



**Rappahannock-Rapidan Regional Commission Meeting
June 24, 2020 at 1:00 pm
Electronic Meeting Only**

Livestream available via YouTube:

<https://www.youtube.com/channel/UCVg1Gl7iMDhX3i8OVAJKqEQ>

AGENDA

1. Call to Order
2. Electronic Meeting Participation During Declared State of Emergency ([Attachment](#))
3. Roll Call & Quorum Determination

Welcome to New Commissioners: Tom Underwood, Culpeper County, and Theodore Voorhees, Orange County
4. **Approval of Agenda
5. Public Comment
6. Approval of Minutes
 - a) **February 26, 2020 ([Attachment](#))
 - b) **April 27, 2020 Executive Committee ([Attachment](#))
7. Financial Reports
 - a) FY 2020 YTD Revenues and Expenditures ([Attachment](#))
8. Executive Director's Report
9. New Business
 - a) **Consideration of FY 2021 Proposed Budget & Work Plan ([Attachment](#))
 - b) **RRRC Application to U.S. Economic Development Administration for CEDS Planning Grant ([Attachment](#))

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

- c) **Nomination & Election of Treasurer for Unexpired Term beginning July 1, 2020
 - d) Upcoming Meetings Format and Scheduling
 - 10. Regional Roundtable
 - a) Local uses of CARES Act funding
 - 11. **Adjournment
- **Commission Action Requested

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



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 17, 2020
Subject: Electronic Meetings During Declared State of Emergency

When the Governor has declared a state of emergency in accordance with section 44-146.17 of the Code of Virginia, it may become necessary for the Rappahannock-Rapidan Regional Commission to meet by electronic means as outlined in Section 2.2-3708.2 of the Code of Virginia as amended. In such cases, the following procedure shall be followed:

1. The Rappahannock-Rapidan Regional Commission will give notice to the public using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Rappahannock-Rapidan Regional Commission.
2. The Rappahannock-Rapidan Regional Commission will make arrangements for public access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment.
3. The Rappahannock-Rapidan Regional Commission will otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the Rappahannock-Rapidan Regional Commission meeting.

REQUESTED ACTION: None required.

**Rappahannock Rapidan Regional Commission
February 26, 2020 Regular Meeting
RRRC Board Room
420 Southridge Parkway Suite 106, Culpeper VA 22701**

MINUTES

	Culpeper County		Town of Culpeper
X	John Egertson	X	Chris Hively
X	Paul W. Bates	X	Meaghan E. Taylor, Vice-Chair
	Fauquier County		Town of Gordonsville
	Christopher T. Butler	X	Robert K. Coiner, Chair
	Paul S. McCulla		Town of Madison
	Madison County		William Lamar
X	Jack Hobbs		Town of Orange
	Charlotte Hoffman		Martha Roby
	Orange County	X	Greg Woods
	James P. Crozier		Town of Remington
X	Brenda Garton		Evan H. 'Skeet' Ashby
	Rappahannock County		Town of The Plains
X	Garrey W. Curry, Jr.		Christopher R. Malone
X	Christine Smith		Town of Warrenton
		X	Brandie Schaeffer
		X	Jerry Wood, Treasurer
			Town of Washington
		X	Frederic Catlin

Staff Present: Hunter Berry, Monica Creel, Michelle Edwards, Kristin Lam Peraza, Patrick Mauney, Terry Snead, Rebecca Wareham

1. Call to Order

Chairman Coiner called meeting to order. Chairman Coiner welcomed the new Commissioners, Christine Smith, Paul Bates and Brenda Garton.

2. Pledge of Allegiance

3. Roll Call & Quorum Determination

A quorum was confirmed.

4. Agenda Approval

Upon motion by M Taylor, 2nd by B Garton, the agenda was approved unanimously.

5. Public Comment

There were no comments from the public.

6. Presentations

Chairman Coiner noted there were no presentations scheduled, but requested that

Commission staff in attendance to introduce themselves and their role with the Commission.

7. Approval of Minutes

a) December 11, 2019

Chairman Coiner presented the minutes from the December 11, 2019 meeting. J Hobbs moved to approve as presented, 2nd by M Taylor. The motion carried.

8. Intergovernmental Review

There were no intergovernmental review items for consideration.

9. Financial Reports

a) FY2020 YTD Revenues and Expenditures

Chairman Coiner asked P Mauney to review the FY 2020 financial reports. P Mauney noted that revenues are 70% of budget through 59% of the fiscal year with most grants tracking along similar path based on reimbursement timing. He also noted that the VHDA Regional Housing Study grant has begun, but staff will have a better idea of fiscal year drawdowns in the fourth quarter. P Mauney also apprised that payroll and benefit expenses are within budget, but will be reviewed based on mid-year changes. P Mauney also thanked Hunter Berry for his efforts in closing out the Virginia Tourism Corporation grant.

b) Agency Financial Summaries (**Attachment**)

P Mauney shared the semi-annual financial account summary, noting that the Commission remains in a strong financial position thanks in large part to staff efforts at new grant revenues. P Mauney also noted recent fraudulent activity related to forged checks that resulted in opening of a new checking account.

Commissioners discussed the existing long-term debt of the office building and asked staff to follow up with refinancing options. P Mauney will report back at an upcoming meeting.

10. Executive Director's Report (Attachment)

Chairman Coiner asked P Mauney to review the Director's report. P Mauney stated that the RRRC website update continues to progress, with a template of the home page design included in the packet. He and Hunter are working together in reviewing and providing feedback to Revize and the project should be completed later this Spring.

There are a few minor adjustments to the Smart Scale prioritization program to note. Preapplications are now due by April 3rd, rather than June. This allows VDOT staff a longer period for completing screening processes. Based on discussions with local staff and VDOT Culpeper District, staff anticipates that RRRC may serve as applicant for multiple projects from Fauquier County and will provide additional details at future meetings.

The National Fish & Wildlife Foundation Small Watershed Grant program is now open for applications through April 14th. RRRC staff has had preliminary discussions with partners about various potential projects. One promising project includes partnering with Friends of the Rappahannock, Town of Warrenton and Fauquier County for a series of best management practices installations.

RRRC continues to advertise for a Regional Planner to focus on GIS, transportation and community planning. Several interviews have been completed and the plan remains to have someone in place in the next month or two.

11. Staff Updates

a) USDA Farmers Market Promotion Program Final Report

Chair Coiner asked Michelle Edwards to report on the USDA Farmers Market Promotion Program grant. M Edwards reminded the Commission of the three-year grant awarded in 2016 and noted highlights from the past three years for RRRC and grant partners Culpeper Renaissance, Madison Farmers Market and Piedmont Environmental Council. The highlights document was included with the agenda packet and incorporated by reference.

b) Regional Housing Study

Chairman Coiner asked P Mauney to provide an update on the Regional Housing study. P Mauney shared that a contract was agreed with Camoin 310 to complete the study, following receipt and review of 8 proposals. He thanked staff at the Town of Culpeper, Town of Warrenton and Fauquier County for reviewing the proposals along with RRRC staff. Currently, plans are in place for a kickoff meeting in mid-March and staff is working to coordinate the study with other local initiatives, including comprehensive plan and ordinance updates.

12. New Business

a) Regional Farm to School Liaison Position

Chairman Coiner asked P Mauney and M Edwards to review item 12A. P Mauney stated that work conducted through the Farmers Market Promotion Program grant and the RRRC Food Council generated interest amongst the county school system nutrition directors in enhancing local food use and promotion in schools in the region. M Edwards stated that two nutrition directors serve on the Food Council and all five counties have indicated support. Funding for the position would be obtained via grant applications to PATH Foundation and No Kid Hungry Virginia, both of which have indicated support. P Mauney noted that the Commission per capita dues would cover 20% of total costs.

G Curry asked if the position would be advertised prior to receiving confirmation of funding. P Mauney indicated that he would not advertise until returning to the Commission or Executive Committee with confirmed funding. Today's request was for approval of the position description and for staff to develop memoranda of

understanding with funders.

B Garton moved to approve the position and for staff to develop MOAs to fund the position, 2nd by M Taylor. The motion carried.

b) RRRC Application to DRPT for FY 2021 Transportation Demand Management
Chairman Coiner introduced item 12B and noted that the request for FY 2021 Transportation Demand Management funding from DRPT was approved as two separate requests in December, but that staff was later asked to combine the two applications into one, thus the revised request before the Commission.

J Wood moved to approve the Certification of local match funding for the FY 2021 TDM Operating Assistance grant, 2nd by J Hobbs. The motion passed unanimously.

c) RRRC Application to DRPT for Technical Assistance Grant for TDM/Transit Analysis

Chairman Coiner asked P Mauney to review item 12C. P Mauney referenced staff memo included with the agenda and noted that the request was for a technical assistance grant to DRPT to support a study of commuter and transit programs in the region. This would enable initial data collection to support the RRRC Commuter Assistance Program Strategic Plan, as well as address local transit system needs.

The Commission briefly discussed transit and commuter programs and levels of service in the region. M Taylor moved to approve the application, 2nd by G Curry. The motion carried unanimously.

d) RRRC Application to PATH Foundation for Program & Planning Grant for Regional Volunteer Transportation Collaborative

Chairman Coiner asked P Mauney to review item 12D. P Mauney noted past discussion regarding funding changes for the Foothills Area Mobility System (FAMS) program and the increasing coordination and collaboration with volunteer driver programs. The request to PATH Foundation would provide the opportunity to formalize the partnerships with volunteer driver programs and improve efficiency within the FAMS Call Center. No matching funds are required. G Curry moved to approve the application, 2nd by C Smith. The motion carried unanimously.

e) RRRC Application to DHCD for FY 2021 Virginia Homeless Solutions Program (VHSP) Grant

Chairman Coiner asked P Mauney to outline the FY 2021 request to the VHSP program. P Mauney thanked R Wareham for her efforts in her first few weeks as FHN coordinator and indicated that the request from the Commission to the VHSP program supports administration and planning for the Foothills Housing Network local planning group, as well as RRRC's role in operating the FHN Central Entry call center. A slight increase would be requested for administration and planning in FY 2021.

