



**Rappahannock-Rapidan Regional Commission Meeting
June 23, 2021 at 1:00 pm**

**Warrenton Town Hall
21 Main Street, Warrenton**

AGENDA

1. Call to Order
2. Electronic Meeting Participation During Declared State of Emergency ([Attachment](#))
3. Pledge of Allegiance
4. Roll Call & Quorum Determination
 - a) *Welcome to New Commissioner:* Heather Sutphin, Town of Warrenton
5. **Approval of Agenda
6. Public Comment
7. Presentations & Special Recognition
 - a) **Presentation: Virginia Housing Planning District Commission Housing Development Program ([Attachment](#))
 - b) **Resolution of Thanks to Outgoing Commissioner Jack Hobbs
8. Approval of Minutes
 - a) **April 28, 2021 ([Attachment](#))
9. Financial Reports
 - a) **FY 2021 YTD Financial Report ([Attachment](#))
10. Executive Director's Report ([Attachment](#))

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

11. Staff Updates
 - a) National Fish & Wildlife Foundation Small Watershed Implementation Grant
 - b) AARP Community Challenge Grant
 - c) Regional Cigarette Tax
12. New Business
 - a) **FY 2022 Budget Approval (**Attachment**)
 - b) **Remote Electronic Meeting Participation Policy (**Attachment**)
 - c) **FY 2022 Meeting Schedule Resolution (**Attachment**)
 - d) RRRC Annual Meeting & Leadership Awards
13. Closed Session (if necessary)
14. Regional Roundtable
15. **Adjournment

**Commission Action Item

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



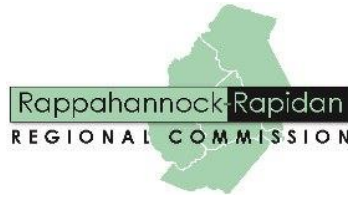
MEMORANDUM

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.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 15, 2021
Subject: Virginia Housing PDC Housing Development Program

In May, Virginia Housing (formerly VHDA) released a new funding opportunity known as the Planning District Commission Housing Development Program. From the program handbook, also enclosed here, the program is designed to support PDCs/Regional Commissions as intermediaries in order to:

- Promote regional approaches to housing project/program planning and development
- Enhance collaboration between regional and local organizations comprising the housing delivery network
- Strengthen PDC capacity to address housing opportunities identified in state studies/reviews as well as the Virginia Housing Strategic Plan: Opportunity 2024

After consulting with Chair Taylor, staff developed and submitted an application indicating our interest in the program ahead of the June 4th deadline. However, we have asked for Virginia Housing representatives to be present at the June 23rd meeting to review the program and overall goals for the Commission. Mr. John Payne will be present from Virginia Housing to speak on the program.

As outlined in the handbook, this is a three-year funding stream with a goal of supporting actual production of affordable or workforce housing units, either via new construction, acquisition and rehabilitation of existing vacant units or adaptive re-use of existing structures to incorporate new housing units. Staff does not envision the Commission serving in any development role, aside from serving as an intermediary for the available funding for housing development organizations.

Staff also foresee a need to utilize the Executive Committee, or an as yet unformed Commission subcommittee, to provide oversight and governance for this program.

REQUESTED ACTION: Authorization for the Executive Director to execute contractual agreements with Virginia Housing for the PDC Housing Development program, if awarded, and to designate the Executive Committee or other sub-committee to oversee the program.



Planning District Commission (PDC) Housing Development Program Handbook

Grants Programs and Initiatives

Effective: May 1, 2021

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1. Program Description

According to the Code of Virginia, Planning District Commissions (PDCs) in Virginia were created *“to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis, problems of greater than local significance (CODE OF VIRGINIA, SECTION 15.2-4207.)* Since housing is generally recognized as an issue within regional markets, PDCs can play a unique role in addressing the need for affordable and workforce housing from a regional perspective.

Accordingly, the **PDC Housing Development Program** supports Planning Districts Commissions as intermediaries in order to:

- promote regional approaches to housing project/program planning and development
- enhance collaboration between regional and local organizations comprising the housing delivery network
- strengthen PDC capacity to address housing opportunities identified in state studies/reviews as well as the Virginia Housing Strategic Plan: Opportunity 2024.

The housing outcomes envisioned by this program focus on the actual production of new affordable and workforce housing units that can serve as a model for further development both within the sponsoring PDC as well as other PDCs throughout the Commonwealth. Such housing production can result from the construction of new units, the acquisition and rehabilitation of existing vacant units, or the adaptive re-use of existing structures to incorporate housing units.

Furthermore, this program seeks to increase the inventory of affordable housing units in underserved markets, including rural areas and historically marginalized communities, with a focus on first-time homebuyers. This program is also intended to foster income and economic integration through housing development and revitalization projects in areas of opportunity that include mixed-use and/or mixed-income rental developments.

This program is a thirty-six (36) month intensive process that offers two track options and focuses on each PDC reaching its definitive milestones in order to produce the development of single-family and/or multifamily affordable housing units. Once the development of these units is complete, homes must remain affordable to individuals or families whose incomes do not exceed 80% of Area Median Income (AMI). Mixed use developments must designate at least 60% of its square footage for housing. 100% of homeownership and/or rental developments must be used for housing.

Awards are based on the PDC's readiness to complete the project and availability of Virginia Housing funding.

The program is divided into two-track options:

- **Track 1:** PDCs with no current or previous housing development experience. This track will allow the PDC to establish new project partners before developing their project analysis.

- **Track 2:** PDCs with current or previous housing development experience. This track will allow the PDC more time dedicated to the project analysis. PDCs in this track may also develop multiple projects.

1.1. Freedom of Information Act

Virginia Housing is subject to, and will at all times comply with, the Virginia Freedom of Information Act ("FOIA"). Virginia Housing's policy is to apply exemptions to FOIA when such exemptions are available as set forth in the Virginia Code.

1.2. Conflict of Interest

No officer or employee of an applicant or awarded organization shall have a personal interest in a contract with that organization of which he/she is an officer or employee.

2. Application Process

Virginia Housing grants funds to PDCs in order to foster a regional approach to housing development for low- to moderate-income renters and homeowners; underserved markets; and Virginia's workforce. Awards are based on an organization's readiness, development focus, previous performance, and the availability of Virginia Housing funding.

Agencies seeking funding should apply to Virginia Housing's Notice of Funding Opportunity (NOFO) located in the Grants Management System at <https://vhdagrants.com/>. **For questions concerning this program or assistance with application submission, contact Matt Bolster, Strategic Housing Officer, at (804) 343-8631.**

All applications must be submitted electronically using the Virginia Housing Grants Management System at <https://vhdagrants.com/>. Applications submitted beyond the end date stated in the Virginia Housing NOFO will not be accepted.

2.1. Eligibility Guidelines

To be eligible for funds under the PDC Housing Development Program, the applicant must be designated as a Planning District Commission as set forth in CODE OF VIRGINIA, SECTION 15.2-4200 et. seq.

2.2. Schedule

The budget and period of performance for this grant is thirty-six (36) months from the grant award.

Units must be habitable before the end of the performance period.

2.3. Eligible Activities

The PDC must comply with this handbook and complete the program phases in its designated track. Track requirements are listed below.

2.3.1. Track One Overview

2.3.1.1. Program Development

During Phase 1-3, PDCs should engage with stakeholders; locate key partners; and design the program processes and procedures it will implement to ensure project development.

2.3.1.2. Project Analysis

During Phase 4-6, PDCs should carry out project assessments and ensure project selection in line with its designated program.

2.3.1.3. Project Development

During Phase 7-9, PDCs should ensure the site selection and development of its project.

| | | |
|---|--|---|
| <p>Phase I: Program Design Months 1-3</p> <ul style="list-style-type: none"> •PDC will conduct organizational assessment. •PDC will coordinate with local governments to determine priorities and key initiatives its program can support. •PDC will identify program strategies, goals, objectives, capacity, restrictions, expected outcomes, available resources, budget limits, and timelines. •PDC will begin documenting its program and awareness strategies •PDC will conduct initial outreach with potential partners. | <p>Phase 2: Investment Plan Month 4</p> <ul style="list-style-type: none"> •PDC will document its investment plan. •PDC will identify the process by which program income will be reinvested in the project •PDC will identify who will be responsible for tracking program income and reinvestment. •PDC will ensure a line of credit is secured. •PDC will develop recruitment strategies and mechanisms such as but not limited to RFPs | <p>Phase 3: Partnership Development Months 5-7</p> <ul style="list-style-type: none"> •PDC will select partners. •PDC will document partnership guidelines including but not limited to project core values, expectations and commitments, communication methods and deadlines, roles, goals and measurements for evaluation. •PDC will obtain signed guideline agreements with project partners. |
| <p>Phase 4: Project Analysis Month 8</p> <ul style="list-style-type: none"> •PDC will identify project manager and review panel. •PDC will conduct project analysis and comparison •PDC will identify project scope, cost, and determine parameters for each project's completion. •PDC will list each stage of the project, and develop an action plan for project design, outcome tracking, and evaluation. | <p>Phase 5: Project Selection Month 9-10</p> <ul style="list-style-type: none"> •PDC will select project to implement. •PDC will identify resources required for each phase, activity, and tasks for successful completion. •PDC will identify any task, process, or activities that are dependent upon completion between work items. •PDC will develop action plan and identify milestones in scope of work. | <p>Phase 6: Innovation, Eco-friendly, and Universal Design Assessment Months 11-12</p> <ul style="list-style-type: none"> •PDC will conduct assessments to identify opportunities for innovation, eco-friendly, and universal design. •PDC will identify the specific innovation, eco-friendly, and universal design elements and where they will be implemented in the project. |

Phase 7: Predevelopment

Months 13 - 18

- PDC will ensure community feedback meetings with neighbors and other stakeholders are conducted in order to gather input and address concerns on the project. PDC will aggregate and analyze data in order to adapt the project (if applicable).
- PDC will ensure financial planning is conducted— LIHTC, grants, conventional loans, etc. PDC will prepare cost estimation and budget.
- PDC will ensure environmental assessments are conducted.
- PDC will ensure design decisions, systems and materials to be used for project are identified.
- PDC will ensure site location(s), required permits and feasibility are identified.

