



**Rappahannock-Rapidan Regional Commission Meeting
April 28, 2021 at 1:00 pm**

Electronic Meeting

AGENDA

1. Call to Order
2. Electronic Meeting Participation During Declared State of Emergency ([Attachment](#))
3. Roll Call & Quorum Determination
4. **Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
7. Approval of Minutes
 - a) **February 24, 2021 ([Attachment](#))
8. Financial Reports
 - a) **FY 2021 YTD Financial Report ([Attachment](#))
 - b) FY 2022 Preliminary Budget ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
10. Staff Updates
 - a) Foothills Housing Network Point in Time Count Report ([Attachment](#))
 - b) 2045 Regional Long Range Transportation Plan ([Attachment](#))
 - c) Regional Cigarette Tax ([Attachment](#))

11. New Business

- a) **Proposed Amendment to RRRC By-Laws ([Attachment](#))
- b) **FY 2022 Rural Transportation Work Program Application ([Attachment](#))
- c) **Regional Farm to School Liaison Position ([Attachment](#))
- d) **AARP Community Challenge Grant Application ([Attachment](#))
- e) Upcoming Meeting Format

12. Regional Roundtable

13. **Adjournment

**Commission Action Item

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: August 19, 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 24, 2021 Regular Meeting
Electronic Meeting**

MINUTES

	Culpeper County		Town of Culpeper
X	Gary Deal	X	Chris Hively
X	John Egertson	X	Meaghan E. Taylor, Vice-Chair
	Fauquier County		Town of Gordonsville
X	Christopher T. Butler	X	Robert K. Coiner, Chair
X	Paul S. McCulla		Town of Madison
	Madison County		William Lamar
X	Jack Hobbs		Town of Orange
X	Charlotte Hoffman	X	Martha Roby
	Orange County	X	Greg Woods, Treasurer
X	James P. Crozier		Town of Remington
X	Theodore Voorhees		Evan H. 'Skeet' Ashby
	Rappahannock County		Town of The Plains
	Garrey W. Curry, Jr.		Lori B. Sisson
X	Debbie Donehey		Town of Warrenton
		X	Brandie Schaeffer
			<i>Vacant</i>
			Town of Washington
			Frederic Catlin

Staff Present: Michelle Edwards, Jennifer Little, Patrick Mauney, Terry Snead

1. Call to Order

Chair Coiner called meeting to order at 1:05 p.m. He stated that due to the COVID-19 pandemic and associated State of Emergency and with no quorum of the Commission physically assembled in one location, the meeting was being conducted electronically via Zoom and that audio and video of the proceedings were available on YouTube during and after the meeting.

2. Electronic Meetings During Declared State of Emergency

Chair Coiner asked the Executive Director to review the guidelines for conducting the Commission meeting electronically. P Mauney reviewed the requirements, noting that the Commission will follow the guidance in §2.2-3708.2 of the Code of Virginia regarding electronic meetings when the Governor has declared a State of Emergency in accordance with §44-146.17 of the Code of Virginia.

3. Roll Call & Quorum Determination

Chair Coiner welcomed new members Gary Deal and Debbie Donehey to the Regional Commission and noted that he looked forward to meeting in person soon.

A quorum of the Commission was confirmed.

4. Agenda Approval

Upon motion by C Hoffman, 2nd by M Taylor, the agenda was approved ayes all.

5. Public Comment

There were no comments from the public submitted prior to the meeting.

6. Presentations and Special Recognition

7. Approval of Minutes

a) December 9, 2020

Chair Coiner presented the minutes from the December 9th RRRC meeting. J Crozier moved to approve the December 9th minutes, 2nd by M Taylor. The motion carried by voice vote, with C Hoffman and G Deal abstaining.

8. Financial Reports

Chair Coiner asked P Mauney to review the financial reports. P Mauney noted that there were no significant items from the FY 2021 year to date reports with revenues and expenses tracking as projected. He also stated that any reductions in grant funding would be offset with reduced spending and that staff would prepare an amended budget for consideration at the April meeting.

P Mauney also reviewed the biannual summary of the Commission's financial accounts. He noted that returns on the two reserve accounts were lower than previous years, but remained higher than the money market account where those funds were previously held. In summary, he stated that the Commission remains in a solid financial position moving into FY 2022.

a) FY2021 Year to Date Financial Report

b) Agency Financial Account Summaries

9. Executive Director's Report

Chair Coiner asked P Mauney to review the Director's report. P Mauney shared that Lauren Taft had joined the Commission as an intern for the spring semester working with Foothills Housing Network. He also referenced the recent release of Smart Scale round four scores, particularly focusing on a revision in February impacting one of the Commission's applications on behalf of Fauquier County (Lees Mill Road project) that was no longer on the Office of Intermodal Planning and Investment staff recommended funding scenario.

P Mauney also shared recent and upcoming staff activities on the Regional Long Range Transportation Plan, Foothills Housing Network Point-in-Time Count, Mountain Run TMDL Implementation Plan, and GO Virginia projects.

10. Staff Updates

a) Regional Housing Study

Chair Coiner reminded Commissioners that the Regional Housing Study draft was presented in October and that staff had worked with the consultant team and stakeholder workgroup in the interim to make revisions to the document. He asked P Mauney to review the study and revisions. P Mauney provided an overview presentation of the background and findings of the study, major revisions and outreach steps taken since October, and several next steps currently in development by Commission staff as well as other housing stakeholders in the region. A general discussion of the study and housing by the Commission ensued.

J Crozier moved to adopt the Regional Housing Study, 2nd by C Hoffman. The motion carried by roll call vote.

Aye: Butler, Coiner, Crozier, Deal, Donehey, Egertson, Hobbs, Hoffman, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Catlin, Curry, Hively, Lamar, Sisson (6)

11. New Business

a) RRRC application to DRPT for FY 2022 Commuter Assistance Program Operating Grant

Chair Coiner asked P Mauney to review item 11A for an application to DRPT for the Commuter Services program. P Mauney reviewed the request, noting that the program provides funding for portions of three staff positions and that the request is slightly reduced from past years given ongoing direction from the Department of Rail and Public Transportation regarding spending on advertising.

M Taylor moved to certify the local match funding for the application, 2nd by C Hoffman. The motion carried by roll call vote.

Aye: Butler, Coiner, Crozier, Deal, Donehey, Egertson, Hobbs, Hoffman, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Catlin, Curry, Hively, Lamar, Sisson (6)

b) RRRC Financial Management Procedures & Whistleblower Policies

Chair Coiner introduced item 11B and stated that two administrative policies required review and approval following a recent compliance review for the Virginia Homeless Solutions Program. P Mauney reviewed the financial management process policy, noting that these procedures were in place but are now documented in written form, and the whistleblower policy that meets requirements of the Code of Virginia.

C Hoffman moved to approve the policies, 2nd by J Hobbs. The motion carried by roll call vote.

Aye: Butler, Coiner, Crozier, Deal, Donehey, Egertson, Hobbs, Hoffman, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Catlin, Curry, Hively, Lamar, Sisson (6)

c) 2021 Virginia CDBG Program Regional Priorities

Chair Coiner introduced the annual request for the Commission to set regional priorities for Community Development Block Grant (CDBG) program applications. P Mauney noted that there were no suggested changes from staff regarding the priorities from 2020 and that staff was aware of two planning grant applications that may be submitted from the region, but no project applications as of the meeting.

M Taylor moved to approve the priorities as presented, 2nd by J Crozier. The motion carried by voice vote.

d) Cigarette Tax Discussion

Chair Coiner noted that General Assembly action in 2020 allowed counties to implement a tax on cigarettes, and that towns had and continue have such authority. In the 2021 session, the General Assembly further encouraged consideration of regional cigarette tax boards and that the item was on the agenda for discussion. Commissioners held a robust discussion of existing cigarette taxes in the four largest Towns and the relative cost to manage those programs. At this time, the Towns are content with managing their own programs or, in the case of the Town of Warrenton, as a member of the Northern Virginia Cigarette Tax Board (NCVTB). Commissioners representing Counties shared perspectives on local discussion to date, which varied between each of the five counties.

Following discussion, the Commission directed the Executive Director to develop summary information on structure of a potential regional board, estimates of revenues and expenses, and general information for transmittal to the Executive Committee and Chief Administrative Officers in the region.

Commissioner Hoffman exited the meeting during discussion of Item 11D.

12. Report from Nominating Committee

a) Proposed Amendments to RRRC Bylaws

Chair Coiner stated that the Executive Committee was tasked with serving as the nominating committee by the Commission in December. During the course of their deliberations, the Executive Committee identified and was proposing an amendment to the RRRC Bylaws to add the immediate Past Chair as a named member of the Executive Committee moving forward. He noted that this was the first reading of the amendment and action would not be taken requested until April. There was discussion of the amendment. P Mauney stated the Mr. Curry from Rappahannock County was not present but asked for clarification regarding the Past Chair needing to be a member of the Commission, as some may have rotated off following their term. Chair Coiner asked P Mauney to add a definition including that requirement to the appropriate section of the Bylaws for consideration in April.

b) Election of Officers & Executive Committee for terms beginning March 1, 2021
Chair Coiner asked J Hobbs to present the slate. J Hobbs offered the following slate on behalf of the nominating committee:

Chair – Meaghan Taylor, Town of Culpeper
Vice-Chair – Paul McCulla, Fauquier County
Treasurer – Greg Woods, Town of Orange
At-Large – Frederic Catlin, Town of Washington
At-Large – Robert Coiner, Town of Gordonsville
At-Large – Jack Hobbs, Madison County

Chair Coiner asked for additional nominations from the floor. There were no nominations. J Hobbs moved to close nominations and approve the slate as presented, 2nd by J Crozier. The motion carried unanimously.

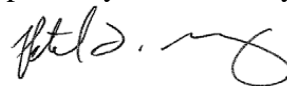
13. Regional Roundtable

Commission members shared information of note from their communities.

13. Adjournment

Chair Coiner adjourned the meeting at 3:06 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: April 20, 2021
Subject: FY 2021 Year-to-Date Financial Report & Budget Amendments

FY 2021 Revenue and Expenditure reports through March 31, 2021 are enclosed for your review. These are unaudited reports for the first nine months (75%) of the fiscal year.

Revenues are 85% of the proposed amended budget, while expenditures are 68% of proposed amended budget. Operating expenses remain in line with budgeted amounts. Project expenses are also tracking with budget.

The proposed budget amendments are as follows:

Revenues

- Addition of \$90,400 for the Rappahannock County CARES Act Business Assistance Program
- Reduction from \$30,000 to \$0 for NFWF Chesapeake Bay Grant due to contractual delays from NFWF. These grant funds will be received in FY 2022 and FY 2023.
- Reduction from \$9,090 to \$0 for VDEM Wildfire Analysis Grant. This project is underway, but reimbursements will not be submitted until FY 2022.
- Reduction from \$140,000 to \$91,665 for Rideshare Program grant. This reduction is due to state guidance limiting advertising of ridesharing/carpools/vanpools.

Expenditures

- Addition of \$88,650 for the Rappahannock County CARES Act Business Assistance Program
- Reduction from \$24,000 to \$0 for NFWF Chesapeake Bay Grant. These expenses will be paid out in FY 2022 and FY 2023.
- Reduction from \$80,000 to \$20,083 for Rideshare Program expenses due to state guidance limiting advertising of ridesharing/carpools/vanpools.
- Reduction from \$1,000 to \$342 for Rural Transportation expenses and \$3,000 to \$2,000 for VHSP expenses based on expenses to date and grant funding remaining.

REQUESTED ACTION: Consider adoption of the amended FY 2021 budget.