M Taylor moved to approve the application, 2nd by F Catlin. The motion carried.

f) 2020 CDBG Regional Priorities

Chairman Coiner asked P Mauney to review the annual CDBG program priorities. P Mauney noted that staff was unaware of any probable applications from the region this year and recommended leaving the priorities from 2019 in place.

F Catlin moved to approve, 2nd by B Garton. The motion carried.

13. Report from Nominating Committee

a) **Election of RRRC Officers for terms beginning March 1, 2020

Chairman Coiner asked J Hobbs to provide the nominating committee report. J Hobbs noted that all officer were eligible for an additional one-year term and were willing to serve, as were the two at-large Executive Committee members. Chairman Coiner asked for additional nominations from the floor and, hearing none, closed the nominations.

The slate was presented:

Chair – Robert Coiner, Town of Gordonsville
Vice-Chair – Meaghan Taylor, Town of Culpeper
Treasurer – Jerry Wood, Town of Warrenton
At-Large – Jack Hobbs, Madison County
At-Large – Paul McCulla, Fauquier County

J Hobbs moved approval of the slate of officers, 2nd by G Curry. The slate was unanimously approved.

P Mauney noted that the Treasurer was not planning to stand for re-election for his Town Council position and that a new treasurer would potentially be needed beginning July 1.

14. Closed Session (if necessary)

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

- Regional Commission April 22, 1pm
- Foothills Housing Network March 10, 1pm

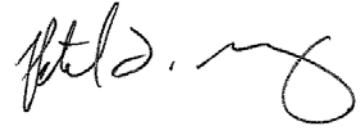
16. Regional Roundtable

Commissioners discussed items of interest in their localities.

17. Adjournment

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

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

(Drafted by Monica Creel)

DRAFT

**Rappahannock-Rapidan Regional Commission
Executive Committee Meeting – Electronic Meeting Only
April 27, 2020 | 1:00 pm**

MINUTES

Members Present: Robert Coiner, Jack Hobbs, Paul McCulla, Meaghan Taylor, Jerry Wood

Staff Present: Patrick Mauney

1. Call to Order

Chairman Coiner called meeting to order at 1:07 p.m. Chairman Coiner noted that the meeting was being held electronically via Zoom videoconference, with live stream available on YouTube, due to the COVID-19 pandemic and the resulting State of Emergency.

Chairman Coiner asked P Mauney to call roll. P Mauney asked members of the Executive Committee to also state from where they were participating in the meeting.

Chairman Coiner, participating from his home office in the Town of Gordonsville
Mr. Hobbs, participating from the Madison County Administration building
Mr. McCulla, participating from the Fauquier County Administration building
Vice-Chair Taylor, participating from her home in the Town of Culpeper
Treasurer Wood, participating from his home in the Town of Warrenton

P Mauney noted that he was participating from the Commission offices.

2. Adoption of the Agenda

Chairman Coiner asked for changes to the agenda. J Wood moved to approve the agenda as presented, 2nd by P McCulla. The agenda was approved unanimously.

3. Public Comment

Chairman Coiner state that public comment was requested via email prior to the meeting and asked P Mauney whether any comments were received. P Mauney stated that no comments had been received prior to the meeting.

4. New Business

a) RRRC Application to National Fish & Wildlife Foundation Small Watershed Grant Program

Chairman Coiner asked P Mauney to review item 4A. P Mauney referenced work that Commission staff has conducted over the past 18 months with local staff and non-profit partners related to the Chesapeake Bay Phase III Watershed Implementation Plan. Through discussions with staff from Fauquier County, Town of Warrenton, Friends of the Rappahannock and John Marshall Soil & Water Conservation District, an application to the National Fish and Wildlife Foundation was developed. P Mauney

outlined the proposed project and partner activities, noting that RRRC staff would provide administration and coordination of the proposed grant.

J Hobbs asked for clarification regarding source of match funds for the in-kind match to be provided by RRRC. P Mauney stated that these funds would be sourced from DEQ Chesapeake Bay Planning assistance funds or via local per capita dues, but would not require additional local funding requests.

J Wood moved to approve the application to the NFWF Small Watershed Program, 2nd by M Taylor. The motion carried unanimously.

b) RRRC Application to VDOT for FY 2021 Rural Transportation Work Program
Chairman Coiner asked P Mauney to review item 4B. P Mauney referenced the annual work plan for Rural Transportation planning funds received via the Virginia Department of Rail and Public Transportation and Federal Highways Administration. He also noted that this grant requires 20% local match, sourced from per capita dues.

P Mauney noted highlights of the proposed work plan for FY 2021, including regional and local projects developed in consultation with local government staff and VDOT Culpeper District.

J Hobbs moved approval of the application for FY 2021 Rural Transportation Work Program, 2nd by P McCulla. Chairman Coiner called for a roll call vote. The resolution was approved unanimously.

Ayes: Coiner, Hobbs, McCulla, Taylor, Wood
Nays: None

c) RRRC Application to Commonwealth Transportation Board Smart Scale Program

Chairman Coiner asked P Mauney to review item 12C. P Mauney stated that the Commission is an eligible applicant for the Smart Scale transportation funding program, along with the five counties and each town that maintains its own roads (Culpeper, Orange, Warrenton), and that those eligible entities are limited in the number of applications they may submit. As a result, Commission staff worked with local government staff and VDOT Culpeper District staff to determine whether any locality may wish for RRRC to serve as a Smart Scale applicant.

Fauquier County staff identified three projects and no other local governments are expected to exceed their application limit. P Mauney outlined the three projects from Fauquier County to be submitted by the Commission.

J Wood moved approval of the applications to the Smart Scale program, 2nd by M Taylor. The motion carried unanimously.

d) RRRC Application to Community Care Corps Grant Program

Chairman Coiner asked P Mauney to review item 4D. P Mauney referenced past discussion regarding funding changes to the Foothills Area Mobility System (FAMS) program and shared that staff has made efforts to seek additional grant funds to support the existing FAMS program, as well as to expand its coordination and partnerships within the region. The grant application before the committee was for the Community Care Corps grant program and would provide funding to support a number of partners, including VolTran, Rappahannock-Rapidan Community Services, and Aging Together in their collective effort to support and expand volunteer driver programs in the region. P Mauney stated that match funding would be sourced from PATH Foundation assistance as well as in-kind volunteer hours and mileage from VolTran and RRCS.

P McCulla asked whether the volunteer hours and mileage would remain steady given the current suspension of those programs and, if not, from where additional match funds would be sourced. P Mauney stated that he believed the in-kind donations would be sufficient, but that he would provide alternative solutions to the Commission including requests to other foundations in the region prior to executing any agreements should the grant application prove successful.

M Taylor moved to approve the grant application to the Community Care Corps grant program, 2nd by P McCulla. The motion passed unanimously.

5. Financial Reports

Chairman Coiner asked P Mauney to review the financial reports.

a) FY 2020 YTD Revenues and Expenditures

P Mauney noted the year to date reports for FY 2020 and stated that revenues and expenditures remain on solid ground through March. He further stated that, given the current situation related to the pandemic, staff is in contact with grant funders at the state level to determine whether to pause spending on non-essential items and will continue to provide updates to the Commission. P Mauney noted that he expected to end the fiscal year net neutral or slightly net positive, although revenues and expenses may end up short of budgeted amounts.

b) FY 2021 Budget Discussion

P Mauney referenced the by-laws requirement for a budget to be presented prior to June 1st and noted that the present document would change prior to July 1st given the uncertainty regarding local and state revenues. He did note the inclusion of the Farm to School liaison position, further stating that both funding agencies had indicated continuing support for the position but a short-term focus on pandemic response efforts. Additional clarity is expected by later in the Spring. P Mauney also stated that revenues were down, but that the decrease was largely due to the ending of the DRPT 5310 operating grant supporting the Foothills Express which provided no net revenue to the Commission, as well as the end of the USDA Farmers Market Promotion Program grant, which was also primarily pass-through funding.

J Wood asked about increased health insurance expenses. P Mauney stated that the FY 2021 numbers were higher due to changes in the number of employees utilizing the program. He also stated that, for a third year in a row, there would be no increase in the rates for health insurance and further stated that the Commission contribution rates to the Virginia Retirement System remain low due to existing surplus.

Committee members discussed the local per capita dues assessments, including options to freeze dues at FY 2020 levels. P Mauney indicated that two jurisdictions would not benefit from a frozen rate, but that any adjustment to the dues assessment would be at the Commission's discretion. P McCulla asked how much the increase in dues would provide the Commission in FY 2021. P Mauney stated that he did not have the exact figure, but it would amount to around \$3,200. Committee discussion continued.

P McCulla moved to freeze the local per capita dues for FY 2021 to the FY 2020 rates, excepting Rappahannock County and the Town of Washington, and to direct the Executive Director to present the FY 2021 budget with those rates, 2nd by J Wood. The motion carried unanimously.

6. Other Business

- a) Executive Directors Report*
- b) RRRC Personnel Update*

Chairman Coiner asked P Mauney to provide his Director's Report and an update on Commission staffing.