Phase 8: Predevelopment

Months 19 - 24

- PDC will ensure land acquisition or securing option rights to purchase land is completed.
- PDC will ensure site surveys such as but not limited to topography, access to utilities, storm-water runoff, traffic studies, and archeology are conducted.
- PDC will ensure infrastructure improvements occur
- PDC will identify potential barriers and predetermined alternatives/solutions to address them.
- PDC will ensure the documentation of the overall project schedule.

Phase 9: Development

Months 25 - 36

- PDC will ensure project development and identify effort and cost tracking systems/tools.
- PDC will identify any modifications to project plan and ensure the update of project schedules.
- PDC will identify task assignments to be executed.

2.3.2. Track Two Overview

2.3.2.1. Program Development

During Phase 1-3, PDCs should engage with stakeholders; locate key partners; and design the program processes and procedures it will implement to ensure project development.

2.3.2.2. Project Analysis

During Phase 4-6, PDCs should carry out project assessments and ensure project selection in line with its designated program.

2.3.2.3. Project Development

During Phase 7-9, PDCs should ensure the site selection and development of its project.

| Phase I: Project Analysis Months 1 | Phase 2: Key Player Identification Month 2 | Phase 3: Project Selection Months 3-4 |
|--|---|--|
| <ul style="list-style-type: none">•PDC will identify project strategies, goals, objectives, capacity, expected outcomes, budget, limits, and timeline. | <ul style="list-style-type: none">•PDC will identify all strategic partners and stakeholders who will be involved in project.•PDC will ensure a line of credit is secured. | <ul style="list-style-type: none">•PDC will identify project manager and review panel.•PDC will conduct project comparison and organizational assessment, and determine resources available•PDC will identify project scope, cost, and determine parameters for project completion.•The PDC will list each stage of the project, and develop an action plan for project design, outcome tracking, and evaluation. |

**Phase 4: Partnership
Development**

Month 5-7

- PDC will follow-up with partners to identify and document, core values, expectations and commitments, communication methods and deadlines, key players and roles, and goal measurements and evaluation.
- PDC will obtain signed guideline agreements with project partners.

**Phase 5: Innovation, Eco-
friendly, and Universal
Design Assessment**

Month 8-10

- PDC will conduct assessments to identify opportunities for innovation, eco-friendly, and universal design.
- PDC will identify the specific innovation, eco-friendly, and universal design elements and where they will be implemented in the project.

**Phase 6: PDC Investment
Plan**

Months 11-12

- PDC will document its investment plan.
- PDC will identify the process in which program income will be reinvested in the project.
- PDC will identify who will be responsible for tracking program income and reinvestment.

Phase 7: Predevelopment

Months 13 - 18

- PDC will conduct community feedback meeting with neighbors and other stakeholders to gather input and address concerns on the project
- PDC will conduct financial planning – LIHTC, grants, conventional loans, etc. PDC will prepare cost estimation and budget.
- PDC will conduct environmental assessments.
- PDC will identify design decisions, systems and materials to be used for project.
- PDC will identify site location(s), required permits and feasibility.

Phase 8: Predevelopment

Months 19 - 24

- PDC will ensure land acquisition or securing option rights to purchase land is completed.
- PDC will conduct site surveys - topography, access to utilities, storm-water runoff, traffic studies, archeology, etc.
- PDC will ensure infrastructure improvements occur.
- PDC will identify potential barriers and predetermined alternatives/solutions to address them.
- PDC will establish overall project schedule.

Phase 9: Development

Months 25 - 36

- PDC will initiate project development and identify effort and cost tracking systems/tools.
- PDC will identify any modifications to project plan.
- PDC will identify task assignments to be executed.

2.4. Application Requirements

The Application package must include:

2.4.1. Proposed Budget

The proposed budget may not exceed the PDC's designated tier.

- Population jurisdiction up to 99,000 - \$1,000,000
- Population jurisdiction from 99,000 to 600,000 - \$2,000,000
- Population jurisdiction over 600,000 - \$3,000,000

2.4.2. Attachments

The following must be attached to the application:

- Agency authorized official certification
- ACH
- W-9
- Charter
- Organizational Chart
- Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)

2.5. Eligible Expenses

Approved organizations will only receive disbursement and reimbursement for the applicable expenses outlined in this section. Virginia Housing reserves the right to reject funding requested for any costs that are outside the scope of activities listed below:

2.5.1. Salaries and Fringe

Personnel time provided to ensure the PDC's completion of the project. Staff must be listed in the application.

2.5.2. Project Specific Marketing

Advertising and/or materials developed to increase community awareness about the designated project. General marketing of the organization is not eligible.

2.5.3. Consultant Fees

Contracted services to facilitate meetings, develop proposals and/or facilitate development.

2.5.4. Contractor Fees

Construction services to develop the project.

2.5.5. Soft Costs

Fees directly related to the project's development; such as permitting fees, utility connections, final design, inspection fees, surveys, and capitalization fees

2.5.6. Materials

This includes items needed to develop the project.

2.5.7. Equipment

This includes tangible personal property having a per-unit acquisition cost which equals or exceeds \$5,000.

2.5.8. Indirect Costs

Administrative costs associated with the project. Note, unless the applicant has an existing Negotiated Indirect Cost Rate Agreement (NICRA) this amount is 10% of the direct cost incurred.

2.6. Restrictions

- Applicants are limited to one grant at a time.
- The \$20,000 initial draw must be used for eligible expenses and the agency must maintain documentation of expenses throughout the required reporting period stated in the grant agreement.
- PDCs awarded in Track Two may develop multiple projects under this funding opportunity; however, the description of each project must be listed in the application.
- No more than 85% of the award may be requested prior to completion of Phase 8.
- Acquisition funding requests may not exceed 25% of the award, and must be for land used by the project to be developed under this program. The following must be submitted with acquisition funding requests, and approved by Virginia Housing in its sole discretion.
 - Detailed development plan
 - Clean title as determined by Virginia Housing
 - Appraisal
 - Environmental Study
 - Proof of line of credit secured by applicant or partnering organization (note: partnership organizations must have a signed partnership agreement)
- Land banking is not permitted.
- Funds may not be used for land trust development.
- Capitalization fees reimbursement requests must be directly related to the project developed under this program. A detailed development plan must be submitted with capitalization fee reimbursement requests.

- Mixed use developments must designate at least 60% of its square footage for housing.
- 100% of homeownership and/or rental developments must be used for housing.
- A minimum of ten (10) units must be developed per \$1,000,000 awarded
- Homeownership units generated by this grant shall have sales price and income limits consistent with Virginia Housing limits for that area or region unless lower limits are mandated by the use of leveraged financial resources from other funding sources. The most recent limits can be access by visiting <https://virginiahousing.com/loanlimits>.
- Rental developments generated by this grant must maintain 80% AMI or less for all units
- Mixed-use rental developments must maintain 50% of the units at 80% AMI or less. 50% may be unrestricted unless otherwise mandated by the use of leveraged financial resources from other funding sources.
- Market Analysis is not covered under this funding opportunity; however, it may be applied for under the Community Impact Grant funding opportunity.
- Applicants with an existing or previous Virginia Housing grant must not have any outstanding compliance issue(s) or issues resulting in funds withheld within the twelve (12) months before application submission.
- Projects must be in the predevelopment phase within the first fourteen (14) months. Failure of an applicant to be in the predevelopment phase of its project within twenty-four (24) months will result in termination of the grant.
- If contractor fees are requested, applicants must ensure at least three (3) bids have been solicited from developers prior to developer selection
- No more than 85% of the award may be requested prior to completion of Phase 8.
- All program income generated must be reinvested into the project.
- One-time extension may be granted to extend the development phase (only) up to twelve (12) months.
- Funds may not be used to pay for activities currently funded by another funding source.
- Consultants receiving funds under this grant may in no way have an existing relationship (current employment or voluntary) with the PDC during the term of this grant.
- Funds may not be used for, in support of, or to develop owner-occupied rehabilitation, rent assistance or emergency shelters.

2.7. Approval

Funds will be awarded based on an assessment of the organization's application and the availability of Virginia Housing funds.

The selected PDC will receive a Grant Award Notification (GAN) and a Grant Agreement if approved for funds under the award. The PDC must return the Grant Agreement to Virginia Housing with signature by an authorized representative.

