



**Rappahannock-Rapidan Regional Commission Meeting**  
**February 27, 2019 at 1:00 pm**  
**RRRC Board Room**  
**420 Southridge Parkway, Suite 106, Culpeper, VA 22701**

## **AGENDA**

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination

*Welcome to New Commissioners:* Frederic Catlin, Town of Washington; and  
Charlotte Hoffman, Madison County

4. \*\*Approval of Agenda
5. Public Comment
6. Presentations and Special Recognition

a) Presentation: *Virginia Housing Development Authority Overview*

J. Michael Hawkins, PhD, AICP – Managing Director of Community Outreach  
Matthew Bolster, AICP - Senior Strategic Housing Officer

7. Approval of Minutes
  - a) \*\*December 12, 2018 ([Attachment](#))
8. Intergovernmental Review
9. Financial Reports ([Attachment](#))
  - a) FY 2019 YTD Revenues and Expenditures
  - b) 2018 Financial Account Balance Summaries
10. Executive Director's Report ([Attachment](#))

Meeting Calendar and additional background available via the Commission's websites:  
[www.rrregion.org](http://www.rrregion.org) [www.rrcommute.org](http://www.rrcommute.org) [www.thevirginiapiedmont.org](http://www.thevirginiapiedmont.org) [www.fams.org](http://www.fams.org)  
[www.purelypiedmont.com](http://www.purelypiedmont.com) [www.foothillshousing.org](http://www.foothillshousing.org) [www.tweenriverstrail.com](http://www.tweenriverstrail.com)

11. Staff Updates

- a) USDA Farmers Market Promotion Program Grant – Year Two Report
- b) Smart Scale/Regional Transportation

12. New Business

- a) \*\*DEQ Chesapeake Bay Watershed Implementation Program Bridge Contract ([Attachment](#))
- b) \*\*Website Redesign Draft RFP ([Attachment](#))
- c) \*\*2019 Virginia CDBG Program Regional Priorities ([Attachment](#))

13. Report from Nominating Committee

- a) \*\*Election of RRRC Officers for terms beginning March 1, 2019
- b) \*\*Recommendation of Elected Official Appointment to GO Virginia Region 9 Council

14. Closed Session (if necessary)

15. Upcoming Meetings (<http://www.rrregion.org/calendar.html>)

- Regional Commission April 24, 1pm
- Rural Transportation Committee March 7, 10am
- Regional Food Council March 28, 5:30pm
- FHN Tenant Rights & Responsibilities Workshop March 28, 6pm
  - PATH Foundation, Warrenton

16. Regional Roundtable

17. \*\*Adjournment

**\*\*Commission Action Requested**

**NOTE:** An Executive Committee meeting will be convened if a quorum is not present.

**Rappahannock Rapidan Regional Commission  
October 24, 2018 Regular Meeting  
RRRC Board Room  
420 Southridge Parkway Suite 106, Culpeper VA 22701**

**MINUTES**

	<b>Culpeper County</b>		<b>Town of Culpeper</b>
X	John Egertson	X	Chris Hively
X	Steven L. Walker	X	Meaghan E. Taylor, <b>Treasurer</b>
	<b>Fauquier County</b>		<b>Town of Gordonsville</b>
	Christopher T. Butler	X	Robert K. Coiner, <b>Vice-Chair</b>
	Paul S. McCulla		<b>Town of Madison</b>
	<b>Madison County</b>		William Lamar
	Amber Foster		<b>Town of Orange</b>
X	Jack Hobbs		Martha Roby
	<b>Orange County</b>	X	Greg Woods
X	James P. Crozier, <b>Chair</b>		<b>Town of Remington</b>
X	R. Bryan David	X	Evan H. 'Skeet' Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
	Garrey W. Curry, Jr.		Christopher R. Malone
	Roger Welch		<b>Town of Warrenton</b>
		X	Brandie Schaeffer
		X	Jerry Wood
			<b>Town of Washington</b>
			John Fox Sullivan

*Others Present:* Michelle Cribbs, Lord Fairfax Community College, Carlyle Howard, Smithsonian Conservation Biology Institute, Peter Stephenson, VML Insurance Programs, Dr. Jeanne Wesley, Germanna Community College, Caroline Wood, Lord Fairfax Community College

*Staff Present:* Jenny Biché, Monica Creel, Joe Costello, Michelle Edwards, Jessi Mason, Patrick Mauney, Terry Snead

**1. Call to Order**

Chairman James Crozier called meeting to order at 1:00 p.m.

**2. Pledge of Allegiance**

**3. Roll Call & Quorum Determination**

Chairman Crozier welcomed Ms. Brandie Schaeffer to the Commission. Ms. Schaeffer is the Interim Town Manager for the Town of Warrenton and newly appointed to the Regional Commission.

A quorum was confirmed.

**4. Agenda Approval**

R. Coiner moved to approve the agenda as presented, 2<sup>nd</sup> by E. Ashby. The motion carried unanimously.

**5. Public Comment**

Carlyle Howard, representing the Changing Landscapes Initiative (CLI) at the Smithsonian Conservation Biology Institute, spoke to the Commission regarding the CLI and opportunities for collaboration and education in the future. Chairman Crozier directed staff to work with Ms. Howard regarding a presentation to the Commission and/or relevant committees.

**6. Presentations**

a) Presentation: *Community College Updates*

Carlene Hurdle, Workforce Director, and Caroline Wood, Campus Dean, from Lord Fairfax Community College provided an update on activities at LFCC. Specific attention was given to successful surgical technology and cybersecurity certification programs, and upcoming expansion for heavy equipment operation and partnership with RappU in Rappahannock County. LFCC was also awarded a \$1.4 million Excellence Grant to expand programmatic offerings, in partnership with two other community colleges including Germanna CC.

Facilities at the Fauquier campus are also expanding, with the addition of the Hazel Building to house the Science, Health and Engineering programs. The building will also have a large meeting room that can hold up to 250 people. Fauquier County is also considering donating 50 acres to the LFCC Foundation, which would allow for more expansion. J Wood noted that the Town of Warrenton is discussing the ability to serve the additional area with water and sewer service.

Dr. Jeanne Wesley, Vice President for Academic Affairs, Workforce & Professional Development presented on activities at Germanna Community College. Dr. Wesley noted that Germanna is focused on linking its dual enrollment partnerships with area high schools with its programmatic offerings, and its workforce advising services, based on an identified interest in removing barriers to graduation. Germanna also offers a cybersecurity certificate and Associates degree, and is an AWS (Amazon Web Services) Certified Academy, and will be offering IT apprenticeships. Other programs referenced included Heavy Equipment, Mining, and Asphalt programs.

Dr. Wesley briefly referenced building expansion in the region. In Culpeper, the County will be constructing a Career and Technical Education High School on the Germanna Campus. In Orange County, the Locust Grove campus is well-positioned to serve as a healthcare campus for Germanna's service area.

Commissioners discussed transfers between community colleges, as well as the active participation by both Germanna and Lord Fairfax with the GO Virginia program.

**7. Approval of Minutes**

Chairman Crozier presented the minutes from the October 24<sup>th</sup> meeting. J. Hobbs moved to approve, 2<sup>nd</sup> by E. Ashby. The motion carried unanimously.

**8. Intergovernmental Review**

There were no intergovernmental review items for consideration.

**9. Financial Reports**

*a) FY 2019 YTD Revenues and Expenditures*

Chairman Crozier asked P Mauney to review items 9A and 9B. P Mauney noted that office maintenance and VHSP expenses exceeded the budget and stated that he previously discussed the office maintenance items as one-time expenditures for both HVAC units and parking lot paving. P Mauney stated that the VHSP expenses were for staff to attend the Governor's Housing Conference and is reimbursable through the VHSP grant.

P Mauney noted that there was one change in expense line items related to the Commission's Mobility Management grants to add an expense line for PATH Foundation funds that were received in FY 2018, but will be expended in FY 2019. R Coiner moved to approve the amended budget, 2<sup>nd</sup> by M Taylor. The motion passed unanimously.

*b) FY 2018 Agency Audit Report*

P Mauney noted two minor changes from the Audit presented in October. On page 5, the auditor broke out the GASB 68 adjustment for 2017 from the Fringe amount to have a comparison with 2018, and on page 16, a correction was made to the Loan Payment schedule in Note 3. R Coiner moved to approve the FY 2018 Audit, 2<sup>nd</sup> by B David. The motion carried unanimously.

**10. Executive Director's Report**

P Mauney reviewed items of interest from the Director's report, noting that budget requests for FY 2020 are in process for local budget development, and that the part-time tourism planner position will hopefully be filled in early 2019. P Mauney thanked J Biché and J Mason for their work on the Tenant Rights & Responsibilities workshop in November, and referenced interest in mobile home ownership issues that were identified at the workshop. He also noted the successful completion of the Phase III Chesapeake Bay Watershed Implementation Plan contract due to the work of M Edwards and J Costello, along with local staff and stakeholders that provided feedback and guidance over the past six months. There is a possibility for additional work and funding in the future. Finally, P Mauney referenced a Safe Routes to School mini-grant application in development with the Town of Gordonsville, along with other local planning efforts in which Commission staff is involved, and invited those jurisdictions not listed to get in touch with staff to discuss local needs and potential projects.

**11. Staff Updates**

*a) Foothills Housing Network 2019 Point-in-Time Count*

Chairman Crozier asked J Biché to review the Point-in-Time Count. J Biché provided handouts showing Point-in-Time count trends from 2011 to 2018, and indicated the count is a one-night survey of the sheltered and unsheltered homeless population in the region, and is a requirement of the U.S. Department of Housing and Urban Development. The 2019 count will be conducted on January 23<sup>rd</sup>, and Foothills Housing Network is using the HUD form, along with specific data that may be beneficial to FHN or the steering committee in each County. FHN is interested in collecting data relating to those

persons who do not qualify for FHN funding programs. J Biché noted that 55% of callers to the FHN Central Entry do not pass initial screening for programs, but are experiencing housing instability and could become homeless in the near future. A full report on the results of the Point-in-Time count will be provided at a future meeting.

## **12. New Business**

Chairman Crozier asked P Mauney to review items 12A through 12E for the Commission.

### *a) Consideration of Adoption of the 2018 Rappahannock-Rapidan Regional Hazard Mitigation Plan*

P Mauney provided a summary of the 2018 Hazard Mitigation Plan. The update process began in March 2017 and Commission staff coordinated with local emergency managers, planners, public works officials, administrators, and state agencies to review and update the Hazard Mitigation Plan. FEMA provided approval pending adoption of the plan on November 20, 2018. P Mauney provided a four-page Executive Summary document, and indicated that each participating local government would also be considering adoption of the plan in the near future, with Madison County having adopted on December 11<sup>th</sup>. R Coiner moved to approve the Resolution adopting the 2018 Regional Hazard Mitigation Plan, 2<sup>nd</sup> by J Hobbs. The motion carried unanimously.