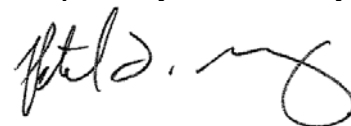
P Mauney reviewed Commission activities in response to the COVID-19 pandemic, including online surveys to supplement information to come from federal and state sources, information sharing with various committees and local stakeholders, interactions with state and federal legislators and asked for Commissioners to contact him with additional needs and/or ideas regarding regional coordination and response efforts.

P Mauney also stated that, following a series of interviews, he was pleased to report that a new Regional Planner is expected to begin work in late May and will focus on transportation, environmental and GIS initiatives.

7. Adjourn

Chairman Coiner adjourned the meeting at 2:04 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 15, 2020
Subject: FY 2020 Year-to-Date Revenues & Expenditures

FY 2020 Revenue and Expenditure reports through May 31st are enclosed for your review. These are unaudited reports for the first eleven months (92%) of the fiscal year. These financials reflect some reductions in grant-related discretionary spending and some corresponding revenue reductions. RRRC staff continues to communicate with state and federal grant funding agencies regarding guidance and reporting changes due to the COVID-19 state of emergency.

Revenues are 86% of budget through May. Most grant revenues are tracking as expected. I note two grants that will not reach forecasted amounts during the fiscal year – the Chesapeake Bay PDC Capacity grant and the Rideshare program grant. The former is now on a calendar year contract and we expect to receive reimbursement in full during FY 2021. For the Rideshare grant, we have decreased discretionary spending presently and received an extension of FY 2020 funding as the Department of Rail and Public Transportation awaits further revenue information for the FY 2021 state budget.

Expenditures are also tracking at 82% of budgeted amounts. Project expenses are at or below budgeted amounts and should remain there through the end of June. As previously discussed in February and with the Executive Committee in April, payroll costs will be lower than budgeted, but are offset by health insurance costs that have risen with the staffing changes during the course of the fiscal year. I will also note that the office maintenance and technology lines have exceeded budget due to the conference room project and prepayment of the annual website contract with Revize. Both expenses may be offset by unprogrammed (Reserve) revenues.

REQUESTED ACTION: None required.

Rappahannock-Rapidan Regional Commission
FY 2020 Revenue Snapshot - May 31, 2020

Budget Items	Proposed Budget	Adjustments	Adjusted Budget	January	February	March	April	May	YTD Actual	YTD %
Revenues										
Dues:										
Culpeper County	\$ 26,624.00		\$ 26,624.00						\$ 26,623.92	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	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	\$ 3,500.00		\$ 3,500.00	\$ 237.94	\$ 219.27	\$ 180.32	\$ 132.55	\$ 89.91	\$ 2,494.54	71.3%
Other Income	\$ 750.00		\$ 750.00	\$ 100.00	\$ 500.46	\$ 100.00	\$ 103.62		\$ 2,404.16	320.6%
DEQ Chesapeake Bay PDC Capacity	\$ 47,500.00		\$ 47,500.00						\$ 21,500.00	45.3%
DRPT Mobility Management Grant	\$ 130,000.00		\$ 130,000.00	\$ 8,556.00		\$ 16,507.00	\$ 12,980.00	\$ 13,267.00	\$ 120,032.20	92.3%
DRPT Section 5310 Operating Grant	\$ 100,000.00		\$ 100,000.00	\$ 14,263.00	\$ 6,606.00	\$ 13,343.00	\$ 7,030.00	\$ 7,669.00	\$ 90,398.00	90.4%
PATH FHN Outreach	\$ 5,000.00		\$ 5,000.00						\$ 5,000.00	100.0%
PATH Mobility Management		\$ 26,860.00	\$ 26,860.00						\$ 26,860.00	100.0%
Regional Housing	\$ 48,604.00		\$ 48,604.00						\$ 48,604.66	100.0%
Regional Tourism	\$ 7,000.00		\$ 7,000.00	\$ 3,000.00		\$ 1,049.94			\$ 11,049.94	157.9%
Rideshare Program	\$ 129,920.00		\$ 129,920.00	\$ 9,356.00	\$ 8,275.00	\$ 7,662.00		\$ 7,360.00	\$ 84,276.00	64.9%
Rideshare Vanpool Grant	\$ 8,000.00		\$ 8,000.00	\$ 964.00		\$ 452.00			\$ 4,968.00	62.1%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00	\$ 17,571.54			\$ 8,663.54		\$ 55,842.58	96.3%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00	\$ 18,993.00			\$ 18,993.00		\$ 75,971.00	100.0%
USDA FMPP Grant	\$ 80,574.00		\$ 80,574.00						\$ 74,897.08	93.0%
VHDA Housing Study		\$ 25,000.00	\$ 25,000.00						\$ -	0.0%
VHSP Grant	\$ 84,500.00		\$ 84,500.00	\$ 18,898.07			\$ 9,527.10	\$ 11,856.68	\$ 70,300.69	83.2%
VTC Marketing Grant	\$ 21,012.50		\$ 21,012.50	\$ 6,989.94		\$ 14,022.56			\$ 21,012.50	100.0%
Total Revenue	\$ 945,708.50	\$ 51,860.00	\$ 997,568.50	\$ 98,929.49	\$ 15,600.73	\$ 53,316.82	\$ 57,429.81	\$ 40,242.59	\$ 860,986.69	86.3%

Rappahannock-Rapidan Regional Commission
FY 2020 Expenditure Snapshot - May 31, 2020

Budget Items	Proposed Budget	Adjustments	Adjusted Budget	January	February	March	April	May	YTD Actual	YTD %
Expenditures										
Advertising	\$ 500.00		\$ 500.00				\$ 80.42	\$ 77.74	\$ 158.16	31.6%
Annual Meeting/Workshops/Meetings	\$ 5,500.00		\$ 5,500.00						\$ 4,057.29	73.8%
Audit/Legal	\$ 5,000.00		\$ 5,000.00	\$ 3,800.00					\$ 3,800.00	76.0%
Equipment/Software	\$ 7,000.00		\$ 7,000.00	\$ 1,613.30	\$ 710.76	\$ 1,339.98	\$ 172.07	\$ 900.00	\$ 5,116.41	73.1%
FICA	\$ 31,500.00		\$ 31,500.00	\$ 2,140.55	\$ 1,709.34	\$ 1,929.42	\$ 1,919.91	\$ 2,970.57	\$ 25,871.15	82.1%
Health & Dental	\$ 41,300.00		\$ 41,300.00	\$ 4,339.32	\$ 4,580.24	\$ 3,858.16	\$ 4,580.24	\$ 4,580.24	\$ 44,411.24	107.5%
Meals	\$ 2,200.00		\$ 2,200.00	\$ 237.70	\$ 360.95	\$ 114.87			\$ 1,747.30	79.4%
Membership Dues	\$ 4,000.00		\$ 4,000.00			\$ 350.00			\$ 4,150.00	103.8%
Miscellaneous	\$ 500.00		\$ 500.00						\$ 9.56	1.9%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 21,923.00	91.7%
Office & P.O. Liability Insurance	\$ 1,300.00		\$ 1,300.00						\$ 1,327.00	102.1%
Office Maintenance	\$ 10,000.00		\$ 10,000.00	\$ 491.40	\$ 200.00	\$ 200.00	\$ 5,035.39	\$ 5,720.78	\$ 13,413.97	134.1%
Payroll Expenses	\$ 410,000.00		\$ 410,000.00	\$ 29,697.89	\$ 24,446.77	\$ 27,323.45	\$ 27,199.06	\$ 40,933.81	\$ 356,859.99	87.0%
Postage	\$ 750.00		\$ 750.00	\$ 56.30	\$ 24.00	\$ 15.80			\$ 306.05	40.8%
Printing	\$ 2,000.00		\$ 2,000.00	\$ 192.72	\$ 29.16	\$ 218.89	\$ (63.77)	\$ 45.26	\$ 1,302.29	65.1%
Reserve	\$ 5,385.00		\$ 5,385.00						\$ -	0.0%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 245.96	\$ 14.00	\$ 14.00	\$ 14.00	\$ 622.52	124.5%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 437.08	\$ 246.11	\$ 327.28	\$ 71.16		\$ 2,447.83	54.4%
Technology	\$ 8,000.00		\$ 8,000.00	\$ 600.53	\$ 600.53	\$ 615.52	\$ 791.10	\$ 3,202.03	\$ 8,847.65	110.6%
Travel & Training	\$ 9,000.00		\$ 9,000.00	\$ 493.43	\$ 636.28	\$ 58.66			\$ 4,799.24	53.3%
Utilities	\$ 6,000.00		\$ 6,000.00	\$ 477.23	\$ 508.99	\$ 502.27	\$ 425.20	\$ 256.95	\$ 4,066.84	67.8%
VRS	\$ 9,500.00		\$ 9,500.00	\$ 841.54	\$ 280.66	\$ 687.25	\$ 687.25	\$ 727.25	\$ 7,932.81	83.5%
Website Update	\$ 7,000.00		\$ 7,000.00					\$ 490.00	\$ 7,000.00	100.0%
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 PDC Capacity Expen	\$ 1,000.00		\$ 1,000.00		\$ 20.00				\$ 628.84	62.9%
DRPT Mobility Management Expenses	\$ 100,000.00	\$ 26,860.00	\$ 126,860.00	\$ 8,375.71	\$ 7,062.10	\$ 10,303.26	\$ 9,049.72	\$ 15,573.02	\$ 114,902.33	90.6%
DRPT Section 5310 Operating Expenses	\$ 100,000.00		\$ 100,000.00	\$ 23,185.85	\$ 7,715.50	\$ 7,111.00	\$ 7,810.50	\$ 8,521.00	\$ 85,784.35	85.8%
PATH FHN Outreach Expenses	\$ 5,000.00		\$ 5,000.00		\$ 263.21			\$ 693.87	\$ 4,357.51	87.2%
Regional Tourism Expenses	\$ 8,500.00		\$ 8,500.00	\$ 182.64	\$ 2,889.20	\$ 1,818.90	\$ 249.52	\$ 1,849.36	\$ 8,172.90	96.2%
Rideshare Expenses	\$ 59,500.00		\$ 59,500.00	\$ 3,496.95	\$ 927.61	\$ 1,428.01	\$ 195.89	\$ 3,209.98	\$ 30,045.08	50.5%
Rideshare Vanpool Expenses	\$ 8,500.00		\$ 8,500.00	\$ 200.00	\$ 200.00				\$ 903.32	10.6%
RTP Expenses	\$ 1,000.00		\$ 1,000.00			\$ 69.43		\$ 500.00	\$ 659.91	66.0%
USDA FMPP Expenses	\$ 61,000.00		\$ 61,000.00						\$ 38,229.85	62.7%
VHDA Housing Study Expenses		\$ 25,000.00	\$ 25,000.00				\$ 5,654.90	\$ 5,654.90	\$ 11,309.80	45.2%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 84.13	\$ 26.83	\$ 161.60	\$ 42.82	\$ 496.83	\$ 1,461.02	48.7%
VTC Marketing Grant Expenses	\$ 1,257.50		\$ 1,257.50						\$ 1,257.50	100.0%
Total Expenditures	\$ 945,708.50	\$ 51,860.00	\$ 997,568.50	\$ 82,953.27	\$ 55,677.20	\$ 60,440.75	\$ 65,908.38	\$ 98,410.59	\$ 818,382.71	82.0%