Rappahannock-Rapidan Regional Commission
FY 2021 Revenue Snapshot Proposed Amendments - March 31, 2021

Budget Items	FY 2021 Adopted Budget (October 28, 2020)	Proposed Adjustments (April 28, 2020)	Adjusted Budget	January	February	March	YTD Actual	YTD %
Revenues								
Dues:								
Culpeper County	\$ 26,624.00		\$ 26,624.00		\$ 6,655.98		\$ 19,967.94	75.0%
Fauquier County	\$ 48,430.00		\$ 48,430.00	\$ 12,107.42			\$ 36,322.26	75.0%
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	\$ 5,915.00		\$ 5,915.00				\$ 5,915.41	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	\$ 104.00		\$ 104.00				\$ 103.75	99.8%
Interest Income	\$ 2,000.00		\$ 2,000.00	\$ 20.65	\$ 17.39	\$ 18.44	\$ 256.51	12.8%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 1.50	\$ 3.00	\$ 101.50	\$ 512.08	51.2%
DEQ Chesapeake Bay PDC Capacity	\$ 52,000.00		\$ 52,000.00			\$ 52,000.00	\$ 52,000.00	100.0%
DRPT Mobility Management Grant	\$ 124,500.00		\$ 124,500.00	\$ 8,850.00	\$ 8,377.00	\$ 9,455.00	\$ 94,363.00	75.8%
DRPT Section 5310 Operating Grant	\$ 25,000.00		\$ 25,000.00				\$ 29,075.00	116.3%
NFWF Chesapeake Bay Grant	\$ 30,000.00	\$ (30,000.00)	\$ -				\$ -	#DIV/0!
Orange County CARES Act	\$ 10,000.00		\$ 10,000.00				\$ 10,000.00	100.0%
PATH Mobility Mgmt/Transportation Collaborative	\$ 150,000.00		\$ 150,000.00				\$ 150,000.00	100.0%
Rappahannock Cares Act		\$ 90,500.00	\$ 90,500.00	\$ 1,349.94			\$ 90,449.94	99.9%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 3,524.95	\$ 2,290.02		\$ 42,789.71	88.0%
Regional Tourism	\$ 7,500.00		\$ 7,500.00	\$ 1,400.00		\$ 300.00	\$ 7,449.90	99.3%
Rideshare Program	\$ 140,000.00	\$ (48,335.00)	\$ 91,665.00	\$ 4,856.00	\$ 6,321.00	\$ 7,117.00	\$ 62,041.00	67.7%
Rideshare Vanpool Grant	\$ 5,000.00		\$ 5,000.00				\$ -	0.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 17,051.81		\$ 48,456.78	83.5%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00	\$ 18,993.00			\$ 56,978.00	75.0%
VDEM Wildfire Analysis Grant	\$ 9,090.00	\$ (9,090.00)	\$ -				\$ -	#DIV/0!
VHDA COVID-19 Emergency Grant	\$ 21,525.00		\$ 21,525.00				\$ 21,525.00	100.0%
VHDA Housing Study	\$ 75,000.00		\$ 75,000.00			\$ 27,792.11	\$ 76,549.00	102.1%
VHSP Grant	\$ 84,500.00		\$ 84,500.00		\$ 14,254.45		\$ 38,396.78	45.4%
Total Revenue	\$ 1,064,954.00	\$ 3,075.00	\$ 1,068,029.00	\$ 51,103.46	\$ 54,970.65	\$ 96,784.05	\$ 907,341.77	85.0%

Rappahannock-Rapidan Regional Commission
FY 2021 Expenditure Snapshot Proposed Amendments - March 31, 2021

Budget Items	FY 2021 Adopted Budget (October 28, 2020)	Proposed Adjustments (April 28, 2020)	Adjusted Budget	January	February	March	YTD Actual	YTD %
Expenditures								
Advertising	\$ 500.00		\$ 500.00		\$ 234.60		\$ 253.55	50.7%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00				\$ 262.32	5.2%
Audit/Legal	\$ 5,000.00		\$ 5,000.00				\$ -	0.0%
Equipment/Software	\$ 17,500.00		\$ 17,500.00	\$ 399.96	\$ 14.99	\$ 29.98	\$ 8,840.30	50.5%
FICA	\$ 32,000.00		\$ 32,000.00	\$ 2,293.85	\$ 2,293.02	\$ 2,278.47	\$ 20,757.97	64.9%
Health & Dental	\$ 63,000.00		\$ 63,000.00	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 47,070.36	74.7%
Meals	\$ 2,500.00		\$ 2,500.00				\$ -	0.0%
Membership Dues	\$ 4,200.00		\$ 4,200.00				\$ 4,013.27	95.6%
Miscellaneous	\$ 500.00		\$ 500.00				\$ 19.60	3.9%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 17,937.00	75.0%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00				\$ 1,343.00	99.5%
Office Maintenance	\$ 12,000.00		\$ 12,000.00	\$ 716.40	\$ 400.00		\$ 4,084.76	34.0%
Payroll Expenses	\$ 413,958.00		\$ 413,958.00	\$ 32,197.06	\$ 32,183.47	\$ 31,993.00	\$ 291,267.08	70.4%
Postage	\$ 500.00		\$ 500.00	\$ 55.00			\$ 80.85	16.2%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 18.15	\$ 27.02	\$ 65.99	\$ 500.38	16.7%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 134.00	26.8%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 296.27	\$ 352.19	\$ 169.88	\$ 1,984.07	44.1%
Technology	\$ 9,500.00		\$ 9,500.00	\$ 661.60	\$ 661.60	\$ 697.60	\$ 8,063.24	84.9%
Travel & Training	\$ 8,000.00		\$ 8,000.00	\$ 58.40	\$ 126.96	\$ 40.32	\$ 450.25	5.6%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 364.75	\$ 507.18	\$ 533.76	\$ 2,992.66	46.0%
VRS	\$ 13,000.00		\$ 13,000.00	\$ 721.18	\$ 721.18	\$ 721.18	\$ 6,302.97	48.5%
Workman's Comp	\$ 500.00		\$ 500.00				\$ 500.00	100.0%
Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00				\$ 100.00	10.0%
Mobility Management Expenses	\$ 222,400.00		\$ 222,400.00	\$ 13,145.37	\$ 9,941.52	\$ 9,547.09	\$ 117,927.86	53.0%
DRPT Section 5310 Operating Expenses	\$ 25,000.00		\$ 25,000.00				\$ 32,303.50	129.2%
NFWF Chesapeake Bay Grant Expenses	\$ 24,000.00	\$ (24,000.00)	\$ -				\$ -	#DIV/0!
Rappahannock Cares Act Expenses		\$ 88,650.00	\$ 88,650.00				\$ 89,999.94	101.5%
Regional Tourism Expenses	\$ 10,000.00		\$ 10,000.00	\$ 199.06	\$ 205.04	\$ 458.04	\$ 2,628.67	26.3%
Rideshare Expenses	\$ 80,000.00	\$ (59,917.00)	\$ 20,083.00	\$ 605.57	\$ 559.43	\$ 321.67	\$ 5,244.26	26.1%
Rideshare Vanpool Expenses	\$ 4,800.00		\$ 4,800.00				\$ -	0.0%
Rural Transportation Expenses	\$ 1,000.00	\$ (658.00)	\$ 342.00				\$ -	0.0%
VHDA COVID-19 Emergency Grant Expenses	\$ 20,467.00		\$ 20,467.00				\$ 20,466.63	100.0%
VHDA Housing Study Expenses	\$ 45,863.00		\$ 45,863.00	\$ 2,827.45			\$ 42,411.75	92.5%
VHSP Expenses	\$ 3,000.00	\$ (1,000.00)	\$ 2,000.00	\$ 26.83	\$ 62.08	\$ 26.83	\$ 766.20	38.3%
Total Expenditures	\$ 1,064,954.00	\$ 3,075.00	\$ 1,068,029.00	\$ 61,825.94	\$ 55,529.32	\$ 54,122.85	\$ 728,706.44	68.2%



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 20, 2021
Subject: FY 2022 Draft Budget

The Regional Commission by-laws require presentation of an annual budget prior to June 1 of each year, with adoption of a budget to be completed by July 1. Enclosed here is the draft FY 2022 budget for your review. This is a preliminary budget based on staff's understanding of available and confirmed revenues as of April 20th.

The overall FY 2022 preliminary budget projects revenues at \$1,239,603. 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, at the \$0.83 per capita rate adopted by the Regional Commission in August 2018, account for 12% of the budget. The draft budget represents an increase of \$171,574 from the FY 2021 budget (with amendments proposed in April). This is in large part due to the outstanding efforts of staff in securing additional funding for mobility management and environmental projects, in addition to continuing strong work on our existing annual grant funding sources. 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.

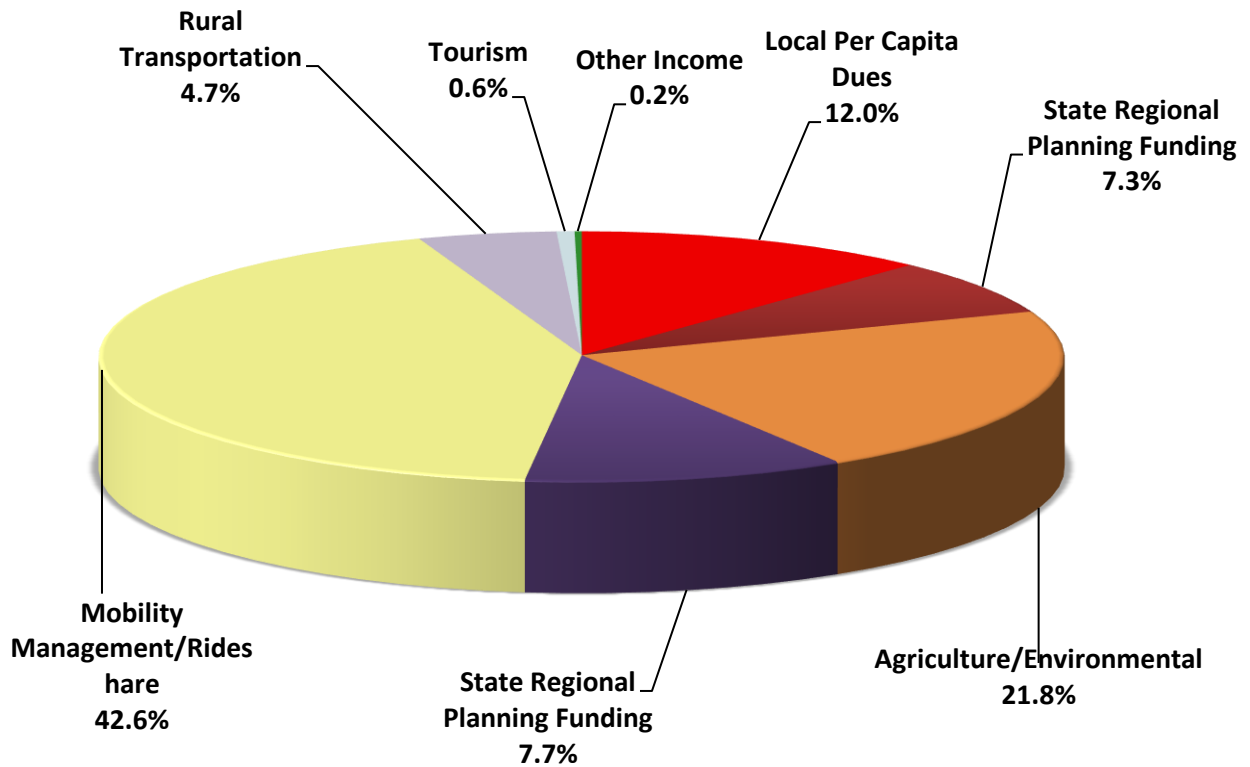
Operating expenses are presented based on budgeted amounts from FY 2019, 2020 and 2021. As with past years, payroll expenses and benefits are the main operating cost drivers for the budget. We again see no increase in health insurance rates and our Virginia Retirement System contribution rates remain low due to an existing surplus in our agency actuarial numbers.

Project expenses are increased from past years as a result of successful grant applications and represent funds that will flow through the Regional Commission to grant partners. It is possible that some of these expense amounts may be adjusted between FY 2022 and future fiscal years, depending upon spending trends by grant partners.

REQUESTED ACTION: None required. Staff is available to answer questions regarding the draft budget and additional revisions are likely between now and the June 23rd meeting.

