



**Rappahannock-Rapidan Regional Commission Meeting
October 27, 2021 at 1:00 pm**

**Washington Town Hall
485 Gay Street, Washington, VA**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination
4. **Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
7. Approval of Minutes
 - a) **August 25, 2021 ([Attachment](#))
8. Financial Reports
 - a) FY 2022 YTD Financial Report ([Attachment](#))
 - b) DRAFT FY 2021 Agency Audit ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
 - a) Annual Reports
 - b) FOIA Council Meetings Issues Subcommittee ([Attachment](#))
10. Staff Updates / Old Business
 - a) PDC Housing Development Program ([Attachment](#))
 - b) Regional Transportation Collaborative ([Attachment](#))
 - c) Farm to School Program Update ([Attachment](#))

11. New Business

- a) **RFQ for Legal Services ([Attachment](#))
- b) **RRRC application to VDEM for Hazard Mitigation Plan Update ([Attachment](#))
- c) **RRRC application to Virginia Housing Alliance for 2022-23 AmeriCorps VISTA ([Attachment](#))
- d) **RRRC application to DHCD for Housing Trust Fund grant ([Attachment](#))

12. Closed Session (if necessary)

13. Regional Roundtable

14. **Adjournment

**Commission Action Item

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

Rappahannock Rapidan Regional Commission
August 25, 2021 Regular Meeting
Culpeper Technical Education Center, Culpeper, VA

MINUTES

	Culpeper County		Town of Culpeper
	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
	Paul S. McCulla, Vice-Chair		Town of Madison
	Madison County		William Lamar
	Charlotte Hoffman		Town of Orange
	<i>Vacant</i>		Martha Roby
	Orange County	X	Greg Woods, Treasurer
X	James P. Crozier		Town of Remington
X	Theodore Voorhees		Evan H. 'Skeet' Ashby
	Rappahannock County		Town of The Plains
X	Garrey W. Curry, Jr.		Lori B. Sisson
X	Debbie Donehey		Town of Warrenton
		X	Brandie Schaeffer
		X	Heather Sutphin
			Town of Washington
		X	Frederic Catlin

Staff Present: Monica Creel, Jennifer Little, Patrick Mauney, Terry Snead

1. Call to Order

Chair Taylor called meeting to order at 1:07 p.m. She thanked staff at the Culpeper Technical Education Center for hosting and providing a tour to Commissioners prior to the meeting.

2. Pledge of Allegiance

Chair Taylor led Commissioners in the Pledge of Allegiance.

3. Roll Call & Quorum Determination

A quorum of the Commission was confirmed.

4. Agenda Approval

Upon motion by R Coiner, 2nd by J Crozier, the agenda was approved ayes all.

5. Public Comment

There were no comments from the public.

6. Presentations and Special Recognition

7. Approval of Minutes

a) June 23, 2021

Chair Taylor presented the minutes from the June 23rd RRRC meeting. J Crozier moved to approve, 2nd by R Coiner. The motion carried unanimously.

8. Financial Reports

a) FY 2021 Final Unaudited Financial Report

b) FY 2022 Year to Date Financial Report

c) Financial Account Summaries

Chair Taylor asked P Mauney to review the financial reports, noting that no action was required for financial reports at this meeting.

P Mauney reviewed the final FY 2021 revenues and expenses, reporting that the revenues ended the year just under budget, with expenses totaling 89.2% of expectations, largely due to reduced grant spending and reduced office expenses, travel costs, and meeting expenses due to COVID-19. He noted that the FY 2021 audit would be available in October, with the auditors in the office on September 2nd.

He also reviewed the first month of spending for FY 2022, noting no issues.

Finally, the twice-yearly report on Commission account balances was provided. P Mauney stated that the net position has improved year over year and over the past five years. He also indicated that return on investment on the Commission's reserve accounts have decreased significantly over the past year and that was included in the FY 2022 budget.

9. Executive Director's Report

Chair Taylor asked P Mauney to review the Director's report. P Mauney noted two positions have been filled, with Elizabeth Beling joining as Farm to School Liaison, and Olivia Samimy as AmeriCorps VISTA on August 30th. He also shared information from the FOIA Council regarding potential changes to electronic meeting requirements, and would continue to keep Commissioners updated as it may have impacts for Commission meetings.

He also reminded Commissioners of the upcoming Volunteer Driver Appreciation event on September 15th.

Finally, information on the Virginia Redistricting Commission activities and RRRC assistance for local redistricting was provided. He noted that the initial Census populations were now available, but that reallocated prison population data would not be available from the Virginia Division of Legislative Services until September.

10. Staff Updates

a) PDC Housing Development Program

Chair Taylor asked staff to provide updates on the PDC Housing Development Program and initial activities following grant award in July. P Mauney stated that all

21 planning districts had applied for, and been awarded, funding. Commission staff has prepared a draft timeline for the first year of the program, as well as a guidance document outlining the key tasks and responsibilities for staff, the Regional Commission and partner stakeholders. He also stated that these documents are very much in draft form, but that feedback would be gladly received.

He further thanked Jennifer Little for her efforts in supporting the program and noted a September 20th introductory meeting to be held with interested stakeholders in the region.

b) RRRC Annual Meeting & Leadership Awards

Chair Taylor noted that the Annual Meeting was confirmed for Thursday, October 7th at Lake of the Woods in Orange County. Chair Taylor requested Commission discussion regarding any concerns with moving forward with the event. Commissioners voiced no concerns and felt that the existing circumstances were suitably different from last year, given vaccine availability. Staff was asked to direct energy towards ensuring appropriate distancing and safe gathering protocols were followed.

11. New Business

a) Authorization of FY 2023 RRRC Per Capita Dues Rate & Funding Requests

Chair Taylor stated that the Commission historically authorizes the per capita dues rate and other funding requests at the August meeting in order to meet locality request deadlines. She also stated that staff recommended maintaining the per capita rate at \$0.83 and a level-funded regional housing support request. P Mauney reviewed the recently released 2020 U.S. Census figures, which would be used for the following two years' requests.