Approval may take up to thirty (30) days.

2.8. Denial

PDCs that are not approved for funds will receive a letter from Virginia Housing explaining the denial of grant funds.

2.9. Disbursement

After award execution, grantees may request an initial disbursement prior to incurring expenses up to \$20,000 via claim submission. Funds should be used, at minimum, to assist in the completion of Phase I. Remaining funding will be reimbursed for applicable activities outlined in Section 2.5. Virginia Housing reserves the right to reject funding requested for any costs that are outside the scope of activities listed under this program.

3. Reporting

PDCs are required to submit a quarterly status report detailing the progress of the project.

PDCs are also required to submit a final report at the completion of the project. The final report must include videos and/or photos and three available dates and times for site visits.

The review process is below:



3.1. Status Report Schedule

Status Reports should be submitted via the Grants Management System as follows:

- October 15 for the months July 1 through September 30
- January 15 for the months October 1 through December 31
- April 15 for the months January 1 through March 31
- July 15 for the months April 1 through June 30

4. Claims

After award execution, grantees may request an initial disbursement prior to incurring expenses up to \$20,000 via claim submission. Funds should be used, at minimum, to assist in the completion of Phase I.

Grantees may also request funds for acquisition prior to incurring expenses up to 25% of the award. Funding must be for land used by the project to be developed under this program. The following must be submitted with acquisition funding requests:

- Detailed development plan
- Clean title
- Appraisal
- Environmental Study
- Proof of line of credit secured by applicant or partnering organization (note: partnership organizations must have a signed partnership agreement)

Remaining funding is on a reimbursement basis.

No more than 85% of the award may be requested prior to completion of Phase 8.

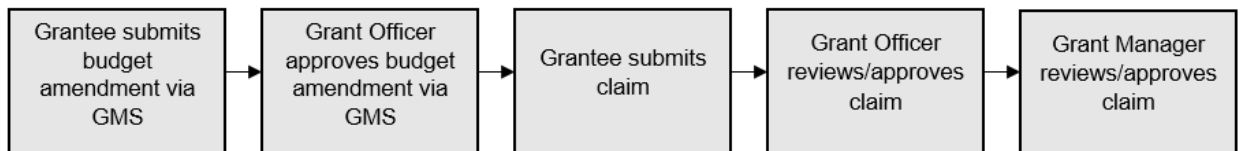
Proof of payment must be submitted with the claim for each expense in which reimbursement is requested.

Amount requested per line item cannot exceed the currently approved budget.

4.1. Claims Request Process

Grantees must allocate funds from their award line item to the allowable budget line item in which they'd like to be reimbursed via a budget amendment request in the Grants Management System by the last day of the quarter prior to the submission of a claim. Grantees will then submit a claim to request disbursement and/or reimbursement based on Section 2.11.2. Expenses may not exceed budget line items, as a result applicants are encouraged to estimate their budgets carefully.

The review process is below:



4.2. Claims Schedule

Claims should be submitted via the Grants Management System as follows:

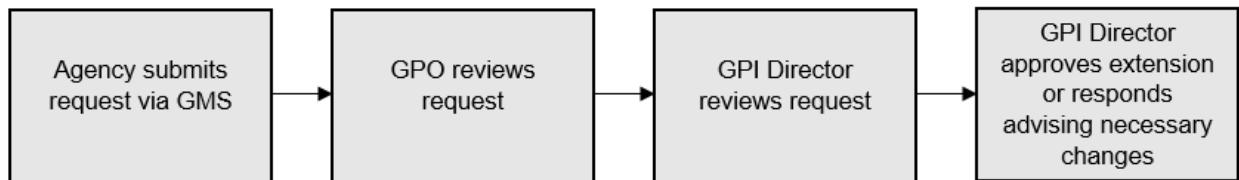
- October 15 for the months July 1 through September 30
- January 15 for the months October 1 through December 31
- April 15 for the months January 1 through March 31
- July 15 for the months April 1 through June 30

5. Contract Changes

5.1. Period of Performance

If an agency wants to extend its development phase after award approval from Virginia Housing, it must submit a contract amendment to extend its period of performance via the Grants Management System (GMS). Contract amendments may only be submitted for the development phase once an agency has reached its predevelopment phase; and an agency's period of performance may only be extended up to twelve (12) months. Funds will not be disbursed on items that occur outside of the approved performance period. Virginia Housing must approve all changes to the performance period.

The review process is below:



6. Reviews

Virginia Housing may conduct a review of a grantee's program operations to ensure proper accountability and compliance with program requirements.

For the PDC Housing Development Program, an on-site inspection by a compliance officer will be conducted before the release of final payment.

Using the findings of a review, Virginia Housing may determine whether to continue participation unconditionally or conditionally. Additionally, the findings of a review may serve as a basis for determining future grant funding for the PDC.

Grantees will be notified at least fifteen (15) days before reviews.

Applicants will be required to submit a Certification of Compliance six months after the end of the period of performance to ensure proper affordability is maintained for units developed under this program.

**Rappahannock Rapidan Regional Commission
April 28, 2021 Regular Meeting
Electronic Meeting**

MINUTES

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

Staff Present: Matthew Decatur, Michelle Edwards, Jennifer Little, Patrick Mauney, Terry Snead, Rebecca Wareham

1. Call to Order

Chair Taylor called meeting to order at 1:03 p.m. She 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 Taylor 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

A quorum of the Commission was confirmed.

4. Agenda Approval

Upon motion by J Crozier, 2nd by F Catlin, 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

Chair Taylor thanked R Coiner for his leadership and service to the Commission, specifically noting his service as Chair for the past two years and stated that she looked forward to formal recognition in person at an upcoming meeting.

7. Approval of Minutes

a) February 24, 2021

Chair Taylor presented the minutes from the February 24th RRRC meeting. R Coiner moved to approve the minutes, 2nd by E Ashby. The motion carried by voice vote.

8. Financial Reports

a) FY 2021 Year to Date Financial Report

Chair Taylor asked P Mauney to review the FY 2021 financial reports and proposed budget amendments. P Mauney noted that there were no significant items from the FY 2021 year to date reports with revenues and expenses in good position with an expectation of a slight net positive at the end of the fiscal year. He then reviewed the proposed amendments to the budget, noting that reduced revenues for the National Fish and Wildlife Foundation and Wildfire Analysis grants would be recognized in future fiscal years and that the reduction in Commuter Assistance Program grant funding was related to pass-through marketing costs and would not impact staff time for that program.

R Coiner moved to approve the amended FY 2021 budget, 2nd by E Ashby. The motion carried by roll call vote.

Aye: Ashby, Catlin, Coiner, Crozier, Curry, Deal, Donehey, Egertson, Hively, Hobbs, Lamar, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (17); Nay: None; Abstain: None; Not Present: Butler, Hoffman, Sisson (3)

b) FY 2022 Preliminary Budget

Chair Taylor requested P Mauney present the FY 2022 draft agency budget. P Mauney reviewed the draft budget, noting that revenues are projected at \$1,239,603 and expenses at \$1,226,746 and that the projected surplus will allow for additional program and staffing flexibility. He stated that revisions would be made between now and the June meeting, with the potential for an Executive Committee review in late May. He further encouraged any Commissioners to reach out to him with questions.

9. Executive Director's Report

Chair Taylor asked P Mauney to review the Director's report. P Mauney shared that there was a current advertisement for an AmeriCorps VISTA member and stated that the VISTA program has been critical for assisting with the Foothills Housing Network.

He also shared that the Regional Transportation Collaborative held an informational webinar on transportation options in the region in late March which remains available via YouTube, noted that staff had held a kickoff meeting for the National Fish and Wildlife Foundation grant with project partners and also noted that the application for Hazard Mitigation plan update was not funded due to limited funding and other regions with plan expiration dates ahead of the Rappahannock-Rapidan regional plan.

10. Staff Updates

a) Foothills Housing Network Update

Chair Taylor asked R Wareham to provide the Commission an update on Foothills Housing Network activities. R Wareham reviewed the results of the January Point-in-Time count, noting that there were 236 homeless individuals (sheltered and unsheltered) in 141 total households, inclusive of 92 children in 47 households. The majority of these individuals are located in Culpeper and Fauquier counties, though three unsheltered individuals were observed in both Madison and Orange counties. She also stated that the numbers are higher than in 2019 and 2020, but that the pandemic only partially accounts for the higher number of homeless individuals.

R Wareham also reviewed to date funding amounts received by FHN providers to serve homeless households in non-congregate settings in both Culpeper and Fauquier counties. She further requested Commissioners to share the information and to direct any landlords that they may be in contact with to contact her, as there are various incentives and supports for landlords who may work with FHN service providers. G Curry noted that Rappahannock County has a new director of Social Services and would connect staff with that individual.

b) 2045 Regional Long Range Transportation Plan Update

Chair Taylor stated that the Commission adopted its first Long Range Transportation Plan in 2011 and that an update was currently under development. P Mauney shared that funding mechanisms for transportation projects have changed significantly since 2011 and that the plan update is designed to reflect those changes. Projects have been identified to meet Smart Scale funding goals, including those sourced from the VDOT Potential for Safety Improvement (PSI) lists, as well as the VTrans Mid-Term Needs. He also stated that staff have worked with the Rural Transportation Committee in revising background information in the plan and has a current request for local review and addition of projects which is ongoing at present. Commissioners may also submit additional local priorities, as needed.