FY 2022 Projected Revenues by Category – April 20, 2021

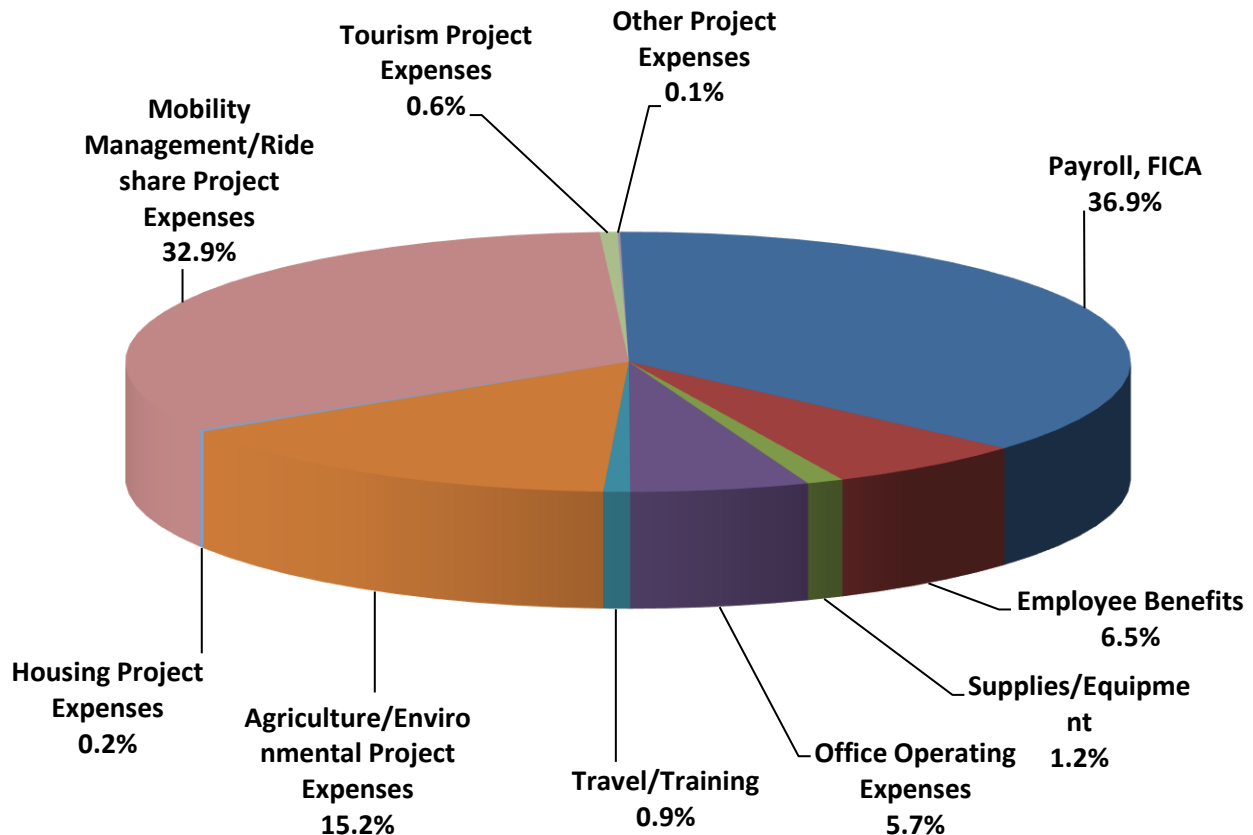
Revenues			
Agriculture/Environmental	\$	270,826.00	21.9%
Housing	\$	133,104.00	10.7%
Local Dues	\$	149,172.00	12.0%
Other Income	\$	3,000.00	0.2%
Mobility Management/Rideshare	\$	528,030.00	42.6%
Rural Transportation	\$	58,000.00	4.7%
State Regional Planning Funding	\$	89,971.00	7.3%
Tourism	\$	7,500.00	0.6%
Total Revenue	\$	1,239,603.00	100.0%



Revenue Source		
Local Per Capita	\$149,172.00	12.0%
Local – Project Specific	\$56,104.00	4.5%
State	\$307,736.00	24.8%
Federal - Direct	\$200,000.00	16.1%
Federal – State Pass Through	\$373,591.00	30.1%
Other/Non-Profit/Private	\$153,000.00	12.3%
TOTAL	\$1,239,603.00	100.00%

FY 2022 Projected Expenditures by Category – April 20, 2021

Expenditures			
Operating Expenses			
Payroll/FICA	\$ 452,080.00		36.9%
Employee Benefits	\$ 79,200.00		6.5%
Other Operating Expenses	\$ 70,466.00		5.7%
Supplies/Equipment	\$ 14,500.00		1.2%
Travel/Training	\$ 10,500.00		0.9%
Total Operating	\$626,746.00		51.2%
Project Expenses/Contractual			
Agriculture/Environmental Project Expenses	\$186,000.00		15.2%
Housing Project Expenses	\$3,000.00		0.2%
Mobility Management/Rideshare Project Expenses	\$403,000.00		32.9%
Tourism Project Expenses	\$7,000.00		0.6%
Other Project Expenses	\$1,000.00		0.1%
Total Project Expenses	\$600,000.00		48.8%
Total Expenditures	\$1,226,746.00		100.00%



RRRC FY 2022 Draft Revenues
April 20, 2021

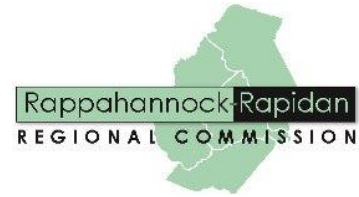
Budget Items	FY 2022 Preliminary	FY 2021 Proposed Amendments (4/28/2021)	Change
Revenues			
Dues:			
Culpeper County	\$ 27,589.00	\$ 26,624.00	3.62%
Fauquier County	\$ 49,677.00	\$ 48,430.00	2.57%
Madison County	\$ 10,833.00	\$ 10,674.00	1.49%
Orange County	\$ 24,892.00	\$ 24,039.00	3.55%
Rappahannock County	\$ 5,915.00	\$ 5,915.00	0.00%
Town of Culpeper	\$ 15,454.00	\$ 14,945.00	3.41%
Town of Gordonsville	\$ 1,332.00	\$ 1,314.00	1.37%
Town of Madison	\$ 202.00	\$ 181.00	11.60%
Town of Orange	\$ 4,191.00	\$ 4,140.00	1.23%
Town of The Plains	\$ 194.00	\$ 189.00	2.65%
Town of Remington	\$ 541.00	\$ 524.00	3.24%
Town of Warrenton	\$ 8,248.00	\$ 8,185.00	0.77%
Town of Washington	\$ 104.00	\$ 104.00	0.00%
Interest Income	\$ 2,000.00	\$ 2,000.00	0.00%
Other Income	\$ 1,000.00	\$ 1,000.00	0.00%
DEQ Ches. Bay Capacity Building	\$ 58,000.00	\$ 52,000.00	11.54%
DRPT Mobility Management Grant	\$ 244,765.00	\$ 124,500.00	96.60%
DRPT Section 5310 Operating Grant	\$ -	\$ 25,000.00	-100.00%
NFWF Chesapeake Bay Grant	\$ 200,000.00	\$ -	-
Orange County CARES Act	\$ -	\$ 10,000.00	-
PATH Mobility Management/Transportation C	\$ 150,000.00	\$ 150,000.00	100.00%
Rappahannock CARES Act	\$ -	\$ 90,500.00	-
Regional Housing	\$ 48,604.00	\$ 48,604.00	0.00%
Regional Tourism	\$ 7,500.00	\$ 7,500.00	0.00%
Rideshare Program	\$ 133,265.00	\$ 91,665.00	45.38%
Rideshare Vanpool Grant	\$ -	\$ 5,000.00	-100.00%
Rural Transportation Planning	\$ 58,000.00	\$ 58,000.00	0.00%
State Regional Planning Grant	\$ 89,971.00	\$ 75,971.00	18.43%
VDEM Wildfire Analysis Grant	\$ 12,826.00	\$ -	-
VHDA COVID-19 Emergency Grant		\$ 21,525.00	-100.00%
VHDA Housing Study	\$ -	\$ 75,000.00	-
VHSP Grant	\$ 84,500.00	\$ 84,500.00	0.00%
Total Revenue	\$ 1,239,603.00	\$ 1,068,029.00	16.06%

RRRC FY 2022 Draft Expenditures
April 20, 2021

	Budget Items	FY 2022 Preliminary	FY 2021 Proposed Amendments (4/28/2021)	Change
	Expenditures			
Operating Expenses	Advertising	\$ 500.00	\$ 500.00	0.00%
	Annual Meeting/Workshops/Meetings	\$ 5,000.00	\$ 5,000.00	0.00%
	Audit/Legal	\$ 5,000.00	\$ 5,000.00	0.00%
	Equipment/Software	\$ 10,000.00	\$ 17,500.00	-42.86%
	FICA	\$ 32,000.00	\$ 32,000.00	0.00%
	Health & Dental	\$ 63,000.00	\$ 63,000.00	0.00%
	Meals	\$ 2,500.00	\$ 2,500.00	0.00%
	Membership Dues	\$ 4,200.00	\$ 4,200.00	0.00%
	Miscellaneous	\$ 500.00	\$ 500.00	0.00%
	Mortgage	\$ 23,916.00	\$ 23,916.00	0.00%
	Office & P.O. Liability Insurance	\$ 1,350.00	\$ 1,350.00	0.00%
	Office Maintenance	\$ 10,000.00	\$ 12,000.00	-16.67%
	Payroll Expenses	\$ 420,080.00	\$ 413,958.00	1.48%
	Postage	\$ 500.00	\$ 500.00	0.00%
	Printing	\$ 3,000.00	\$ 3,000.00	0.00%
	Subscriptions and Books	\$ 500.00	\$ 500.00	0.00%
	Supplies	\$ 4,500.00	\$ 4,500.00	0.00%
	Technology	\$ 9,500.00	\$ 9,500.00	0.00%
	Travel & Training	\$ 8,000.00	\$ 8,000.00	0.00%
	Utilities	\$ 6,500.00	\$ 6,500.00	0.00%
	VRS	\$ 15,700.00	\$ 13,000.00	20.77%
	Workman's Comp	\$ 500.00	\$ 500.00	0.00%
Project Expenses	DEQ Ches. Bay Expenses	\$ 1,000.00	\$ 1,000.00	0.00%
	Mobility Management Expenses	\$ 340,000.00	\$ 222,400.00	52.88%
	DRPT Section 5310 Operating Expenses		\$ 25,000.00	-100.00%
	NFWF Chesapeake Bay Grant Expenses	\$ 185,000.00	\$ -	#DIV/0!
	Rappahannock CARES Act Expenses		\$ 88,650.00	-100.00%
	Regional Tourism Expenses	\$ 7,000.00	\$ 10,000.00	-30.00%
	Rideshare Expenses	\$ 63,000.00	\$ 20,083.00	213.70%
	Rideshare Vanpool Expenses	\$ -	\$ 4,800.00	-100.00%
	Rural Transportation Expenses	\$ 1,000.00	\$ 342.00	192.40%
	VHDA COVID-19 Emergency Grant Expenses	\$ -	\$ 20,467.00	-100.00%
	VHDA Housing Study Expenses	\$ -	\$ 45,863.00	-100.00%
	VHSP Expenses	\$ 3,000.00	\$ 2,000.00	50.00%
	Total Expenditures	\$ 1,226,746.00	\$ 1,068,029.00	14.86%

Executive Director's Report

April 21, 2021



The purpose of this monthly 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:

- The Commission is currently advertising for an AmeriCorps VISTA position to support Foothills Housing Network data analysis for a one-year term. Full description and application materials are available at https://www.rregion.org/about_us/employment_opportunities.php.
- The draft FY 2022 budget is included in the meeting packet today. Staff expects some revisions between now and June, and may work with the Executive Committee in the interim for any significant adjustments. The requested compensation and salary survey will be prepared between now and June, and will likely be reviewed by the Executive Committee for consideration as part of the budget review process.
- Staff will complete a compliance review for our Mobility Management program with Department of Rail and Public Transportation staff in May, as well as a financial compliance review for all DRPT programs during this quarter.
- Kristin Lam Peraza was asked to serve on the DRPT Stakeholder Advisory Committee developing a handbook on COVID-19 Recovery Strategies which will complete work in the next 4-6 months.

Transportation

- The Regional Transportation Collaborative, under direction from RRRC staff, held a transportation webinar outlining transportation options for older adults and individuals with disabilities across the region in late March. Presentations from numerous RTC partners and service providers were provided. The webinar was livestreamed on YouTube and on Culpeper Media Network and can be viewed on the Commission's YouTube channel at <https://youtu.be/9LNwGhNb6cA>.
- Staff continue updating the Regional Long Range Transportation Plan and will overview the process next week. We have also requested review of included projects from local planning staff and chief administrative officers and expect that to be ongoing through May.
- The draft Six-Year Improvement Program is currently available, with funding for transportation projects and programs from VDOT and the Department of Rail and Public Transportation open for comment. Included in the recommendations are funds for the Commission's Commuter Services program, as well as increased funding for the Commission's Mobility Management program that would support additional staffing for the FAMS Call Center and to support the Regional Transportation Collaborative. The draft SYIP is available on the [Commonwealth Transportation Board website](#) and comments can be submitted through that site.