G Woods moved to approve the FY 2023 per capita rate and funding requests, 2nd by R Coiner. The motion carried unanimously.

b) RRRC application to EDA for CEDS Planning Grant

Chair Taylor asked P Mauney to review item 11B. P Mauney noted that the Commission had approved an application in June 2020 in partnership with the Thomas Jefferson PDC for a Comprehensive Economic Development Strategy planning grant that was not funded via Economic Development Administration CARES Act programs. He stated that staff had reworked the previous application and was seeking approval to submit a grant to EDA's American Rescue Plan programs for a CEDS covering the RRRC area only. He also stated that there may be opportunities to partner with TJPDC, should that agency and region also move forward with an application.

Commission members asked whether a CEDS could include local strategies similar to the Regional Housing Study. P Mauney stated that this should be possible and that local economic development projects are typically incorporated into the CEDS process.

T Voorhees moved to authorize the application, 2nd by F Catlin. The motion carried unanimously.

c) RRRC application to DOF for Virginia Trees for Clean Water Grant program
Chair Taylor asked P Mauney to review the DOF grant application. P Mauney stated that staff was approached by Culpeper County and Friends of the Rappahannock regarding the potential for RRRC to serve as applicant for a request to the Department of Forestry for the Virginia Trees for Clean Water Grant program. The request would provide funding for tree planting at Lenn Park in Culpeper County, and matching funds would be sourced from Friends of the Rappahannock and project partners.

J Egertson stated that Culpeper County was supportive, but that the grant application deadline did not work with the County's committee schedule, and they would be grateful for RRRC serving as applicant.

J Crozier moved to approve the application, 2nd by F Catlin. The motion carried unanimously.

d) RRRC application to PATH Foundation for Regional Transportation Collaborative
Chair Taylor asked P Mauney to review the request to the PATH Foundation for the continuation of funding for the Regional Transportation Collaborative. P Mauney noted the successful implementation of the RTC model in 2021 including partnerships with Rappahannock-Rapidan Community Services, VolTran, Rapp at Home, LOWLINC, Aging Together, Virginia Regional Transit, as well as hospitals, free clinics and school systems in the region. The request is for \$190,000 and most funding would be distributed to RTC partners to support public outreach, volunteer driver recruitment, strategic planning, and overall program coordination including the FAMS Call Center.

G Curry moved to approve the application, 2nd by J Crozier. The motion carried unanimously.

12. Closed Session (if necessary)

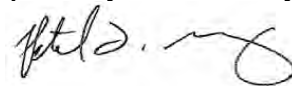
13. Regional Roundtable

Commission members shared information of note from their communities.

14. Adjournment

Upon motion by J Crozier, 2nd by D Donehey, Chair Taylor adjourned the meeting at 2:35 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 19, 2021
Subject: FY 2022 Year-to-Date Revenues & Expenditures

FY 2022 Revenue and Expenditure reports through September 30, 2021 are enclosed for your review. These are unaudited reports for the first quarter of the fiscal year.

Revenues are 36.7% of budget. In addition to local per capita funds received, we are also in receipt of PATH Foundation funds supporting the Regional Transportation Collaborative and various monthly grant reimbursements.

Expenditures are 15.4% of budget. I would note that the equipment and software line exceeds the budgeted amount due to a one-time cost for redistricting software, and the continued transition to laptops and docking stations for staff. I anticipate a request to amend that line item in December or February. Other than that item, other expenses are trending as expected.

REQUESTED ACTION: None required.

Rappahannock-Rapidan Regional Commission
Revenue Snapshot - September 30, 2021

Budget Items	FY 2022 Budget	Adjustments	Adjusted Budget	July	August	September	YTD Actual	YTD %
Revenues								
Dues:								
Culpeper County	\$ 27,589.00		\$ 27,589.00		\$ 27,589.20		\$ 27,589.20	100.0%
Fauquier County	\$ 49,677.00		\$ 49,677.00			\$ 24,838.58	\$ 24,838.58	50.0%
Madison County	\$ 10,833.00		\$ 10,833.00	\$ 10,833.16			\$ 10,833.16	100.0%
Orange County	\$ 24,892.00		\$ 24,892.00	\$ 24,891.70			\$ 24,891.70	100.0%
Rappahannock County	\$ 5,915.00		\$ 5,915.00	\$ 5,915.41			\$ 5,915.41	100.0%
Town of Culpeper	\$ 15,454.00		\$ 15,454.00	\$ 15,453.77			\$ 15,453.77	100.0%
Town of Gordonsville	\$ 1,332.00		\$ 1,332.00	\$ 1,332.15			\$ 1,332.15	100.0%
Town of Madison	\$ 202.00		\$ 202.00	\$ 201.69			\$ 201.69	99.8%
Town of Orange	\$ 4,191.00		\$ 4,191.00	\$ 4,190.67			\$ 4,190.67	100.0%
Town of The Plains	\$ 194.00		\$ 194.00			\$ 194.22	\$ 194.22	100.1%
Town of Remington	\$ 541.00		\$ 541.00	\$ 541.16			\$ 541.16	100.0%
Town of Warrenton	\$ 8,248.00		\$ 8,248.00	\$ 8,247.71			\$ 8,247.71	100.0%
Town of Washington	\$ 104.00		\$ 104.00	\$ 103.75			\$ 103.75	99.8%
Interest Income	\$ 300.00		\$ 300.00	\$ 17.09	\$ 17.60	\$ 17.75	\$ 52.44	17.5%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 100.00	\$ 100.00		\$ 200.00	20.0%
AARP Community Challenge Grant	\$ 25,000.00		\$ 25,000.00		\$ 25,000.00		\$ 25,000.00	100.0%
DEQ Chesapeake Bay PDC Capacity	\$ 58,000.00		\$ 58,000.00				\$ -	0.0%
DRPT Mobility Management Grant	\$ 244,765.00		\$ 244,765.00	\$ 6,955.00	\$ 7,030.00		\$ 13,985.00	5.7%
NFWF Chesapeake Bay Grant	\$ 200,000.00		\$ 200,000.00				\$ -	0.0%
No Kid Hungry VA Farm to School Grant	\$ 25,000.00		\$ 25,000.00	\$ 25,000.00			\$ 25,000.00	100.0%
PATH Farm to School Grant	\$ 30,000.00		\$ 30,000.00	\$ 30,000.00			\$ 30,000.00	100.0%
PATH Mobility Management/Transportation	\$ 150,000.00		\$ 150,000.00	\$ 2,500.00		\$ 190,000.00	\$ 192,500.00	128.3%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 25,301.39	\$ 9,160.08	\$ 7,093.31	\$ 41,554.78	85.5%
Regional Tourism	\$ 7,500.00		\$ 7,500.00	\$ 5,600.00		\$ 300.00	\$ 5,900.00	78.7%
Rideshare Program	\$ 133,265.00		\$ 133,265.00	\$ 7,116.00	\$ 6,707.00	\$ 8,018.00	\$ 21,841.00	16.4%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 15,277.00		\$ 15,277.00	26.3%
State Regional Planning Grant	\$ 89,971.00		\$ 89,971.00				\$ -	0.0%
VDEM Wildfire Analysis Grant	\$ 12,826.00		\$ 12,826.00				\$ -	0.0%
Virginia Housing PDC Development Program	\$ 60,000.00		\$ 60,000.00				\$ -	0.0%
VHSP Grant	\$ 84,500.00		\$ 84,500.00			\$ 10,689.33	\$ 10,689.33	0.0%
Total Revenue	\$ 1,377,903.00	\$ -	\$ 1,377,903.00	\$ 174,300.65	\$ 90,880.88	\$ 241,151.19	\$ 506,332.72	36.7%

