



## 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.

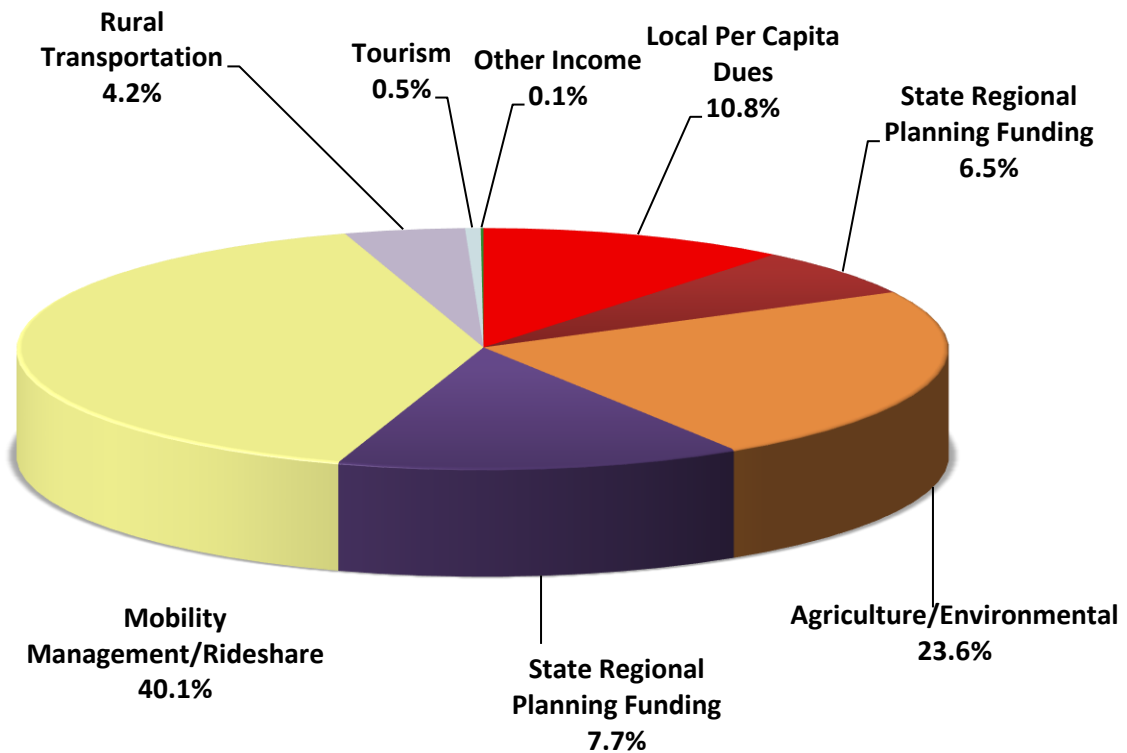
Changes subsequent to the April Executive Committee meeting include:

- 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**

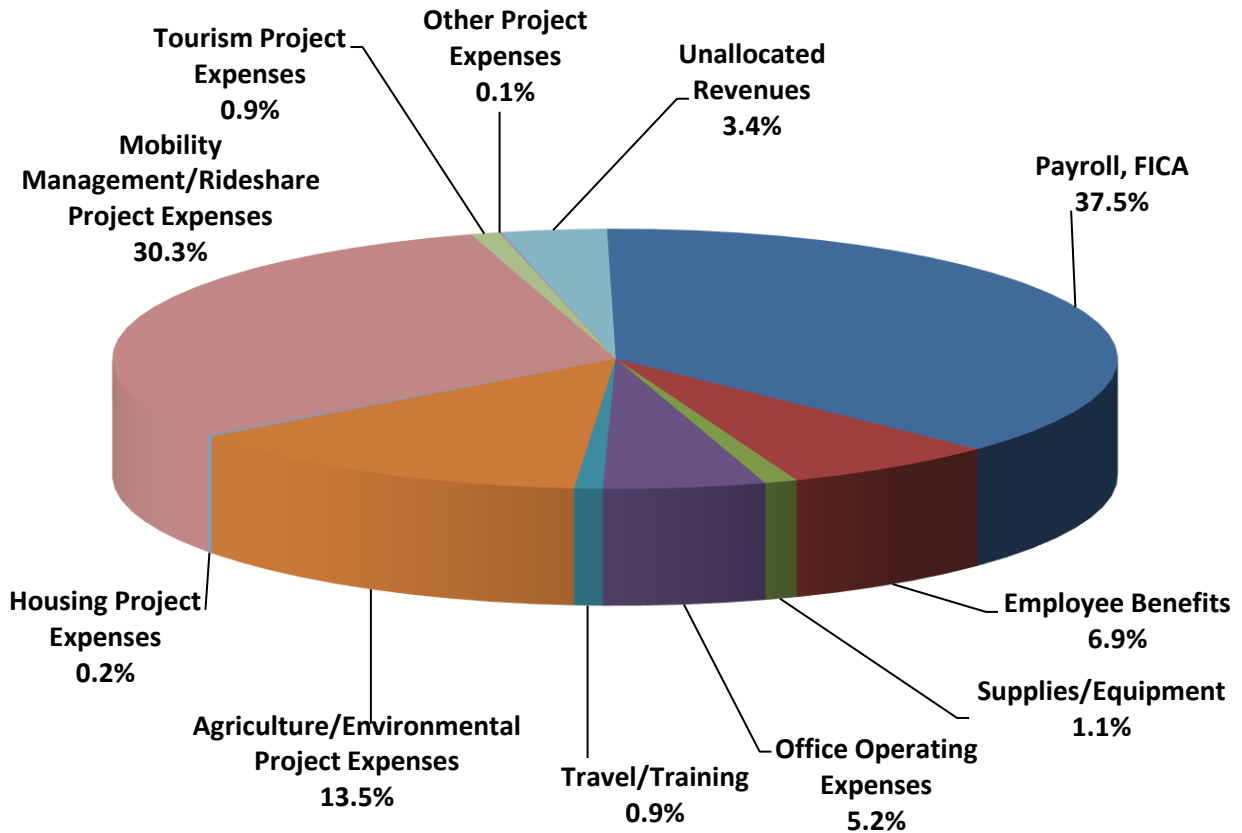
<b>Revenues</b>			
Agriculture/Environmental	\$	325,826.00	23.7%
Housing	\$	193,104.00	14.0%
Local Dues	\$	149,172.00	10.8%
Other Income	\$	1,300.00	0.1%
Mobility Management/Rideshare	\$	553,030.00	40.1%
Rural Transportation	\$	58,000.00	4.2%
State Regional Planning Funding	\$	89,971.00	6.5%
Tourism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



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

**FY 2022 Projected Expenditures by Category – June 16, 2021**

<b>Expenditures</b>		
<b>Operating Expenses</b>		
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%
<b>Total Operating</b>	<b>\$710,986.00</b>	<b>51.6%</b>
<b>Project Expenses/Contractual</b>		
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%
<b>Total Project Expenses</b>	<b>\$620,365.00</b>	<b>45.0%</b>
<b>Unallocated Revenues</b>	<b>\$46,552.00</b>	<b>3.4%</b>
<b>Total Expenditures</b>	<b>\$1,377,903.00</b>	<b>100.00%</b>



**RRRC FY 2022 Draft Revenues**  
**June 23, 2021**

Budget Items	FY 2022 Proposed	FY 2021 Proposed Amendments (6/23/2021)	Change
<b>Revenues</b>			
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%
<b>Total Revenue</b>	<b>\$ 1,377,903.00</b>	<b>\$ 1,104,659.58</b>	<b>24.74%</b>

**RRRC FY 2022 Draft Expenditures  
June 23, 2021**

	Budget Items	FY 2022 Proposed	FY 2021 Proposed Amendments (6/23/2021)	Change
	<b>Expenditures</b>			
<b>Operating Expenses</b>	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%
<b>Project Expenses</b>	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	\$ -	-	
	<b>Total Expenditures</b>	<b>\$ 1,377,903.00</b>	<b>\$ 1,104,659.58</b>	<b>24.74%</b>



## **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*

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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*

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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*

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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