Homelessness & Regional Housing

- Staff continues to support follow-up activities from the Regional Housing Study. At present, the primary tasks are production of an Affordable Housing inventory inclusive of subsidized units, housing choice voucher programs, as well as other identified units, and continued development of locally relevant materials including field reports focused on adaptive reuse or development considerations for areas in and around the region's towns.
- Rebecca Wareham will provide a summary of Foothills Housing Network activities at the April meeting, including Point in Time Count information from January, spending trends for non-congregate shelter. I would note here that FHN Coordinated Entry procedures and the FHN Racial Equity workgroup are both being used as models for Virginia Balance of State Continuum of Care pilot programs.

Environmental/Natural Resources

- Staff coordinated a kickoff meeting for the National Fish & Wildlife Foundation grant earlier this month with partners from Fauquier County, Town of Warrenton, John Marshall Soil & Water Conservation District, Friends of the Rappahannock, and Chesapeake Conservancy. The project will run through March 2023 and will result in BMP installations in Fauquier County and Warrenton, expansion of Virginia Conservation Assistance Program (VCAP) installations, and development of a GIS-based BMP prioritization tool for future projects.
- The Land Use and Environment Committee met in March and held a robust discussion on local stormwater and erosion & sediment control programs, and ongoing issues and local needs. We expect additional follow-up on the subject with potential to engage DEQ staff at the regional level moving forward.

Economic Development & Tourism

- In follow up to a presentation in December, staff continues to engage with the Young Entrepreneurship Program contacts on development of that program beyond the pilot phase. However, it appears that GO Virginia will not be the funding source for the expanded program as the return on investment criteria will not meet GO Virginia requirements. Partners continue to engage and look for alternate funding sources.
- We continue to pursue options for a Comprehensive Economic Development Strategy (CEDS) plan and will look to convene the region's economic development partners in the fourth quarter to determine next steps.

Emergency Planning & Hazard Mitigation

- The Commission approved an application to VDEM and FEMA to fund an update to the Rappahannock-Rapidan Hazard Mitigation Plan in December. We are awaiting final confirmation from VDEM staff but based on plan expiration dates across the state and funding available from FEMA's Building Resilient Infrastructure and Communities (BRIC) program, our application is likely to be deferred to a future grant round, either the 2021 BRIC program or a Hazard Mitigation Grant Program that may be opened based on any federally declared disasters prior to the next BRIC application period.
- The regional wildfire analysis project is advancing, with staff continuing to run new data sources through the model process. We expect a draft report document available for review by the end of 2021.

Local Technical Assistance

- GIS assistance for Rappahannock County Broadband Authority for school system survey map development
- Staff worked with Culpeper County and Town of Culpeper staff on a proposal to the Office of Intermodal Planning and Investment (OIPI) Growth and Accessibility technical assistance program. This project was awarded and we expect to receive updates from OIPI in response to the response to their consultant advertisement in early May
- Presented information on solar developments to the Orange County Planning Commission in March. I am happy to share the presentation materials as needed.
- Developed a redistricting summary document outlining timeline impacts from the Census delays, as well as new requirements adopted by the General Assembly in 2020. This document is attached to this report. Staff anticipates working with several local governments over the next year-plus in development of redistricting maps and plans.
- Continued discussions with LOVE Orange Virginia on their Downtown Strategies plan process and tie-ins with Regional Housing Study and other Regional Commission projects
- Support for Fauquier County's request for proposals for legislative services that is to be advertised in early May
- Participated in several meetings related to housing opportunities in Culpeper and continue to work with Culpeper DSS to convene a meeting with potential partners in developing framework
- Participation and support for Carver Center workgroup activities, including review of Food Processing summary documents and Culpeper County requests to Representative Spanberger
- Presented Regional Housing Study information to Fauquier County Planning Commission in March



MEMORANDUM

To: RRRC Chief Administrative Officers
From: Patrick L. Mauney, Executive Director
Subject: 2021 Redistricting Updates

The following summary provides summary information regarding the current status of state and local redistricting efforts impacting the Rappahannock-Rapidan region, along with the impacts from the ongoing delays in receiving redistricting data from the U.S. Census Bureau.

Included here are summary highlights of the *Guide to Local Redistricting* document produced by the Virginia Division of Legislative Services, including legislative changes enacted since the last redistricting process in 2011, a summary of four methods used by localities in the region in 2011, and a general timeline for redistricting based on expected receipt of data from the U.S. Census Bureau.

I. Summary of Changes/Highlights of Local Guide

The Virginia Division of Legislative Services produces the *Guide to Local Redistricting for 2021*, a comprehensive document outlining Code of Virginia requirements for local election districts, precincts, and polling places, as well as legal standards applicable to local redistricting. The guide should be provided to any officials participating or assisting in local redistricting efforts and can be accessed on the [DLS website](#).

Source Links:

[Guide to Local Redistricting for 2021](#)

[Virginia Redistricting Commission March 30, 2021 Meeting Materials](#)

Census Data Delays

Usually, redistricting data from the decennial census is received from the U.S. Census Bureau in the February or March of the year following the decennial census. However, delays resulting from the COVID-19 pandemic and associated impacts on the Census Bureau's collection and processing of the decennial census data have pushed the deadline for delivery of the redistricting data until September 30, 2021. The March 30, 2021 meeting of the Virginia Redistricting Commission notes that Census data is anticipated to be delivered to Virginia by the second week in August. However, this data will be in legacy format and will require additional processing and reallocation by the Virginia Division of Legislative Services prior to use for local redistricting.

In addition to the timeline impacts, the delays in receiving redistricting data from the U.S. Census Bureau raise questions which likely will require court rulings related to requirements for local redistricting in the Constitution of Virginia. Article VII, Section 5 states, in part, "*When members are so elected by district, the governing body of any county, city, or town may, in a manner provided by law, increase or diminish the number, and change the boundaries, of districts, and shall in 1971 and every ten years thereafter, and also whenever the boundaries of such districts are changed, reapportion the representation in the governing body among the districts in a manner provided by law.*"

Should the requirement for redrawing districts every ten years (those years ending in 1) be upheld and the redistricting data be received in September 2021, it is possible that the local redistricting process may need to be completed before the end of 2021. However, it is also possible that the courts may grant localities a one-time reprieve from that requirement with the potential to conduct the redrawing of local districts in 2022.

Key Changes from 2011

There are a number of legislative changes enacted since 2011 that will impact local redistricting in 2021 or 2022.

Source of Population Figures: Previously, localities utilized census data obtained directly from the Census Bureau. However, in 2020, legislation was enacted that requires the Division of Legislative Services to adjust the data received from the Census Bureau to reflect the reallocation

of prison populations in the Commonwealth. In short, this means that any person incarcerated in a federal, state, or local correctional facility will be reallocated based on their address at the time of incarceration:

- If the person had an address in Virginia, they will be allocated to that address/jurisdiction
- If the person had an address outside Virginia or an address cannot be determined, they will be allocated to the location of the facility in which they are incarcerated

The Division of Legislative Services must make the revised data resulting from that reallocation adjustment available within 30 days of receipt of data from the U.S. Census.

Local Precinct Geography: In past redistricting years, local districts and precincts were developed concurrently with state redistricting efforts affecting Congressional, Virginia Senate and House of Delegate districts. This often resulted in split precincts and there were many instances where the state or congressional districts were later subject to minor amendments to match those local precincts.

However, legislation enacted in 2020 requires County and City precincts to be “wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city.” [The Code of Virginia 24.2-307](#) does include a clause that the local governing body may use the district boundaries that existed on June 15th of the year ending in one if those districts were not adopted by the appropriate authority by June 15th, with the further provision that the governing body shall establish precinct boundaries to be consistent with any subsequent changes to congressional, Senate, or House of Delegates districts.

II. General Timeline (From Date of Census Data Release) + Key Dates

As outlined above, there are several unknowns regarding redistricting in 2021 that limit the ability of local governments to develop specific timelines for redistricting at present. While it remains unknown whether the Court system in Virginia will rule on the requirements for local redistricting to occur in 2021, the below timeline assumes that localities will be unable to complete redistricting processes in advance of the November 2021 elections.

- On or before September 30: Census Bureau provides PL-194.71 data to state and local governments for redistricting purposes.
- On or before October 30: Virginia Division of Legislative Services makes adjusted population data to reflect prisoner reallocation available.
- On or before October 31: Local governments should have redistricting data available to begin reviewing population shifts from 2010 to 2020 and begin preliminary redistricting review.

NOTE: Due to the new requirement for local precincts to be entirely within Congressional, Senate and House of Delegates districts as of June 15th, local governments will need to determine whether to move forward with redistricting ahead of the Virginia Redistricting Commission. Currently, Fauquier County has areas

within two Congressional districts, Culpeper County and Fauquier County have areas within multiple State Senate districts and within multiple House of Delegates districts.

- On or before November 15: Within 45 days of receipt of census data, the Virginia Redistricting Commission must submit Senate and House of Delegates district maps to General Assembly.
- On or before November 30: Within 60 days of receipt of census data, the Virginia Redistricting Commission must submit Congressional district maps to General Assembly.

III. Summary of 4 Methods used in 2011

The Regional Commission worked with Culpeper County, Orange County, Rappahannock County and the Town of Warrenton to complete redistricting plans in 2011. Each jurisdiction utilized a unique approach to review the population shifts between 2000 and 2010 and developing its redistricting plan for adoption. The brief summaries below are intended to provide potential options for each jurisdiction to consider as part of its post-2020 Census redistricting process.

In addition to the members of the governing body, it may also be practical to include relevant local administrative/planning staff, general registrar, school board members, or other representatives as part of the redistricting process, in addition to public involvement and public hearings.

- Culpeper County

County Planning & GIS staff worked with RRRC staff to review population changes between 2000 and 2010 and developed a series of redistricting plan options to present to the Board of Supervisors. The Board of Supervisors provided feedback on the staff developed plans resulting in revisions and a development of the proposed redistricting plan for public hearing and consideration.

- Orange County

RRRC staff spent a day on-site at Orange County Administration building and worked individually with each member of the Board of Supervisors to review population changes and develop a redistricting plan with each member. Board members then worked to develop a single proposed redistricting plan for public hearing and consideration.

- Rappahannock County

RRRC staff was asked to produce a series of options to review with the Board of Supervisors and county staff. The Board of Supervisors reviewed the options, made recommendations for adjustments, and RRRC staff developed the proposed redistricting plan for public hearing and consideration.

- Town of Warrenton

Town of Warrenton Community Development staff worked with RRRC staff to review population changes and develop three options to present to the Town Council. Following Town Council presentation, a fourth option was developed and reviewed. RRRC staff then worked with one Council member, at the direction of Town Council, to develop the single proposed redistricting plan for public hearing and consideration.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 20, 2021
Subject: Foothills Housing Network Update

Rebecca Wareham, Continuum of Care Coordinator for Foothills Housing Network, will provide an update on FHN, including the recently completed Point in Time Count, COVID-19 spending on non-congregate shelter in the region and other FHN activities from recent months.

REQUESTED ACTION: None required.

Foothills Housing Network

Balance of State Local Planning
Group

COVID-19 Funding

	Emergency Shelter Operations	Targeted Prevention	Rapid Rehousing	Admin	Total
COVID Emergency Funding Support	XXXXXX	XXXXXX	XXXXXX	\$21,525	\$21,525
VHSP COVID Funding	\$214,953	XXX	XXX	XXX	\$214,953
State COVID Relief	\$362,900	XXX	XXX	\$19,100	\$382,000
CHERP	\$897,344	\$100,000	\$125,000	\$66,167	\$1,188,511
State HTF	\$334,650			\$10,350	\$345,000
Total	\$1,809,847	\$100,000	\$125,000	\$117,142	\$2,151,989

Funding Descriptions:

COVID-19 Emergency Funding Support (Virginia Housing): \$21,525

Performance Period: March 1, 2020 – August 30, 2020

State funding which provided general operations dollars to community agencies to support continued operations for provide housing services. Funds were used to support local housing agencies expenses on staffing/fringe, insurance, and building costs. Funds were not used for direct assistance to support clients. Funding was allocated to Community Touch, Inc.-\$12,500, Services to Abused Families, Inc.-\$5,500, and Rappahannock-Rapidan Regional Commission-\$3,525.