G Deal stated that Culpeper County has started to push for a revision to the recent changes in Revenue Sharing funding streams, which has delayed the timing of previously allocated funds for Revenue Share projects. He asked if the Commission or other localities would likewise submit comments and concerns. B Schaeffer noted that Warrenton has dealt with similar issues and has sought legislative assistance from General Assembly representatives.

The Commission directed the Executive Director to work with Culpeper County and Town of Warrenton staff to develop a letter requesting revisions to the Revenue

Sharing funding timeline and other funding program delays.

c) Regional Cigarette Tax

Chair Taylor reminded the Commission of the February discussion regarding regional cigarette taxes and asked P Mauney for an update. P Mauney noted that staff remains prepared to support a regional cigarette tax board, but that staff was also aware of other options for localities that may be more suitable. He asked for Commission guidance on next steps.

J Crozier noted concerns about the impact on towns that currently have cigarette tax programs in place, and for staff's recommendation. P Mauney stated that his understanding is that a regional board would likely set its rate higher than any of the existing towns so as to allow those jurisdictions flexibility in maintaining or adjusting their rates, but that it seemed unlikely that towns would join the regional board at this time.

J Hobbs stated that Madison County was unconcerned with which organization or geography would be included in any regional tax board, but noted that a board of RRRC jurisdictions would likely need Fauquier County included from an economic standpoint. P McCulla noted that Fauquier County was likely to review the issue at an upcoming worksession. B Schaeffer stated that Warrenton is pleased with its participation with the Northern Virginia Cigarette Tax Board, but would consider any options available.

The Commission agreed to keep the item on the agenda for its next meeting, with additional local updates to occur in the interim.

11. New Business

a) Proposed Amendment to the RRRC Bylaws – Second Reading

Chair Taylor introduced item 11A, noting that the first reading of the proposed bylaws amendment occurred in February and that the Commission could take action today. P Mauney reviewed the bylaws amendments relating to the Past Chair definition and participation on the Executive Committee.

R Coiner moved to approve the bylaws amendments, 2nd by P McCulla. The motion carried by roll call vote.

Aye: Catlin, Coiner, Crozier, Curry, Deal, Donehey, Egertson, Hively, Hobbs, Lamar, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (16); Nay: None; Abstain/Not Voting: Ashby (1); Not Present: Butler, Hoffman, Sisson (3)

b) FY 2022 Rural Transportation Work Program

Chair Taylor stated that staff was requesting approval of the annual Rural Transportation Work Program and resolution to submit to VDOT. She asked P Mauney to review the draft work program and he highlight information on statewide, regional and local projects, also noting that the work program could be amended if additional projects were identified during the course of the year.

J Hobbs asked if a program budget was included. P Mauney stated that he would send out following the meeting, but that the overall budget of \$58,000 in federal funds, and \$14,500 in local matching funds remained at the same level as the past 10 years.

J Hobbs moved to approve the Resolution for FY 2022 Rural Transportation Work Program, 2nd by G Curry. The motion carried by roll call vote.

Aye: Catlin, Coiner, Crozier, Curry, Deal, Donehey, Egertson, Hively, Hobbs, Lamar, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (16); Nay: None; Abstain/Not Voting: Ashby (1); Not Present: Butler, Hoffman, Sisson (3)

c) Regional Farm to School Liaison Position

Chair Taylor reminded the Commission of the Farm to School Liaison position discussion that was previously approved in February 2020, but was later put on hold due to the COVID-19 pandemic. She asked P Mauney and M Edwards to review. P Mauney stated that the position had support from all local school systems and funding was in line from PATH Foundation and NoKidHungryVA. M Edwards further noted that the school system nutrition directors had asked for the position to be considered again for the upcoming year, as the technical assistance will provide support for each school system's needs.

G Curry moved to approve, 2nd by R Coiner. The motion carried by voice vote.

d) AARP Community Challenge Grant Application

Chair Taylor asked P Mauney to review item 11D regarding an application to the AARP Community Challenge grant program. P Mauney noted that the Commission's work to develop the Regional Transportation Collaborative had been successful over the past year and that the RTC partners had identified a need for outreach and awareness regarding volunteer driver programs, both for raising awareness and building trust with riders, but also in supporting driver recruitment efforts. The grant application would provide funding for development of a *Trusted Community Partner* brand for the program, as well as associated outreach and brand awareness materials.

P McCulla moved to approve the grant request, 2nd by J Crozier. The motion carried by voice vote.

e) Upcoming Meeting Format

Chair Taylor stated her hope for returning to in-person meetings and asked for Commission discussion. Commission members were largely in favor of in-person meetings, and asked staff to work with local governments to identify locations and a schedule for the upcoming year. The Commission also requested staff provide a hybrid option for anyone that may wish to participate remotely while the State of Emergency remained in place that allows for such electronic meetings.

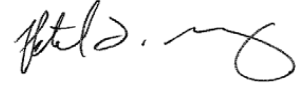
12. Regional Roundtable

Commission members shared information of note from their communities.

13. Adjournment

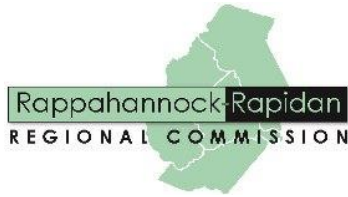
Upon motion by R Coiner, 2nd by D Donehey, Chair Taylor adjourned the meeting at 2:41 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

DRAFT



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 15, 2021
Subject: FY 2021 Year-to-Date Financial Report & Budget Amendments

FY 2021 Revenue and Expenditure reports through May 31, 2021 are enclosed for your review. These are unaudited reports for the first eleven months (92%) of the fiscal year.

Revenues are 94% of the proposed amended budget, while expenditures are 79.4% of proposed amended budget. Operating expenses remain in line with budgeted amounts. Project expenses are also tracking at or below budgeted reimbursable amounts.

There is one proposed budget amendment to reflect a pass-through payment from Northern Piedmont Community Foundation requested by Resolution from the Town of Washington. The revenue and expense are in equal amounts of \$36,630.58.

REQUESTED ACTION: Consider adoption of the amended FY 2021 budget

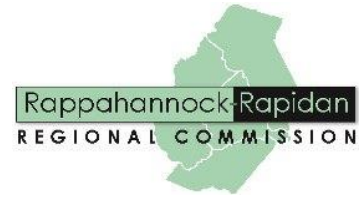
Rappahannock-Rapidan Regional Commission
FY 2021 Revenue Snapshot - May 31, 2021

| Budget Items | FY 2021 Budget | Adjustments | Adjusted Budget | March | April | May | YTD Actual | YTD % |
|---|----------------------|----------------------|------------------------|---------------------|---------------------|---------------------|------------------------|--------------|
| Revenues | | | | | | | | |
| Dues: | | | | | | | | |
| Culpeper County | \$ 26,624.00 | | \$ 26,624.00 | | \$ 6,655.98 | | \$ 26,623.92 | 100.0% |
| Fauquier County | \$ 48,430.00 | | \$ 48,430.00 | | \$ 12,107.42 | | \$ 48,429.68 | 100.0% |
| Madison County | \$ 10,674.00 | | \$ 10,674.00 | | | | \$ 10,673.80 | 100.0% |
| Orange County | \$ 24,039.00 | | \$ 24,039.00 | | | | \$ 24,038.46 | 100.0% |
| Rappahannock County | \$ 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 | \$ 18.44 | \$ 16.88 | \$ 16.11 | \$ 289.50 | 14.5% |
| Other Income | \$ 1,000.00 | | \$ 1,000.00 | \$ 101.50 | | \$ 467.79 | \$ 979.87 | 98.0% |
| 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 | \$ 9,455.00 | \$ 12,894.00 | \$ 12,516.00 | \$ 119,773.00 | 96.2% |
| DRPT Section 5310 Operating Grant | \$ 25,000.00 | | \$ 25,000.00 | | | | \$ 29,075.00 | 116.3% |
| NFWF Chesapeake Bay Grant | \$ - | \$ - | \$ - | | | | \$ - | 0.0% |
| Orange County CARES Act | \$ - | \$ 10,000.00 | \$ 10,000.00 | | | | \$ 10,000.00 | 100.0% |
| PATH Mobility Mgmt/Transportation Collaborative | \$ 40,000.00 | \$ 110,000.00 | \$ 150,000.00 | | | | \$ 150,000.00 | 100.0% |
| Rappahannock Cares Act | | \$ 90,500.00 | \$ 90,500.00 | | | | \$ 90,449.94 | 99.9% |
| Regional Housing | \$ 48,604.00 | | \$ 48,604.00 | | \$ 5,814.97 | | \$ 48,604.68 | 100.0% |
| Regional Tourism | \$ 7,000.00 | \$ 500.00 | \$ 7,500.00 | \$ 300.00 | | | \$ 7,449.90 | 99.3% |
| Rideshare Program | \$ 140,000.00 | \$ (48,335.00) | \$ 91,665.00 | \$ 7,117.00 | \$ 6,482.00 | \$ 10,767.00 | \$ 79,290.00 | 86.5% |
| Rideshare Vanpool Grant | \$ 5,000.00 | | \$ 5,000.00 | | | | \$ - | 0.0% |
| Rural Transportation Planning | \$ 58,000.00 | | \$ 58,000.00 | | | \$ 12,006.64 | \$ 60,463.42 | 104.2% |
| State Regional Planning Grant | \$ 75,971.00 | | \$ 75,971.00 | | | \$ 18,993.00 | \$ 75,971.00 | 100.0% |
| Town of Washington Pass Through | | \$ 36,630.58 | \$ 36,630.58 | | | | \$ - | 0.0% |
| VDEM Wildfire Analysis Grant | \$ 9,090.00 | \$ (9,090.00) | \$ - | | | | \$ - | 0.0% |
| 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 | | \$ 15,074.63 | \$ 18,990.18 | \$ 72,461.59 | 85.8% |
| | | | | | | | | |
| Total Revenue | \$ 914,454.00 | \$ 190,205.58 | \$ 1,104,659.58 | \$ 96,784.05 | \$ 59,045.88 | \$ 73,756.72 | \$ 1,040,144.37 | 94.2% |