### *b) Consideration of Adoption of RRRC Title VI Plan*

P Mauney noted that the Commission adopted a Title VI Plan in 2014 as a requirement for its FTA Section 5310 grants through the Department of Rail and Public Transportation. In June, DRPT informed staff that the plan must be revised and re-adopted, and staff has spent the past several months working with DRPT to meet this requirement. The Title VI Plan was reviewed by DRPT and has conditional approval pending the Commission's adoption. M Taylor moved to adopt the 2018-2021 RRRC Title VI Plan, 2<sup>nd</sup> by E. Ashby. The motion passed unanimously.

### *c) RRRC Application to DRPT for FY 2020 Transportation Demand Management Operation Assistance Grant Program*

### *d) RRRC Application to DRPT for FY 2020 Mobility Programs Grant Program*

P Mauney indicated that items 12C and 12D were annual grant applications to the Department of Rail and Public Transportation for administrative, marketing, advertising and staff support for the Commuter Services program. P Mauney clarified that the Mobility Programs grant was a request for \$8,000 (\$2,000 match) to develop and support vanpools from the region and the Operating Assistance Grant was a request for \$129,920 (\$32,480 local match) to fund 1.5 FTE staff, along with outreach, marketing, and advertising for the program. J Wood moved to approve the grant applications to DRPT for FY 2020 Operating Assistance and Mobility Programs, 2<sup>nd</sup> by E Ashby. The motion passed unanimously.

### *e) RRRC Application to DRPT for FY 2020 FTA Section 5310 Capital & Operating Grant Program*

P Mauney referenced the memo included with item 12E. P Mauney noted that the capital grant funding for mobility management requires a 4% local match, while the operating

grant requires a 10% local match. The latter will be requested from Culpeper County and Madison County, while the former is provided through local per capita assessment funding. P Mauney also noted that the Foothills Express funds are entirely pass-through under a contract with Virginia Regional Transit.

S Walker requested that statistics related to the Call Center and Foothills Express be provided at future meetings. P Mauney stated that this would be possible and is provided with funding requests to DRPT and the localities. S Walker moved to approve the grant application, 2<sup>nd</sup> by R Coiner. The motion passed unanimously.

f) *Consideration of 2019 VACo Region 7 Legislative Platform*

Chairman Crozier reminded the Commission that Eldon James met with them in August as part of the development of the VACo Region 7 Legislative Platform and that a final draft is now in place, and asked the Commission's pleasure related to endorsement of the platform. J Wood noted his support for impact fees and changes to the Smart Scale process. B David moved to endorse the VACo Region 7 Platform, 2<sup>nd</sup> by J Hobbs. The motion carried unanimously.

g) *Formation of Nominating Committee*

Chairman Crozier indicated that a nominating committee was needed to identify a slate of officers for terms beginning March 1, 2019, and that the Executive Committee typically serves that role. He asked any other Commissioners to indicate their interest in serving on the Nominating committee. R Coiner moved to have the Executive Committee serve as Nominating Committee, 2<sup>nd</sup> by E Ashby. The motion was approved unanimously.

**13. Closed Session**

There was no closed session held.

**14. Upcoming Meetings**

Chairman Crozier noted the next Commission meeting on February 27<sup>th</sup>.

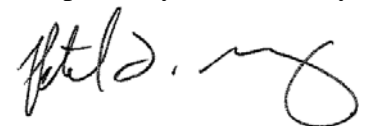
**15. Regional Roundtable**

Commissioners discussed items from their localities.

**16. Adjournment**

Chairman Crozier adjourned the meeting at 2:40 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director

(Drafted by Monica Creel)



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2019**  
**Subject: Financial Reports**

Included here for your review are the FY 2019 Revenue and Expenditure reports through January 31, 2019. These are unaudited reports through 59% of the fiscal year.

Revenues received are at 66.3%, aided by the receipt of the payment for completion of the Phase III Watershed Implementation Plan work from the Department of Environmental Quality, and other quarterly grant reimbursements. Line items with no accrued revenues are projects currently in progress with expected reimbursements prior to the end of the fiscal year, although some revenues may not be received until FY 2020.

Expenditures are at 52.5% of budgeted amounts as of the end of January. Payroll and project expenses for two DRPT projects are the largest expense items and are within expected ranges at this time. Maintenance and VHSP expenses exceed budgeted amounts, as discussed in previous meetings.

Also included with this month's fiscal year reports are calendar year 2018 account balances for the Commission's four financial accounts. These were discussed with the Executive Committee last June and are included here for your information. Unless requested, I will plan to include account summaries for review at the February and August meetings in the future.

**REQUESTED ACTION:** None required.



**Rappahannock-Rapidan Regional Commission FY2019  
Revenue Snapshot - January 31, 2019**

Budget Items	Proposed Budget	Adjustments	Adjusted Budget	November	December	January	YTD Actual	YTD %
<b>Revenues</b>								
Dues:								
Culpeper County	\$ 26,624.00		\$ 26,624.00				\$ 26,623.91	100.0%
Fauquier County	\$ 48,430.00		\$ 48,430.00				\$ 48,429.67	100.0%
Madison County	\$ 10,674.00		\$ 10,674.00	\$ 10,673.80			\$ 10,673.80	100.0%
Orange County	\$ 24,039.00		\$ 24,039.00				\$ 24,038.46	100.0%
Rappahannock County	\$ 6,027.00		\$ 6,027.00				\$ 6,027.46	100.0%
Town of Culpeper	\$ 14,945.00		\$ 14,945.00				\$ 14,944.98	100.0%
Town of Gordonsville	\$ 1,314.00		\$ 1,314.00				\$ 1,313.89	100.0%
Town of Madison	\$ 181.00		\$ 181.00				\$ 180.94	100.0%
Town of Orange	\$ 4,140.00		\$ 4,140.00				\$ 4,140.04	100.0%
Town of The Plains	\$ 189.00		\$ 189.00				\$ 189.24	100.1%
Town of Remington	\$ 524.00		\$ 524.00				\$ 523.73	99.9%
Town of Warrenton	\$ 8,185.00		\$ 8,185.00				\$ 8,184.63	100.0%
Town of Washington	\$ 105.00		\$ 105.00				\$ 104.58	99.6%
Interest Income	\$ 1,500.00		\$ 1,500.00	\$ 293.22	\$ 306.34	\$ 315.91	\$ 1,987.68	132.5%
Other Income	\$ 750.00		\$ 750.00		\$ 100.00		\$ 592.02	78.9%
DEQ Chesapeake Bay WIP III	\$ 50,000.00		\$ 50,000.00			\$ 50,000.00	\$ 50,000.00	100.0%
DRPT Mobility Management Grant	\$ 150,000.00		\$ 150,000.00	\$ 30,550.00	\$ 13,607.00	\$ 11,123.00	\$ 93,045.00	62.0%
DRPT Section 5310 Operating Grant	\$ 100,000.00		\$ 100,000.00	\$ 20,347.00			\$ 52,873.01	52.9%
Hazard Mitigation	\$ 13,819.78		\$ 13,819.78				\$ -	0.0%
Madison County Planning	\$ 2,000.00		\$ 2,000.00				\$ 1,853.00	92.7%
Rappahannock Comp Plan	\$ 4,000.00		\$ 4,000.00				\$ -	0.0%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 5,548.42			\$ 48,604.66	100.0%
Regional Tourism	\$ 7,000.00		\$ 7,000.00				\$ 7,000.00	100.0%
Rideshare Program	\$ 118,400.00		\$ 118,400.00			\$ 37,493.00	\$ 80,876.00	68.3%
Rideshare Vanpool Grant	\$ 8,000.00		\$ 8,000.00			\$ 915.00	\$ 1,621.00	20.3%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00	\$ 11,999.89			\$ 27,552.95	47.5%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00			\$ 18,993.00	\$ 56,978.00	75.0%
Town of Madison Comp Plan	\$ 500.00		\$ 500.00				\$ -	0.0%
USDA FMPP Grant	\$ 83,000.00		\$ 83,000.00	\$ 8,944.12		\$ 6,697.70	\$ 53,668.52	64.7%
VHDA VISTA Grant	\$ 15,000.00		\$ 15,000.00			\$ 4,000.00	\$ 12,000.00	80.0%
VHSP Grant	\$ 84,000.00		\$ 84,000.00		\$ 12,432.39		\$ 20,463.90	24.4%
VTC Marketing Grant	\$ 21,012.50		\$ 21,012.50				\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 986,934.28</b>	<b>\$ -</b>	<b>\$ 986,934.28</b>	<b>\$ 88,356.45</b>	<b>\$ 26,445.73</b>	<b>\$ 129,537.61</b>	<b>\$ 654,491.07</b>	<b>66.3%</b>
Reserve Balance	\$ 225,000.00							

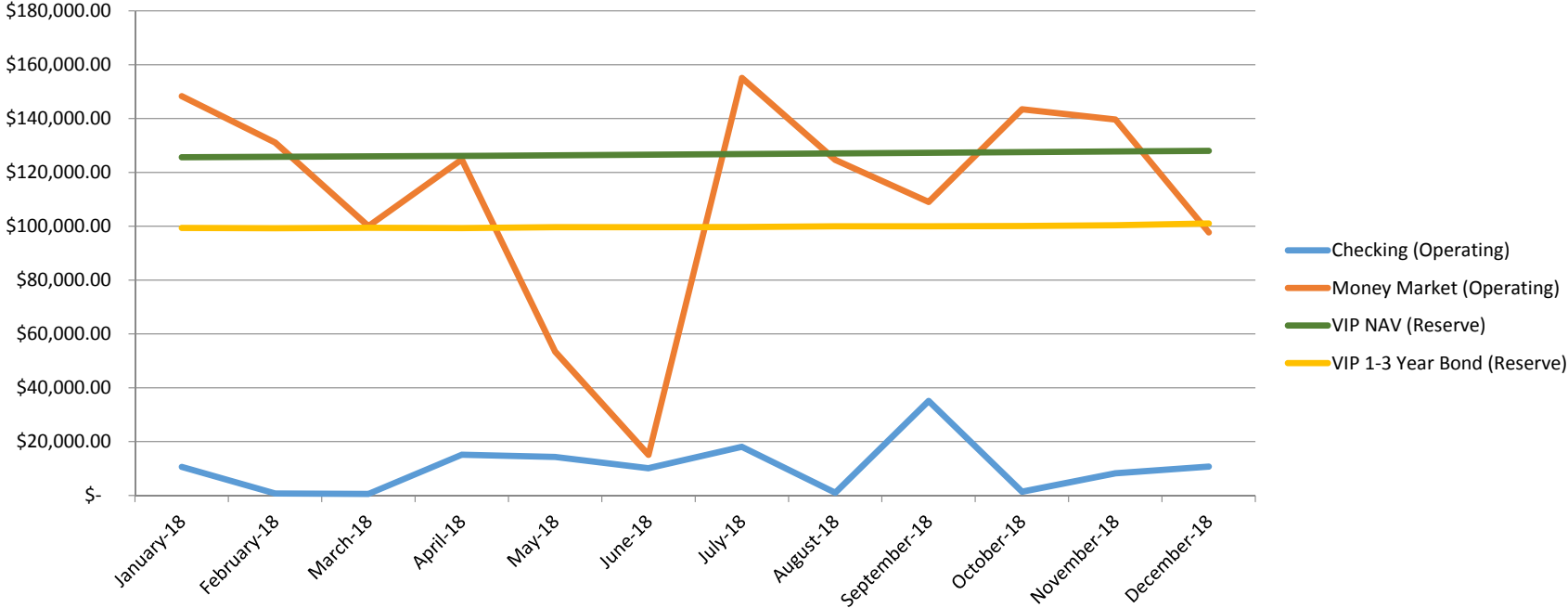
**Rappahannock-Rapidan Regional Commission FY2019  
Expenditure Snapshot - January 31, 2019**