VHSP COVID-19 Funding for Emergency Shelter Operations (DHCD): \$241,953

Performance Period: April 2, 2020 – December 31, 2020

State COVID-19 funding was used to provide temporary, emergency shelter for those experiencing homelessness during the pandemic. Funds were allocated to be expended on hotel rooms, and case management for those that would otherwise be unsheltered, to ensure some of the Commonwealth's most vulnerable citizens had safe shelter during the pandemic. Funding was allocated to Culpeper Housing and Shelter Services, as they were the only LPG partner eligible at the time through VHSP Emergency Shelter Operations funding.

State COVID Relief (DHCD): \$362,900 + \$19,100 in Admin

Performance Period: Through December 31, 2020

State funding which was provided to continue support for non-congregate sheltering through the end of 2020 to ensure that individuals were not forced to exit emergency hotel shelter due to lack of funding. It was awarded to Culpeper Housing and Shelter Services (\$332,000), and Community Touch Inc. (\$50,000). Note, this funding did not last through the end of 2020, and federal CHERP funds started being used in early October.

Virginia COVID Homeless Emergency Response Program (CHERP)

** Federal passthrough from DHCD**

CHERP Allocation 1 for Rapid Rehousing: \$125,000 (\$118,750 + \$6,250 in Admin)

Performance Period: April 2, 2020 – September 30, 2022

Federal (HUD) ESG-CVI funding passed through Department of Housing and Community Development (DHCD) to the region for Rapid Rehousing activities. Rapid Rehousing funds are used to support those experiencing homelessness to return to permanent housing as quickly as possible with case management and short-term housing subsidies. Rapid Rehousing funds under the CHERP allocation allow for intensive case management, staffing capacity, landlord incentives, and longer-term housing subsidies. Funding was allocated to People, Inc., and is sub-contracted to Culpeper Housing and Shelter Services, and Community Touch Inc., while also partially funding a full-time Homeless Diversion & Housing Case Manager employed by People, Inc. to serve PD9.

CHERP Allocation 2: \$1,066,011 (\$999,844 + \$66,167 in admin)

Performance Period: April 2, 2020 – September 30, 2022

Federal ESG-CV2 funding passed through Department of Housing and Community Development (DHCD) to the region for Emergency Shelter Operations (\$799,844), Rapid Rehousing (\$100,000), Targeted Prevention (\$100,000) and Administration (\$66,167). Funding was allocated to Culpeper Housing and Shelter Services (ESO + sub-contract for RRH/TP), Community Touch Inc. (ESO + sub-contract for RRH/TP), and People, Inc. (contract for RRH/TP).

DHCD State Housing Trust Fund Allocation: \$345,000 (\$334,650 + \$10,350 in admin)

Performance Period: April 2, 2020 – September 30, 2022

Funding from the Department of Housing and Community Development (DHCD) State Housing Trust Fund to the region for continued Emergency Shelter Operations (\$345,000).



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission

From: Patrick L. Mauney, Executive Director

Date: April 20, 2021

Subject: 2045 Regional Long Range Transportation Plan

As you may recall, RRRC staff are in the process of revising and updating the Regional Long Range Transportation Plan. This process began in 2020 through updates to existing demographic and baseline data trends and incorporating statewide planning strategies, goals and funding mechanisms into the updated plan materials. In February, staff presented additional information regarding equity and disadvantaged population demographics based on census data to the Transportation Committee.

Staff will provide a brief update on the Regional Long Range Transportation Plan at the April meeting and anticipate having a draft plan in place for review by the August 2021 meeting.

At this time, staff have compiled maps for each County and four largest Towns documenting ongoing and future project priorities, as outlined below. These maps and list of recommendations (spreadsheet format, with type and source of recommendation) were provided to local staff with a request for review outlined below.

- Existing Projects Map
This map shows projects with existing funding or that have been submitted through the first four rounds of Smart Scale, as well as those currently included on roadway resurfacing programs managed by VDOT.
- Potential Future Projects Map
This map shows intersections and corridors qualifying through the VTrans Midterm Needs identification process (safety, congestion, accessibility) as well as through the current VDOT Potential for Safety Improvement (PSI) listings for the Culpeper District.

As part of your review for future projects maps, you may also utilize two VDOT web apps to aid in review.

- 1) [Potential for Safety Improvement Web Map](#)
- 2) [Interact VTrans](#) (for VTrans Mid-Term needs)

The primary purposes of this plan revision are to ensure that the region's transportation network allows for, and encourages, the safe and efficient movement of people and goods, and to ensure that new and/or revised projects are included in the Regional Long Range Transportation Plan in order to maximize the plan's value for transportation funding through the Smart Scale, Revenue Sharing, Transportation Alternatives and other transportation funding available through the Commonwealth.

A secondary purpose of the review is to ensure that the plan includes any intersections or corridors that have been identified as local priorities, but may not have the supporting data in place to qualify for either VTrans or PSI lists at the present time. These may be sourced from Comprehensive Plans or other local planning processes at your discretion.

If possible, we request that your review be completed by May 14, 2021. If this will not be possible, please let me or Matthew Decatur (mdecatur@rrregion.org) know so that we can adjust our timeline for the draft plan development.

Additional background materials, included recent presentations to the Transportation Committee, can be found at <https://www.rrregion.org/transportationcommittee>



MEMORANDUM

To: RRRC Executive Committee and Chief Administrative Officers
From: Patrick L. Mauney, Executive Director
Subject: Regional Cigarette Tax

As requested by the Regional Commission in February, the attached document outlines some of the key considerations related to a regional cigarette tax program, given the new authority granted to counties to levy such a tax. The document also includes estimates for revenue based on existing cigarette tax revenues in various cities and towns in Virginia and preliminary expenses based on staff's understanding of program requirements.

In general, should a regional cigarette tax board be formed by one or more jurisdictions, my suggestion would be for that board to then develop a contract or memorandum of agreement with the Regional Commission (or other entity) to handle administrative and fiscal functions.

Background

In 2020, the Virginia General Assembly passed legislation authorizing all counties to levy a tax on cigarettes, effective July 1, 2021. Previously, only cities, towns and two counties were authorized to levy a cigarette tax.

In 2021, General Assembly passed Senate Bill 1326 clarifying Regional cigarette tax boards, defining Regional Cigarette Tax Boards as “a board established by a group of at least six member localities pursuant to their powers under this article, Chapter 13 (§ 15.2-1300 et seq.) of Title 15.2, and the Regional Cooperation Act (§ 15.2-4200 et seq.), with the purpose of administering local cigarette taxes on a regional basis subject to the provisions of this section, and further authorizing such regional boards the following duties:

1. Providing for the use of a uniform meter impression or stamp as evidence of payment of any local cigarette tax within the region.
2. Entering into an arrangement, on behalf of or in cooperation with its member localities, with the Department [of Taxation] pursuant to the provisions of subsection A of §58.1-3830, for the use of a dual die or stamp as evidence of payment of any applicable local and state tax.
3. Providing a single point of contact for a stamping agent authorized under this article or Chapter 10 (§58.1-1000) to remit local cigarette taxes due to any member locality.
4. Providing a discount to a stamping agent as compensation for accounting for the tax due under this article. The discount shall be in amount of two percent of the tax otherwise due.
5. Distributing any local cigarette taxes collected by the Board to the appropriate member locality.
6. Enforcing all local cigarette tax ordinances within the region.
7. Promoting uniformity of cigarette tax ordinances among its member localities.
8. To the extent possible, encouraging uniformity of cigarette tax rates among its member localities.
9. Accomplishing any other purpose that helps promote the uniform administration of local cigarette taxes throughout the region.

Regional Considerations

In February 2021, the Rappahannock-Rapidan Regional Commission requested staff to provide a summary outline for a potential Regional Cigarette Tax Board in the Rappahannock-Rapidan (Planning District 9) region.

As of January 2021, four towns within the region levy cigarette taxes. Three of these towns – Culpeper, Gordonsville and Orange – administer their programs internally. One – the Town of Warrenton – is a member of the Northern Virginia Cigarette Tax Board, which was established in 1970 and currently has 19 member localities.

As noted above, the Code of Virginia requires at least six member localities to form a cigarette tax board. In the Rappahannock-Rapidan region, this would require each County along with one town or an additional County outside the region to meet that statutory requirement.

Should a regional cigarette tax board in the Rappahannock-Rapidan region form based on agreement of local governments, the suggested method would be for the local governments to adopt ordinances and grant the regional board authority for the duties enacted in the Code of Virginia. The regional board would then be able to develop administrative memorandums of agreement with a suitable administrative and fiscal agent to carry out organizational day to day operations, as outlined below.

Regional Program Requirements & Resource Estimates

There are two primary functions for a cigarette tax program: administration and compliance.

Of the three towns in the Rappahannock-Rapidan region and other cities/towns in Virginia that currently administer their own cigarette tax collection, the overall indication is that the administrative burden is minimal and largely consists of purchasing and distributing tax stamps to wholesalers and/or retailers. A regional administration may require more administrative activity related to tracking sales by locality depending upon the scope of the program.

The compliance needs are less known, as this function within local programs may be complaint-based rather than through active auditing and enforcement, and would likely be enforced by local law enforcement. A regional program would likely require some capacity for enforcement or significant collaboration with individual local law enforcement agencies as an alternative. It is likely that a regional program would require at least one employee and vehicle to fulfill compliance requirements assuming a regional Cigarette Tax Board and adopted local ordinances are proactive in auditing and enforcement.

While ongoing administrative costs could likely be derived as a percentage of program revenue, compliance costs would require startup funds in terms of direct full-time equivalent (FTE) costs based on local government members' desire to have a centralized enforcement mechanism, as opposed to utilizing any existing locality business compliance mechanisms.

Administrative Time Estimate: 20 hours per month (first 6 months); 5 hours per month thereafter;
associated supplies, materials

Compliance Time Estimate: up to 1 FTE position (ongoing) + benefits. Estimated cost for FTE compliance position is based on midpoint Deputy Sheriff's salary in Culpeper & Fauquier counties, plus associated benefits. Compliance costs also include estimated costs for travel, though these may be adjusted depending on whether a vehicle is procured for use in compliance activities.

Direct costs for the program may be covered in total or as a percentage of program revenue.

Monthly Cost Estimates	Administrative	Compliance	Total
Startup (First Year)	\$18,000	\$100,000	\$118,000
Ongoing	\$9,000	\$80,000	\$89,000

*NOTE: These are basic estimates based on RRRC cost burdens and subject to change

Regional Program Revenue Estimates

There is currently no data available as to how many packs of cigarettes are sold per County to provide a strong foundation for projecting revenues based on a regional cigarette tax. Using budget and revenue data from those localities currently levying the tax shows that the amount of tax generated per capita varies widely.

Revenue = (Rate) x (Population) x (per capita revenue per cent of tax) where we know the budgeted revenue, rate and population.

Locality	Rate	Revenue (FY 19)	Population (2019)	Per Cent of Tax Per Capita
Town of Culpeper	\$.20	\$247,326	18,873	\$0.5961
Town of Gordonsville	\$.20	\$45,000	1,624	\$1.3855
Town of Orange	\$.12	\$77,520	5,096	\$1.2677
Town of Warrenton	\$.20	\$184,943	10,027	\$0.9222
City of Charlottesville	\$.55	\$671,562	47,266	\$0.2583
City of Fredericksburg	\$.31	\$474,305	29,036	\$0.5269
City of Manassas	\$.65	\$605,900	41,085	\$0.2269
City of Manassas Park	\$.75	\$179,952	17,478	\$0.1373
Town of Leesburg	\$.75	\$726,665	53,727	\$0.1803
Town of Purcellville	\$.65	\$209,943	10,178	\$0.3173

Using the FY 2019 revenues in the four towns in the region, the average of revenue generated as per cent of tax per capita is \$1.05. However, other nearby jurisdictions generate much lower revenues per cent of tax per capita. The six selected jurisdictions generate an average of \$0.27 per cent of tax per capita. The table below shows revenue estimates at various rates using the lower average (\$0.2745), the average of all 10 localities listed above (\$0.5878), and the Rappahannock-Rapidan towns' average (\$1.0576) per cent of tax per capita estimate.

Effective July 1, 2020, § 58.1-3830 of the Code of Virginia sets the maximum tax rate imposed by a locality on cigarettes as not exceeding two cents (\$0.02) per cigarette sold, unless such locality had a higher rate in effect on January 1, 2020. For jurisdictions in the Rappahannock-Rapidan region, this limits the maximum tax rate on cigarettes at forty cents (\$0.40) per pack sold.