Rappahannock-Rapidan Regional Commission
Expenditure Snapshot - September 30, 2021

Budget Items	FY 2022 Budget	Adjustments	Adjusted Budget	July	August	September	YTD Actual	YTD %
Expenditures								
Advertising	\$ 1,000.00		\$ 1,000.00	\$ 70.00			\$ 70.00	7.0%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00		\$ 500.00		\$ 500.00	10.0%
Audit/Legal	\$ 5,000.00		\$ 5,000.00				\$ -	0.0%
Equipment/Software	\$ 10,000.00		\$ 10,000.00	\$ 49.99	\$ 809.97	\$ 10,130.25	\$ 10,990.21	109.9%
FICA	\$ 36,720.00		\$ 36,720.00	\$ 2,314.62	\$ 2,371.45	\$ 2,509.53	\$ 7,195.60	19.6%
Health & Dental	\$ 75,000.00		\$ 75,000.00	\$ 5,174.16	\$ 5,174.16	\$ 5,174.16	\$ 15,522.48	20.7%
Meals	\$ 2,500.00		\$ 2,500.00	\$ 132.69	\$ 338.69		\$ 471.38	18.9%
Membership Dues	\$ 4,500.00		\$ 4,500.00	\$ 225.16	\$ 3,800.00	\$ 400.00	\$ 4,425.16	98.3%
Miscellaneous	\$ 500.00		\$ 500.00	\$ 50.54	\$ 95.23		\$ 145.77	29.2%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 5,979.00	25.0%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00	\$ 1,368.00			\$ 1,368.00	101.3%
Office Maintenance	\$ 10,000.00		\$ 10,000.00	\$ 491.40	\$ 400.00	\$ 635.04	\$ 1,526.44	15.3%
Payroll Expenses	\$ 480,000.00		\$ 480,000.00	\$ 32,439.82	\$ 33,182.43	\$ 34,987.39	\$ 100,609.64	21.0%
Postage	\$ 500.00		\$ 500.00	\$ 2.60	\$ 55.00	\$ 8.45	\$ 66.05	13.2%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 70.00	\$ 25.86	\$ 79.34	\$ 175.20	5.8%
Reserve	\$ -		\$ -				\$ -	0.0%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 48.00	9.6%
Supplies	\$ 4,500.00		\$ 4,500.00		\$ 162.43	\$ 641.51	\$ 803.94	17.9%
Technology	\$ 10,000.00		\$ 10,000.00	\$ 3,061.60	\$ 661.60	\$ 925.20	\$ 4,648.40	46.5%
Travel & Training	\$ 10,000.00		\$ 10,000.00	\$ 31.36	\$ 30.24	\$ 263.88	\$ 325.48	3.3%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 277.26	\$ 363.46	\$ 326.50	\$ 967.22	14.9%
VRS	\$ 20,000.00		\$ 20,000.00	\$ 756.05	\$ 756.05	\$ 863.60	\$ 2,375.70	11.9%
Workman's Comp	\$ 500.00		\$ 500.00	\$ 500.00			\$ 500.00	100.0%
AARP Community Challenge Grant Expenses	\$ 25,000.00		\$ 25,000.00				\$ -	0.0%
DEQ Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00				\$ -	0.0%
Mobility Management Expenses	\$ 340,000.00		\$ 340,000.00	\$ 9,951.61	\$ 12,121.03	\$ 19,782.84	\$ 41,855.48	0.0%
NFWF Chesapeake Bay Expenses	\$ 185,000.00		\$ 185,000.00				\$ -	0.0%
Regional Tourism Expenses	\$ 12,800.00		\$ 12,800.00	\$ 228.39	\$ 409.10	\$ 233.05	\$ 870.54	6.8%
Rideshare Expenses	\$ 52,565.00		\$ 52,565.00	\$ 128.08	\$ 2,815.29	\$ 233.18	\$ 3,176.55	6.0%
Rural Transportation Expenses	\$ 1,000.00		\$ 1,000.00				\$ -	0.0%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 26.96	\$ 26.96	\$ 351.96	\$ 405.88	13.5%
Total Expenditures	\$ 1,331,351.00	\$ -	\$ 1,331,351.00	\$ 59,359.29	\$ 66,107.95	\$ 79,554.88	\$ 205,022.12	15.4%
Unprogrammed Revenues:	\$ 46,552.00		\$ 46,552.00					



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 19, 2021
Subject: FY 2021 RRRC Audit Report Draft

The FY 2021 Financial Audit for the Regional Commission is attached here for your review. Staff will provide a brief review of the audit at the October 27th meeting.

REQUESTED ACTION: None required. The Commission may take action on the audit at the October 27th or December 8th meetings.