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 17, 2020
Subject: FY 2021 Draft Budget

A draft FY 2021 budget is enclosed here for Commission consideration at the June 24th meeting. As you may recall, a preliminary budget was provided to the Executive Committee in April. At that time, the Executive Committee directed me to revise the budget to reflect member jurisdiction dues at the lower of either the FY 2020 or proposed FY 2021 rates. In addition to those adjustments, the enclosed budget reflects other changes outlined below. The budget presented is balanced with proposed expenses and does not require use of Commission reserve funds.

The overall FY 2021 preliminary budget projects revenues at \$914,454. Projected revenues are conservative, meaning that only grants that are awarded on an annual basis historically or are known to be included in draft or approved Federal or State agency budgets are included in this draft. Local dues account for 15.9% of the budget. The budget represents a decrease of \$73,114.50 from the FY 2020 amended budget. Such a decrease is normal for RRRC's draft budgets, as we typically see revenues increase over the course of the fiscal year due to successful grant applications and awards. The budget again includes support from our member jurisdictions for the 0.5 FTE regional housing and homelessness coordination services, enabling the Regional Commission to continue its role as Continuum of Care coordinator with the Foothills Housing Network.

Expenditures are balanced to revenues as presented. Payroll and benefit expenses remain the primary expenses. Health insurance rates see no increase for a second consecutive year, but we have had an increase in employee utilization reflected in the increase in that line item. RRRC also currently has an overage in its Virginia Retirement System account, resulting in low contribution rates for FY 2021 and FY 2022. I again highlight that project/contractual expenses have decreased significantly from FY 2020, due to the successful completion of the USDA Farmers Market Promotion Program grant and the upcoming transition of DRPT Section 5310 Operating Expenses for the Foothills Express. The latter program was entirely pass-through funding, representing no net gains for the Commission.

Changes subsequent to the April Executive Committee meeting include:

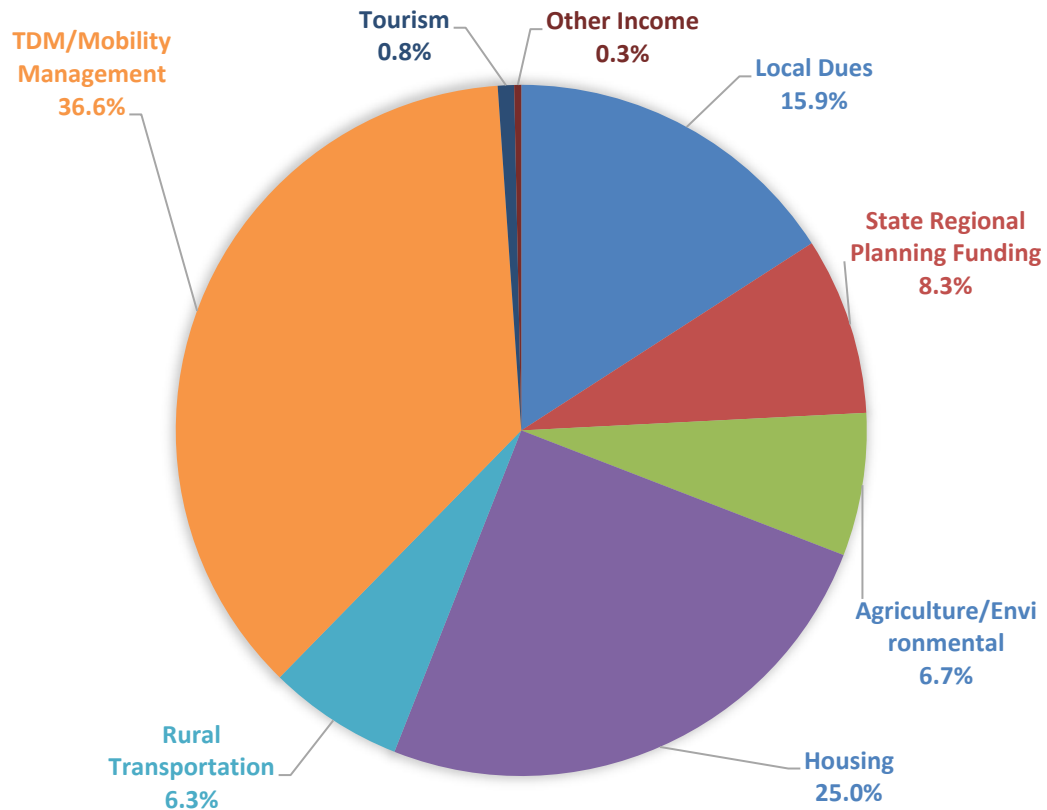
- Additional revenues for VDEM Wildfire Analysis grant, VHDA COVID-19 Emergency Grant (Foothills Housing Network) and PATH Mobility Management/Transportation Collaborative funds. The latter is an expected award that may be greater than budgeted pending final approval by the PATH Foundation.
- Removal of funds for the Farm to School Liaison project funding from No Kid Hungry VA and PATH Foundation. Based on uncertainty of the 2020-2021 school year and discussions with Food Services Directors in each county, the project is on hold for now. Both funding agencies remain committed to the project as we move into the future and we expect to revisit this in early 2021.
- Reduction in payroll/FICA/insurance to reflect Farm to School position being put on hold.
- Increase in equipment/software expense for beginning transition to laptop/docking station setup for staff. I expect this to be phased into our regular computer replacement schedule with potential to accelerate replacement as funding allows.
- Addition of project expenses related to VHDA COVID-19 Emergency grant (pass-through to FHN homeless service providers).
- Other minor operating expense adjustments based on past and projected spending.

REQUESTED ACTION: Adoption of the FY 2021 Budget.

FY 2021 Projected Revenues by Category – June 17, 2020

Revenues			
Agriculture/Environmental	\$	61,090.00	6.7%
Housing	\$	229,629.00	25.1%
Local Dues	\$	145,264.00	15.9%
Other Income	\$	3,000.00	0.3%
TDM/Mobility Management	\$	334,500.00	36.6%
Rural Transportation	\$	58,000.00	6.3%
State Regional Planning Funding	\$	75,971.00	8.3%
Tourism	\$	7,000.00	0.8%
Total Revenue	\$	914,454.00	100.0%

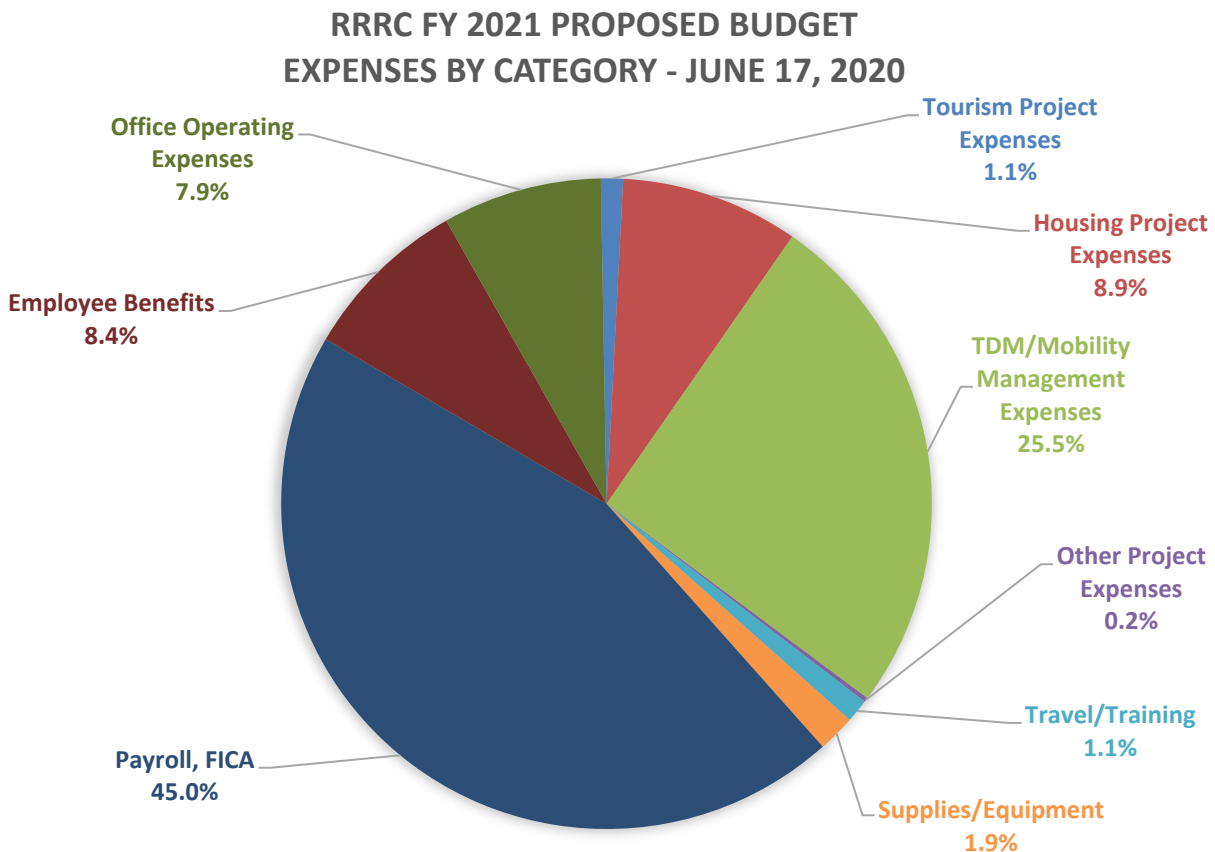
RRRC FY 2021 PROPOSED BUDGET REVENUE SOURCES - JUNE 17, 2020