Budget Items	Proposed Budget	Adjustments	Adjusted Budget	November	December	January	YTD Actual	YTD %
<b>Expenditures</b>								
Advertising	\$ 500.00		\$ 500.00				\$ -	0.0%
Annual Meeting/Retreat	\$ 4,500.00		\$ 4,500.00	\$ (30.00)			\$ 4,457.00	99.0%
Audit/Legal	\$ 5,500.00		\$ 5,500.00		\$ 3,650.00		\$ 3,650.00	66.4%
Equipment/Software	\$ 7,000.00		\$ 7,000.00				\$ 339.93	4.9%
FICA	\$ 30,600.00		\$ 30,600.00	\$ 3,396.36	\$ 2,236.13	\$ 2,221.61	\$ 16,256.82	53.1%
Health & Dental	\$ 45,000.00		\$ 45,000.00	\$ 2,799.00	\$ 2,799.00	\$ 2,799.00	\$ 19,602.04	43.6%
Meals	\$ 2,000.00		\$ 2,000.00	\$ 51.25	\$ 278.92	\$ 215.05	\$ 1,272.30	63.6%
Membership Dues	\$ 4,000.00		\$ 4,000.00				\$ 3,145.00	78.6%
Miscellaneous	\$ 500.00		\$ 500.00				\$ 40.00	8.0%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 13,951.00	58.3%
Office & P.O. Liability Insurance	\$ 1,400.00		\$ 1,400.00				\$ 1,295.00	92.5%
Office Maintenance	\$ 10,000.00	\$ 8,525.38	\$ 18,525.38	\$ 275.00	\$ 125.00	\$ 611.40	\$ 24,884.10	134.3%
Payroll Expenses	\$ 400,000.00		\$ 400,000.00	\$ 45,156.64	\$ 29,938.74	\$ 29,800.61	\$ 217,775.14	54.4%
Postage	\$ 750.00		\$ 750.00	\$ 50.00	\$ 36.28	\$ 100.00	\$ 338.95	45.2%
Printing	\$ 2,000.00		\$ 2,000.00	\$ (40.00)	\$ 229.93	\$ 233.12	\$ 917.45	45.9%
Reserve	\$ -		\$ -				\$ -	0.0%
Strategic Planning	\$ 7,500.00		\$ 7,500.00				\$ -	0.0%
Subscriptions and Books	\$ 750.00		\$ 750.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 94.00	12.5%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 490.61	\$ 160.45	\$ 367.30	\$ 2,247.24	49.9%
Technology	\$ 7,000.00		\$ 7,000.00	\$ 712.86		\$ 366.79	\$ 2,130.28	30.4%
Travel & Training	\$ 8,000.00		\$ 8,000.00	\$ 520.60	\$ 225.66	\$ 496.64	\$ 4,343.17	54.3%
Utilities	\$ 6,200.00		\$ 6,200.00	\$ 258.01	\$ 291.44	\$ 478.94	\$ 2,633.81	42.5%
VRS	\$ 9,000.00		\$ 9,000.00	\$ 832.20	\$ 645.88	\$ 792.20	\$ 5,185.31	57.6%
Website Update	\$ 7,000.00		\$ 7,000.00				\$ -	0.0%
Workman's Comp	\$ 500.00		\$ 500.00				\$ 500.00	100.0%
America's Wine Country	\$ 1,100.00		\$ 1,100.00				\$ -	0.0%
DEQ Chesapeake Bay WIP III Expenses	\$ 2,500.00		\$ 2,500.00	\$ 224.54	\$ 189.81		\$ 414.35	16.6%
DRPT Mobility Management Expenses	\$ 122,500.00	\$ (6,500.00)	\$ 116,000.00	\$ 13,236.31	\$ 13,711.31	\$ 8,788.71	\$ 63,093.66	54.4%
DRPT Section 5310 Operating Expenses	\$ 100,000.00	\$ (6,000.00)	\$ 94,000.00	\$ 7,018.00	\$ 268.84	\$ 14,912.70	\$ 53,803.04	57.2%
Path/New Freedom Expenses		\$ 12,500.00	\$ 12,500.00	\$ 541.96	\$ 11,852.06		\$ 12,544.02	100.4%
Regional Tourism Expenses	\$ 9,692.90		\$ 9,692.90	\$ 138.96	\$ 4.99	\$ 83.19	\$ 791.46	8.2%
Rideshare Expenses	\$ 50,000.00		\$ 50,000.00	\$ 920.73	\$ 2,845.61	\$ 8,482.32	\$ 19,259.63	38.5%
Rideshare Vanpool Expenses	\$ 8,500.00		\$ 8,500.00	\$ 250.70		\$ 156.35	\$ 1,649.05	19.4%
RTP Expenses	\$ 1,000.00		\$ 1,000.00	\$ 58.86		\$ 12.18	\$ 491.60	49.2%
USDA FMPP Expenses	\$ 61,000.00		\$ 61,000.00	\$ 6,088.87		\$ 1,675.20	\$ 26,196.44	42.9%
VHDA VISTA Expenses	\$ 15,000.00		\$ 15,000.00			\$ 4,000.00	\$ 12,000.00	80.0%
VHSP Expenses	\$ 1,000.00		\$ 1,000.00	\$ 1,777.02	\$ 224.00	\$ 25.50	\$ 2,848.80	284.9%
VTC Marketing Grant Expenses	\$ 18,000.00		\$ 18,000.00				\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 978,408.90</b>	<b>\$ 8,525.38</b>	<b>\$ 986,934.28</b>	<b>\$ 86,735.48</b>	<b>\$ 71,721.05</b>	<b>\$ 78,625.81</b>	<b>\$ 518,150.59</b>	<b>52.5%</b>
Unprogrammed Revenues:			\$ -					

## Account Balances - CY 2018

	Operating Accounts			Reserve Accounts				
Month (End)	Checking (Union)	Money Market (Union)	Operating Total	VIP NAV	VIP Long-Term Bond	Reserve Total	Total Accounts	Year over Year
January-18	\$ 10,604.53	\$ 148,330.68	\$ <b>158,935.21</b>	\$ 125,661.52	\$ 99,376.16	\$ <b>225,037.68</b>	\$ <b>383,972.89</b>	\$ 106,408.21
February-18	\$ 753.20	\$ 131,104.72	\$ <b>131,857.92</b>	\$ 125,811.15	\$ 99,299.71	\$ <b>225,110.86</b>	\$ <b>356,968.78</b>	\$ 66,741.10
March-18	\$ 584.75	\$ 100,050.24	\$ <b>100,634.99</b>	\$ 125,903.81	\$ 99,467.60	\$ <b>225,371.41</b>	\$ <b>326,006.40</b>	\$ 68,329.82
April-18	\$ 15,171.34	\$ 124,825.78	\$ <b>139,997.12</b>	\$ 126,184.34	\$ 99,354.30	\$ <b>225,538.64</b>	\$ <b>365,535.76</b>	\$ 75,295.54
May-18	\$ 14,309.96	\$ 53,419.94	\$ <b>67,729.90</b>	\$ 126,394.01	\$ 99,694.69	\$ <b>226,088.70</b>	\$ <b>293,818.60</b>	\$ 27,811.92
June-18	\$ 10,110.66	\$ 15,104.82	\$ <b>25,215.48</b>	\$ 126,604.43	\$ 99,665.18	\$ <b>226,269.61</b>	\$ <b>251,485.09</b>	\$ 41,475.54
July-18	\$ 18,078.14	\$ 155,138.35	\$ <b>173,216.49</b>	\$ 126,833.73	\$ 99,715.92	\$ <b>226,549.65</b>	\$ <b>399,766.14</b>	\$ 95,866.68
August-18	\$ 1,005.64	\$ 124,644.76	\$ <b>125,650.40</b>	\$ 127,066.54	\$ 100,021.36	\$ <b>227,087.90</b>	\$ <b>352,738.30</b>	\$ 35,430.04
September-18	\$ 35,130.28	\$ 109,053.50	\$ <b>144,183.78</b>	\$ 127,294.65	\$ 99,990.40	\$ <b>227,285.05</b>	\$ <b>371,468.83</b>	\$ 66,588.61
October-18	\$ 1,403.63	\$ 143,460.68	\$ <b>144,864.31</b>	\$ 127,543.45	\$ 100,096.42	\$ <b>227,639.87</b>	\$ <b>372,504.18</b>	\$ (12,026.76)
November-18	\$ 8,243.31	\$ 139,655.33	\$ <b>147,898.64</b>	\$ 127,791.13	\$ 100,400.80	\$ <b>228,191.93</b>	\$ <b>376,090.57</b>	\$ 61,493.19
December-18	\$ 10,738.26	\$ 97,734.59	\$ <b>108,472.85</b>	\$ 128,057.60	\$ 101,066.72	\$ <b>229,124.32</b>	\$ <b>337,597.17</b>	\$ 7,496.33

RRRC Financial Accounts, Month to Month (2018)



## **Executive Director's Report February 20, 2019**



The purpose of this report is to provide members of the Regional Commission with a summary report of work plan-related activities, staff attendance and participation at local/regional/ statewide meetings, and updates on initiatives impacting the Regional Commission and our localities.

### **Administration:**

- Hunter Berry joined the Commission as a part-time Regional Planner on January 28<sup>th</sup>. Hunter lives in Remington and is currently pursuing a Masters Degree in Urban & Regional Planning at UVA. Hunter will focus initially on tourism initiatives through the Farmers Market Promotion Program and Marketing Leverage Program grants.
- All FY 2020 local dues requests will be submitted by the end of February, and most were completed in late 2018 or in January. All requests are unchanged from the current fiscal year.

### **Emergency Planning/Haz Mit**

- The Hazard Mitigation Plan update has been adopted by 10 jurisdictions to date, with one final adoption resolution to be considered in March. Thank you to your localities and staff for assistance in the plan update and in the local adoption process. Currently, the Virginia Department of Emergency Management is soliciting applications to the Hazard Mitigation Grant Program through May. VDEM will host a grant overview workshop in Culpeper on March 6<sup>th</sup>.