Rappahannock-Rapidan Regional Commission
FY 2021 Expenditure Snapshot - May 31, 2021

| Budget Items | FY 2021 Budget | Adjustments | Adjusted Budget | March | April | May | YTD Actual | YTD % |
|--|----------------------|----------------------|------------------------|---------------------|---------------------|---------------------|----------------------|--------------|
| Expenditures | | | | | | | | |
| Advertising | \$ 500.00 | | \$ 500.00 | | | | \$ 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 | \$ 12,500.00 | \$ 5,000.00 | \$ 17,500.00 | \$ 29.98 | \$ 107.98 | \$ 1,449.32 | \$ 10,397.60 | 59.4% |
| FICA | \$ 29,500.00 | \$ 2,500.00 | \$ 32,000.00 | \$ 2,278.47 | \$ 3,477.77 | \$ 2,278.40 | \$ 26,514.14 | 82.9% |
| Health & Dental | \$ 63,000.00 | | \$ 63,000.00 | \$ 5,230.04 | \$ 5,230.04 | \$ 5,230.04 | \$ 57,530.44 | 91.3% |
| Meals | \$ 2,500.00 | | \$ 2,500.00 | | | \$ 53.98 | \$ 53.98 | 2.2% |
| Membership Dues | \$ 4,200.00 | | \$ 4,200.00 | | | | \$ 4,013.27 | 95.6% |
| Miscellaneous | \$ 500.00 | | \$ 500.00 | | \$ 10.00 | | \$ 29.60 | 5.9% |
| Mortgage | \$ 23,916.00 | | \$ 23,916.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 1,993.00 | \$ 21,923.00 | 91.7% |
| Office & P.O. Liability Insurance | \$ 1,350.00 | | \$ 1,350.00 | | | | \$ 1,343.00 | 99.5% |
| Office Maintenance | \$ 12,000.00 | | \$ 12,000.00 | | \$ 766.40 | \$ 674.60 | \$ 5,525.76 | 46.0% |
| Payroll Expenses | \$ 382,063.00 | \$ 31,895.00 | \$ 413,958.00 | \$ 31,993.00 | \$ 47,670.39 | \$ 31,992.54 | \$ 370,930.01 | 89.6% |
| Postage | \$ 500.00 | | \$ 500.00 | | | \$ 122.30 | \$ 203.15 | 40.6% |
| Printing | \$ 3,000.00 | | \$ 3,000.00 | \$ 65.99 | \$ 57.74 | \$ 79.00 | \$ 637.12 | 21.2% |
| Subscriptions and Books | \$ 500.00 | | \$ 500.00 | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ 166.00 | 33.2% |
| Supplies | \$ 4,500.00 | | \$ 4,500.00 | \$ 169.88 | \$ 627.57 | \$ 46.71 | \$ 2,658.35 | 59.1% |
| Technology | \$ 9,500.00 | | \$ 9,500.00 | \$ 697.60 | \$ 665.85 | \$ 845.25 | \$ 9,574.34 | 100.8% |
| Travel & Training | \$ 8,000.00 | | \$ 8,000.00 | \$ 40.32 | | \$ 118.36 | \$ 568.61 | 7.1% |
| Utilities | \$ 6,500.00 | | \$ 6,500.00 | \$ 533.76 | \$ 447.16 | \$ 300.37 | \$ 3,740.19 | 57.5% |
| VRS | \$ 13,000.00 | | \$ 13,000.00 | \$ 721.18 | \$ 761.18 | \$ 721.18 | \$ 7,785.33 | 59.9% |
| 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 | \$ 123,625.00 | \$ 98,775.00 | \$ 222,400.00 | \$ 9,547.09 | \$ 15,460.58 | \$ 23,406.39 | \$ 156,794.83 | 70.5% |
| DRPT Section 5310 Operating Expenses | \$ 25,000.00 | | \$ 25,000.00 | | | | \$ 32,303.50 | 129.2% |
| NFWF Chesapeake Bay Grant Expenses | \$ - | \$ - | \$ - | | | | \$ - | 0.0% |
| Rappahannock Cares Act Expenses | | \$ 88,650.00 | \$ 88,650.00 | | | | \$ 89,999.94 | 101.5% |
| Regional Tourism Expenses | \$ 10,000.00 | | \$ 10,000.00 | \$ 458.04 | \$ 684.95 | \$ 227.65 | \$ 3,541.27 | 35.4% |
| Rideshare Expenses | \$ 80,000.00 | \$ (59,917.00) | \$ 20,083.00 | \$ 321.67 | \$ 214.19 | \$ 316.00 | \$ 5,774.45 | 28.8% |
| Rideshare Vanpool Expenses | \$ 4,800.00 | | \$ 4,800.00 | | | | \$ - | 0.0% |
| Rural Transportation Expenses | \$ 1,000.00 | \$ (658.00) | \$ 342.00 | | | \$ 31.36 | \$ 31.36 | 9.2% |
| Town of Washington Pass Through | | \$ 36,630.58 | \$ 36,630.58 | | | | \$ - | 0.0% |
| VHDA COVID-19 Emergency Grant Expenses | \$ 18,000.00 | \$ 2,467.00 | \$ 20,467.00 | | | | \$ 20,466.63 | 100.0% |
| VHDA Housing Study Expenses | \$ 60,000.00 | \$ (14,137.00) | \$ 45,863.00 | | | | \$ 42,411.75 | 92.5% |
| VHSP Expenses | \$ 3,000.00 | \$ (1,000.00) | \$ 2,000.00 | \$ 26.83 | \$ 26.83 | \$ 26.83 | \$ 819.86 | 41.0% |
| | | | | | | | | |
| Total Expenditures | \$ 914,454.00 | \$ 190,205.58 | \$ 1,104,659.58 | \$ 54,122.85 | \$ 78,217.63 | \$ 69,929.28 | \$ 876,853.35 | 79.4% |

Executive Director's Report June 17, 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:

- I offer sincere thanks to Ms. Sutphin, Ms. Schaeffer, and Town of Warrenton staff for their support in logistics for today's meeting.
- The Commission is currently advertising for two open positions – Farm to School Liaison and AmeriCorps VISTA Member. Full description and application materials are available at https://www.rregion.org/about_us/employment_opportunities.php.
- Staff completed compliance reviews 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 May and June, with no significant findings communicated from DRPT.
- Commission staff heard from ICMA-RC financial specialist at one of our May staff meetings regarding services offered through our VRS participation.

Transportation

- Staff has completed field work for the Town of Washington sidewalk assessment and will have a summary report in draft form in July.
- Commuter Services staff supported Bike Month and Bike to Work week in May with outreach efforts targeting Culpeper and Warrenton. Materials were distributed to bike shops, public locations and via social media. Interested individuals completed survey regarding transportation to work and ability to utilize bicycle commuting within and around the region's two largest towns. This was the first effort of this type in several years and plans are in process to increase the outreach in 2022.
- The Culpeper Small Area Plan technical assistance funded through the Office of Intermodal Planning and Investment begins with a data and discovery meeting on June 22nd. Staff is working closely with County staff to coordinate meetings and timeline for the nine-month project.

Homelessness & Regional Housing

- Commission staff worked with Culpeper Housing and Shelter Services, Culpeper Police, Culpeper Human Services and numerous community groups to respond to the recent flooding event at Sleepy Hollow Motel in Culpeper. My thanks to Rebecca Wareham for her coordination efforts, as well as Monica Creel (and her husband) for use of a trailer to transport donations to CHASS for distribution to those displaced households, many of whom are being housed by CHASS in hotels as part of the non-congregate shelter program for Foothills Housing Network.
- With the approval of the Chair, staff submitted an application to Virginia Housing for the PDC Housing Development Program, and Mr. John Payne will be present to speak on the goals of the program and Virginia Housing's (formerly VHDA) work at the meeting. Staff will also provide additional framework materials for the Commission's consideration. All 21

Commissions across Virginia submitted an application indicating interest in developing the program within their respective regions.

- Staff is wrapping up additional document production related to the Regional Housing Study. Follow-on information completed internally includes field work in Gordonsville, Remington, Orange, Culpeper and Warrenton, as well as white paper style documents relating to common issues raised in response to housing development.