Revenue Source		
Local Per Capita	\$145,264.00	15.9%
Local – Project Specific	\$58,104.00	6.4%
State	469,266.00	51.3%
Federal – State Pass Through	193,840.00	21.2%
Other/Non-Profit/Private	47,980.00	5.2%
TOTAL	\$914,454.00	100.00%

FY 2021 Projected Expenditures by Category – June 17, 2020

Expenditures			
Operating Expenses			
Payroll/FICA	\$ 411,593.00		45.0%
Employee Benefits	\$76,500.00		8.4%
Other Operating Expenses	\$72,466.00		7.9%
Supplies/Equipment	\$17,000.00		1.9%
Travel/Training	\$10,500.00		1.2%
Total Operating	\$588,029.00		64.3%
Project Expenses/Contractual			
Housing Project Expenses	\$81,000.00		8.8%
Tourism Project Expenses	\$10,000.00		1.1%
TDM/Mobility Management Project Expenses	\$233,425.00		25.4%
Other Project Expenses	\$2,000.00		0.2%
Total Project Expenses	\$326,425.00		35.7%
Total Expenditures	\$914,454.00		100.00%



RRRC FY 2021 Draft Revenues (June 17, 2020)

Budget Items	FY 2021 Proposed (June 17, 2020)	FY 2020 Amended	Change
Revenues			
Dues:			
Culpeper County	\$ 26,624.00	\$ 26,624.00	0.00%
Fauquier County	\$ 48,430.00	\$ 48,430.00	0.00%
Madison County	\$ 10,674.00	\$ 10,674.00	0.00%
Orange County	\$ 24,039.00	\$ 24,039.00	0.00%
Rappahannock County	\$ 5,915.00	\$ 6,027.00	-1.86%
Town of Culpeper	\$ 14,945.00	\$ 14,945.00	0.00%
Town of Gordonsville	\$ 1,314.00	\$ 1,314.00	0.00%
Town of Madison	\$ 181.00	\$ 181.00	0.00%
Town of Orange	\$ 4,140.00	\$ 4,140.00	0.00%
Town of The Plains	\$ 189.00	\$ 189.00	0.00%
Town of Remington	\$ 524.00	\$ 524.00	0.00%
Town of Warrenton	\$ 8,185.00	\$ 8,185.00	0.00%
Town of Washington	\$ 104.00	\$ 105.00	-0.95%
Interest Income	\$ 2,000.00	\$ 3,500.00	-42.86%
Other Income	\$ 1,000.00	\$ 750.00	33.33%
DEQ Ches. Bay Capacity Building	\$ 52,000.00	\$ 47,500.00	9.47%
DRPT Mobility Management Grant	\$ 124,500.00	\$ 130,000.00	-4.23%
DRPT Section 5310 Operating Grant	\$ 25,000.00	\$ 100,000.00	-75.00%
PATH FHN Outreach	\$ -	\$ 5,000.00	-100.00%
PATH Mobility Management/Transportation Collaborative	\$ 40,000.00	\$ 26,860.00	48.92%
Regional Housing	\$ 48,604.00	\$ 48,604.00	0.00%
Regional Tourism	\$ 7,000.00	\$ 7,000.00	0.00%
Rideshare Program	\$ 140,000.00	\$ 129,920.00	7.76%
Rideshare Vanpool Grant	\$ 5,000.00	\$ 8,000.00	-37.50%
Rural Transportation Planning	\$ 58,000.00	\$ 58,000.00	0.00%
State Regional Planning Grant	\$ 75,971.00	\$ 75,971.00	0.00%
USDA FMPP Grant	\$ -	\$ 80,574.00	-100.00%
VDEM Wildfire Analysis Grant	\$ 9,090.00	\$ -	-
VHDA COVID-19 Emergency Grant	\$ 21,525.00	\$ -	-
VHDA Housing Study	\$ 75,000.00	\$ 25,000.00	200.00%
VHSP Grant	\$ 84,500.00	\$ 84,500.00	0.00%
VTC Marketing Grant	\$ -	\$ 21,012.50	-100.00%
Total Revenue	\$ 914,454.00	\$ 997,568.50	-8.33%

Other Pending Revenues & Status

DRPT Tech. Assistance TDM/Transit Study	\$ 35,000	Pending February 2020
PATH TDM/Transit Study	\$ 25,000	Pending February 2020
NFWF Grant	\$ 200,000	Pending April 2020
Care Corps Grant	\$ 150,000	Pending May 2020
PDC Budget Increase	\$ 14,000	Pending State Budget Approval/Allocation
EDA CEDS Planning Grant		Pending Application

RRRC FY 2021 Draft Expenditures (June 17, 2020)

	Budget Items	FY 2021 Proposed (June 17, 2020)	FY 2020 Amended	Change
	Expenditures			
Operating Expenses	Advertising	\$ 500.00	\$ 500.00	0.00%
	Annual Meeting/Workshops/Meetings	\$ 5,000.00	\$ 5,500.00	-9.09%
	Audit/Legal	\$ 5,000.00	\$ 5,000.00	0.00%
	Equipment/Software	\$ 12,500.00	\$ 7,000.00	78.57%
	FICA	\$ 29,500.00	\$ 31,500.00	-6.35%
	Health & Dental	\$ 63,000.00	\$ 41,300.00	52.54%
	Meals	\$ 2,500.00	\$ 2,200.00	13.64%
	Membership Dues	\$ 4,200.00	\$ 4,000.00	5.00%
	Miscellaneous	\$ 500.00	\$ 500.00	0.00%
	Mortgage	\$ 23,916.00	\$ 23,916.00	0.00%
	Office & P.O. Liability Insurance	\$ 1,350.00	\$ 1,300.00	3.85%
	Office Maintenance	\$ 12,000.00	\$ 10,000.00	20.00%
	Payroll Expenses	\$ 382,063.00	\$ 410,000.00	-6.81%
	Postage	\$ 500.00	\$ 750.00	-33.33%
	Printing	\$ 3,000.00	\$ 2,000.00	50.00%
	Reserve	\$ -	\$ 5,385.00	-100.00%
	Subscriptions and Books	\$ 500.00	\$ 500.00	0.00%
	Supplies	\$ 4,500.00	\$ 4,500.00	0.00%
	Technology	\$ 9,500.00	\$ 8,000.00	18.75%
	Travel & Training	\$ 8,000.00	\$ 9,000.00	-11.11%
	Utilities	\$ 6,500.00	\$ 6,000.00	8.33%
	VRS	\$ 13,000.00	\$ 9,500.00	36.84%
	Website Update	\$ -	\$ 7,000.00	-100.00%
	Workman's Comp	\$ 500.00	\$ 500.00	0.00%
Project Expenses / Contractual	America's Wine Country	\$ -	\$ 1,100.00	-100.00%
	DEQ Ches. Bay Expenses	\$ 1,000.00	\$ 1,000.00	0.00%
	DRPT Mobility Management Expenses	\$ 123,625.00	\$ 126,860.00	-2.55%
	DRPT Section 5310 Operating Expenses	\$ 25,000.00	\$ 100,000.00	-75.00%
	PATH FHN Outreach Expenses	\$ -	\$ 5,000.00	-
	Regional Tourism Expenses	\$ 10,000.00	\$ 8,500.00	17.65%
	Rideshare Expenses	\$ 80,000.00	\$ 59,500.00	34.45%
	Rideshare Vanpool Expenses	\$ 4,800.00	\$ 8,500.00	-43.53%
	RTP Expenses	\$ 1,000.00	\$ 1,000.00	0.00%
	USDA FMPP Expenses	\$ -	\$ 61,000.00	-100.00%
	VHDA COVID-19 Grant Expenses	\$ 18,000.00	\$ -	-
	VHDA Housing Study Expenses	\$ 60,000.00	\$ 25,000.00	140.00%
	VHSP Expenses	\$ 3,000.00	\$ 3,000.00	0.00%
	VTC Marketing Grant Expenses	\$ -	\$ 1,257.50	-100.00%
	Total Expenditures	\$ 914,454.00	\$ 997,568.50	-8.33%



FY 2021 RRRC Work Plan

Below is the preliminary work plan for Regional Commission staff for Fiscal Year 2021 from July 1, 2020 through June 30, 2021. Tasks are simplified and grouped by programmatic area with funding sources for each programmatic area outlined. The nature of many of the Regional Commission's programs and projects means that there are many projects that carry over between fiscal years. The sources of funding outlined in the annual agency budget should also be considered when reviewing the work plan. Funds received from the state and federal government are typically granted with various programmatic requirements and/or specific deliverables.