**RAPPAHANNOCK-RAPIDAN
REGIONAL COMMISSION**

**AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2021**

DUNHAM, AUKAMP & RHODES, PLC
Certified Public Accountants
Chantilly, Virginia

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION COMMISSIONERS

As of June 30, 2021

Culpeper County

Mr. John Egertson

Mr. Gary Deal

Town of Culpeper

Mr. Chris Hively

Ms. Meaghan Taylor, Commission Chair

Fauquier County

Mr. Christopher T. Butler

Mr. Paul S. McCulla, Commission Vice-Chair

Town of Warrenton

Ms. Brandie Schaeffer

Ms. Heather Sutphin

Town of Remington

Mr. Evan H. "Skeet" Ashby, III

Town of The Plains

Ms. Lori B. Sisson

Madison County

Mr. Jack Hobbs

Ms. Charlotte Hoffman

Town of Madison

Mr. William L. Lamar

Orange County

Mr. James P. "Jim" Crozier

Mr. Theodore Voorhees

Town of Orange

Ms. Martha B. Roby

Mr. Greg Woods, Commission Treasurer

Town of Gordonsville

Mr. Robert K. 'Bob' Coiner

Rappahannock County

Mr. Garrey W. Curry, Jr.

Ms. Debbie Donehey

Town of Washington

Mr. Frederic Catlin

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1-2
Management's Discussion and Analysis	3-7
Financial Statements	
Statement of Net Position	8
Statement of Revenues, Expenses and Changes in Net Position	9-10
Statement of Cash Flows	11
Notes to Financial Statements	12-29
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	30-31
Schedule of Revenues and Expenses – Budget and Actual (Budgetary Basis)	32-34
Schedule of Changes in the Commission's Net Pension Liability and Related Ratios	35
Schedule of Employer Contributions	36
Notes to Required Supplementary Information	37

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Rappahannock-Rapidan Regional Commission
Culpeper, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of the Rappahannock-Rapidan Regional Commission as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of the Rappahannock-Rapidan Regional Commission as of June 30, 2021 and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of revenue and expenses-budget and actual (budgetary basis), the schedule of employer's share of net pension liability and related ratios, and the schedule of employer contributions on pages 3 through 7 and pages 32 through 37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October xx, 2021, on our consideration of the Rappahannock-Rapidan Regional Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Rappahannock-Rapidan Regional Commission's internal control over financial reporting and compliance.

Certified Public Accountants
Chantilly, Virginia

October xx, 2021

Management's Discussion and Analysis

As management of the Rappahannock-Rapidan Regional Commission we offer this narrative overview and analysis of the financial performance of the Commission's financial activities for the year ended June 30, 2021.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements. Since the Commission is engaged only in business-type activities, its basic financial statements are comprised of only two components: 1) financial statements and 2) notes to the financial statements.

Enterprise fund financial statements. The enterprise fund financial statements are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private-sector business.

The statement of net position presents information on the Commission's assets, deferred outflow of resources, liabilities and deferred inflow of resources, with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The statement of revenues, expenses and changes in net position presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, (i.e. earned but unused vacation leave).

Notes to financial statements. The notes to the financial statements provide additional disclosure required by governmental accounting standards and provide information to assist the reader in understanding the Commission's financial condition. The MD&A is intended to explain the significant changes in financial position and the differences in operation between the current year and prior year.

Financial Highlights FY 2021

The financial position of the Rappahannock-Rapidan Regional Commission has stabilized over the past several fiscal years, following a period between 2010 and 2015 that required annual utilization of reserve funds to balance revenues and expenditures. In FY 2017, the Commission made the determination to begin restoring reserve funds with a primary goal of achieving a balance of six months' operating expenses and secondary goal of addressing long-term debt liabilities. This stated strategy, along with successful grant applications for environmental, transportation, housing, and hazard mitigation projects have resulted in increases in net position in recent fiscal years.

In FY 2021, the Commission continued its successful programmatic efforts in housing and homelessness leadership, transportation and mobility planning, tourism, environmental coordination, and regional coordination. Of particular note in FY 2021 are the continuation of Chesapeake Bay watershed planning, successful completion of USDA Farmers Market Promotion Program and Virginia Tourism Corporation grants, and funding award from Virginia Housing for a regional housing study.

Financial Analysis

The following table reflects the condensed Statements of Net Position:

	Summary Statements of Net Position	
	June 30,	
	<u>2021</u>	<u>2020</u>
Current Assets	\$526,602	\$394,131
Capital Assets (net)	199,371	195,621
Net Pension Asset	<u>188,205</u>	<u>240,718</u>
Total Assets	<u>914,178</u>	<u>830,470</u>
Deferred Outflows of Resources	<u>61,892</u>	<u>91,916</u>
Current Liabilities	205,524	91,426
Long-term Liabilities	<u>144,316</u>	<u>160,946</u>
Total Liabilities	<u>349,840</u>	<u>252,372</u>
Deferred Inflows of Resources	<u>10,743</u>	<u>13,789</u>
Invested in capital assets, net of debt	38,425	18,815
Unrestricted	<u>577,062</u>	<u>637,410</u>
Total Net Position	<u>\$615,487</u>	<u>\$656,225</u>

The Commission's total net position (which is the Commission's bottom line) decreased by (\$40,738) during the year. It should be noted that \$79,491 of this decrease was due to the current year GASB 68 adjustment and that current assets increased by \$132,471 during the year. The improvement in net position over the past four fiscal years also enables the Commission to better manage our cash flow and provide needed cash match for new grants, to maintain staffing levels to support future needs of our member jurisdictions, and to maintain reserve funds for long-term liabilities, including the Commission-owned office building.