### **Homelessness/Affordable Housing**

- Foothills Housing Network will host a second Tenant Rights & Responsibilities workshop in Warrenton on March 28<sup>th</sup> with Legal Aid Works presenting. The target audience includes renters, landlords, and other housing stakeholders.
- RRRC staff coordinated the annual Point-in-Time Count on January 23<sup>rd</sup>, with good participation from partners including your local Social Services departments, Rappahannock-Rapidan Community Services, and other Foothills Housing Network partners. Results are being compiled and will be reported to FHN, the U.S Department of Housing & Urban Development and Virginia Department of Housing & Community Development.
- Representatives from the Virginia Housing Development Authority will speak at the meeting on the 27<sup>th</sup>. RRRC was contacted by staff from the Town of Culpeper regarding a possible application to VHDA for a housing study and staff has been in touch with other local staff and non-profit sector housing partners about developing such an application. VHDA has been supportive of other similar studies through Regional Commissions, and we hope to have an application in place following the February 27<sup>th</sup> meeting.

### **Environmental/Natural Resources**

- The RRRC Food Council will meet at our offices on March 28<sup>th</sup> at 5:30 p.m. and will hear from Tom McDougall with 4P Foods. 4P Foods recently worked with Fauquier County and other partners on an initial Food Port feasibility study and he has coordinated with the Food Council over the past two years to identify partnerships between the potential Food Port and the region's food system and producers.

## **Economic Development & Tourism**

- The Regional Tourism Committee met last week to discuss joint marketing plans related to the Tween Rivers Trail and the spending plan for the Marketing Leverage Program grant received from Virginia Tourism Corporation in 2018.

## **Transportation**

- Staff submitted grant applications to the Department of Rail and Public Transportation for FY 2020 funding for the Commuter Services, Vanpool Assistance, and Mobility Management programs. We have had some follow-up discussion with DRPT program managers in response to these annual applications that have been critical funding sources for the organization.
- Staff continues to work on the Regional Bicycle/Pedestrian/Active Transportation plan and has completed initial outreach efforts to local government staff and other stakeholders in the region. A meeting will be held on Friday, March 29<sup>th</sup> to bring these stakeholders together to review and share information about local initiatives and potential cross-jurisdictional activities. We will also be launching a mapping tool to gather input from these partners and the public regarding gaps and desires for active transportation opportunities in the region.
- The Rural Transportation Committee will meet on March 7<sup>th</sup> and will focus on a review of the recently released Smart Scale scores and will hear from representatives from the Office of Intermodal Planning and Investment (OIPI) regarding the upcoming VTrans Statewide Multimodal Plan update. This planning process is important as it sets priorities and identifies needs on Corridors of Statewide Significance that directly impact eligibility criteria for Smart Scale applications.
- Commuter Services worked with Germanna and Lord Fairfax Community Colleges at the beginning of their Spring semesters to conduct outreach regarding alternative transportation options and needs for their students. Please get in touch if you have a future event that would benefit from having this information available.

## **Local Technical Assistance/Regional Coordination**

- In addition to projects referenced above, ongoing local projects include:
  - Safe Routes to School Mini-Grant submitted with Town of Gordonsville
  - Virginia Telecommunications Initiative application, and subsequent challenge response, submitted with Madison County and private sector partner
  - Finalized Comprehensive Plan mapping revisions for Rappahannock County for February Public Hearing
  - Working with Town of Culpeper and Culpeper County staffs to develop scope for Small Area Plan for coordination with VDOT
  - Working with economic development directors from Fauquier, Culpeper, and Orange to plan an Opportunity Zones workshop for late Spring
  - With Culpeper County and Virginia Cooperative Extension, RRRC staff hosted CDBG program staff from DHCD at the Carver Center in early February to discuss potential funding methods for various projects, including value-added processing
  - Working with Madison County and Town of Madison on sidewalk mapping and potential for enhancement grants



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 19, 2019**  
**Subject: Chesapeake Bay Watershed Implementation Plan Bridge Contract**

As you may recall, the Regional Commission was contracted by the Virginia Department of Environmental Quality (DEQ) to conduct activities related to the Chesapeake Bay Watershed Implementation Plan Phase III project from July to December 2018. Following this process, DEQ approached the Regional Commission (and the other 14 Bay watershed Planning District Commissions) regarding a follow-on contract to continue the work that began during the first contractual period.

A scope of services has been reviewed and revised by DEQ and RRRC staff for this follow-on contract, which would run from March to September 2019, and is attached here for your review. A primary goal of these contracts is to begin building capacity at each Bay watershed PDC for environmental planning with a potential of utilizing the Rural Transportation Planning model overseen by VDOT, wherein PDCs would provide local matching funds to leverage state or federal funds for environmental coordination.

Staff will be prepared to answer questions regarding this initiative at the meeting on February 27<sup>th</sup>.

**REQUESTED ACTION:** Authorization for RRRC staff to enter into a contract with DEQ in support of Chesapeake Bay Phase III Watershed Implementation Plan.

**Scope of Service**  
**Virginia Chesapeake Bay Watershed**  
**PDC Locality Implementation Program**

**A. CONTACT INFORMATION**

Provider:	Rappahannock-Rapidan RC	Contact Person:	Michelle Edwards
DUNS #:	039052605	Phone Number:	540-829-7450
Federal ID #:	54-0944913	Email:	<a href="mailto:medwards@rrregion.org">medwards@rrregion.org</a>
Mailing Address:	420 Southridge Pkwy, Suite 106	Invoice Payable To:	RRRC
City, State, Zip:	Culpeper, VA 22701	Checks Payable To:	
Project Title:	Chesapeake Bay Watershed PDC Locality Implementation Program		
Localities represented:	Culpeper, Fauquier, Madison, Orange, and Rappahannock counties		

Contract Period:	Start:	March 1, 2019	Interim Report Due:	June 30, 2019	End:	Sept 30, 2019
DEQ Project Manager:	Daniel Moore / Susan Hale		CBRAP Federal Funds:	\$21,500		
Project Manager Email:	<a href="mailto:daniel.moore@deq.virginia.gov">daniel.moore@deq.virginia.gov</a> / <a href="mailto:susan.hale@deq.virginia.gov">susan.hale@deq.virginia.gov</a>		Match Funds:	Not required, strongly encouraged		

**B. PROJECT OVERVIEW**

*Note: References to "Grant"/"grant"/"grant funds" within section "B" are defined as pertaining strictly to the federal grant awarded to DEQ; the contract awarded by DEQ to the PDC is not a grant contract.*

In continuance of the Chesapeake Bay Phase III Watershed Implementation Plan (WIP) development, the Virginia Department of Environmental Quality, in cooperation with the Chesapeake Bay Program Partnership and other state and federal partners, has made grant funds available as authorized in the federally-funded 2018 Commonwealth of Virginia Chesapeake Bay Regulatory and Accountability Program (CBRAP) Work Plan approved by EPA. Virginia's Planning District Commissions (PDCs), as authorized in the Code of Virginia (§15.2-4207), encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance, specifically in the functional area of environmental management. The Virginia PDCs are accustomed to undertaking technical assistance grant projects and regularly providing coordination with local government representatives. Their work typically focuses on data and information exchanges between local, state and federal partners and analyses of resource management issues resulting in an informational end product such as reports, maps, data inputs and outreach tools. PDCs also have specifically provided process facilitation, data scenario and strategy development in Virginia's previous processes of Chesapeake Bay WIP development.



The focus with this initiative is for the unregulated, non-MS4 areas of localities, but the regulated areas could be included as long as the data reporting of BMP Activities would not be duplicated by required reporting. The intent of this project initiative is for each Virginia Planning District Commission (PDC) covering Chesapeake Bay watershed localities to provide interim technical and administrative assistance to local governments of the Chesapeake Bay Watershed Area as outlined within the “activities” below. This project will allow for continued momentum of operations, discussions and relationships with local governments and stakeholders of each watershed region.

Successful completion of project contracts between DEQ and Chesapeake Bay watershed planning district commissions for the initial WIP III planning assistance concluded in December 2018. Beginning with this new DEQ-PDC contract to be effective early 2019, each PDC will initiate implementation procedures as generalized assistance to localities for non-regulated areas to explore ways to implement identified BMPs with local governments and establish longer range monitoring programs for the WIP III recommendations over a period of approximately seven (7)-months that will continue the momentum of operations, discussions and relationships with local governments and stakeholders of each watershed region. This contract creates a bridge from the local completion of the WIP III recommendations as the Commonwealth of Virginia obtains final approval from the Chesapeake Bay Program in August 2019. The initial WIP III planning assistance contracts in 2018 supported the ability for PDCs entering into a sub-contractual arrangement for completion of the project deliverables. As this initiative proceeds and longer-term funding support is pursued, these projects are to build internal capacity within the PDCs as opposed to a continuum of turn-key work for the Chesapeake Bay WIP implementation. State funded resources are being sought and continued funding for this initiative may be available. The maximum funding allocation for this seven (7)-month project period is a total fixed, not-to-exceed amount of \$21,500 per PDC or \$322,500 in the Virginia Chesapeake Bay watershed.

### **C. PROJECT METHODOLOGY AND DELIVERABLES**

***(A corresponding timeline will become contract Attachment C, Milestone Table)***

The following activities outline the “Minimum” and “Optional” deliverables to be completed by the PDC and are imperative to a successful project. Completion of all the “Minimum Deliverables” in the 4 (four) Activity groups and at least 5 (five) of the “Optional Deliverables” from any of the Activity groups constitute satisfactory completion under this contract. The development of collaborative arrangements between two or more PDCs at this initial program development stage is encouraged.

Payment will be provided by DEQ upon satisfactory completion, in accordance with the Project Budget Summary and Payment Process in section D. Evaluation of satisfactory completion will be based on progress detailed in an Interim Project Report, a Final Project Report and the project deliverables for each activity.

**Activity 1: Facilitation of Chesapeake Bay Phase III WIP implementation with localities and regional partners**

The PDC will continue to engage localities, regional and state partners regarding Bay WIP III programmatic actions and implementation activities. These partners include, but are not limited to, local and regional governments; soil and water conservation districts (SWCDs); river basin commissions (e.g., Rivanna River Basin Commission, Rappahannock River Basin Commission, etc.); environmental non-profits (e.g., Friends of the Rappahannock, James River Association, etc.); state and federal agency representatives. The PDC will focus on liaison activities between localities and all of the partners.

**Minimum Deliverables**

- a) Development of a regionally-specific annual Scope of Work (modeled after the draft developed by TJPDC titled, Local Area Watershed Implementation Plans Sustainability Program) for implementation for fiscal year 2020 should on-going funding for this initiative be realized. (by June 30, 2019)
- b) Host and facilitate a minimum of 3 meetings on Bay WIP topics, or include Bay WIP issues on agendas for existing meetings, with participation from membership local governments. Encourage attendance from other partners. (by September 30, 2019)
- c) Initiate work with localities and other partner organizations to develop cost estimates and potential budgets for implementation of Bay Program-approved BMP projects and to identify opportunities to align multiple program needs. (by September 30, 2019)  
Any information that can be provided to DEQ for the June 30<sup>th</sup> interim report may inform the state budgeting process for next year.
- d) Work with localities to compile and submit GIS shapefiles to support the Chesapeake Conservancy's Bay High-Resolution Land Cover Update project, where such data exists. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. (by June 30, 2019)

**Optional Deliverables**

- e) Collaborate with other Bay PDCs to establish an "urban sector" network group. Coordinate meetings and/or teleconferences with other Bay PDCs to discuss BMP implementation process and efforts to assist unregulated (non MS4) communities. (by September 30, 2019)
- f) Work with localities to begin review of local plans and ordinances and identify whether WIP III BMPs and prioritized programmatic actions are included in goals/objectives or opportunities for future inclusion. (by September 30, 2019)

- g) Share information with localities on state, federal, and private BMP implementation funding opportunities. (as available)

**Activity 2: Development and distribution of implementation tools and resources**

The PDC role is for contract-related work that produces outreach and education elements fostering local stakeholder participation in Chesapeake Bay Phase III WIP implementation; and the region-wide dissemination of, and assistance with, tools, collaboration with stakeholders and other partners, and leadership for regional strategies, programmatic actions and planning goal implementation.