NEARBY LOCALITIES AVERAGE (\$0.2745)

Rate	Revenue	Population (Counties Minus Towns with Existing Tax)	Per Cent of Tax Per Capita
\$.20	\$800,931	145,889	\$0.2745
\$.30	\$1,201,396	145,889	\$0.2745
\$.40	\$1,601,861	145,889	\$0.2745

AVERAGE OF ALL 10 LOCALITIES ABOVE (\$0.5878)

Rate	Revenue	Population (Counties Minus Towns with Existing Tax)	Per Cent of Tax Per Capita
\$.20	\$1,715,071	145,889	\$0.5878
\$.30	\$2,572,607	145,889	\$0.5878
\$.40	\$3,430,142	145,889	\$0.5878

RRRC TOWNS AVERAGE (\$1.0576)

Rate	Revenue	Population (Counties Minus Towns with Existing Tax)	Per Cent of Tax Per Capita
\$.20	\$3,085,844	145,889	\$1.0576
\$.30	\$4,628,766	145,889	\$1.0576
\$.40	\$6,171,688	145,889	\$1.0576

It should be noted that the estimates above may overestimate revenues due to a number of factors. First, cigarette taxes are a declining revenue stream for most places where such a tax is in place. Second, the towns in the Rappahannock-Rapidan region have more retail locations and may be generating per cent of tax per capita at a higher rate than would be expected from the unincorporated areas of the region's counties. Conversely, due to stamps being sold to retailers or wholesalers in large rolls, there may be an initial revenue bump that may offset some of the startup costs.

County Revenue Estimates

If we use the lowest average above – the \$0.2745 average of nearby localities – and assume adoption of the maximum \$0.40 rate, the tax would generate an estimated \$1,600,000 in the region. Estimated first year costs are \$118,000, leaving a total of \$1,482,000.

Using proportional population figures less towns that levy the cigarette tax, that estimated revenue could be distributed as outlined in the table below.

County	Population (Less Towns with Existing Tax)	Proportion	Revenue Estimate
Culpeper	33,732	0.23	\$342,663
Fauquier	61,195	0.42	\$621,644
Madison	13,261	0.09	\$134,711
Orange	30,331	0.21	\$308,115
Rappahannock	7,370	0.05	\$74,867

Additional Materials

The following documents are included here for reference.

Code of Virginia §58.1-3830 (as amended):

<https://law.lis.virginia.gov/vacodefull/title58.1/chapter38/article7/>

Fairfax County Code, Chapter 4, Article 11 – Cigarette Tax

Final Report of the Cigarette Stamping Work Group (October 30, 2020)

Northern Virginia Cigarette Tax Agreement

Mount Rogers Cigarette Tax Board Agreement



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 19, 2021
Subject: Proposed Amendment to RRRC By-Laws – Second Reading

At its meeting on January 27th, the Executive Committee proposed an amendment to the Regional Commissions Bylaws. At your meeting on February 24th, additional amendments and clarifications were discussed by the Commission.

The proposed amendments are as follows and are shown in the attached redline version of the Bylaws:

Article VII would add Section 7, defining the Past Chair and would move Secretary from Section 7 to Section 8.

Article IX, Section 1 would add the Past Chair as a permanent named member of the Executive Committee, in addition to the Chair, Vice-Chair, Treasurer and up to three At-Large members. This amendment also clarifies that the Past Chair will serve only when that individual remains appointed to the Commission by their respective political subdivision.

As a reminder, Article XIII, Section I of the Bylaws read in part: “Any proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for the first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Commission until a subsequent meeting or a special meeting called for the purpose.”

As the amendment was considered and amended at the February meeting, the Commission may take action on the amendments on April 28th.

REQUESTED ACTION: Adoption of the Amendments to the RRRC By-Laws

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION BY-LAWS

ARTICLE I. - AUTHORITY

SECTION 1. CHARTER AGREEMENT

The Rappahannock-Rapidan Planning District Commission was organized and exists pursuant to the Charter Agreement made January 1, 1971, by and between the counties of Fauquier, Orange, and Rappahannock, and the Town of Warrenton, all of which are in the state of Virginia, which Agreement implements ARTICLE 2, of CHAPTER 34, of Title 15.1 of the Code of Virginia and as so provided, is a public body corporate and politic with all the powers and duties granted to it by the Virginia Area Development Act.

ARTICLE II. - DEFINITIONS

SECTION 1. TERMS

- (a) "Commission" means the Rappahannock-Rapidan Regional Commission.
- (b) "Commissioner" means a member appointed to the COMMISSION by the participating jurisdiction.
- (c) "Agreement" means the Charter Agreement dated January 1, 1971, by and between the governmental subdivisions set forth above, as the same may from time to time be amended.
- (d) "Participating Jurisdiction" means any of the governmental subdivisions being parties to the Agreement.
- (e) "District" means all that area lying within the geographic boundaries of the Planning District #9 as designated by the state of Virginia.
- (f) "Year" means, unless otherwise noted, a one year period beginning July 1 and ending the following June 30 and the fiscal year of the COMMISSION shall be such a year.

ARTICLE III. - OFFICE LOCATION

SECTION 1. As provided for by ARTICLE I. SECTION 2 of Agreement.

ARTICLE IV. - POWERS AND DUTIES

SECTION 1. As defined in ARTICLE I. SECTION 3 of Agreement.

ARTICLE V. - PURPOSE AND OBJECTIVE

SECTION 1.

The purpose of the COMMISSION as provided in SECTION 4, ARTICLE I of the Agreement shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE VI. - MEMBERSHIP

SECTION 1.

Members of the COMMISSION shall be appointed and serve on the COMMISSION in accordance with the provisions of ARTICLE II of the Agreement, and for the terms provided by SECTION 1, ARTICLE III.

ARTICLE VII. - OFFICERS AND DUTIES

SECTION 1. OFFICERS

The officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, and Treasurer and such subordinate officers as may from time to time be elected or appointed by the COMMISSION. Each of such officers shall serve without compensation. The offices of Chairman and Vice-Chairman shall be held by members from different participating jurisdictions. *(Amended 9/23/1982)*

SECTION 2. TERMS OF OFFICE

Except for the original officers, each of the officers shall be elected at the February meeting of the COMMISSION, to serve for a term of one (1) year, unless sooner removed by the COMMISSION, or until his successor be elected and qualify. Any vacancy occurring in an office shall be filled for the unexpired term by the COMMISSION at the next regular meeting following the occurrence of such a vacancy. If the vacancy occurs in the office of Treasurer, an acting officer shall be appointed by the Chairman pending election. Commission officers shall be eligible for re-election, but may succeed themselves one time only. *(Amended 2/22/2017)*

SECTION 3. ELECTION

The Chairman shall, at the regular scheduled meeting in December each year, in accordance with these by-laws, appoint a Nominating Committee, consisting of one member from each participating jurisdiction. The Nominating Committee shall, at the following meeting, submit the

name or names of one or more persons for each office to be filled upon survey of COMMISSION members. Further nominations may be submitted by any member to the Nominating Committee during the month of December, as well as be made at the meeting at which the election is held. Election of officers shall be by secret ballot unless changed by unanimous vote of those present. The newly elected officers will take their office and assume duties thereof on March 1 of each year. *(Amended 9/23/1982; 10/27/1988; 2/22/2017)*

SECTION 4. CHAIRMAN

The Chairman shall preside at all meetings of the COMMISSION at which he is present, and shall vote as any other member. He shall oversee the implementation of the policies established and the actions taken by the COMMISSION; shall have all the powers and duties customarily pertaining to the office of Chairman of the Board; and shall perform such further duties as may be assigned to him by the COMMISSION. *(Amended 9/23/1982; 10/26/1995; 1/25/1996; 2/22/2017)*

SECTION 5. VICE-CHAIRMAN

The Vice-Chairman shall, in the event of death or absence of the Chairman, or of his inability to perform any of the duties of his office or to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION.

SECTION 6. TREASURER

The Treasurer shall sign or countersign all checks, vouchers or other instruments for any and all funds expended by the Commission or drawn on any of its accounts. *(Amended 9/23/1982; 10/26/1995)*

SECTION 7. PAST CHAIR

The Past Chair is the immediate Past Chair of the Commission. The Past Chair shall serve as a member of the Executive Committee during the term of the Chair immediately following the end of their term and only when the Past Chair remains appointed to the Commission as specified in Article VI, Section 1.

SECTION ~~7~~8. SECRETARY

The Executive Director shall be the Secretary of the COMMISSION. The Secretary shall give to the members notice of all regular and special meetings of the COMMISSION, and shall attend all such meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next succeeding regular meeting of the COMMISSION. In general, he shall perform all of the duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the

COMMISSION. Additionally, the Secretary shall make a brief financial report at each regular meeting of the COMMISSION; and he shall make an annual financial report as soon as practicable after the end of each fiscal year. *(Amended 9/23/1982)*

ARTICLE VIII - MEETINGS AND VOTING

SECTION 1. - REGULAR MEETINGS

- (a) Regular meetings of the COMMISSION shall be held at a date and time to be set annually at the June meeting of the COMMISSION. The Chairman may change the date and time of any regular meeting provided written notice of the change is mailed to all Commissioners at least one week in advance of the revised date. There shall also be an Annual Meeting of the COMMISSION each year held on a date and at a location to be determined by the members. *(Amended 9/23/1982; 8/27/2003; 12/12/2007; 2/22/2017)*
- (b) The order of business for a regular meeting shall include the following: (a) roll call, (b) approval of minutes of previous meeting, (c) unfinished business, (d) new business, and (e) adjournment.
- (c) All meetings of the Planning District Commission at which official action is taken shall be open to the public and all records of the Planning District Commission shall be a public record. The COMMISSION may meet in executive session in accordance with the Virginia Freedom of Information Act. *(Amended 9/23/1982)*

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the Chairman at his discretion or by any five (5) members of the COMMISSION upon forty-eight (48) hours notice to all members in writing or by telephone of the time, place and purpose of the special meeting.

SECTION 3. QUORUM

A majority of the COMMISSION members shall constitute a quorum.

SECTION 4. VOTING

As provided in ARTICLE III. SECTION 2 of the Agreement, each member of the COMMISSION shall be entitled to one vote on matters before the COMMISSION. All actions of the COMMISSION may be taken by a majority vote of a quorum. No vote by any member of the COMMISSION shall constitute or be construed as an official commitment of the participating jurisdiction represented by such member.

A Commissioner may send a voting alternative no more than twice per year by providing the COMMISSION with a signed letter of authorization naming the individual who will serve as the Commissioners' proxy and the date of the meeting that the proxy will be in effect. *(Amended 2/27/2002)*

ARTICLE IX. - COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

- (a) Membership - There may be appointed an Executive Committee composed of the Chairman, Vice-Chairman, Treasurer, the Past Chairman, and up to three representatives selected at large from towns or counties not represented by the aforesaid officers. All members of the Executive Committee will serve for a one-year term, but may succeed themselves. The COMMISSION Chairman and Vice-Chairman of the COMMISSION shall be the Chairman and Vice-Chairman of the Executive Committee. The Past Chair shall serve as a member of the Executive Committee during the term of the Chair immediately following the end of their term and only when the Past Chair remains appointed to the Commission as specified in Article VI, Section 1. *(Amended 9/23/1982; 1/25/1996; 2/22/2017)*
- (b) Meetings – Meetings of the Executive Committee shall be called by the Chairman as necessary. Meetings may also be called by the Executive Director upon written request of two members of the Executive Committee. *(Amended 1/25/1996; 2/22/2017)*
- (c) Quorum - A Quorum shall consist of a majority of the membership of the Executive Committee.
- (d) Duties - The Executive Committee may perform the functions of a finance committee, and may prepare a budget and make recommendations to the COMMISSION in regard thereto.

It may approve the application for all grants of funds from Federal and State governments by the participating jurisdictions and their agencies and any other sources. The Executive Committee shall have such further powers and duties as may from time to time be assigned to it by the COMMISSION.

The Executive Committee will supervise and advise the Executive Director including an annual performance review. The Executive Committee may take actions related to the Executive Director, including suspension, until such time as the COMMISSION meets. *(Amended 1/25/1996)*

SECTION 2. OTHER COMMITTEES

- (a) The COMMISSION may establish such other special and standing committees, advisory, technical or otherwise, as it shall deem necessary for the transaction of its affairs.

- (b) One-half of the members of any committee shall constitute a quorum.

ARTICLE X. - ADMINISTRATION

SECTION 1. STAFF

The COMMISSION shall employ a Staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs and other functions.