The following summarizes the revenues and expenses of the Commission:

	Changes in Net Position For the Years Ended June 30,	
	<u>2021</u>	<u>2020</u>
Operating revenues		
Grants	\$593,924	\$671,075
Dues	145,659	145,375
Other operating revenues	<u>252,130</u>	<u>81,992</u>
Total operating revenues	<u>991,713</u>	<u>898,442</u>
Non-operating revenues		
GASB 68 adjustment	(79,491)	(95,483)
Interest	302	2,548
Net gain on investments	<u>-</u>	<u>4,157</u>
Total non-operating revenues	<u>(79,189)</u>	<u>(88,778)</u>
Total revenues	<u>912,524</u>	<u>809,664</u>
Operating expenses		
Salaries and wages	405,865	390,450
Freedom grants	114,304	216,391
Fringe benefits	101,322	79,422
PATH foundation mobility management	91,158	2,564
Rappahannock County CARES Act	90,000	-
Virginia Housing Development Authority	43,839	31,102
Town of Washington	36,631	-
Technology	10,240	9,478
Maintenance and repairs	6,276	14,769
Regional ride sharing	5,950	32,689
Regional tourism	4,394	10,143
Vanpool	862	903
Farmers market promotion program	-	20,562
VA Tourism Corporation	-	1,257
Other operating expenses	18,809	41,581
Other grant expenses	<u>1,792</u>	<u>2,777</u>
Total operating expenses	<u>931,442</u>	<u>854,088</u>
Depreciation	13,764	12,835
Interest paid on debt	<u>8,056</u>	<u>8,790</u>
Total expenses	<u>953,262</u>	<u>875,713</u>
Change in net position	(40,738)	(66,049)
Net position beginning of year	<u>656,225</u>	<u>722,274</u>
Net position end of year	<u>\$615,487</u>	<u>\$656,225</u>

Revenues

For the fiscal year ended June 30, 2021, total revenues increased by \$102,860 from the prior year. However, the increase in revenue was offset by a decrease of (\$79,491) which was the result of the GASB 68 adjustment. Operating revenues increased \$93,271 from FY2020 to FY2021. The decreased operating revenue is largely due to closeout of several grants during the fiscal year, including the Farmers Market Promotion Program grant and decreased spending and revenue reimbursement related to the COVID-19 pandemic in the fourth quarter of FY 2020. The continuation of grants from the Department of Rail and Public Transportation in support of RRRC's Commuter Services and Mobility Management programs, and the Rural Transportation Planning grant from the Virginia Department of Transportation are important for RRRC's ability to continue providing support for successful, long-term projects. Finally, RRRC's regional housing efforts were aided by successful grants from the Virginia Homeless Solutions Program, but also from funding allocated by member jurisdictions in support of a 0.5 Full-Time Equivalent housing position.

Expenses

For the fiscal year ended June 30, 2021, total expenses increased by \$77,549 from the prior year. Personnel costs such as health insurance and retirement were stable from FY 2020 to FY 2021, although salaries and wages – the largest expense for the Commission – increased by \$15,415 with a full staff for most of the fiscal year. Total expenses were lower than our total revenues before the GASB 68 adjustment.

Capital Assets

At the end of fiscal year 2021, the Commission had invested \$439,081 in capital assets which consisted of the office building, office furniture and equipment. This amount has been depreciated by \$239,710, for a carrying amount of \$199,371.

Long-Term Debt

On August 12, 2000 the Commission received loan proceeds in the amount of \$376,000 from the Department of Agriculture to finance construction of office facilities. The loan is due in monthly installments of \$1,993 through July 12, 2029. Interest on the loan is at 4.75%. The balance of this loan was \$160,946 as of June 30, 2021.

Economic Factors and Future Projects

The Commission receives a substantial amount of its support from local and state governments. The Commission was successful in beginning to restore its reserve fund balance in FY 2017 based on controlling expenses and continued success with state and federal grant applications. The Commission expects that revenues and expenses will be more closely balanced in future years. Operating expenses will generally remain at a level in proportion to the revenues.

Presently, management of the Commission is closely tracking local, state and federal revenue and program impacts related to the COVID-19 pandemic and the potential impacts on the overall agency finances. The short-term outlook remains positive based on known funding awards. In addition, uncertainty at the federal and state level may cause some long-term changes, depending upon funding priorities and availability of grant funding. In particular, funding for housing, transit, mobility management, and environmental planning has been the subject of discussion at the state and federal levels during the past fiscal year.

The Commission is currently involved in numerous projects including but not limited to agricultural development, rural transportation planning, ridesharing, environmental planning, regional housing, economic development, community development planning, and regional tourism.

Contacting the Commission's Financial Management

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in the report or requests for additional financial information should be directed to the Commission's Executive Director at 420 Southridge Parkway, Suite 106, Culpeper, VA 22701.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2021

ASSETS

Cash and investments	\$ 467,236
Accounts receivable	48,705
Prepaid expenses	10,661
Net pension asset	188,205
Capital assets, net	<u>199,371</u>
Total Assets	<u>914,178</u>

DEFERRED OUTFLOWS OF RESOURCES

Differences between expected and actual experience	9,750
Changes of assumptions	6,260
Net difference between projected and actual earnings on plan investments	<u>45,882</u>
Total Deferred Outflows of Resources	<u>61,892</u>

LIABILITIES

Accounts payable	21,298
Accrued liabilities	15,521
Accrued annual leave	34,973
Deferred revenue	117,102
Rural Development loan payable	<u>160,946</u>
Total Liabilities	<u>349,840</u>

DEFERRED INFLOWS OF RESOURCES

Differences between expected and actual experience	<u>10,743</u>
Total Deferred Inflows of Resources	<u>10,743</u>

NET POSITION

Investment in capital assets, net of related debt	38,425
Unrestricted	<u>577,062</u>
Total Net Position	<u><u>\$ 615,487</u></u>

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

Operating Revenues:

DEQ Chesapeake Bay PDC capacity	\$ 36,074
Dues	145,659
Freedom grant - mobility	124,758
Freedom grant - operating	21,943
National Fish and Wildlife Foundation	3,478
Rideshare program	85,693
Rural transportation program	58,000
State regional planning grant	75,971
Town of Washington	36,631
Virginia Department of Emergency Management	4,111
Virginia homeless solution program	84,500
Virginia Housing Development Authority	62,765
Other Income	
Orange County CARES Act	10,000
PATH Foundation mobility management	94,613
Rappahannock County CARES Act	90,450
Regional housing	48,605
Regional tourism	7,450
Miscellaneous	1,012
Total Operating Revenues	991,713