**Minimum Deliverables**

- a) Develop a marketing piece and web page that describes/informs local stakeholders about the WIP. (by September 30, 2019)
- b) Work with localities and other regional stakeholders to develop a matrix of potential grant project priorities for the region with total project costs, potential funding sources, partners, application deadlines and any other critical information. (by September 30, 2019)

**Optional Deliverables**

- c) Develop a program that educates the local stakeholders about the direct benefits of implementing BMPs in their communities (instead of focusing on the Bay area exclusively); and that engages and encourages citizens to participate by promoting the benefits to their local communities. (by September 30, 2019)
- d) Identify opportunities for regional (or multiple locality) projects such as small watershed-scale stream restoration and bank stabilization in the PDC region. (by September 30, 2019)
- e) Support local governments with grant writing assistance as opportunities arise based on local government needs. (by September 30, 2019)
- f) Develop a library of draft applications (for basic information needs and project drafts) for use within the region to acquire project funding. For example, templates can be developed for: (1) non-profit foundations such as the National Fish and Wildlife Foundation; (NFWF); (2), locally-targeted state resources such as the Stormwater Local Assistance Funds (SLAF); and (3) a potential co-benefit funder applicable in the region (ex. Virginia Department of Emergency Management {VDEM} - Hazard Mitigation, Virginia Department of Transportation {VDOT} - Road Improvements with WQ BMPs, Trout Unlimited - Habitat Improvement, National Oceanic and Atmospheric Administration {NOAA} - Coastal Resiliency). Examples of past, successful projects or representative draft applications for one or more specific BMPs are acceptable for this deliverable. (by September 30, 2019)

**Activity 3: BMP implementation reporting and liaison with DEQ**

The PDCs identified needs with existing BMP project reporting procedures during the Phase III WIP development process. This section begins to address and improve many aspects of reporting mechanisms for data on implemented BMPs.

**Minimum Deliverables**

- a) Host a training webinar in cooperation with DEQ to assist localities staff, and other agencies as needed (e.g., SWCD, local departments of health) on use of the BMP Warehouse for reporting implementation actions. (by June 30, 2019)
- b) Survey local governments and any other partner organizations on BMP data reporting gaps. Compile this information to submit to DEQ for input regarding actions and resources required for BMP data collection, reporting and Bay Model credit. (by September 30, 2019)
  - i. Identify known gaps in BMP reporting
  - ii. Identify projects or BMP data known to be absent
- c) Survey localities to identify WIP III BMP training needs. (e.g. design, tracking, reporting, verification, maintenance (by September 30, 2019)

**Optional Deliverables**

- d) Participate with the Virginia Department of Health (VDH), SWCDs and local governments to develop a process to capture and track septic tank pumpouts and report to DEQ's BMP Warehouse common reporting forms. (by September 30, 2019)
- e) Establish a regional BMP reporting process, as needed by localities and including a process for BMP reporting for those localities that do not want to be included in a regional approach (by September 30, 2019)

**Activity 4: Project administration**

**Minimum Deliverables**

- a) Submit the interim PDC contract report and initial reimbursement request. (by June 30, 2019)
- b) Submit the final PDC contract report and final reimbursement request. (by September 30, 2019)

**D. PROJECT BUDGET SUMMARY AND PAYMENT PROCESS**

A total not-to-exceed price of \$21,500.00 will be provided to the PDC for satisfactory completion of all the "Minimum Deliverables" in the 4 (four) Activity groups and at least 5 (five) of the "Optional Deliverables" from any of the Activity groups. DEQ will issue payment to the PDC upon completion of these deliverables as outlined in Section C above. Upon completion of the Activity deliverables, there should also be evidence of increased capacity

with the PDC. This initiative is seen as a pilot for potential long-term funding support to result in additional PDC capacity for assistance to localities by partially funding PDC staff. There may be small aspects of activity deliverables that require a sub-contracting arrangement for successful completion, such as acquiring GIS and imagery products. However since the long term goal is expanded PDC capacity, contracting the project in its entirety is not eligible under this contract. However, the development of collaborative arrangements between two or more PDCs at this initial program development stage is encouraged.

DEQ will provide reporting forms to the PDC when the contract is finalized as attachments to the contract. For the Interim and Final Project Reports, the PDC shall submit supporting documentation of the invoiced amount to include a narrative summary (contract Attachment A), an invoice (contract Attachment B) and an updated Milestone Table (contract Attachment C) documenting and describing satisfactory completion of deliverables. The Interim Project Report invoice may be submitted by the PDC upon completion of all the deliverables for the Activity, or upon completion of some of the Activity's deliverables, as a percentage of the total fixed (not-to-exceed) contract price. In the event the PDC submits an invoice for some of the Activity's deliverables, DEQ, in its sole discretion will determine if the invoiced amount represents an appropriate value for those deliverables.

The Interim Project Report will be due June 30, 2019. Updates on Activities will still be required, whether an invoice accompanies the report or not. The Final Project Report will be due no later than September 30, 2019 and must include supporting documentation for all of the completed deliverables (unless previously reported in the Interim Report), any additional supporting data and information related to the deliverables, a final description of how capacity within the PDC was improved and a final invoice for payment.

Satisfactory completion will be determined by DEQ.



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 20, 2019**  
**Subject: RRRC Website Redesign Draft RFP**

Funds were identified in the FY 2019 budget to redesign the Regional Commission website found at <http://www.rrregion.org>. The Commission's existing website was designed and launched in 2004 and there are a number of issues, including the time-consuming process for updating individual pages and the lack of responsive design for mobile and tablet users, that should be addressed as part of the redesign process.

Included here is a draft Request for Proposals for comment and/or discussion by the Commission. Once this section is reviewed and finalized, staff will combine with general terms and conditions and a formal cover page, and advertise via the Commission website and eVA procurement portal.

**REQUESTED ACTION:** Review and provide feedback on RRRC website and any functionality and/or attributes that may be beneficial for RRRC staff to include in the procurement.

## INTRODUCTION

The Rappahannock-Rapidan Regional Commission (RRRC) is seeking to enter into a contractual agreement with a qualified vendor to design, develop, and implement a new website for the organization. The intent of this RFP is to solicit statements of qualifications from interested, experienced firms to replace the current website, [www.rrregion.org](http://www.rrregion.org), with a well-designed, engaging, and intuitive website that simplifies content management and improves the end-user experience.

RRRC seeks to collaborate with a firm who can implement all of the functionality identified in this document in a timely manner and within budgetary constraints. It is the intention of RRRC to select a single vendor to provide all of the identified design, development, and implementation services specified. RRRC will rely upon the expertise of the selected vendor to design how the new website will best fit the needs of the organization and its end-users.

## PROJECT INFORMATION

The current RRRC website was designed and developed in 2004, and is now difficult for staff to manage and update, has too many outdated or not up to date pages, and is hard for users to navigate. In addition, the design and layout are not visually appealing and do not render well for mobile or tablet users. RRRC seeks to work collaboratively with a firm who can design, develop, and implement a website that provides relevant information in a clear and easy to navigate format.

It is expected that much of the content from the existing website will need to be migrated to the new website. RRRC staff will assist with this process and provide guidance as much as possible, however the selected firm should guide the process and determine the manner in which the content is organized and presented. RRRC expects that many current pages may be consolidated or removed and new pages may be added where appropriate.

## CORE FUNCTIONALITY AND ATTRIBUTES

RRRC seeks a website design that incorporates the following functionalities and/or attributes as a result of this RFP and subsequent contract. RRRC will collaborate with the selected offeror to refine this list, as applicable, during design and implementation.

### ATTRIBUTES

- ADA-Compliant – Site is compliant with Title II of the Americans with Disabilities Act
- Archive Center/Document Library – Agendas, minutes, newsletters, plans, RFPs, and other documents can easily be posted and accessed on the site, and can be stored in a searchable format.
- Calendars – RRRC currently utilizes an embedded Google Calendar for the public-facing calendar on the existing website.
- Email – Vendor should be able to consult and assist RRRC staff in ensuring rrregion.org email functionality remains unaffected if moving website to a new hosting platform
- Page Templates – RRRC staff can easily update, delete, and create template-based web pages.
- Printable Pages – End-users can easily print web pages.
- Quick Links – Shortcut navigation options are available throughout the site for easy access to the most important information.

- Social Media Interface – Offer consultation, direction, and training to staff for integration of social media feeds, including Facebook and Twitter.
- Responsive Design – Site adjusts to the end-user’s viewing screen size.
- Rotating Photos/Videos/Banners – Dynamic image display available on the home page and other main pages as needed.
- Site Translation – RRRC currently utilizes Google Translate to provide webpage translation to languages other than English. New site will require same functionality for end-users.
- Site Search – Internal site search engine and search box enhance end-user ability to locate information.
- Site Statistics –Google Analytics tracking code, accessible via RRRC’s existing Analytics tracking account, should be installed on all pages so internal users can view data and perform site audit reports.
- Sitemap & Breadcrumbs – An XML sitemap, an HTML sitemap, and breadcrumbs are implemented to improve search engines’ ability to crawl and index the site.
- SSL Certificate – Website has a valid SSL certificate.
- Provides necessary software and licenses to maintain site internally by RRRC.
- Maximizes Search Engine Optimization (SEO).

## **FUNCTIONALITY**

- Migrates existing information / data and participates collaboratively with the RRRC to create additional new content and/or pages
- Is easy to use for both RRRC staff and end-user –
  - Provides ease of use for non-technical staff to update
  - Selection of a content management system, or other technical solution, that shall permit non-technical staff members to quickly update website content from any location with internet access
  - Easily updatable once the site has been completed, providing an audit trail with the ability to revert changes
  - Ability to share frequently updated pages, such as news and/or committee pages
- Is appealing and engaging –
  - Consistent and fresh layout / theme throughout each web page using the RRRC logo and color scheme, relative imagery and graphics. Use of other program logos associated with RRRC is also encouraged.
  - Eye-catching alert section to alert users to ongoing programs and projects and other important news.
  - Incorporates an attractive mix of text and graphics.
  - Operates in a reliable manner and is free from bugs, defective links or navigational tools, or other defects.
- Is informative and navigable –
  - Customer satisfaction through an organized, uncluttered web experience.
  - Technically and non-technically inclined customers can easily locate desired information and find resolution.
  - Quick load pages so that users with slower connections are not disadvantaged.
  - Information shall be grouped and presented in a logical manner and accommodate the proposed navigation scheme.