Environmental/Natural Resources

- Staff continues to coordinate with 4P Foods on food processing and food insecurity distribution opportunities. American Rescue Plan funding may present an opportunity to address previously identified infrastructure needs related to food processing.
- The Land Use & Environment Committee met in May and heard from Chesapeake Conservancy regarding the BMP prioritization tool that is being developed under the NFWF Small Watershed grant. The next meeting is on August 19th, with Department of Environmental Quality staff presenting on erosion & sediment control and stormwater management for utility scale solar projects.

Economic Development & Tourism

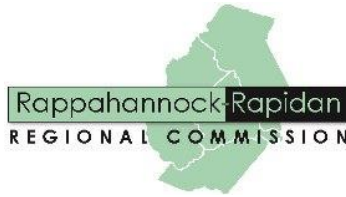
- Staff has participated in various webinars and information sessions related to the Virginia Telecommunications Initiative (VATI) program. If your locality is planning to submit an application, please let us know if we can provide any support to your efforts, or if there is reason to consider a regional project with your identified private sector partners.
- We convened a meeting with local economic development staff and have support for moving forward with a Comprehensive Economic Development Strategy (CEDS) plan application in FY 2022. There is potential to leverage American Rescue Plan funding to support these efforts, as well.

Emergency Planning & Hazard Mitigation

- 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

- Staff are pursuing opportunities for enhancing our partnership and collaboration with the Rappahannock-Rapidan Health District. Opportunities primarily center around transportation, outreach efforts with RRHD staff, as well as GIS and mapping support.
- Supported Fauquier County's procurement for legislative services and are working to coordinate regional legislative services included within the County's RFP.
- Responded to request from Town of Washington to serve as pass-through fiscal agent related to funding from the Northern Piedmont Community Foundation
- Continued discussions with LOVE Orange Virginia on their Downtown Strategies plan process and tie-ins with Regional Housing Study and other Regional Commission projects
- Participated in a Virginia Cooperative Extension-led discovery meeting related to a coordinated data collection effort in Rappahannock County
- Participation and support for Carver Center workgroup and regional food processing/food insecurity activities through the RRRC Food Council



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 16, 2021
Subject: FY 2022 Draft Budget

A draft of the FY 2022 budget was transmitted to the Commission at the April meeting. Since that time, additional revenues have been identified via successful and pending grant applications and the enclosed budget reflects those revisions.

The overall FY 2022 budget projects revenues at \$1,377,903. 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 2020, account for 10.8% of the budget. The draft budget represents an increase of \$273,243 from the FY 2021 budget (with amendments proposed in June). 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. The payroll and benefit line items have increased since April due to funding awards for the Farm to School Liaison position. I have also included a 3% salary increase for all staff with this budget.

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.

As of today, there are \$46,500 in unallocated revenues. I suggest that the Commission hold these funds for use during the year, either as matching funds for grant applications, contractual

services, or for part-time staffing needs. Any use would be brought to the Commission prior to commitment of funds.

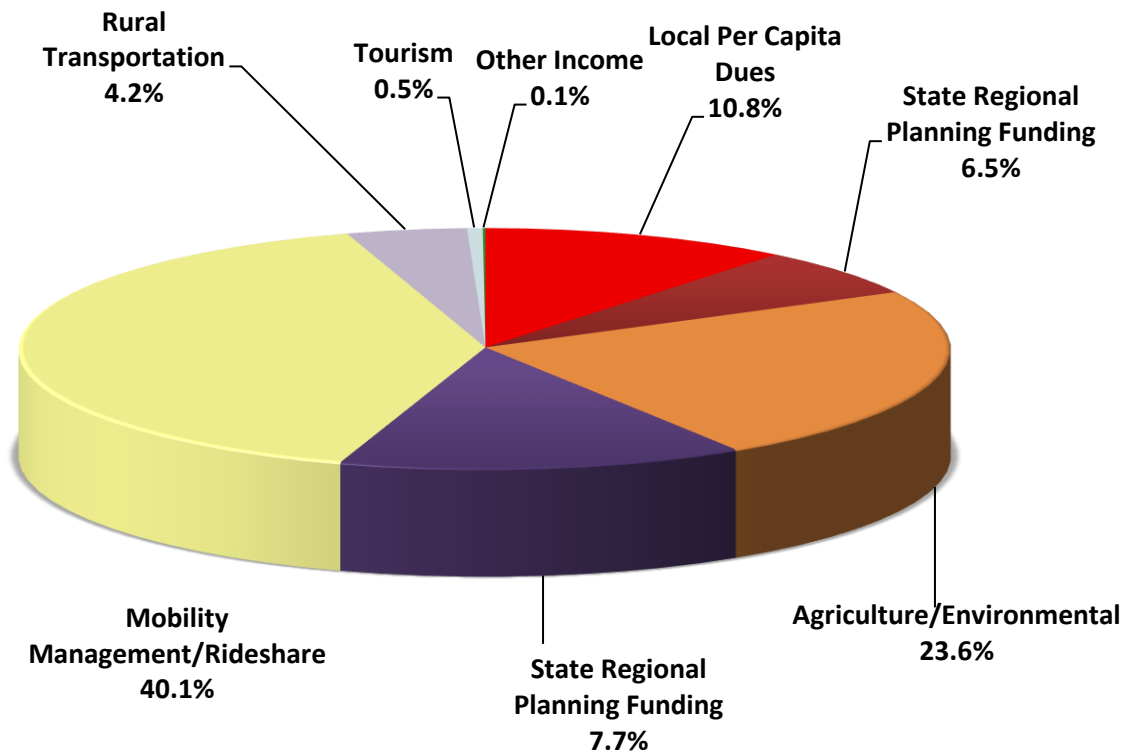
Changes subsequent to the April Executive Committee meeting include:

- Additional revenues for Farm to School Liaison grants, Community Challenge grant, and Virginia Housing PDC Housing Development program (to be considered earlier in this meeting)
- Reduction in interest income due to lower rate of return from Virginia Investment Pool
- Increase in Payroll, FICA, Health/Dental, and VRS to reflect addition of Farm to School Liaison and additional hours for part-time staff to support PDC Housing Development program
- Addition of project expenses for Community Challenge grant and increase in Regional Tourism expenses (carry-over from FY 2021)
- Other minor operating expense adjustments based on past and projected spending.

REQUESTED ACTION: Adoption of the FY 2022 budget

FY 2022 Projected Revenues by Category – June 16, 2021

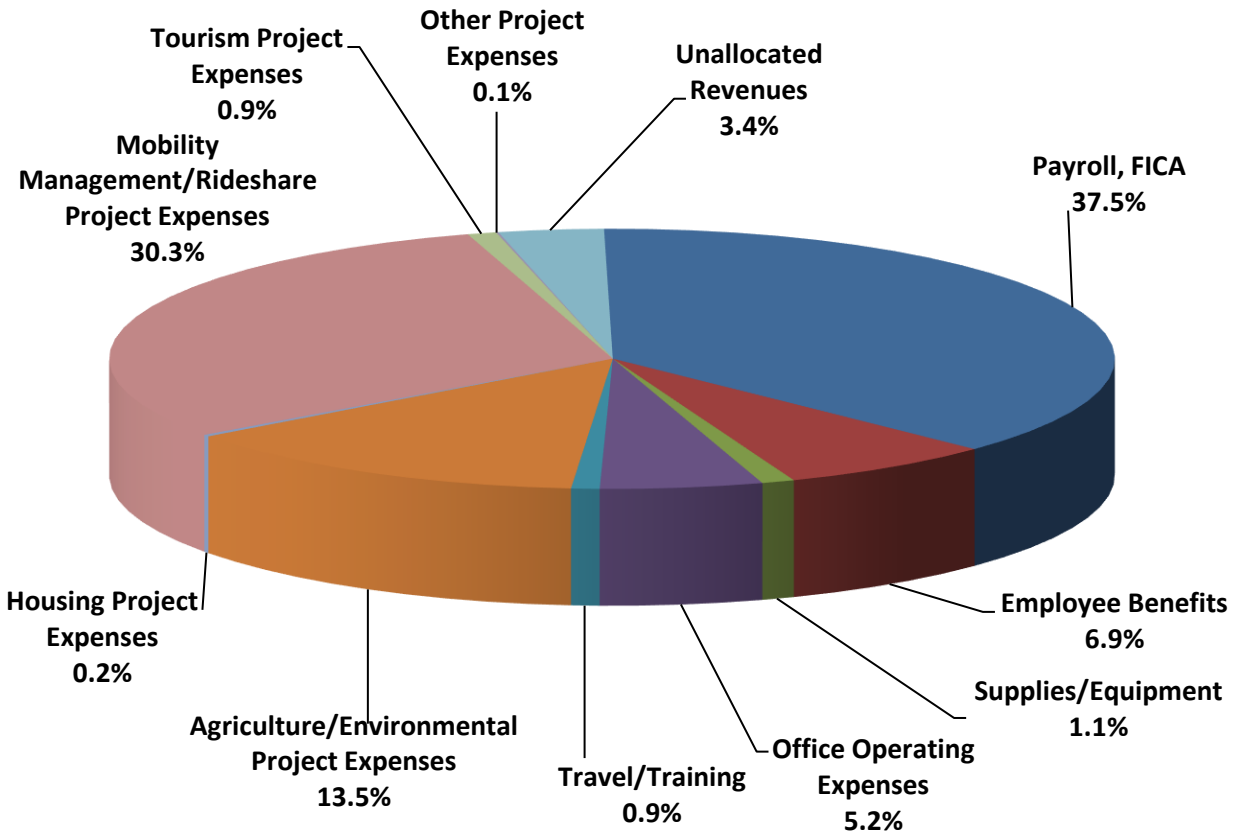
| Revenues | | | |
|---------------------------------|-----------|---------------------|---------------|
| Agriculture/Environmental | \$ | 325,826.00 | 23.7% |
| Housing | \$ | 193,104.00 | 14.0% |
| Local Dues | \$ | 149,172.00 | 10.8% |
| Other Income | \$ | 1,300.00 | 0.1% |
| Mobility Management/Rideshare | \$ | 553,030.00 | 40.1% |
| Rural Transportation | \$ | 58,000.00 | 4.2% |
| State Regional Planning Funding | \$ | 89,971.00 | 6.5% |
| Tourism | \$ | 7,500.00 | 0.6% |
| | | | |
| Total Revenue | \$ | 1,377,903.00 | 100.0% |