DRAFT

Operating Expenses:

Advertising	254
Annual meeting	262
Audit	3,950
DEQ Chesapeake Bay PDC capacity	100
Equipment	937
Freedom grant-mobility	82,000
Freedom grant-operating	32,304
Insurance health	63,507
Insurance liability	1,343
Insurance workers' compensation	500
Maintenance and repairs	6,276
Membership dues	4,013
Miscellaneous	29
PATH Foundation mobility management	91,158
Payroll taxes	28,808
Postage	211
Printing	705

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

Operating Expenses (Continued):

Rappahannock County CARES Act	\$ 90,000
Regional tourism	4,394
Retirement	8,507
Rideshare	5,950
Rural transportation planning	31
Salary	405,865
Subscriptions and publications	182
Supplies	2,941
Technology	10,240
Town of Washington	36,631
Travel	1,661
Utilities	3,982
Vanpool expense	862
Virginia Housing Development Authority	43,839
Total Operating Expenses	<u>931,442</u>
Operating Gain	60,271
Nonoperating Income (Expense)	
GASB 68 actuarial adjustment	(79,491)
Interest income	302
Depreciation	(13,764)
Interest expense	(8,056)
Total Nonoperating Income (Expense)	<u>(101,009)</u>
Change in Net Position	(40,738)
Net Position at beginning of year	<u>656,225</u>
Net Position at end of year	<u><u>\$ 615,487</u></u>

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021

Cash Flows from Operating Activities:	
Cash received from customers and users	\$ 1,137,626
Payments to suppliers	(533,300)
Payments to employees	(395,848)
Net Cash Provided by Operating Activities	<u>208,478</u>
Cash Flows from Capital and Related Financing Activities:	
Principal payments on debt	(15,860)
Interest payments on debt	(8,056)
Net Cash Used in Capital and Related Financing Activities	<u>(23,916)</u>
Cash Flows from Investing Activities	
Purchases of new equipment	(17,514)
Interest earned	302
Net Cash Used in Investing Activities	<u>(17,212)</u>
Net Change in Cash and Cash Equivalents	167,350
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>299,886</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 467,236</u></u>
Reconciliation of Operating Gain	
to Net Cash Provided by Operating Activities	
Operating Gain	\$ 60,271
Adjustments to Reconcile Operating Gain	
to Net Cash Provided by Operating Activities:	
Depreciation	
GASB 68 adjustment	(79,491)
Changes in current assets and liabilities:	
Decrease in accounts receivable	35,526
Increase in prepaid expenses	(647)
Decrease in net pension asset	52,513
Decrease in deferred outflows	30,024
Decrease in accounts payable	(7,076)
Increase in accrued liabilities	2,828
Increase in accrued annual leave	7,189
Increase in deferred revenue	110,387
Decrease in deferred inflows	(3,046)
Net Cash Provided by Operating Activities	<u><u>\$ 208,478</u></u>

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION

NOTES TO FINANCIAL STATEMENTS

NOTE 1 – Summary of Significant Accounting Policies

The financial statements of the Rappahannock-Rapidan Regional Commission conform to generally accepted accounting principles (GAAP) applicable to government units promulgated by the Government Accounting Standards Board (GASB). The following is a summary of the more significant accounting policies:

A. The Financial Reporting Entity

The Rappahannock-Rapidan Regional Commission was chartered in 1971. The Commission includes the Counties of Culpeper, Fauquier, Madison, Orange and Rappahannock and the towns of Remington, Warrenton, Culpeper, Orange, Madison, Gordonsville, Washington and The Plains. Regional Commissions achieved their being and legal status by the Virginia Area Development Act, passed by the General Assembly on March 13, 1968. The Act was an amendment of Chapters 34 and 35 of the *Code of Virginia* and provided the State with a uniform set of sub-state administrative boundaries and local government the authority to create planning and/or service district commissions, all in an effort to improve state and local relations which would enable government to be more responsive to the needs of its people.

B. Financial Statement Presentation

Management's Discussion and Analysis – GASB Statement #34 requires the financial statements be accompanied by a narrative introduction and analytical overview of the government's financial activities in the form of "management's discussion and analysis" (MD&A).

Enterprise Fund Financial Statements:

The Statement of Net Position is designed to display the financial position of the Commission. Governments will report all capital assets and will report depreciation expense – the cost of "using up" capital assets – in the Statement of Revenues, Expenses and Changes in Net Position. The net position of the government is broken down into three categories – 1) invested in capital assets, net of related debt; 2) restricted; and 3) unassigned.

C. Basis of Accounting

The accounting and reporting policies of the Commission relating to the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB) the American Institute of Certified Public Accountants in the Publication entitled Audits of State and Local Government Units and by the Financial Accounting Standards Board (when applicable).

D. Budgets and Budgetary Accounting

A budget is prepared for information and fiscal planning purposes. None of the participating entities are required to approve the budget. The budget is adopted as a planning document and is not a legal control on expenses. The budget is prepared on the same basis of accounting as the actual financial statements are prepared except for depreciation and capital asset purchases are expensed.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 1 – Summary of Significant Accounting Policies (continued)

E. Capital Assets

Property, plant and equipment purchased is stated at cost or estimated cost for all items with an initial cost exceeding \$1,000. Donated property is recorded at fair market value prevailing at the date of donation. Depreciation for capital asset has been provided for over the following estimated useful lives using the straight-line method:

Equipment	3-12 years
Buildings	39 years

Activity of the capital assets for the Commission for the year ended June 30, 2021 was as follows:

	Balance July 1, 2020	Additions	Disposals	Balance June 30, 2021
Office furniture and equipment	\$ 36,637	\$ 17,514	\$(5,178)	\$ 48,973
Buildings and improvements	390,108	-	-	390,108
Less:				
Accumulated Depreciation	(231,124)	(13,764)	5,178	(239,710)
Net capital assets	<u>\$195,621</u>	<u>\$ 3,750</u>	<u>\$ -</u>	<u>\$ 199,371</u>

F. Cash and Cash Equivalents

For purposes of the statement of cash flows, the Commission considers all highly liquid investments with a maturity of three months or less to be cash equivalents.

G. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principals requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

H. Accounts Receivable

Accounts receivable are reported at their gross value when earned as the underlying exchange transaction occurs. Receivables related to non-exchange transactions are recognized when their eligibility requirements have been met. Receivables are reduced by the estimated portion that is expected to be uncollectible. This estimate is made based on collection history and current information regarding the credit worthiness of the debtors. When continued collection activity results in receipts of amounts previously written off, revenue is recognized for the amount collected. Management considers all of the receivables collectible at June 30, 2021, and no allowance for doubtful accounts has been provided.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 1 – Summary of Significant Accounting Policies (continued)

I. Deferred Outflows/Inflows of Resources

The Commission reports deferred outflows of resources on its statement of net position. Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. The Commission has three items that qualify for reporting in this category. They are the employer pension contributions made subsequent to the actuarial measurement date, the difference between expected and actual experience, and a change of assumptions. Employer contributions made after the measurement date of June 30, 2020, were \$-0-. Per the actuarial report prepared as of June 30, 2020, the difference between expected and actual experience was \$9,750, the change in assumptions was \$6,260 and the net difference between projected and actual earnings on plan investments was \$45,882.

The Commission reports deferred inflows of resources on its statement of net position. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until a future period. The Commission had one item that qualifies for reporting in this category. The net difference between expected and actual experience, per the actuarial report prepared as of June 30, 2020, was \$10,743.

J. Pension

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

K. Restricted Resources

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted, as they are needed.

L. Advertising Costs

Advertising costs are expensed as incurred.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 2 - Cash and Investments

State statute authorizes the Commission to invest in obligations of the U. S. Treasury, agencies, and instrumentalities, repurchase agreements, certificates of deposit or time deposits insured by the FDIC, and the local government investment pool. Cash and cash equivalents include amounts in demand deposits as well as short-term, highly liquid investments with a maturity date within three months of the date acquired by the Commission. Deposits are carried at cost, which approximates fair value. At year end, the carrying value of the Commission's bank account balances was \$211,911, and the bank balances totaled \$211,982.

There is no custodial credit risk to these accounts, as the entire bank balance was covered by federal depository insurance or collateralized in accordance with the Virginia Security for Public Deposits Act (Act). Under the Act, banks holding public deposits in excess of the amounts insured by the FDIC must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. Savings and loan institutions are required to collateralize 100% of deposits in excess of FSLIC limits. The State Treasury Board is responsible for monitoring compliance by banks and savings and loans. Accordingly, there is no custodial risk for either of the accounts as they are fully collateralized. In addition, there is no interest rate risk as the interest rates are adjusted daily.

The Commission is a participant in the Virginia Investment Pool, a jointly-administered investment pool. Jointly-administered investment pools, such as VIP, are allowable investment as identified in the Investment of Public Funds Act. Participants own and control VIP, which is a governmental trust under Section 115 of the Internal Revenue Code. Public Trust Advisors, LLC (PTA) serves as Investment Manager. PTA is a Securities and Exchange Commission registered, independent investment advisor with significant local government investment pool experience. PTA manages more than \$30 billion in public funds nationwide. Wells Fargo Bank is VIP's custodian bank.

The investment pool has not been assigned a risk category since the Commission is not issued securities, but rather owns an undivided interest in the assets of the pool. At June 30, 2021 the Commission's balance in the investment pool was \$255,325 and included the follow investments:

VIP Liquidity Pool Account	\$147,525
VIP Long Term Bond Fund	107,800

NOTE 3 – Rural Development Loan

The Commission received loan proceeds in the amount of \$376,000 from the Department of Agriculture on August 12, 2000. The loan is secured by the Commission's real estate and due in monthly installments of \$1,993 including interest of 4.75% through July 12, 2029.

Current year debt activity was as follows:

Beginning Balance	Increases	Decreases	Ending Balance
<u>\$176,806</u>	<u>\$ -</u>	<u>\$ 15,860</u>	<u>\$160,946</u>

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 3 – Rural Development Loan (continued)

Mandatory debt service requirements consist of the following:

Year Ending <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>
2022	\$ 16,630	\$ 7,286
2023	17,437	6,479
2024	18,288	5,628
2025	19,172	4,744
2026	20,103	3,813
2027-2030	<u>69,316</u>	<u>5,407</u>
Total	\$ <u>160,946</u>	\$ <u>33,357</u>

NOTE 4 – Defined Benefit Pension Plan

Pensions

The Virginia Retirement System (VRS) Political Subdivision Retirement Plan is a multi-employer, agent plan. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and the additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Plan Description

All full-time, salaried permanent employees of the Commission are automatically covered by a VRS Retirement Plan upon employment. This plan is administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the *Code of Virginia*, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and Hybrid. Each of these benefit structures has different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (continued)

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT
<p>About Plan 1 Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, service credit and average final compensation at retirement using a formula.</p>	<p>About Plan 2 Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, service credit and average final compensation at retirement using a formula.</p>	<p>About the Hybrid Retirement Plan The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan.</p> <ul style="list-style-type: none"> • The defined benefit is based on a member's age, service credit and average final compensation at retirement using a formula. • The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions. • In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.
<p>Eligible Members Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013, and they have not taken refund.</p> <p>Hybrid Opt-In Election VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p>Eligible Members Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p>Hybrid Opt-In Election Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p>Eligible Members Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> • Political subdivision employees* • Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014 <p>*Non-Eligible Members Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> • Political subdivision employees who are covered by enhanced benefits for hazardous duty employees

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.	Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.	Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.
Retirement Contributions Employees contribute 5% of their compensation each month to their member contribution account through a pretax salary reduction. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.	Retirement Contributions Same as Plan 1.	Retirement Contributions A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages
Service Credit Service credit includes active service. Members earn service credit for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional service credit the member was granted. A member's total service credit is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.	Service Credit Same as Plan 1.	Service Credit <u>Defined Benefit Component:</u> Under the defined benefit component of the plan, service credit includes active service. Members earn service credit for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional service credit the member was granted. A member's total service credit is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit. <u>Defined Contributions Component:</u> Under the defined contribution component, service credit is used to determine vesting for the employer contribution portion of the plan.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