## **SUBMITTAL REQUIREMENTS**

Qualified firms are invited to submit qualification packages on or before \_\_\_\_\_ at 3:00pm. There is no requirement for the format of the qualification package except that it includes, at a minimum, the following and any other information the offeror believes pertinent for RRRC as it reviews the offeror's proposal:

- Letter of Transmittal
  - Authorized signature
  - Brief summary of project approach
- Firm Profile/Qualifications
  - Name and contact information
  - Firm overview (years in business, number of employees, etc.)
  - Project team
  - Experience with and examples of public sector projects
- Project Development Approach
  - Brief description of website development process
  - Proposed timeline
- References
  - Contact information for three clients

Offerors should submit such reasonable documentation to support all the elements listed as evaluation criteria. This should include qualifications, examples of successful past work of a similar nature, a work plan for this project, a pricing method with not to exceed amount. Concise information should be submitted to allow RRRC a clear understanding of the qualifications of the Offeror. In addition, the pricing methods to be used for the design, as well as annual fees that may apply shall be provided. The Offeror will provide references, including email addresses, of customers currently using sites they have designed with a focus on municipal or county government related sites.

RRRC desires to be made aware of any annual or recurring fees, charges, or software upgrade requirements related to the website. The offeror will include any such cost estimates as part of its submittal.

Submittals that are not received on or before the specified deadline will not be accepted. RRRC reserves the right to request follow-up information or clarification from firms under consideration, reject any or all submittals, compare the relative merits of the submittals, and choose the vendor which will best serve the interests of the organization.

Each response to this RFP shall be done at the sole expense of the proposing firm and with the express understanding that no claims against RRRC for reimbursement will be accepted.

## **EVALUATION CRITERIA**

Responses to this RFP will help RRRC identify the most qualified firm. The table below illustrates the evaluation criteria weighting:

- Completeness & Quality of Proposal – 20%
- Previous Experience & References – 15%
- Price – 25%
- Project Approach & Timeline – 30%
- Project Team Credentials – 10%

## **SELECTION PROCESS**

RRRC will oversee the selection process, including review, selection, and contract award. The selection process may include interviews with one or more qualified offerors. When a final selection and decision to award a contract, RRRC will notify all respondents and post such information on the RRRC website and eVA procurement portal.

## **SCHEDULE**

The approximate RFP schedule is summarized below, but may be subject to change:

Issuance of RFP:	March 18, 2019
Firm Submittals Due:	April 12, 2019
Interviews (if necessary):	Week of May 13, 2019
Firm Selection:	June 7, 2019

## **INQUIRIES**

All inquiries regarding this RFP may be directed to:

Patrick Mauney  
Rappahannock-Rapidan Regional Commission  
420 Southridge Parkway, Suite 106  
Culpeper, VA 22701  
(540) 829.7450 ext. 11  
plmauney@rrregion.org



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 19, 2019**  
**Subject: 2019 Virginia CDBG Program Regional Priorities**

Annually, the Virginia Department of Housing and Community Development (DHCD) requests each Planning District Commission to submit a tiered list of Regional Priorities based on Community Development Block Grant (CDBG) activity categories to assist DHCD staff in evaluating proposals submitted for CDBG funding during the year, as well as a list of probable CDBG proposals for the current year grant cycle.

In past years, there were nine project types. In 2019, DHCD has adjusted project types into the following five categories:

**Comprehensive Community Development:** Targets a range of improvements based on recent neighborhood/community assessment. Emphasis on addressing housing conditions, but can also include water, sewer, telecommunications (including broadband to unserved areas, defined as area with 10/1 download/upload or less).

**Business District Revitalization:** Primary purpose is to eliminate blighting conditions in deteriorated areas to create better environments for future economic activities.

**Housing:** Focused on housing rehabilitation for Low-to-Moderate Income (LMI) occupied housing units either targeting a single, well-defined project area or through a scattered site approach within a single locality.

**Community Facility:** Targets provision of water and/or sewer improvements, including indoor plumbing, or housing production assistance for single- or multi-family units targeted for LMI persons.

**Community Service Facility:** Targets physical facilities allowing provision of important services to LMI persons and the greater community, to include day care, community centers, health clinics, hospitals, skill-building facilities for youth and unemployed, or facilities for elderly or disabled persons.

As of February 20<sup>th</sup>, RRRC staff is aware of two potential CDBG grants from the region:

- 1) Fletcherville project (Fauquier County) for water and/or sewer rehabilitation
- 2) Potential application from the G.W. Carver Food Enterprise Center for infrastructure work at the Carver School

**REQUESTED ACTION:** Approve RRRC staff to submit the tiered priority list for 2019 Community Development Block Grant Regional Priorities, along with any expected projects from the region to the Virginia Department of Housing and Community Development.



Ralph S. Northam  
Governor

Esther Lee  
Secretary of  
Commerce and Trade

## COMMONWEALTH of VIRGINIA

DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston  
Director

February 4, 2019

### **MEMORANDUM**

TO: Executive Directors, Virginia Planning District Commissions

FROM: Tamarah Holmes, Ph.D., Associate Director

SUBJECT: 2019 Virginia CDBG Program Regional Priorities

By now each Planning District Commission has received notice of the availability of the 2019 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 22, 2019**:

**A prioritized list of the CDBG Project Types and Activity Categories.**

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.

**A list of CDBG proposals expected to originate in your District in 2019.**

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2019. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2019 project applications. Should you have any questions, please call Tamarah Holmes, Ph.D., Associate Director, at (804) 371-7056.

**2019 Virginia Community Development Block Grant Program  
Regional Priorities**

*List of Project Types / Activity Categories and Ranking Worksheet*

**Project Types / Activity Categories**

Please reference the 2019 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

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**Ranking Worksheet**

**Planning District Commission:** \_\_\_\_\_

Priority (1 is highest, 3 is lowest)

#1      #2      #3

☐    ☐    ☐    Comprehensive Community Development

☐    ☐    ☐    Economic Development – Business District Revitalization

☐    ☐    ☐    Housing – Housing Rehabilitation

☐    ☐    ☐    Community Facility (Including Housing Production)

☐    ☐    ☐    Community Service Facility

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**Expected 2019 CDBG Proposals:**

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# COMMUNITY IMPROVEMENT GRANTS

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Virginia's CDBG Community Improvement Grant (CIG) option is designed to aid those communities with the greatest community development needs in implementing projects which will most directly address these needs.

There are three options for Community Improvement Grants assistance: Competitive Grants, Open Submission, (Community Development Innovation Fund Grants, Community Economic Development Fund Grants, Construction-Ready Water and Sewer Fund Grants, and Urgent Need Open Submission Grants.

## COMPETITIVE GRANTS

Competitive Grants are awarded following the Virginia Department of Housing and Community Development's (DHCD) competitive review of the applicable application. The deadline for submission of Competitive Grant applications to DHCD is March 29, 2019. Applications review will occur in April and May of 2019. Announcement of Competitive Grant offers is anticipated in September 2019.

### Pre-Application

In order to provide better, more targeted technical assistance to potential applicants for CDBG funding, DHCD strongly encourages all prospective competitive applicants to complete and submit a pre-application prior to completing a full CDBG applications. DHCD staff will accept, review, and provide feedback on pre-applications received between January 1 and January 31, 2019.

Of the estimated \$23,858,364 available in 2019 for Community Improvement Grants, approximately \$13,708,364 will be available for Competitive Grant projects.

There are five primary project types under the Competitive CIG option:

- Comprehensive Community Development
- Business District Revitalization
- Housing
- Community Facility
- Community Service Facility

Localities with potential projects with features applicable to more than one of these project types should contact DHCD for technical assistance.

The policies applicable to these project types are detailed on subsequent pages of this section.

Applicants must have received administrative close-out from DHCD on any open grants by March 1, 2019 for the open grant to NOT count against the \$2.5 million limit. This means that all CDBG-funded activities must be complete and all CDBG funds must be drawn down and spent.

## COMPREHENSIVE COMMUNITY DEVELOPMENT

These projects target a range of improvements to a neighborhood in direct response to identified needs derived from a recent client-based needs assessment of the target area. This assessment should include analysis of a full range of need areas including housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police protection, fire protection, and other neighborhood-specific items.

The emphasis of Comprehensive Community Development projects is addressing the housing conditions of the community. Other activities may be undertaken as appropriate and as identified through a neighborhood needs assessment. These projects are not intended to primarily focus on deferred maintenance of infrastructure.

For eligibility as a Comprehensive project, applicants must target improvements to an appropriate level of benefit in relation to needs identified through the assessment. All Comprehensive projects must target at least two significant activities. This significance must be demonstrated by category, such as housing, sewer, water, or telecommunications rather than by component, such as owner-occupied housing rehabilitation or substantial reconstruction.

Comprehensive eligibility provisions are based on the number of significant activities, as outlined below. For the purpose of eligibility, a significant activity is defined by the percentage of the total CDBG project cost.

### ***For projects with exactly two significant activities:***

- Eligible for up to \$1,250,000 in CDBG assistance;
- Significant activities are no lower than 20% and no higher than 70% of the CDBG project cost; and
- Activities with a budgetary representation of less than 20% can be included in the project and may be eligible for CDBG funding pursuant to typical eligibility factors and provided funding remains under the \$1,250,000 limit.

### ***For projects with at least three significant activities:***

- Eligible for up to \$1,400,000 in CDBG assistance;
- Significant activities are no lower than 10% and no higher than 60% of the CDBG project cost; and
- Activities with a budgetary representation of less than 10% can be included in the project and may be eligible for CDBG funding pursuant to typical eligibility factors and provided funding remains under the \$1,400,000 limit.

Street improvements will be eligible for CDBG assistance where:

- Specific street sections are targeted for improvement;
- The targeted sections are not built to VDOT or community standards and are not part of a current public maintenance system;
- All higher priority community needs will be addressed using CDBG or other funding; and,
- The applicant locality can provide documentation that no other funding is available to address these improvements.



The CDBG investment for the installation or improvement of water / wastewater services for Comprehensive Community Development projects may not exceed an average of \$15,000 per household for water costs and/or \$18,000 per household for sewer costs. A maximum average of \$33,000 per household is allowable for combined water and sewer costs.

### **Broadband Telecommunications**

For project including broadband telecommunications an additional amount up to \$250,000 is available.

Broadband telecommunications will be eligible for CDBG assistance where:

- The applicant has adequately identified existing service providers in the project area;
- The applicant must partner with a private service provider;
- The applicant has demonstrated that the project area is unserved. An unserved area is defined as an area with speeds of 10/Mbps/1Mbps or less, and with less than 10% service overlap within the project area.

All activities targeted for CDBG assistance in Comprehensive Community Development projects must be designed in accordance with the policies established in this Program Design for such activities. Where justified and feasible, Comprehensive projects may include Economic Development and Community Services Facility activities.

Applications requesting CDBG assistance for replacement due to deferred maintenance will be closely scrutinized. It should be noted that additional measures will be taken in the evaluation and review process, such as a review of the applicant's history of DHCD's investments in infrastructure, water / sewer rates, and leverage, particularly local leverage. Proposed activities which are not deemed appropriate for CDBG funding are subject to removal or reduction at DHCD's discretion, however, if removed, the applicant will be responsible for finding additional resources to remedy those items.