Discretionary funds refer to funds available without programmatic constraint (Local dues, State Regional Planning funding). In these programmatic areas, RRRC staff will endeavor to identify grant funding sources to offset use of discretionary funds, when and where possible.

As always, Commission staff strive to be responsive to local and regional priorities that develop throughout the year and may make adjustments to the Work Plan as additional grant funds are received or priorities identified. All staff members are prepared to engage with members of the Regional Commission, local, state, and federal officials, as well as local staff on emerging topics affecting the region and to take on leadership or support roles, when and where necessary.

Funding Source: Discretionary Funds, Project funding (when applicable)

Projected Staff Allocation: 6% of available staff hours

Administrative Tasks

- Fiscal Administration for all RRRC programs and projects
- Annual Review and Updates of RRRC By-laws and Charter
- Ongoing review and revision of job descriptions
- Indirect Rate Cost Allocation Plan and Approval in coordination with VDOT or other oversight agency
- FY 2020 Agency Audit
- Payroll and Benefits Administration
- Grant Program Compliance Reviews (as necessary)
- Human Resources Oversight & Management
- Review and update of RRRC Personnel Manual
- Commonwealth Intergovernmental Review Process
- Work with Administration and Procurement staff at local governments to determine interest in cooperative regional procurement opportunities

Agriculture/Environmental/Natural Resources

Funding Sources: DEQ Chesapeake Bay PDC Capacity Funding, Discretionary Funds, NFWF Small Watershed Program Grant (*Pending*)

Projected Staff Allocation: 11% of available staff hours

Administrative Tasks

- Chesapeake Bay Watershed Planning Contractual Reporting with Department of Environmental Quality
- Convening of Land Use and Environment Committee for quarterly meetings on topics of regional and local interest
- Regional Food Council Coordination and Bi-Monthly meeting facilitation
- Rappahannock River Basin Commission participation
- Local Conservation Roundtable participation and/or leadership

Project Tasks

- Coordination and development of Upper Rappahannock Watershed Plan with local government, non-profit partners and other stakeholders
- Participation with Chesapeake Bay Stakeholder Advisory Group convened by Secretary of Natural Resources
- Chesapeake Bay Watershed Implementation Plan participation and local assistance
- Bi-monthly or quarterly workgroup meetings with local staff and other agency and non-profit partners supporting Chesapeake Bay PDC Capacity grant deliverables
- Represent local and regional interests on Secretary of Natural Resources' Chesapeake Bay Preservation Act Extension Work Group
- Represent local and regional interests on Chesapeake Bay Local Leadership Workgroup
- Regional Food Marketing & Promotion Campaign implementation, inclusive of Purely Piedmont marketing
- Work with local farmers markets, non-profits, and foundations to cross-market locally relevant brands with Purely Piedmont & Tween Rivers Trail
- Farm-to-School regional meetings and development of future opportunities for multi-jurisdictional Farm-to-School programs with Regional Food Council, School System Nutrition Directors, PATH Foundation and NoKidHungry VA (*On Hold until 2021*)

Economic Development & Tourism

Funding Sources: Regional Tourism Funding, Discretionary Funds, U.S. EDA CEDS Planning Grant (Pending)

Projected Staff Allocation: 2% of available staff hours

Administrative Tasks

- Support and facilitation of Regional Tourism Committee meetings
- Quarterly networking and informational workshops with focus on agritourism initiatives and technical assistance
- Participation with County-led Broadband Planning & Implementation efforts, as requested
- Participation on Go Virginia Region 9 Council
- Participation on Central Virginia Partnership for Economic Development Board
- Continued monitoring of economic development planning opportunities
- Outreach to Main Street organizations, Business Alliances, and Chambers of Commerce in the region
- Development of application to U.S. Economic Development Administration for regional Comprehensive Economic Development Strategy (CEDS) plan funding, in coordination with local economic developers, Central Virginia Partnership for Economic and Development and TJPDC

Project Tasks

- Social Media and Digital Marketing efforts in support of Tween Rivers Trail and Virginia Piedmont regional tourism brands
- Continue to develop the 'Tween Rivers Trail network through outreach to producers and artisans
- Investigate potential of regional blueways planning and coordination with groups taking leadership roles on such initiatives
- Support for local and regional economic development partners, including GO Virginia applications
- Continued participation with regional partners on development and initiation of agricultural, workforce, and other activities at the Carver Center
- Coordination of regionally relevant workshops for local government, non-profit, private sector, and citizens on topics of mutual interest

Emergency Preparedness & Hazard Mitigation Planning

Funding Sources: Discretionary Funds, VDEM Wildfire Analysis Grant

Projected Staff Allocation: 1% of available staff hours

Administrative Tasks

- Contract review and grant management for Hazard Mitigation grant for Wildfire Analysis
- Attendance & participation in bi-monthly regional emergency management meetings with area emergency coordinators, EMS representatives, and VDEM Region II
- Participation with Rappahannock-Rapidan Health District Emergency Preparedness Task Force with focus on topics including COVID-19 response/recovery and Opioid response
- Attendance at local public safety committee meetings, as needed and/or requested
- Development of grant application to Hazard Mitigation Grant Program for review and update of Regional Hazard Mitigation Plan (to be completed by December 2023)

Project Tasks

- Annual review and status report for Rappahannock-Rapidan Regional Hazard Mitigation Plan
- Coordination with local administrative, planning, and emergency management staff to develop public outreach materials related to FEMA floodplain changes
- Annual review of identified mitigation strategies, implementation progress, and newly-identified priorities with local emergency management and planning staff
- Data collection and initial analysis for Wildfire Analysis grant to feed into next Hazard Mitigation plan update
- GIS analysis for Wildfire impacts in the region and associated strategies to enhance public awareness and response efforts

Housing, Homelessness & Human Services Planning

Funding Sources: Regional Housing funding, DHCD Virginia Housing Solutions Program Grant, VHA AmeriCorps VISTA Assistance, VHDA Community Impact Grant Discretionary funding, VHDA COVID-19 Emergency Grant funding

Projected Staff Allocation: 39% of available staff hours

Administrative Tasks

- Continuum of Care/Local Planning Group Lead Agency Role
- Foothills Housing Network meeting support, facilitation and leadership
- Participation in Virginia Balance of State Continuum of Care planning efforts
- Management and oversight for AmeriCorps VISTA Member for one-year term through November 2020
- Continued participation on relevant committees with regional non-profits fulfilling such targeted needs, including Rappahannock-Rapidan Community Services, PATH Foundation, Rappahannock-Rapidan Health Department, and other public, private and non-profit organizations
- Grant management for VHDA Community Impact Grant

Project Tasks

- Serve as Chair of Foothills Housing Network
- Homeless Central Entry Program Implementation and Management
- Development of Common Reporting and Policy forms related to Client Tracking
- Homeless Management Information System (HMIS) reporting, compliance and outcomes tracking
- Oversight and coordination of annual Point-in-Time Count in January 2021, including subcommittee and county-by-county team coordination
- Leadership and support for Foothills Housing Network Advocacy Subcommittee and seek opportunities to work with local governments on housing-related priorities
- Continue collaborations with local housing plans, Greater Piedmont Realtors, Housing Virginia, Virginia Housing Alliance, People Inc., Skyline CAP, PATH Foundation, etc. to determine strategies to address affordable housing needs within the region
- Expanded outreach to partner agencies and leadership on housing/homelessness response
- Outreach and review of consultant reports for Regional Housing Study, including presentations to local committees or interested parties
- Mapping and data analysis, in coordination with selected consultant, for pending Regional Housing study

Regional Coordination, Growth Issues, Data & Technical Assistance

Funding Sources: Discretionary funding, VDOT Federal Funds, DRPT Federal/State Funds, PATH Mobility Management/Transportation Collaborative funding

Projected Staff Allocation: 3% of available staff hours

Administrative Tasks

- PD9 Chief Administrative Officers Committee bi-monthly meetings
- Respond to local government data requests
- Continue to grow social media presence for RRRC programs through regular social media posts and targeted engagement/advertising as allowable through grant funding
- Increase RRRC's recognition in the region through planned press releases, highlighting of Regional Commission accomplishments and reports
- Continue to monitor area trends through use of advanced GIS mapping, and other data measures
- Coordinate with VACo, VML, VAPDC, and other statewide entities on legislative issues affecting region and jurisdictions

Project Tasks

- Development of RRRC FY 2020 Annual Report
- Continued maintenance of RRRC suite of websites
 - RRRC website – <https://www.rrregion.org>
 - Commuter Services – <https://www.rrcommute.org>
 - Foothills Area Mobility System (FAMS) – <https://www.fams.org>
 - Foothills Housing Network – <https://www.foothillshousing.org>
 - 'Tween Rivers Trail – <https://www.tweenriverstrail.com>
 - The Virginia Piedmont – <https://www.thevirginiapiedmont.org>
 - Purely Piedmont – <https://www.purelypiedmont.com>
- Regional data workshops with U.S. Census Bureau Data specialists and other technical area experts
- Comprehensive Plan Review
- GIS Technical Assistance
- Grant-writing Assistance
- Work with interested localities on Urban Development Area (UDA) delineations with potential funding through the Office of Intermodal Planning & Investment
- Respond to locally-identified issues that emerge during the fiscal year. Past examples include agritourism, solar planning, floodplain revisions