SECTION 2. EXECUTIVE DIRECTOR

The chief executive officer of the Staff shall be the Executive Director who shall have direct supervision of all the other employees of the COMMISSION and direct control, subject to the authority of the COMMISSION, of the management of the affairs of the COMMISSION. The Executive Director's performance shall be reviewed by the Commission at least annually prior to the presentation of the fiscal year budget of the Commission. *(Amended 10/26/1995; 4/27/2016)*

SECTION 3. DUTIES OF THE EXECUTIVE DIRECTOR

In addition to being the COMMISSION'S chief source of professional guidance and initiator of worthy considerations, the duties of the Executive Director shall be, but not limited to:

- (a) Maintain and manage the business office of the COMMISSION.
- (b) Be custodian of all COMMISSION property and records.
- (c) Conduct the correspondence of the COMMISSION.
- (d) Assist the COMMISSION officers and Committee Chairman in carrying out their duties as may be appropriate.
- (e) Attend all COMMISSION meetings and be prepared to report on any and all business, activities, meetings, proposals, cooperative endeavors, etc., in which the COMMISSION is currently engaged or may be in the process of developing.
- (f) Maintain close personal contact with the representatives of Federal, state and local agencies which currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the COMMISSION.
- (g) Acquire and maintain a working knowledge of the current laws, regulations and procedures which govern the above Federal state and local agencies in order that the COMMISSION may take full advantage of opportunities presented for joint endeavors.
- (h) Prepare in cooperation with the Treasurer and/or Executive Committee annual budgets for consideration and adoption by the COMMISSION and for presentation to the governmental units. *(Amended 9/23/1982)*

- (i) Prepare annual reports showing activities and accomplishments leading toward fulfilling COMMISSION objectives, together with audited reports of receipts and expenditures for presentation to the respective governmental units.
- (j) Be responsible for carrying out all orders and directives issued by the COMMISSION.
- (k) Have general charge and supervision of all of the books and accounts of the COMMISSION; have custody of the monies and securities of the COMMISSION and keep an accurate record of the source of all monies; unless otherwise provided, sign or countersign such checks, vouchers, or other instruments as require his signature and perform all other duties incident to his office or that may be required of him by the COMMISSION. The Executive Director may, with the express written permission of the COMMISSION, delegate certain of his duties and responsibilities to the staff of the COMMISSION, except for signing and countersigning of checks, vouchers and other instruments. *(Amended 11/30/1995)*

SECTION 4. EXECUTION OF INSTRUMENTS

The Executive Director, upon specific authorization by the COMMISSION, shall have the power to sign in its behalf any agreement or other instrument to be executed by the COMMISSION. Unless otherwise provided, he shall sign or countersign checks and vouchers in payment of obligations of the COMMISSION.

ARTICLE XI. - FINANCES

SECTION 1. BUDGET

- (a) The COMMISSION shall, on or before June 1 each year, prepare an annual budget, including the specific budget request to the participating individual governmental units. The COMMISSION shall adopt a budget before July 1 of each fiscal year. *(Amended 9/23/1982)*
- (b) The Annual Budget shall show proposed cash outlays for all operating expenses, capital equipment and improvements. Each item of expenditures shall be justified and explained in appropriate detail. Such budget shall also show any equipment and facilities provided in kind. A breakdown of the source funds should show amounts to be appropriated by each county, city or town, amount to be provided in-kind, and amount to be obtained through Federal grants.

SECTION 2. BUDGET

- (a) Compensation for the Executive Director, and all other employees of the COMMISSION, shall be determined by the COMMISSION.

SECTION 3. DISBURSEMENTS

Only authorized expenditures as approved by the COMMISSION may be disbursed.

SECTION 4. MONIES AND PAYMENTS

The monies of the COMMISSION shall be deposited in such bank as the COMMISSION shall designate, and all payments (with the exception of those from petty cash) shall, so far as practicable, be made by check or electronic funds transfer. In the absence of the Treasurer and/or the Executive Director, checks and drafts may be signed in the name of the COMMISSION by any two of the following: the Executive Director or Treasurer or Chairman or Vice-Chairman. *(Amended 9/23/1982; 2/22/2017)*

SECTION 5. AUDITS

The COMMISSION, at least once a year, shall cause an audit to be made by an independent certified public accountant of the general funds of the COMMISSION and any special project funds which are not audited by the Federal or State government or by other independent accountant.

SECTION 6. BONDS

The COMMISSION shall cause fidelity bonds to be issued covering all members of the COMMISSION and staff charged with the responsibility for handling funds of the COMMISSION in amounts deemed by it to be adequate.

ARTICLE XII. - FINANCIAL OBLIGATIONS OF MEMBER GOVERNMENTAL SUBDIVISIONS

SECTION 1.

Each member governmental subdivision shall contribute funds to the COMMISSION at the same per capita rate as every other member governmental subdivision. Population figures for each participating jurisdiction shall be the same as those developed by the United States Census Annual Population Estimates program. *(Amended 9/23/1982; 2/22/2017)*

SECTION 2

The per capita contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid by each governmental subdivision in a lump sum or semi-annual installments due at the end of the first month after each requisition. *(Amended 9/23/1982)*

SECTION 3.

The per capita contribution shall be determined annually by the COMMISSION. *(Amended 9/23/1982)*

SECTION 4.

An additional assessment may be made upon DISTRICT governmental subdivisions for local and technical planning assistance services which are requested by said governmental subdivisions for the COMMISSION'S Annual Work Program. These additional assessments shall be determined by the COMMISSION and forwarded to member local government subdivisions by April 1. *(Amended 5/23/1985)*

SECTION 5.

An additional assessment may be made upon governmental subdivision for additional services which are requested by said governmental subdivision and which are not included in the Work Program adopted by the COMMISSION. Such assessment shall be agreed upon by and between the COMMISSION and the appropriate governmental subdivision. *(Amended 5/23/1985)*

SECTION 6.

The COMMISSION may receive contributions from the Commonwealth of Virginia in accordance with section 15.1-1412, Article 2, Title 15.1, Chapter 34, Code of Virginia, 1950, as amended. *(Amended 5/23/1985)*

SECTION 7.

The COMMISSION may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source, or the United States of America, or the Commonwealth of Virginia, or any other agency or instrumentality thereof. *(Amended 5/23/1985)*

ARTICLE XIII. – AMENDMENTS

SECTION 1. AMENDMENTS

Any proposed amendment, repeal or alteration, in whole or in part, of these By-laws shall be presented in writing and read for the first time at a regular meeting of the COMMISSION. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the COMMISSION until a subsequent meeting or a special meeting called for the purpose. At such subsequent meeting such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted upon.

ARTICLE XIV. - PROCEDURES

SECTION 1. PARLIAMENTARY PROCEDURE

In all matters of parliamentary procedure not specifically governed by these By-laws, Robert's Rules of Order shall govern.

ARTICLE XV. - EFFECTIVE DATE

These By-laws shall become effective immediately upon adoption by the COMMISSION.

Original Adoption Date: November 15, 1973

Amended Dates: September 23, 1982; May 23, 1985; October 27, 1988; October 26, 1995; November 30, 1995; January 25, 1996; February 27, 2002; August 27, 2003; December 12, 2007; April 27, 2016; February 22, 2017



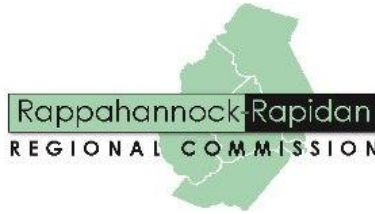
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 20, 2021
Subject: RRRC Application to VDOT for FY 2022 Rural Transportation Work Program

The Regional Commission applies for funding from VDOT to support rural transportation planning efforts in the region. VDOT has notified RRRC staff that funding for FY 2022 will remain level with past years. RRRC will request \$58,000 in federal/state funding to be matched by \$14,500 in local funds from in-kind staff support from per capita dues funding.

RRRC staff has worked with the Rural Transportation Committee, local staff, and VDOT staff at the Culpeper District, and Warrenton and Louisa residencies, to develop the draft work plan attached here. The work plan can be amended, so if you or other local staff have requests for assistance that may be met by the Rural Transportation Planning program during the year, please let us know.

REQUESTED ACTION: Adoption of the attached resolution authorizing RRRC staff to apply for State Research and Planning (SPR) funds from VDOT for the FY 2022 Rural Transportation Work Program



**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
AND VIRGINIA DEPARTMENT OF TRANSPORTATION – TRANSPORTATION AND MOBILITY
PLANNING DIVISION**

**RESOLUTION FOR RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM
FUNDING ON BEHALF OF FY 2022 ANNUAL WORKPLAN**

WHEREAS, The Rappahannock-Rapidan Regional Commission, hereafter referred to as the Commission, desires to obtain \$58,000 in allocated funding from the Virginia Department of Transportation's State Planning and Research (SPR) Assistance Program funding on behalf of its member jurisdictions; and

WHEREAS, the purpose of these funds shall be for the completion of proposed FY 2022 work projects included on the behalf of the region and at the request of PD9 member jurisdictions;

WHEREAS, the Commission gratefully acknowledges the importance of past and future VDOT funding to the continuing short and long term viability of the Region's transportation network; and

WHEREAS, the Commission herewith pledges to provide funds in the amount of \$14,500, which will be used to match the state funds in the ratio required under the VDOT contract; and

WHEREAS, the Commission, upon awarding of funding, shall be the responsible agency for delivery of services as defined within the VDOT contract, and

WHEREAS, the Commission, as in prior years, and under prior funding programs, pledges to abide by all applicable State regulations as they relate to the Virginia Department of Transportation now therefore

BE IT RESOLVED that the Commission does hereby endorse and convey its full support on behalf of the above-referenced application for funding; that the Executive Director is authorized to execute and file said application and to accept from VDOT a grant in such amount as may be awarded, and to furnish to VDOT such documents, local and in-kind match, and other information as may be required for processing the grant request.

Adopted this 28th day of April, 2021 by the Rappahannock-Rapidan Regional Commission, being duly assembled.

ATTEST:

Meaghan Taylor, Chair
Rappahannock-Rapidan Regional Commission

4/28/2021

Date

Rappahannock-Rapidan Regional Commission

FY-2022 Rural Transportation Planning Work Program

July 01, 2021 – June 30, 2022

DRAFT

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2022 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.

Work Plan Development

The Rappahannock-Rapidan Regional Commission (RRRC) is one of 21 planning district commissions (PDCs) in Virginia. The proposed FY 2022 Rural Transportation Work Plan was developed in coordination with RRRC's member jurisdictions, the RRRC Rural Transportation Committee, and VDOT Culpeper District planning staff.

Included in this scope of work are required components identified by VDOT and FHWA, along with projects addressing a need identified by the Rappahannock-Rapidan Regional Commission and/or its local government member jurisdictions.

The preliminary work plan was shared with Commissioners and local government staff during the process of development. Due to the COVID-19 pandemic and restrictions placed on public gatherings, the work plan was reviewed and approved by the Rappahannock-Rapidan Regional Commission on April 28, 2021.

FY 2022 - Program Administration

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

- ***Records Maintenance:*** RRRC staff will coordinate rural transportation planning activities, inclusive of the projects outlined in the Program Activities section of this document and will prepare quarterly reports and invoices for this grant.
- ***Committee Staff Support:*** RRRC will provide staff support, coordination of materials, agendas and minutes for the RRRC Rural Transportation Technical Committee. This committee includes local planning directors, administrators, VDOT staff and other regional transportation stakeholders. The RTC is expected to meet either in-person or virtually, at minimum, six times in FY 2022. RRRC staff will also provide reports to the Rappahannock-Rapidan Regional Commission Board on an as needed basis throughout the year.
- ***Information Sharing:*** RRRC staff will share information with member jurisdictions, PDCS and MPOs, state and federal agencies and the public, as needed, through committee meetings, website updates to <http://www.rrregion.org> and participation in local, state and federal initiatives.
- ***Training & Procurement:*** In consultation with VDOT Culpeper District representatives, RRRC staff may attend a maximum of four training courses offered through the UVA Transportation Training Academy (UVA TTA) or other professional development or training opportunities, including VDOT Local Programs workshops.

FY 2022 - Program Activities

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Statewide Transportation Planning Participation

- **Support for Statewide Planning Efforts:**
 - Participate in VTrans webinars and Smart Scale Regional Meetings
 - Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
 - Participate in the Fall Transportation Meeting held in your region and provide a display to serve as outreach to the region's citizens. (Virtual or in person)
 - Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
 - Participate with the MPOs and VDOT on meeting performance measure goals.
 - Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT. (if applicable)
 - Help identify high growth areas (UDAs, future growth areas).
 - Assist in the development of project pipeline studies (recommendation development, public involvement).
 - Update PDCs webpage with current transportation studies and other pertinent transportation related information.