| Revenue Source | | |
|-------------------------------------|-----------------------|----------------|
| Local Per Capita | \$149,172.00 | 10.8% |
| Local – Project Specific | \$56,104.00 | 4.1% |
| State | \$367,736.00 | 26.7% |
| Federal - Direct | \$200,000.00 | 14.5% |
| Federal – State Pass Through | \$373,591.00 | 27.1% |
| Other/Non-Profit/Private | \$231,000.00 | 16.8% |
| TOTAL | \$1,377,903.00 | 100.00% |

FY 2022 Projected Expenditures by Category – June 16, 2021

| | | | |
|--|-----------------------|--|----------------|
| Expenditures | | | |
| Operating Expenses | | | |
| Payroll/FICA | \$ 516,720.00 | | 37.5% |
| Employee Benefits | \$ 95,500.00 | | 6.9% |
| Other Operating Expenses | \$ 71,766.00 | | 5.2% |
| Supplies/Equipment | \$ 14,500.00 | | 1.1% |
| Travel/Training | \$ 12,500.00 | | 0.9% |
| Total Operating | \$710,986.00 | | 51.6% |
| Project Expenses/Contractual | | | |
| Agriculture/Environmental Project Expenses | \$186,000.00 | | 13.5% |
| Housing Project Expenses | \$3,000.00 | | 0.2% |
| Mobility Management/Rideshare Project Expenses | \$417,565.00 | | 30.3% |
| Tourism Project Expenses | \$12,800.00 | | 0.9% |
| Other Project Expenses | \$1,000.00 | | 0.1% |
| Total Project Expenses | \$620,365.00 | | 45.0% |
| Unallocated Revenues | \$46,552.00 | | 3.4% |
| Total Expenditures | \$1,377,903.00 | | 100.00% |



RRRC FY 2022 Draft Revenues
June 23, 2021

| Budget Items | FY 2022 Proposed | FY 2021 Proposed Amendments (6/23/2021) | 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 | \$ 300.00 | \$ 2,000.00 | -85.00% |
| Other Income | \$ 1,000.00 | \$ 1,000.00 | 0.00% |
| AARP Community Challenge Grant | \$ 25,000.00 | - | - |
| 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 | -100.00% |
| No Kid Hungry VA Farm to School Liaison | \$ 25,000.00 | - | - |
| PATH Farm to School Liaison | \$ 30,000.00 | - | - |
| PATH Mobility Management/Transportation Collaborative | \$ 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% |
| Town of Washington Pass-Through | \$ - | \$ 36,630.58 | -100.00% |
| VDEM Wildfire Analysis Grant | \$ 12,826.00 | \$ - | - |
| Virginia Housing PDC Housing Development Grant | \$ 60,000.00 | - | - |
| 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 | \$ 1,377,903.00 | \$ 1,104,659.58 | 24.74% |

RRRC FY 2022 Draft Expenditures
June 23, 2021

| | Budget Items | FY 2022 Proposed | FY 2021 Proposed Amendments (6/23/2021) | Change |
|---------------------------|---|------------------------|---|---------------|
| | Expenditures | | | |
| Operating Expenses | Advertising | \$ 1,000.00 | \$ 500.00 | 100.00% |
| | 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 | \$ 36,720.00 | \$ 32,000.00 | 14.75% |
| | Health & Dental | \$ 75,000.00 | \$ 63,000.00 | 19.05% |
| | Meals | \$ 2,500.00 | \$ 2,500.00 | 0.00% |
| | Membership Dues | \$ 4,500.00 | \$ 4,200.00 | 7.14% |
| | 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 | \$ 480,000.00 | \$ 413,958.00 | 15.95% |
| | 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 | \$ 10,000.00 | \$ 9,500.00 | 5.26% |
| | Travel & Training | \$ 10,000.00 | \$ 8,000.00 | 25.00% |
| | Utilities | \$ 6,500.00 | \$ 6,500.00 | 0.00% |
| | VRS | \$ 20,000.00 | \$ 13,000.00 | 53.85% |
| | Workman's Comp | \$ 500.00 | \$ 500.00 | 0.00% |
| Project Expenses | AARP Community Challenge Grant Expenses | \$ 25,000.00 | \$ - | - |
| | 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 | \$ - | - |
| | Rappahannock CARES Act Expenses | | \$ 88,650.00 | -100.00% |
| | Regional Tourism Expenses | \$ 12,800.00 | \$ 10,000.00 | 28.00% |
| | Rideshare Expenses | \$ 52,565.00 | \$ 20,083.00 | 161.74% |
| | Rideshare Vanpool Expenses | \$ - | \$ 4,800.00 | -100.00% |
| | Rural Transportation Expenses | \$ 1,000.00 | \$ 342.00 | 192.40% |
| | Town of Washington Pass-Through | \$ - | \$ 36,630.58 | -100.00% |
| | 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% |
| | Unallocated Revenues | \$ 46,552.00 | \$ - | - |
| | Total Expenditures | \$ 1,377,903.00 | \$ 1,104,659.58 | 24.74% |



FY 2022 RRRC Work Plan

Below is the preliminary work plan for Regional Commission staff for Fiscal Year 2021 from July 1, 2021 through June 30, 2022. Tasks are simplified and grouped by programmatic area with funding sources for each programmatic area outlined. The nature of many of the Regional Commission's programs and projects means that there are many projects that carry over between fiscal years. The sources of funding outlined in the annual agency budget should also be considered when reviewing the work plan. Funds received from the state and federal government are typically granted with various programmatic requirements and/or specific deliverables.

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

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

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

Projected Staff Allocation: 6% of available staff hours

Administrative Tasks

- Fiscal Administration for all RRRC programs and projects
- Annual Review and Updates of RRRC By-laws and Charter
- Ongoing review and revision of job descriptions
- Indirect Rate Cost Allocation Plan and Approval in coordination with VDOT or other oversight agency
- FY 2021 Agency Audit
- Payroll and Benefits Administration
- Grant Program Compliance Reviews (as necessary)
- Human Resources Oversight & Management
- Review and update of RRRC Personnel Manual (potentially via consultant)
- Compensation/Salary Comparison Report (potentially via consultant)
- Commonwealth Intergovernmental Review Process
- Work with Administration and Procurement staff at local governments to determine interest in cooperative regional procurement opportunities

Agriculture/Environmental/Natural Resources

Funding Sources: DEQ Chesapeake Bay PDC Capacity Funding, NFWF Small Watershed Program Grant, PATH Farm to School Liaison funding, No Kid Hungry VA Farm to School funding, Discretionary Funds

Projected Staff Allocation: 11% of available staff hours

Administrative Tasks

- Chesapeake Bay Watershed Planning Contractual Reporting with Department of Environmental Quality
- Management and reporting for National Fish and Wildlife Foundation grant
- Management and reporting for Farm to School Liaison grants
- Convening of Land Use and Environment Committee for quarterly meetings on topics of regional and local interest
- Regional Food Council Coordination and Bi-Monthly meeting facilitation
- Rappahannock River Basin Commission participation
- Local Conservation Roundtable participation and/or leadership

Project Tasks

- Coordination and development of Upper Rappahannock Watershed Plan with local government, non-profit partners and other stakeholders
- Participation with Chesapeake Bay Stakeholder Advisory Group convened by Secretary of Natural Resources
- Chesapeake Bay Watershed Implementation Plan participation and local assistance
- Bi-monthly or quarterly workgroup meetings with local staff and other agency and non-profit partners supporting Chesapeake Bay watershed planning grant deliverables
- Represent local and regional interests on Secretary of Natural Resources' Chesapeake Bay Preservation Act Extension Work Group
- Represent local and regional interests on Chesapeake Bay Local Leadership Workgroup
- Hiring and oversight of Farm to School Liaison to work with local school systems in providing technical assistance for Farm to School programs
- Regional Food Marketing & Promotion Campaign implementation, inclusive of Purely Piedmont marketing
- Work with local farmers markets, non-profits, and foundations to cross-market locally relevant brands with Purely Piedmont & Tween Rivers Trail