Funding Sources: VDOT Federal Rural Transportation Funds, DRPT Transportation Demand Management Funds, DRPT Section 5310 Mobility Management & Operating Grants, Discretionary funding, *Care Corps Grant funding (pending)*

Projected Staff Allocation: 38% of projected staff hours

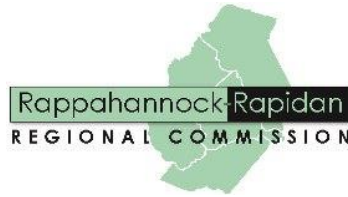
Administrative Tasks

- Facilitation and staff support for the RRRC Rural Transportation Committee, Foothills Area Mobility System (FAMS)
- Continued leadership and oversight of Regional Mobility Management program
- Contract management with Rappahannock-Rapidan Community Services for FAMS One-Call Center operations
- Contract management and data reporting for Foothills Express operating funding under contract with Virginia Regional Transit
- Continued assistance to the region's commuters and employers in promoting ridesharing through Commuter Services' ride matching database
- Provision and management of Vanpool assistance funds for startup vanpools or vanpools with short-term decline in ridership
- Periodic review of RRRC Transportation Demand Management (TDM) Strategic Plan
- Coordination of Title VI, ADA, and Environmental Justice requirements with VDOT and DRPT
- Monthly/Quarterly reporting on transportation planning and other activities

Project Tasks

- Smart Scale Policy & Project Development and/or Review Coordination, including coordination with VDOT and Commonwealth Transportation Board on any requested changes to process
- Development and submission of Smart Scale applications with local jurisdictions, as needed
- Review and revision of local comprehensive plan transportation chapters
- Digital and print marketing oversight for Rideshare program, including social media with goal of increasing non-single user transportation (transit, carpool, vanpool, rideshare, volunteer transportation, alternative mobility options, etc.)
- Transportation Alternatives Program or Safe Routes to School grant development and management under contract with local governments, as needed
- Local transportation projects in coordination with local staff and VDOT representatives for FY 2020 include
 - Route 29 Planning in Culpeper, Madison
 - Town of Washington Sidewalk Inventory and Gap Analysis

- Update of Regional Long-Range Transportation Plan (underway)
- Route 211 corridor review
- Monitor and complete minor updates of Regional Active Transportation Plan (bicycle, pedestrian, river access, equestrian facilities included)
- Coordination with localities and VDOT on park & ride lot needs in the region
- Participation with VDOT, DRPT, OIPI and Secretary of Transportation's office on programs and projects identified during course of the fiscal year
- Daily volunteer driver reporting through Quick Base software for VolTran, Care-a-Van services in region
- Coordination with Virginia Regional Transit on local/regional transit initiatives
- Local Transportation Committee participation, including Fauquier Transportation Committee, Culpeper Public Transportation Board (PTB), PATH Mobility Committee, Fauquier County Pedestrian, Bike, Greenway Advisory Committee



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 17, 2020
Subject: Application to U.S. Economic Development Administration for CEDS Planning Grant

As part of the CARES Act passed by Congress in response to the COVID-19 pandemic, additional funding was provided to the U.S. Economic Development Administration's (EDA) Public Works and Economic Adjustment Assistance (PWEAA) program. Broadly, EDA provides strategic investments to support economic development, foster job creation and attract private investment in economically distressed areas of the U.S. In normal circumstances, a CEDS plan serves as a vehicle for opening up funding opportunities related to infrastructure, business development and assistance, and planning through the U.S. EDA, along with the potential for Economic Development District designation.

Development of a Comprehensive Economic Development Strategy (CEDS) plan is an eligible activity under the PWEAA. Historically, the Rappahannock-Rapidan region has considered development of a CEDS or similar plan several times, but has not opted to do so formally, and is one of the few regions in Virginia that does not have a CEDS plan in place (Charlottesville and Fredericksburg are among the others without CEDS).

The current competitive funding available through EDA via the CARES Act presents several opportunities for the region and our localities:

- Development of CEDS plan providing additional opportunities for public/private/non-profit collaboration and potential for additional grant options for future investments and strategy development. One example highlighted through the CARES Act funding to EDA is broadband; the lack of a CEDS is an impediment to applying for these funds through EDA at present.
- Focused approach towards Pandemic Response. As part of the Notice of Funding Opportunity (see following pages), proposed projects must explain how the proposal will "prevent, prepare for, and respond to coronavirus" or "respond to economic injury as a result of the coronavirus." While the Rappahannock-Rapidan region does not normally qualify as economically distressed in most federal or state grant programs, the pandemic

response aspect provides flexibility, given the economic impacts felt across our towns and counties.

- CARES Act funding for the PWEAA program, if awarded, would require a 20% local match. Normal PWEAA funding requires a 50% match. Thus, if the typical cost to develop a CEDS is estimated at \$120,000, the current competitive round is more attractive given the match requirements.

Staff has held initial discussions with EDA representatives, as well as our partners within GO Virginia Region 9 (Central Virginia Partnership for Economic Development and Thomas Jefferson PDC) about the potential for a joint application that would enable both RRRC and TJPDC to develop their own CEDS, while also considering the partnerships and strategies that exist currently through GO Virginia Region 9 and the Virginia Career Works-Piedmont Region, both of which cover the counties within RRRC and TJPDC regions. EDA response has been favorable to a single application from the partners with each Planning District developing its own CEDS.

Example CEDS: [Northern Shenandoah Valley](#) | [Central Shenandoah Valley](#) | [New River Valley](#)

I welcome your questions prior to the meeting and/or next Wednesday.

REQUESTED ACTION: Authorize Executive Director and Commission staff to develop application in coordination with local government staff, Central Virginia Partnership for Economic Development and Thomas Jefferson Planning District Commission for CEDS Planning Grant

What is a Comprehensive Economic Development Strategy (CEDS)?

A CEDS is a strategy-driven plan for regional economic development. A CEDS is the result of a regionally-owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region. It is a key component in establishing and maintaining a robust economic ecosystem by helping to build regional capacity (through hard and soft infrastructure) that contributes to individual, firm, and community success. The CEDS provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region. The CEDS should take into account and, where appropriate, integrate or leverage other regional planning efforts, including the use of other available federal funds, private sector resources, and state support which can advance a region's CEDS goals and objectives.

What is included in a CEDS?

There are four main elements of a CEDS:

- 1) Summary Background
- 2) SWOT Analysis
- 3) Strategic Direction/Action Plan
- 4) Evaluation Framework

The background should provide an overview of the region's economic situation. Building on data from the summary background, the SWOT analysis should assess the state of the regional economy, including the opportunities and threats posed by internal and external trends and forces, and the availability of resources for economic development. The region's vision, goals, and measurable objectives, together with an appraisal of the region's competitive advantages, should form the basis of the strategic direction and action plan. The evaluation framework should establish criteria and performance measures for evaluating the region's implementation of the strategic direction and progress toward goals and measurable objectives.

In addition to the sections noted above, the CEDS must incorporate the concept of economic resilience (i.e., the ability to avoid, withstand, and recover from economic shifts, natural disasters, the impacts of climate change, etc.). The EDD or community responsible for the CEDS can address resilience as a separate section, distinct goal or priority action item, and/or as an area of investigation in the SWOT analysis. It may be most effective, however, to infuse the concept of resilience throughout the CEDS document.

What opportunities are available through development of a CEDS?

Regions must update their CEDS at least every five years to qualify for EDA assistance under its Public Works and Economic Adjustment Assistance programs. In addition, a CEDS is a prerequisite for designation by EDA as an Economic Development District (EDD).

Source: <https://www.eda.gov/ceds/>

**Addendum to the FY 2020 Public Works and Economic Adjustment Assistance
Notice of Funding Opportunity (FY20 PWEAA NOFO)
for the Economic Development Administration’s (EDA)’s Coronavirus Aid, Relief, and Economic
Security Act (CARES Act) Recovery Assistance**

EDA’s CARES Act Recovery Assistance is an agency effort to assist communities impacted by the coronavirus pandemic.¹ The pandemic has caused, and will continue to cause, economic injury to U.S. regions and communities in devastating and unprecedented ways.

EDA’s CARES Act Recovery Assistance is designed to provide a wide-range of financial assistance to communities and regions as they respond to, and recover from, the impacts of the coronavirus pandemic. Under this announcement, EDA solicits applications under the authority of its Economic Adjustment Assistance (EAA) program, which is intended to be flexible and responsive to the economic development needs and priorities of local and regional stakeholders.

Through the EAA program, EDA provides investments that support a wide range of non-construction and construction activities, including Revolving Loan Funds, in regions experiencing severe economic dislocations, such as those brought about by the coronavirus pandemic. As part of CARES Act Recovery Assistance, EDA will also fund projects that qualify for EAA funding but are similar to the kinds of projects funded under other EDA programs, such as Public Works, Research and National Technical Assistance, Planning, Local Technical Assistance, University Centers, and Build to Scale (formerly Regional Innovation Strategies (RIS)).² In addition to projects with a regional focus, EDA anticipates making awards for projects of national scope as part of this funding opportunity.

In general, except as discussed below, EDA’s CARES Act Recovery Assistance serves as an addendum to and follows the same rules as the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (FY20 PWEAA NOFO) (link below). For more information, please see EDA’s website at <https://www.eda.gov/programs/eda-programs/> or contact the EDA representative for your region who can be found at <https://www.eda.gov/contact/>.

