanna River Bike/Ped Bridge Crossing**. More than 800 members of the public participated in the survey and provided input on bridge location and bridge type. The Policy Board decided on the East Market Street (Woolen Mills) location for the bridge and also the type of bridge structure. CAMPO staff, along with staff from the City of Charlottesville, Albemarle County and VDOT, also hosted a public webinar regarding SMART SCALE Round 5 projects. Additional projects included Fifth Street Extended Multimodal Improvements, Avon Street Multimodal Improvements, and a District Avenue/Hydraulic Road Roundabout. CAMPO staff began preparing the Round 5 SMART SCALE applications for the four MPO projects supported by the Policy Board, along with four additional projects sponsored by Albemarle County.

The **Regional Transit Vision** Plan wrapped up its first round of public engagement with over 600 participants in the online survey, which was available in both English and Spanish. The project team facilitated a three-day transit planning workshop with transit providers and planning staff from Charlottesville and Albemarle. This workshop produced an unconstrained transit route map for the TJPDC region. Staff reviewed a transit model tool and draft vision plan memo with the results of the first round of public engagement and continued to keep the project webpage updated.

Work on the **Albemarle County Transit Expansion** project wrapped up in February with the submission for a Department of Rail and Public Transportation (DRPT) demonstration grant to implement Micro-Transit services in the Route 29 North and Pantops areas. Activity during the period included hosting stakeholder and public meetings to review the final project recommendations and gather feedback on the draft final report. The project website also was updated to include the final report and project information.

During the quarter, the **Regional Transit Partnership (RTP)** hosted a peer city speaker from Blacksburg Transit. A speaker from Dallas Area Rapid Transit spoke about GoPass, their shared ride planning app, and University Transit Services also presented on their new evening on demand service. The Albemarle Transit Expansion study draft final report was presented during the February meeting. Additionally, the RTP approved a resolution to support an application for a DRPT Technical Assistance grant for a transit governance study. Staff collected proposals from consultants to conduct the study to develop a forum to manage additional revenue for implementing the transit vision. A group of stakeholders met to select a proposal and staff met with the consultants to review their application and updated scope of work. Staff prepared and submitted the application, with matching funding to be provided by Albemarle County, Charlottesville and the TJPDC.

Committees:

The **Rural Transportation Advisory Committee** met in January and March. Staff worked with stakeholders to develop a Fiscal Year 2023 workplan for the Rural Transportation Program. The goal of this effort is to identify further opportunities for collaboration; ensure meaningful engagement with localities and local transportation providers throughout development of the Annual Work Plan; and identify short-and-long-term goals for transportation in the rural parts of the region. The **Bicycle and Pedestrian Staff Coordinating Committee** met in February and March to discuss OneMap, an effort to develop a common shared definition of bicycle and pedestrian facilities among Charlottesville, Albemarle and the University. The **MPO Technical Committee** met in March and received an update on Round 5 SMART SCALE and the FY22 and FY23 Unified Planning Work Programs. The **Citizen Transportation Advisory Committee (CTAC)** met in March and heard updates on the online public survey results for the Rivanna River Bike/Ped Bridge Crossing, Round 5 SMART SCALE, and the development of the FY23 UPWP.

RideShare:

RideShare completed the FY23 grant application for DRPT, as well as the FY23 workplan. Both were presented to the TJPDC Commission for approval and support. RideShare continued its partnership with the Afton Express, and joined UVA staff for a promotion event at UVA to inform potential riders about the new bus route and other benefits, such as the Guaranteed Ride Home program. Staff also worked with *Hive Creative* to update and improve marketing of the RideShare program throughout the region. *Hive* staff conducted interviews with regional stakeholders and sent recommendations for updated marketing materials to be developed. In addition, planning has begun for the May Clean Commute promotion, as well as Bike Month. The quarterly park and ride inventory also was completed.

TJPDC:

Ryan Mickles joined the TJPDC staff in January as a Planner III. Ryan previously worked at the TJPDC as a transportation planner, before stints with the City of Charlottesville and the Town of Chapel Hill (NC). He returns to TJPDC to provide support to the MPO and other agency programs and projects.

Lori Allshouse and Ruth Emerick joined the staff in February, both bringing connections to Albemarle County with them. Lori recently retired from Albemarle County, having concluded her time there as Assistant Chief Financial Officer for Policy and Partnerships. She is working part-time as the VATI Program Director. Ruth had served as GIS Program Director in Albemarle for about six years. She is the new Chief Operating Officer/Program Director and will be the lead staff on a number of administrative and programmatic functions of the agency.