## BUSINESS DISTRICT REVITALIZATION

The primary purposes for providing CDBG assistance for Business District Revitalization (BDR) activities is to eliminate blighting conditions in deteriorated areas as a means of creating better environments for future economic activities.

Business District Revitalization is designed improve the economic environment of a locality by enabling the removal of slums and blighting conditions which threaten the health, safety, and welfare of the community as a whole and have an adverse impact on the value of real property which, in turn, adversely impacts community wealth. By addressing these blighting conditions, localities can eliminate hazardous conditions and halt disinvestment.

An applicant must clearly delineate the boundaries of its district and provide its rationale for this delineation. Boundaries are commonly delineated using both physical considerations, such as where land uses transition from commercial to residential and where a river or railroad run adjacent to an area, and social considerations, such as public perceptions of boundaries.

DHCD has specific guidance to help direct the planning process for business district revitalization. With the planning process, applicants will undertake activities which are designed to identify opportunities to improve the economic and physical conditions within the community. A key outcome of this process will be the development of an ***Economic Restructuring Plan*** that will identify the means by which the locality can implement economic improvement strategies that will help ensure the long-term sustainability of the community, particularly the downtown business district.

**Applicants must demonstrate that business district revitalization is the highest community development need. Applicants must provide an analysis of housing and other community needs, how these needs have been addressed, and how any remaining unmet needs will be handled.**

Applicants must identify all elements of physical and economic blight within the defined business district. In order to be eligible for construction funding, applicants must demonstrate that at least 25% of the properties in the potential project area are physically blighted or have at least a 50% vacancy rate.

### ***Physical Blight***

The deteriorated conditions or states of disrepair of business district infrastructure, buildings, and other physical elements which detract from the overall appearance and identity of the district and, in turn, depress property values and the ability to market and attract investment.

### ***Economic blight***

The existence of vacant, disinvested, or underutilized buildings and parcels which represent unrealized commercial potential and project a negative image that harms efforts to attract new investment.

Applicants may apply for up to \$700,000 for a Business District Revitalization project. If these projects will also include activities such as downtown housing, job creation, establishing a loan pool, or other economic revitalization efforts, and / or business district amenities, the locality

may request up to \$1,000,000 in total funding (with the **PRIOR** concurrence of DHCD). Please note the above activities **MUST** be completed concurrently with construction.

If an applicant prefers to undertake loan pools or other economic revitalization efforts based upon an identified strategy after construction activities have started, they are eligible to apply for Local Innovation funds upon completion of 70% of the construction. See page 50 for Local Innovation funds

### **Phased BDR Approach**

DHCD reserves the right to offer funding for BDR projects based upon a phased implementation approach. Appropriate projects will have successfully completed the BDR planning process and developed an appropriate economic restructuring plan, but have legitimate barriers to securing all resources necessary to complete the entire BDR project within the timeframe of a CDBG contract. Under this option, available funding will be based on the prioritized and phased implementation of activities with CDBG funds initially only available for activities identified as the highest priority. Funding for subsequent activities will be released following the prompt and successful completion of the highest priority CDBG funded activities and all agreed upon leverage activities.

It is anticipated that under this option funding may be offered under multiple years of CDBG funding. The specific prioritization of activities will be negotiated between DHCD and the locality prior to execution of a grant award. Funding for activities addressing major concentrations of blighted properties (beautification efforts, decorative sidewalks, installation of benches, gateways, signage, overhead relocation, etc.) will only be released on a performance basis once the physical and economic blighting elimination activities have been completed. This option is intended to address the challenges small localities face in leveraging significant resources and is not intended to provide for implementation of BDR projects that have not adequately completed the planning and preparation process. It is expected that applicants pursue other sources of funding to fully implement their economic restructuring and physical improvement plans.

Applicants must have in place an ***Economic Restructuring Plan or Economic Development Strategy (including information on revitalization of downtown or commercial district)*** to help ensure the long-term success and viability of the project. The proposed project must be comprised of activities derived from your ERP/EDS. Please note that completion of design elements and / or branding / marketing efforts are eligible costs under this project type but cannot exceed five percent of the total CDBG funding requested.

Applicants must address all blighting conditions using CDBG funding and other resources. CDBG funding targeted for real property acquisition and demolition or transformation must be linked to the designation of a Redevelopment or Conservation area under Virginia law (see page 5 under CDBG National Objectives).

All revitalization activities must include significant participation by district stakeholders, including property owners, business owners, local government officials, and concerned citizens. This participation should follow a modified 4-point approach to business district revitalization.

Potential applicants should contact the Department for additional information on this approach. This participation should, in part, lead to the development of a Revitalization Plan. Specific requirements to ensure continued participation include:

- Requirement that grantee enact and enforce an ordinance that requires all buildings improvements from the time of the grant forward to be done in a manner consistent with established design guidelines. The ordinance must be in effect for a minimum of ten (10) years. Once this ordinance is in effect, DHCD will fund development of design guidelines. DHCD will allow up to \$15,000 or 5% of the CDBG-funded construction budget for façade improvements, whichever is less, to be used to develop design guidelines for the downtown district.
- Grantee must adopt minimum design and maintenance standards (building or property code standards may be acceptable) for those not willing to participate. These standards must be approved by DHCD and must be enforced for a minimum of ten years.
- Commitment to a redevelopment plan which gives the locality the authority to take and condemn blighted properties if the property owners do not commit to participate.

CDBG funding may be targeted for implementation of other elements of a Revitalization Plan, including providing support for a business district organization, for marketing efforts to secure private investments, and for minimal cosmetic improvements to non-blighted elements. Entrepreneurship development activities are eligible as an addition to Business District Revitalization projects. See Entrepreneurship Development on page 42.

Applicants intending to use CDBG funding under Business District Revitalization projects to add units of housing must demonstrate a clear local need, provide evidence of significant local demand, and target the development of housing units of a quality and quantity which will meet local needs and demands. Applicants should contact DHCD early in the process to provide detailed information on the market, how affordability was determined, and, if units are developed using other funding, the revenues and expenses to be included in the project.

## HOUSING

Housing activities are eligible for CDBG assistance to improve the living conditions of low- and moderate-income (LMI) persons. CDBG funding may be used to rehabilitate LMI-occupied housing units or in support of the development of new housing units which will be occupied by LMI persons.

There are two categories of assistance under the housing project type:

- Housing Rehabilitation
- Scattered Site Housing

*For Housing Production Projects, see the Community Facility section.*

CDBG funds cannot be used to rehabilitate Section 8 or tax credit properties. **An underwriting process will be necessary for tax credit projects.** All tax credit projects must have rents at or below the established Fair Market Rent.

CDBG funds cannot be used to rehabilitate housing that has undergone DHCD-funded Housing Quality Standard repairs within the past 10 years.

**Applicants that are participating in a housing rehabilitation project MUST agree to send all responsible parties to the annual Grant Management Workshop. Applicants must either agree to pay for these costs or include this item as an administrative activity in the project budget.**

### HOUSING REHABILITATION

CDBG assistance is provided to improve LMI-occupied housing units to DHCD Housing Quality Standards.

Housing projects targeting housing rehabilitation activities:

- Are eligible for up to \$1,000,000 in CDBG assistance.
- Must target housing rehabilitation needs within a single, well-defined project area with a contiguous boundary.

### SCATTERED SITE HOUSING REHABILITATION

CDBG assistance is provided to improve LMI-occupied housing units to DHCD Housing Quality Standards.

Housing projects targeting housing rehabilitation activities:

- Are eligible for up to \$1,000,000 in CDBG assistance.
- Must target housing rehabilitation needs within a single locality, but there does not need to be a defined project area.

As rehabilitation activities will not begin simultaneously on all eligible housing units, DHCD reserves the right to fund such projects under more than one performance-based contract and

from more than one year's CDBG allocation. DHCD reserves the right to cancel additional contracts due to non-performance on initial contracts.

**Up to 10 percent** of the total housing rehabilitation activity budget may be used for Rehabilitation Specialist services such as inspections, specifications, and bidding. Additionally, crucial non-housing activities or non-construction housing support activities that will clearly complement the housing improvements taking place in the project area and will meet a national objective **may be included** in a housing rehabilitation project with prior DHCD approval. CDBG participation in these activities **shall not exceed 15 percent** of the total amount requested.

Rehabilitation assistance is available for both owner-occupied and investor-owned properties.

### **OWNER-OCCUPANTS**

Owner-occupants may incur a monthly financial obligation following receipt of CDBG rehabilitation assistance which is based on the monthly amortization of rehabilitation costs over a 10 year period at 0 percent interest. Owner-occupant monthly payments must be determined by ability-to-pay calculations which take into consideration income, expenses, and other household considerations. A minimum of \$25 is required for all benefitting households, unless an Ability-to-Pay Waiver has been granted.

### **INVESTOR-OWNERS**

Investor-owner participation in rehabilitation must include execution of a legally-recorded commitment to provide the improved housing units to LMI households for no less than ten years at affordable rents. Rent levels shall not be increased between the Community Improvement Grant submission date and the date of announcement of CIG awards. Investor-owners may not increase rents beyond actual direct cost increases, such as taxes and insurance, for at least the term of the loan. The rent amount must be clearly established in the rehabilitation contract and shall remain at the same level for all subsequent tenants for the balance of the loan term.

Investor owned units should not make up more than 50% of the units targeted for assistance. In the event investor owned units are planned for demolition and permanent relocation for the tenants, in addition to meeting the minimum requirements of the Uniform Relocation Act, applicants are encouraged to evaluate the needs of the renter and evaluate the options that best addresses their needs.

### **VACANT UNITS**

No vacant unit shall be rehabilitated with CDBG funding unless the house has a history of being consistently occupied over the last five years and was rented for at least six months of the year preceding the applications submission, the unit was purchased by an LMI household, or the unit is owned by a locality, housing authority, or non-profit and will be sold to or lease-purchased by an LMI household.

### **ABILITY-TO-PAY**

The Ability-to-Pay (ATP) calculation will determine the amount the household could afford monthly towards repayment of the CDBG rehabilitation assistance received. The difference

between the total monthly amortization amount and the amount paid by the homeowner must be forgiven. This forgiveness must occur on a monthly basis, not in one lump sum write-off.

- HUD's *Utility Allowance* guidance must be used when calculating a household's ability-to-pay.
- ATP calculations will be based on 25 percent of household income.
- ATP calculations must also be made for the tenant households of investor-owned properties. These calculations permit evaluation of rent affordability.

Affordable rent is defined as:

- A cost of occupancy that, including tenant-paid utilities, does not exceed 35 percent of total household income. If a project includes assistance from other programs which require a more stringent definition of rent affordability, this more stringent standard must be applied.
- ATP minimum monthly payment is \$25.