Funding Availability

The CARES Act (P.L. 116-136) provided EDA with \$1,500,000,000, to remain available until September 30, 2022, to “prevent, prepare for, and respond to coronavirus, ... including for necessary expenses for responding to economic injury as a result of coronavirus.” EDA intends to make these funds available through the EAA program using the existing procedures specified in the FY20 PWEAA NOFO (link below).³ Under the EDA’s CARES Act Recovery Assistance addendum, EDA expects on a case-by-case basis to receive applications that exceed the historical averages described in section B.1 of the FY20 PWEAA NOFO.

¹ Section 23005 of the CARES Act, Pub. L. 116-136 (March 27, 2020), defines “coronavirus” as “SARS-CoV-2 or another coronavirus with pandemic potential.”

² Only applicants who are eligible to receive funding under the Economic Adjustment Assistance program are eligible to receive grants under EDA’s CARES Act Recovery Assistance. EDA will work to ensure that its funding is not duplicative of other Federal assistance through grant conditions and certifications by applicants as well as recipients of RLF loans.

³ To expedite funding to affected communities and regions, EDA may invite existing or past grantees, such as Economic Development Districts currently in receipt of Partnership Planning awards, operators of existing EDA-funded Revolving Loan Funds, and EDA-funded University Centers, to apply using specific procedures. EDA will independently contact such grantees with instructions.

EDA has allocated \$1,467,000,000⁴ in supplemental program funds among its offices as follows:

Atlanta Regional Office – \$248,000,000
Austin Regional Office – \$236,000,000
Chicago Regional Office – \$225,000,000
Denver Regional Office – \$193,000,000
Philadelphia Regional Office – \$259,000,000
Seattle Regional Office – \$266,000,000
Headquarters – \$40,000,000

Note: When appropriate, EDA may exercise its discretion to adjust the allocations to its offices based on its experience in administering the supplemental appropriations to ensure funds are used to maximum effect, or to adjust to unforeseen changes in recovery efforts.

Eligible Applicants

Eligible applicants under the EAA program include a(n):

- a. District Organization;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

EAA Program and Application Requirements for EDA’s CARES Act Recovery Assistance

The following EAA program requirements are specific to EDA’s CARES Act Recovery Assistance. This is an addendum to the FY20 PWEAA NOFO (link below), and unless otherwise stated below, the requirements of the FY20 PWEAA NOFO apply. Please see the FY20 PWEAA NOFO for information on other EAA program requirements, award information, and the content and form of application submissions.

CARES Act Recovery Assistance Projects

Successful applications will enable affected communities to respond to the impacts of the coronavirus pandemic by supporting affected businesses and communities, including by providing technical assistance to retain existing and hire new employees; by providing a range of skills-training and workforce development projects to help employees compete for high-quality jobs; and by developing and implementing strategies to diversify regional economies to create jobs in new or existing industries. EAA investments are designed to help communities catalyze public-private partnerships to foster collaboration, attract investment, create jobs, and foster economic resiliency and prosperity. Examples of projects that may be funded through CARES Act Recovery Assistance include economic recovery planning and preparing technical strategies to address economic dislocations caused by the coronavirus pandemic,

⁴ Congress authorized up to \$30,000,000 to cover EDA’s administrative and oversight activities related to these awards and a transfer of \$3,000,000 to the Department of Commerce’s Office of the Inspector General for related investigations and audits.

preparing or updating resiliency plans to respond to future pandemics, implementing entrepreneurial support programs to diversify economies, and constructing public works and facilities that will support economic recovery, including the deployment of broadband for purposes including supporting telehealth and remote learning for job skills.

Economic Distress Criteria and Special Need; Pandemic Response Requirement

Section C.3. of the FY20 PWEAA NOFO (starting on pg. 13) sets out the economic distress criteria for the EAA program, including “Special Need” criteria. EDA has determined that economic injury from the coronavirus pandemic constitutes a “Special Need,” and eligibility may be established on that basis without reference to the other economic distress criteria specified in the FY20 PWEAA NOFO. This determination of nationwide eligibility for these funds is consistent with the President’s March 13, 2020 [*Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease \(COVID-19\) Outbreak*](#) that established a national emergency for all states, tribes, territories, local governments, and the District of Columbia (<https://www.fema.gov/news-release/2020/03/13/covid-19-emergency-declaration>).

To be eligible for funding under EDA’s CARES Act Recovery Assistance, applicants must explain clearly in their application how the proposed project would “prevent, prepare for, and respond to coronavirus” or respond to “economic injury as a result of coronavirus.” This explanation is required to assist reviewers in understanding how a proposed project aligns with the goals of EDA’s CARES Act Recovery Assistance. For example, if Smith County has experienced significant small business closures as a result of the pandemic, Smith County must demonstrate how the project addresses small business recovery and resilience priorities and objectives established under a Comprehensive Economic Development Strategy (CEDS) or other strategy acceptable to EDA (see below for information on strategy requirements). Projects that consider economic recovery in general must address the direct consequences of the coronavirus pandemic itself and how the project will contribute the community’s’ recovery and resiliency. **The extent to which a proposed project responds to needs caused by the coronavirus pandemic is one factor that EDA will consider when evaluating applications for funding.**

Cost Sharing or Matching

Section C.2. of the FY20 PWEAA NOFO (starting on pg. 11) sets out the cost sharing requirements for EDA projects. For EDA’s CARES Act Recovery Assistance, given the extent of the economic impact and in accordance with the agency’s statutory authority under Section 703 of the Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C. § 3233), EDA generally expects to fund at least 80%, and up to 100%, of eligible project costs. In determining whether to fund a project’s Federal share above 80%, EDA’s Grants Officers in the applicable Regional Office will consider on a case-by-case basis whether the circumstances of the proposed project warrant a Federal share in excess of 80%, including whether the applicant has exhausted its effective taxing or borrowing capacity, the extent of the impact of the coronavirus pandemic on the region, or whether the region meets other thresholds for elevated need based on the relative economic distress of the region. Additionally, EDA may establish a maximum investment rate of up to 100% for projects of Indian Tribes. Any portion of the costs for the EDA scope of work funded below 100% must be borne by the recipient or provided to the recipient by a third party as a contribution for the purposes of and subject to the terms of the award.

The applicant is responsible for demonstrating to EDA that a grant rate above 80% is justified by providing statistics and other appropriate information on the nature and level of economic distress in the

region, including information regarding other recovery-related needs facing the region and the level of resources available to address those needs.

Comprehensive Economic Development Strategy (CEDS) Requirements

Except for a “Strategy Grant” to develop, update, or refine a CEDS, each project must be consistent with the region’s current CEDS or equivalent EDA-accepted regional economic development strategy that meets EDA’s CEDS or strategy requirements. Please see Section A.3. of the FY20 PWEAA NOFO (starting on pg. 5) for more information on CEDS requirements. In addition, in accordance with 13 CFR § 303.7(c)(1), in certain circumstances EDA may accept a non-EDA-funded CEDS that does not contain all the elements EDA requires of a CEDS.⁵

Application Information, Review and Selection Process, and Link to FY20 PWEAA NOFO

Applications are accepted on a rolling basis. Unless otherwise directed by EDA, all applicants for CARES Act Recovery Assistance must follow instructions included within the FY20 PWEAA NOFO, which can be found on:

<https://www.grants.gov/web/grants/view-opportunity.html?oppId=321695>. As necessary, each EDA Regional Office will periodically convene investment review committees (IRCs) that consist of at least three EDA staff members. After EDA determines an application is complete, it will be reviewed by the IRC, which will make a recommendation to the Grants Officer regarding funding.⁶

Along with other controlling law, EDA’s CARES Act Recovery Assistance awards will be governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements as set forth in 2 C.F.R. part 200. For additional information, please contact the EDA representative for your region who can be found at <https://www.eda.gov/contact/>. Applicants should note that the Office of Management and Budget (OMB) has provided flexibility with respect to System of Award Management (SAM) registration at the time of application; however, at the time of award, the requirements of 2 C.F.R. § 200.205, *Federal awarding agency review of risk posed by applicants*, will continue to apply, including the requirement for SAM registration. In addition, current registrants in SAM with active registrations that expire before May 16, 2020 will be afforded an automatic one-time extension of 60 days.

Instructions for Applicants:

- Download the FY20 PWEAA Notice of Funding Opportunity (NOFO) and application package from <https://www.grants.gov/web/grants/view-opportunity.html?oppId=321695>.
- In Form ED-900, section B.3.b., include a description of the economic impacts in the region from the coronavirus pandemic and describe how the proposed project scope of work will respond to those impacts and support pandemic recovery and resilience efforts. Applicants may also provide a separate narrative statement, not to exceed one page in length, of the economic impacts in the region from the coronavirus pandemic and how the proposed project scope of work responds to those impacts.
- Additionally, in Form ED-900, section B.6, explain how the proposed project would meet EDA’s Recovery and Resilience investment priority, which all CARES Act Recovery Assistance projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA’s other investment priorities.

⁵ In doing so, EDA shall consider the circumstances surrounding the application for Investment Assistance, including emergencies or natural disasters and the fulfillment of the requirements of section 302 of PWEDA.

⁶ See 13 C.F.R. § 302.2 (“When non-statutory EDA administrative or procedural conditions for Investment Assistance awards under PWEDA cannot be met by an Eligible Applicant as the result of a disaster, EDA may waive such conditions.”).

Consultation with Regional Office

As with all EDA funding opportunities, prospective applicants are strongly encouraged to contact their applicable EDA Regional Office representatives to discuss their needs and project plans to help further refine the scope and intended outcomes of proposed projects. Prospective applicants can find current contact information for EDA Regional Office staff at <https://www.eda.gov/contact/>.