Economic Development & Tourism

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

Projected Staff Allocation: 2% of available staff hours

Administrative Tasks

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

Project Tasks

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

Emergency Preparedness & Hazard Mitigation Planning

Funding Sources: VDEM Wildfire Analysis Grant, Discretionary Funds

Projected Staff Allocation: 1% of available staff hours

Administrative Tasks

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

Project Tasks

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

Housing, Homelessness & Human Services Planning

Funding Sources: Regional Housing funding, DHCD Virginia Housing Solutions Program Grant, VHA AmeriCorps VISTA Assistance, VHDA PDC Housing Development Program

Projected Staff Allocation: 39% of available staff hours

Administrative Tasks

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

Project Tasks

- Serve as Chair of Foothills Housing Network
- Homeless Coordinated Entry Program Implementation and Management
- Development of Common Reporting and Policy forms related to Client Tracking
- Homeless Management Information System (HMIS) reporting, compliance and outcomes tracking
- Oversight and coordination of annual Point-in-Time Count in January 2022, including subcommittee and county-by-county team coordination
- Leadership and support for Foothills Housing Network Racial Equity subgroup
- Respond to opportunities to work with local governments on housing-related priorities
- Continue collaborations with local housing plans, Greater Piedmont Realtors, Housing Virginia, Virginia Housing Alliance, People Inc., Skyline CAP, PATH Foundation, etc. to determine strategies to address affordable housing needs within the region
- Expanded outreach to partner agencies and leadership on housing/homelessness response
- Outreach and continued support for implementation of Regional Housing Study, including presentations to local committees or interested parties
- Housing mapping and data analysis
- Implementation and development of PDC Housing Development program

Regional Coordination, Growth Issues, Data & Technical Assistance

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

Projected Staff Allocation: 3% of available staff hours

Administrative Tasks

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

Project Tasks

- Development of RRRC FY 2021 Annual Report
- Maintenance of RRRC suite of websites
 - RRRC website – <https://www.rrregion.org>
 - Commuter Services – <https://www.rrcommute.org>
 - Foothills Area Mobility System (FAMS) – <https://www.fams.org>
 - Regional Transportation Collaborative – <https://www.regionalcollaborative.org>
 - Foothills Housing Network – <https://www.foothillshousing.org>
 - 'Tween Rivers Trail – <https://www.tweenriverstrail.com>
 - The Virginia Piedmont – <https://www.thevirginiapiedmont.org>
 - Purely Piedmont – <https://www.purelypiedmont.com>
- Regional data workshops with U.S. Census Bureau Data specialists and other technical area experts
- Comprehensive Plan Review
- GIS Technical Assistance
- Grant-writing Assistance
- Work with interested localities on Urban Development Area (UDA) delineations with potential funding through the Office of Intermodal Planning & Investment
- Respond to locally-identified issues that emerge during the fiscal year
- Broadband application (VATI) support, as requested and needed for local or regional projects

Transportation

Funding Sources: VDOT Federal Rural Transportation Funds, DRPT Commuter Assistance Program Funds, DRPT Section 5310 Mobility Management & Operating Grants, AARP Community Challenge Grant, PATH Regional Transportation Collaborative funding, Discretionary funding

Projected Staff Allocation: 38% of projected staff hours

Administrative Tasks

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

Project Tasks

- Smart Scale Policy & Project Development and/or Review Coordination, including coordination with VDOT and Commonwealth Transportation Board on any requested changes to process
- Development and submission of Smart Scale applications with local jurisdictions, as needed
- Review and revision of local comprehensive plan transportation chapters
- Digital and print marketing oversight for Rideshare program, including social media with goal of increasing non-single user transportation (transit, carpool, vanpool, rideshare, volunteer transportation, alternative mobility options, etc.)
- Transportation Alternatives Program or Safe Routes to School grant development and management under contract with local governments, as needed
- Local transportation projects in coordination with local staff and VDOT representatives for FY 2022 include

- Culpeper Small Area Plan Consultant Management
- Town of Washington Sidewalk Inventory and Gap Analysis
- Update of Regional Long-Range Transportation Plan (underway)
- Town of Orange Route 15 Corridor Report
- Monitor and complete minor updates of Regional Active Transportation Plan (bicycle, pedestrian, river access, equestrian facilities included)
- Coordination with localities and VDOT on park & ride lot needs in the region
- Participation with VDOT, DRPT, OIPI and Secretary of Transportation's office on programs and projects identified during course of the fiscal year
- Daily volunteer driver reporting through Quick Base software for VolTran, volunteer driver services in region
- Coordination with Virginia Regional Transit on local/regional transit initiatives
- Local Transportation Committee participation, including Fauquier Transportation Committee, Culpeper Public Transportation Board (PTB), PATH Mobility Committee, Fauquier County Pedestrian, Bike, Greenway Advisory Committee



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 15, 2021
Subject: RRRC Remote Electronic Participation Policy

For the past 14 months, the Commission has conducted electronic meetings consistent with state enabling provisions in the Code of Virginia and the amended FY 2020 and FY 2021 state budget bills which allow public bodies to meet electronically during declared states of emergency.

Outside a declared state of emergency, the Commission may adopt a Remote Electronic Participation Policy as permitted by § 2.2-3708.2 of the *Code of Virginia*. The language of that section permits individual members of a public body to participate in a public meeting through electronic means under certain circumstances and only when the public body has adopted a written policy allowing such remote participation.

The draft Remote Electronic Participation Policy is included here for your review and consideration. This policy would apply to the Commission and any Committees of the Commission, as specified in the By-Laws.

REQUESTED ACTION: Approval of the RRRC Remote Electronic Participation Policy



Remote Electronic Participation Policy

Purpose: To allow participation in meetings of the Rappahannock-Rapidan Regional Commission and its committees by a member of the commission from a remote location through means of electronic communication.

The Rappahannock-Rapidan Regional Commission hereby approves and adopts the following policy and procedures to allow and facilitate participation in commission meetings by members of the commission from a remote location through electronic communication means, as authorized by § 2.2-3708.2 of the Code of Virginia:

A. Requirement for Notification

Members of the Rappahannock-Rapidan Regional Commission may participate in meetings of the commission by electronic communication means from a remote location that is not open to the public if, on or before the day of a meeting, a commission member notifies the commission chair that:

1. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
2. A family member's medical condition requires such member to provide care for such family member; or
3. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; or
4. Such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

B. Approval of Remote Electronic Participation

Such member's remote participation by electronic communication means shall be approved by a majority vote of those members physically assembled as a quorum at the primary or central meeting location. Those members assembled as a quorum shall base

their decision solely on the criteria in Section A, without regard to the identify of the member or items that will be considered or voted on during the meeting.

C. Record of Action

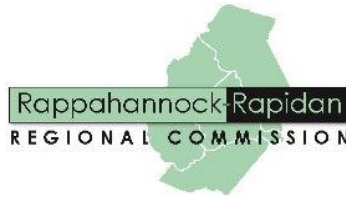
The minutes of the Commission shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such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

D. Remote Member Audibility

The Commission will make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. If the voice of the member participating remotely cannot be heard, the meeting may continue without the participation of the member participating remotely.

E. Limitation per Calendar Year

Remote participation by a commission member pursuant to this policy is limited to two, or 25% of the meetings rounded up to the next whole number, whichever is greater, Commission meetings each calendar year.

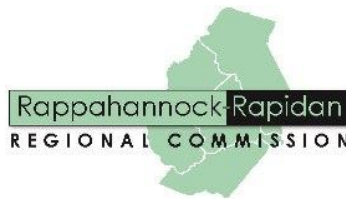


MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 15, 2021
Subject: FY 2022 RRRC Meeting Schedule

A resolution with the proposed meeting dates for the Rappahannock-Rapidan Regional Commission for Fiscal Year 2022 is included for your consideration. The Commission may take action to change the regular meeting dates and times, as desired.

REQUESTED ACTION: Adoption of the attached FY 2022 RRRC Meeting Schedule resolution.



Resolution for Regular Meeting Schedule Fiscal Year 2022

WHEREAS, Article VII, Section 1 of the Charter Agreement of the Rappahannock-Rapidan Regional Commission states “The COMMISSION shall hold regular meetings on a schedule which will be determined by the membership”; and

WHEREAS, Article VIII, Section 1(a) of the Rappahannock-Rapidan Regional Commission By-Laws states “Regular meetings of the COMMISSION shall be held at a date and time to be set annually at the June meeting of the COMMISSION.”; and

WHEREAS, the Commission routinely establishes the fiscal year schedule of regular meetings at its June meeting;

NOW, THEREFORE BE IT RESOLVED, that the Commission establishes the following dates and times for Regular Commission meetings for the 2022 fiscal year:

| | |
|-------------------|-------------------------------------|
| August 25, 2021 | 1:00 PM |
| October 27, 2021 | 1:00 PM |
| December 8, 2021 | 1:00 PM |
| February 23, 2022 | 1:00 PM – Officer Elections |
| April 27, 2022 | 1:00 PM – Draft Budget Presentation |
| June 22, 2022 | 1:00 PM – Budget Adoption |

Adopted this 23rd day of June, 2021 by the Rappahannock-Rapidan Regional Commission being duly assembled.

Meaghan Taylor, Chair
Rappahannock-Rapidan Regional Commission

ATTEST:

Patrick L. Mauney, Executive Director
Rappahannock-Rapidan Regional Commission