Deliverables: Board display for Fall Transportation Meeting; other deliverables as specified by VDOT staff in support of ongoing statewide planning activities.

2. *Regional Transportation Planning*

- **Smart Scale Policy & Project Assistance:** Regional Commission staff will work with the Rural Transportation Technical Committee and regional jurisdictions on the development of Smart Scale project applications, including technical assistance on statewide planning correlation, regional project review, submission and requests for Resolutions of Support from the Regional Commission. RRRC staff may submit up to four Smart Scale applications on behalf of regional jurisdictions for projects that involve corridors of statewide significance or the regional network.

RRRC staff will also provide coordination of regional comments in response to proposed Smart Scale program amendments and will also conduct analysis of project scoring outcomes following the availability of Smart Scale scores.

Deliverables: Resolutions of Support for Regional Smart Scale project applications, up to four Smart Scale Applications on behalf of localities and other materials as needed.

- **Regional Long-Range Transportation Plan Review:** RRRC staff will continue to develop a 2045 update for the currently adopted RLRP document to ensure that newly identified projects are incorporated into the RLRP. The RLRP was first adopted in 2011 and there have been periodic reviews relative to Smart Scale applications in the period since adoption.

Note- RRRC staff may collaborate with an on-call consultant when reviewing and updating the adopted RLRP document

Deliverables: Updated RLRP document posted to RRRC website, as necessary.

- **RRRC Active Transportation Plan Maintenance & Review:** RRRC staff developed the RRRC Active Transportation Plan in 2018/2019 and the plan was adopted by the Commission in December 2019. The ATP includes inventory and high-level recommendations for bicycle, pedestrian, river access and recreation connectivity across the region. Inclusion in the FY 2022 work plan will enable RRRC staff to convene an annual or semi-annual meeting of local government, parks & recreation, and state agencies working on such transportation projects in the region during the course of the year and make necessary updates to the plan, as appropriate.

Deliverables: Updated GIS data, meeting summaries.

- **Commuter Services & Transit Planning Assistance:** In coordination with RRRC's Commuter Services TDM program and the Foothills Area Mobility System, RRRC staff will support TDM and Transit planning efforts in the region through data review, participation in planning meetings and workshops and other methods, as needed.

- **Identification of High Growth Areas:** RRRC will work in coordination with its member localities to help identify urban development areas and future growth areas. This effort will support the development of future Arterial Management Plans which take into consideration this future growth. This identification will also help to develop recommendations to address current safety and congestion issues throughout the region.

3. *Grant-writing & Local Transportation Planning Assistance*

- **General Technical Assistance:** In fulfilling the organization’s planning mission, this “catch all” task has proven essential over the years by enabling the Commission to respond to local requests for transportation-related technical assistance received after the FY 2022 Scope of Work deadline. Regional Commission staff will provide assistance to localities, through the Rural Technical Committee and attendance at local Board/Council and Planning Commission meetings, as requested. Such technical assistance may include, but is not limited to:
 - **Comprehensive Plan Review:** RRRC staff will respond to requests from local jurisdictions to review transportation-related chapters in their respective comprehensive plans, as needed.
 - **GIS Technical Assistance:** RRRC staff will respond to requests from local jurisdictions for transportation-related GIS technical assistance, as needed and as resources are available
 - **Grant-writing Assistance:** RRRC staff will respond to requests from local jurisdictions, non-profit agencies, etc. to assist with grant-writing efforts for transportation-related projects in the region, as needed. This will include, but is not limited to, Transportation Alternatives, Revenue Sharing, Urban Development Area Technical Assistance, or Smart Scale applications.
- **Local Transportation & Planning Committees:** RRRC staff is often requested, formally and informally, to serve as a stakeholder on local transportation committees.

Deliverables: RRRC will provide a summary of meetings attended for each of the local committees, along with additional activities and projects emanating from staff participation during the fiscal year.

- **Local Transportation Projects:** RRRC staff has received preliminary requests from VDOT Culpeper District and several member jurisdictions for project-specific assistance. The specific tasks for each request are expected to be outlined in more detail as the fiscal year moves forward, but may include such tasks as meeting planning and coordination, GIS mapping assistance, grant writing, and other tasks as needed. The proposed projects include the following:

- **Growth & Accessibility Planning (GAP) Technical Assistance Program for Culpeper Small Area Plan:** RRRC staff will conduct a multimodal planning study focusing on the connectivity of pedestrian networks and pedestrian friendly road design outside of an urbanized area. This study is expected to identify recommendations for multimodal network improvements, including new or realigned road infrastructure improvements, and bicycle and pedestrian enhancements within the project area to enable future developments, including residential and commercial, to occur within a well-designed transportation network. The project scope includes project coordination, an existing conditions analysis and transportation analysis.
- **Development of a SMART SCALE Project Review Tool:** RRRC will work in close coordination with its member localities to develop a planning tool to pre-score SMART SCALE projects in the region, with the goal of having this tool be used to quantify project scope and cost changes on the overall benefit score. This will be done to ultimately help secure funding for more SMART SCALE projects in the future.
- **Town of Washington & Rappahannock County Sidewalks Report:** RRRC staff may work with the Town of Washington and Rappahannock County to identify and accurately map existing sidewalk infrastructure, maintenance needs and longer-term projects that enhance safety, economic development potential and quality of life for residents and tourists.
- **Town of Orange Route 15 Entrance Corridor Report:** RRRC staff will work with the Town of Orange to develop a report documenting existing conditions, future needs, and proposed enhancements for the Town's Route 15 entrance corridor from Round Hill Road to Spicers Mill Road.

Note: RRRC staff may collaborate with an on-call consultant on local transportation projects.

Deliverables: Deliverables will vary based on the overall project need and scope. At minimum, RRRC will provide meeting summaries and Scopes of Work as they are developed throughout the fiscal year.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 20, 2021
Subject: Regional Farm to School Liaison Position

Last February, the Commission approved a position description for a Farm to School Liaison and work with potential funders to develop Memorandums of Agreement to support the position. With the COVID-19 pandemic, staff and school system partners held off on implementation in 2020, but are seeking approval for the position in 2021 following discussions with the same partners and funding organizations as in 2020. The position description is attached and funding agreements with PATH Foundation and No Kid Hungry Virginia are also in process.

Staff anticipates grant funding will cover 80% of position costs, with the remaining 20% sourced from local per capita dues and other unrestricted funding sources.

From February 2020: Over the past year, RRRC staff has convened multiple meetings with public school Food Service Directors and related stakeholders to explore opportunities for regional partnerships in farm to school programs. These partners identified a need for coordinated technical assistance with outreach and education, menu development, data tracking and procurement. A regional Farm to School Liaison, similar to an existing position in Loudoun County, was proposed to fulfill this need. The Liaison would focus on increasing local food procurement and participation in school reimbursable meals. For the first year, the position's workplan would use the framework of Virginia's Harvest of the Month program.

REQUESTED ACTION: Provide approval of the attached Farm to School Liaison position description, and for RRRC staff to work with partner funding organizations on Memorandums of Agreement to be agreed to prior to hiring a candidate for the position

Job Title: Regional Planner – Farm to School Liaison

Reports to: Executive Director

FLSA Status: Exempt, Salary

Summary

The Farm to School Liaison is a coordinative planning position that will assist local school districts in the region with their farm to school efforts. The position will also allow the selected candidate to gain experience in related areas of mutual interest, including food systems planning, tourism, and environmental and natural resources planning. The selected candidate will possess a combination of education, experience, and willingness to contribute time and expertise to an organization committed to regional collaboration, professionalism, and creative approaches and solutions to issues common to RRRC's member jurisdictions and regional partners.

Essential Responsibilities include the following, together with other projects and duties as assigned.

- Work with local food service directors to implement, and overcome barriers, in their farm to school programs.
- Create and implement farm to school programming to improve school meal quality and participation through:
 - Local procurement
 - Menuing local foods in school meal programs, both breakfast and lunch, using the Harvest of the Month Program as the framework.
 - Outreach and education
- Plan and implement outreach programs and events to highlight local foods and school nutrition.
- Recruit and mobilize community volunteers, parents, and teachers to improve programs and understanding of school nutrition programs and local food systems.
- Conduct online communication and outreach, including social networking.
- Assist school districts in developing local purchasing protocols that are in compliance with federal guidelines.
- Coordinate farm to school and food systems promotions such as cafeteria tastings, farmer visits and farm field trips.
- Perform research, data collection and analysis in support of local and regional farm to school efforts and other planning initiatives
- Track program performance across all 5 counties and timely report to the Regional Commission, school districts, funders and government agencies as needed.
- Develop and implement farm to school-related education programs for K-12 classes, with the goal of increasing student participation in school meal programs
- Research and write timely and effective grant proposals and complete all relevant grant reporting.
- Assist the Executive Director and other Commission staff in coordinating and managing regional and local projects
- Participate on agency and applicable outside committees

- Identify and capitalize on opportunities to further partnerships between the Commission, applicable state and federal agencies, and member jurisdictions
- Regularly apprise manager and fellow staff of findings, ongoing and proposed activities
- Preparation of visual displays to support effective public outreach and communications

Education and Experience

- Bachelor's degree in agriculture, nutrition, education or other related field from an accredited secondary institution; or an equivalent combination of education and experience is required.
- Master's degree preferred
- 1-2 years previous experience in agriculture, nutrition, education, food system planning or a related field is preferred. Previous experience in school nutrition is a plus.

Knowledge, Skills and Abilities

- Knowledge or experience with local, regional, and state government planning principles, especially related to food systems and sustainable agriculture.
- Knowledge of United States Department of Agriculture (USDA) and Virginia Department of Education (VDOE) regulations and guidelines as they pertain to local procurement and the federal nutrition programs
- Knowledge of community, regional, state, and federal Farm to School resources;
- Ability to collect, analyze, and present financial and statistical data for multiple audiences in support of local and regional planning projects
- Experience in grant writing, reporting and research.
- Capacity to focus on multiple tasks with effective time management and prioritization to meet deadlines.
- Ability to work independently, and as a contributing member of the regional planning team, under deadlines, and within established budget constraints
- Ability to effectively communicate verbally and in writing, in a respectful and professional manner with a wide audience, both children and adults
- Ability to maintain meticulous records and manage program tracking, including assisting school districts in development of tracking databases.
- Proficiency in Microsoft Office software suite

Physical Conditions and Nature of Work Contacts

Work is typically performed at the Commission offices located in the Town of Culpeper as well as local schools in the five-county region. Position responsibilities require periodic travel throughout the region, and occasional out of area trips. The position requires moderate physical effort including, but not limited to, computer operation, sitting, speaking, listening, operating a motor vehicle, and lifting up to 25 pounds. The worker is not subject to adverse environmental conditions. Must possess valid drivers' license and own means of transportation to meetings, training programs and other travel within, and occasionally outside of, the region. Mileage accrued is reimbursed at the prevailing rate set by the Internal Revenue Service. Must be willing to work occasional weekends and evenings. Must also be able to pass a background check.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 20, 2021
Subject: AARP Community Challenge Grant Application

Over the past year, Regional Commission staff have provided strategic leadership and direction for the Regional Transportation Collaborative (RTC), building off of and expanding the success of the Foothills Area Mobility System (FAMS) program. The RTC includes participation from key partners including Aging Together, RRCS-AAA, VolTran, Virginia Regional Transit, local Social Services departments, free clinics and hospitals, and has received significant funding from the PATH Foundation as well as the Department of Rail and Public Transportation to support mobility management activities.

One barrier identified by the RTC is awareness of the mobility programs throughout the region. The RTC seeks to address this barrier through the development and implementation of a regional campaign targeted at introducing a new “Trusted Community Partner” (TCP) logo & building community awareness, confidence, & trust in a host of mobility programs partnered under the collaborative that provide increased transportation options for older adults & individuals with disabilities. The proposal to AARP’s Community Challenge grant program includes requests for:

- Outreach and brand awareness materials (vehicle magnets, vests, ID badges, hats, etc. for volunteer driver program use)
- Creation and printing of flyers, rack cards and other printed materials
- Community displays, anticipated to be temporary brand awareness displays developed for benches, sidewalks and signage in community locations

The request is for \$25,000 and requires no matching funds.

REQUESTED ACTION: Approval of application to AARP Community Challenge Grant program and authorization for Executive Director to execute agreements upon successful award