## ABILITY TO PAY POLICY WAIVER

At the time of application if a locality has identified potential project participants who cannot afford to pay the minimum \$25 Ability to Pay (ATP) required by the Virginia CDBG program, these individuals must be listed on the Ability to Pay Summary Table submitted with your CDBG application. In the event, CDBG funds are awarded, the locality must submit a letter requesting a reduction/waiver for ATP to DHCD for approval. The request must include a printout of a completed HUD Income Form for those participants. **This is a DHCD required pre-contract activity.**

## ALLOWABLE COSTS

### Housing Rehabilitation Cost Limits as of July 2018

*Limits for Houses constructed **after 1978** or XRF Testing Showing No Lead*

Activity	CDBG	
	Rehab	Substantial
Base	50,000	85,000
Exceptions	20,000	Inclusive
Asbestos Inspection	800	800
Alternative Septic	10,000	10,000
Temp Relocation	2,000	2,000
HMEP	Policy	Policy
Green Build/EarthCraft	N/A	4,000
<b>TOTAL</b>	<b>82,800</b>	<b>101,800</b>

*Limits for Houses constructed **before 1978** - No XRF Test - Presumed Lead*

Activity	CDBG	
	Rehab	Substantial
Base	25,000	85,000
Exceptions	25,000	Inclusive
Asbestos Inspection	800	800
Alternative Septic	10,000	10,000
Temp Relo	2,000	2,000
HMEP	Policy	Policy
Green Build/EarthCraft	N/A	4,000
<b>TOTAL</b>	<b>62,800</b>	<b>101,800</b>

Manufactured home rehabilitation is limited to \$10,000, plus \$10,000 for exceptions for water and wastewater. No other exceptions apply.

DHCD encourages the use of Energy Star rated appliances whenever economically feasible. Additional information may also be found at [www.BuildingGreen.com](http://www.BuildingGreen.com) and [www.EnergyStar.gov](http://www.EnergyStar.gov).

Additionally, DHCD encourages the use of Universal Design elements when possible. This is particularly applicable where substantial reconstruction will take place.

For specific guidance on eligible costs, owner and landlord requirements, costs limits, and other policies for housing rehabilitation projects, please see the CDBG Grant Management Manual, located online at:

<http://www.dhcd.virginia.gov/index.php/community-partnerships-dhcd/downtown-revitalization/cdbg/10-community-development-block-grant-cdbg.html>

## **PROGRAM RECOMMENDATIONS**

Applicants pursuing projects that will create new owner-occupied affordable housing are encouraged to develop strategies that will result in mixed-income homeownership opportunities, not housing that only targets low- to moderate- income persons.

Adherence to green building practices, where appropriate, is encouraged. DHCD encourages the use of Energy Star rated appliances whenever economically feasible. Additional information may also be found at [www.BuildingGreen.com](http://www.BuildingGreen.com) and [www.EnergyStar.gov](http://www.EnergyStar.gov).

DHCD also encourages the use of Universal Design elements when possible. This is particularly applicable where substantial reconstruction of a unit will take place.

\*For Housing Production projects, see the Community Facilities section of the Program Design.



## COMMUNITY FACILITIES

Community facilities include water services, wastewater services, drainage improvements, and street improvements. CDBG assistance under this option is generally targeted to projects involving water and wastewater improvements, and housing production projects particularly serving low- and moderate-income persons. Community Facility projects are eligible for up to \$1,000,000 of CDBG funding. Projects supporting the production of housing units are eligible for up to \$700,000 in CDBG funding.

An applicant undertaking a water and sewer project must address the indoor plumbing needs of project area residents. Benefit to a particular household will not be accepted unless the unit currently has or will be provided with indoor plumbing facilities. Housing units receiving indoor plumbing facilities must also meet DHCD Housing Quality Standards. CDBG funding may be used to improve these units to standard condition. CDBG participation in indoor plumbing or related housing activities shall not exceed 15 percent of the total amount requested.

Projects which include water and/or sewer service activities must meet the following requirements:

- At least 51 percent of the residents in the project area are low and moderate income persons.
- Service must be made available to any house within the project area that is occupied by an LMI household located within 200' of the distribution (water) or collector (sewer) line at no cost to the household beyond monthly user fees, provided the cost of installing said connection line does not exceed \$3,500;
- Water meters are required for each customer that connects to the CDBG supported utility line (mobile home park owners are considered a single customer);
- The CDBG investment per water connection may not exceed an average of \$15,000.
- The CDBG investment per sewer connection may not exceed an average of \$18,000.

Low- and moderate-income persons cannot be charged an access fee for facilities developed using CDBG funding and neither are these fees CDBG-eligible expenses. The actual physical costs of connections will be eligible for CDBG funding. To the extent feasible, public water service applications must include a project design which accommodates appropriate fire protection measures in the project area.

The reasonableness of user charges will be considered in evaluating any revenue-producing project, particularly water and sewer projects. DHCD reserves the right to reduce in a proportional manner grant requests from applicants where utility rates charged by an entity are below the state average.

For projects which extend utility lines from one jurisdiction to another, utility rates must be the same throughout the CDBG project area unless it can be documented that the locality which owns or is served by the CDBG-supported utility line is subsidizing water rates with its general fund. However, in no case can "out-of-town" rates exceed one-and-a-half (1½) times the "in-town" rates.

CDBG funds will not be invested in systems that can or will provide redundancy to a customer base that would be more efficiently served by another entity. Instead, it is expected that jurisdictions will cooperate to identify the best possible system and entity for providing service to a specified customer base.

Project needs in community facility projects will best be determined through surveys of project area residents and through gathering of documentation from regulatory and other agencies. The demand for services must be established through obtaining signed user agreements from the proposed beneficiaries or documenting a local mandatory hook-up policy and its history of enforcement.

A locality should obtain signed user agreements that state the commitment to connect to the new system prior to the submission of an application. These must be **ACTUAL** users and not just the availability of the new service.

Applicants should target having user agreements in place for at least 80% of the households in the project area for a water project at the time of applications. Wastewater projects should target obtaining user agreements from 75% of all households at the time of applications. It is expected that 75% of households will have signed user agreements prior to contract execution for a wastewater project. Wastewater projects are expected to be ready at the time of submission with user agreements in place, easement locations identified, and a plan for obtaining easements. Outstanding user agreements and easements should be addressed after applications submission to ensure the project is ready to begin at the conclusion of the pre-contract period.

Project activities are established through completion of preliminary engineering work. If a Preliminary Engineering Report (PER) was completed a copy of it must accompany the community facility applications. If Virginia Department of Health (VDH) and/or Department of Environmental Quality (DEQ) approval is required for a project's plans and specifications, the project PER must be submitted prior to submission of the project applications to DHCD.

CDBG assistance cannot be used to exclusively fund the cost of service lines (i.e., lines that run from the house to the water distribution or wastewater collection lines). Service lines are an eligible CDBG expenditure provided it is appropriately proportional to the expenditures on other features of the project.

In projects involving the provision of water, sewer, or other community facility services to privately-owned, multi-tenant properties as a contributing factor towards meeting the required LMI benefit, CDBG assistance will be eligible for expenditure on those features of the project which provide substantial benefit to current LMI tenants. DHCD will safeguard the provision of benefits to current LMI tenants as follows:

- CDBG funding will be provided to match current LMI needs.
- Property owners will be prohibited from creating additional tenant spaces which would dilute a project's LMI benefit.
- Assistance may be prorated to oversized service or distribution lines.
- Participation in pump stations, storage tanks, or other features will also be dependent upon the level of LMI benefit in the project.

Savings produced by the CDBG investment must translate to direct LMI benefit. Generally, each LMI unit receiving services must be individually metered with billing being a responsibility of a local public agency. No private property owners may charge LMI tenants a connection fee or a surcharge on service usage.

## **HOUSING PRODUCTION ASSISTANCE**

CDBG assistance is available in support of the infrastructure development for the creation of single- and multi-family housing units targeted for low- and moderate-income persons. CDBG funding is applicable final design and construction costs. These projects are eligible for up to \$700,000 in CDBG assistance.

DHCD reserves the right to work only with select projects that demonstrate true need and demand and which clearly show CDBG as an appropriate and necessary source of funds. CDBG funding is only appropriate when it is a clear community development priority and benefit, and long term LMI benefit, to the applicant locality.

For Housing Production projects, the locality must have control of the property during the time of CDBG funded improvements. Generally this control will be either ownership or lease of the property. Alternative methods of legal control can be negotiated on a case-by-case basis.

All housing production projects must have a Market Study demonstrating a clear local need for additional housing units, provide evidence of significant local demand for the additional units, and target the development of housing units of a quality and quantity which will meet local needs and demands. Additionally, any housing developer must demonstrate the capacity to successfully implement the project in partnership with the applicant. Project evaluation will reward those projects which result in the greatest number of quality units at the lowest cost per unit.

CDBG funds cannot account for more than 50% of down payment assistance for a qualified client.

If an applicant plans to utilize tax credits as a source of funding, DHCD should be contacted early in the planning process. DHCD must review all underwriting prior to the submission of an application for CDBG funds.

## COMMUNITY SERVICE FACILITIES

CDBG assistance is available up to \$700,000 for Community Service Facilities which are physical facilities targeting the provision of important services to low- and moderate-income persons and the greater community. Such facilities include day care facilities, facilities for protected populations such as the elderly and disabled, community centers, health clinics, hospitals, and skill-building facilities for youth and the unemployed.

All Community Service Facility applications must demonstrate that facility development is a clear local community development priority. Localities submitting applications should first develop a methodology to prioritize the localities' highest community development needs. Applicants must describe other community development priorities and their positions relative to facility development.

Applicants must clearly demonstrate the local need for the services to be provided. The most reliable information on these needs will result from surveys of potential users and existing service providers. Census information and other statistical information, although useful, provide less reliable justification for the need for a facility. The user surveys should, at a minimum, confirm potential user LMI status, the demand/need for and interest in the services proposed for the facility. Surveys of individual potential users are a better indicator of need than surveys of households. Surveys of existing service providers will permit, at a minimum, identification of gaps between service need and availability. ***Please note, at least 51% of potential users must be LMI.***

Applicants must also provide documentation of the demand for services. For some types of services, strong preferences obtained through surveying may suffice. For other services, demand may best be represented by the actions of individuals, beyond survey participation, to receive a service, such as the completion of an application or other intake documentation.

Applicants must target the development of a facility to accommodate the identified services. Community Service Facility projects that include a construction element are encouraged to adhere to green building practices, where appropriate.

CDBG funds are not intended to fund general practice clinics or extensions of hospitals. Appropriate projects will provide care to specific pathologies or specialized services, such as dental, neonatal, psychiatric, etc., which are identified as areas of need.

In addition to the factors outlined above, the evaluation of Community Service Facility projects will include an assessment of the directness of the benefits to be provided to LMI persons. This assessment will be guided by the following questions:

- Will the services be available exclusively to LMI persons or predominantly to LMI persons?
- Will the services provide palpable, measurable changes in the lives of the participants?
- Will the services have any impact on LMI persons becoming non-LMI persons?

For Community Service Facility projects, the locality must have control of the property during the time of CDBG funded improvements. Generally this control will be either ownership or lease of the property.

Alternative methods of legal control can be negotiated on a case-by-case basis, contact DHCD for additional guidance.