<p>Vesting Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of service credit. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make</p>	<p>Vesting Same as Plan 1.</p>	<p>Vesting Defined Benefit Component: Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of service credit. Plan 1 or Plan 2 members with at least five years (60 months) of service credit who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p>Defined Contributions Component: Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p> <p>Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> • After two years, a member is 50% vested and may withdraw 50% of employer contributions. • After three years, a member is 75% vested and may withdraw 75% of employer contributions. • After four or more years, a member is 100% vested and may withdraw 100% of employer contributions. <p>Distribution not required, except as governed by law.</p>
<p>Calculating the Benefit The basic benefit is determined using the average final compensation, service credit and plan multiplier. An early retirement reduction is applied to this amount if the member is retiring with a reduced benefit. In cases where the member has elected an optional form of retirement payment, an option factor specific to the option chosen is then applied.</p>	<p>Calculating the Benefit See definition under Plan 1.</p>	<p>Calculating the Benefit Defined Benefit Component: See definition under Plan 1</p> <p>Defined Contribution Component: The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

<p>Average Final Compensation A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation A member's average final compensation is the average of the 60 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p>Service Retirement Multiplier VRS: The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p>Sheriffs and regional jail superintendents: The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p>Political subdivision hazardous duty employees: The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p>Service Retirement Multiplier VRS: Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members, the retirement multiplier is 1.65% for service credit earned, purchased or granted on or after January 1, 2013.</p> <p>Sheriffs and regional jail superintendents: Same as Plan 1.</p> <p>Political subdivision hazardous duty employees: Same as Plan 1.</p>	<p>Service Retirement Multiplier <u>Defined Benefit Component:</u> VRS: The retirement multiplier for the defined benefit component is 1.00%.</p> <p>For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p>Sheriffs and regional jail superintendents: Not applicable.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p>
<p>Normal Retirement Age VRS: Age 65.</p> <p>Political subdivision hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age VRS: Normal Social Security retirement age.</p> <p>Political subdivision hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age <u>Defined Benefit Component:</u> VRS: Same as Plan 2.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

<p>Earliest Unreduced Retirement Eligibility VRS: Age 65 with at least five years (60 months) of service credit or at age 50 with at least 30 years of service credit.</p> <p>Political subdivisions hazardous duty employees: Age 60 with at least five years of service credit or age 50 with at least 25 years of service credit.</p>	<p>Earliest Unreduced Retirement Eligibility VRS: Normal Social Security retirement age with at least five years (60 months) of service credit or when their age plus service credit equals 90.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Unreduced Retirement Eligibility Defined Benefit Component: VRS: Normal Social Security retirement age and have at least five years (60 months) of service credit or when their age plus service credit equals 90.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Reduced Retirement Eligibility VRS: Age 55 with at least five years (60 months) of service credit or age 50 with at least 10 years of service credit.</p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of service credit.</p>	<p>Earliest Reduced Retirement Eligibility VRS: Age 60 with at least five years (60 months) of service credit.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Reduced Retirement Eligibility Defined Benefit Component: VRS: Age 60 with at least five years (60 months) of service credit.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement Defined Benefit Component: Same as Plan 2.</p> <p>Defined Contribution Component: Not applicable.</p>

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

<p><u>Eligibility:</u> For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of service credit, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of service credit, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p>	<p><u>Eligibility:</u> Same as Plan 1</p>	<p><u>Eligibility:</u> Same as Plan 1 and Plan 2.</p>
<p><u>Exceptions to COLA Effective Dates:</u> The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> • The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013. • The member retires on disability. • The member retires directly from short-term or long-term disability. • The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program. • The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. • The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins. 	<p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1</p>	<p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1 and Plan 2.</p>

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

<p>Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.70% on all service, regardless of when it was earned, purchased or granted.</p>	<p>Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p>	<p>Disability Coverage Employees of political subdivisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work- related disability benefits.</p>
<p>Purchase of Prior Service Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as service credit in their plan. Prior service credit counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. Members also may be eligible to purchase periods of leave without pay.</p>	<p>Purchase of Prior Service Same as Plan 1.</p>	<p>Purchase of Prior Service <u>Defined Benefit Component:</u> Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> • Hybrid Retirement Plan members are ineligible for ported service. <p><u>Defined Contribution Component:</u> Not applicable.</p>

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

Employees Covered by Benefit Terms

As of the June 30, 2019 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Number
Inactive Members or Their Beneficiaries Currently Receiving Benefits	4
Inactive Members	
Vested inactive members	5
Non-vested inactive members	7
LTD	-
Active members active elsewhere in VRS	<u>4</u>
Total Inactive Members	16
Active Members	<u>7</u>
Total covered employees	<u>27</u>

Contributions

The contribution requirement for active employees is governed by § 51.1-145 of the *Code of Virginia*, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Commission's contractually required contribution rate for the year ended June 30, 2021 was .66% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2019.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employee during the year, with an additional amount to finance any unfunded accrued liability. Contribution to the pension plan from the Commission was \$-0- and \$1,248 for the years ended June 30, 2021 and June 30, 2020, respectively.

Net Pension Liability

The net pension liability (NPL) is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GASB Statement No. 68, less that employer's fiduciary net position. For political subdivisions, the net pension liability was measured as of June 30, 2020. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2019 rolled forward to the measurement date of June 30, 2020.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

Actuarial Assumptions – General Employees

The total pension liability for General Employees in the Commission's Retirement Plan was based on an actuarial valuation as of June 30, 2019, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2020.

Inflation	2.50%
Salary increases, including Inflation	3.50% – 5.35%
Investment rate of return	6.75%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of pension liabilities.

Mortality rates:

Largest 10 - Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

All Others (Non 10 Largest) - Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2019, valuation were based on results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%
Discount Rate	Decrease rate from 7.00% to 6.75%

All Other (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 15%
Discount Rate	Decrease rate from 7.00% to 6.75%

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public Equity	34.00%	4.65%	1.58%
Fixed Income	15.00%	0.46%	0.07%
Credit Strategies	14.00%	5.38%	0.75%
Real Assets	14.00%	5.01%	0.70%
Private Equity	14.00%	8.34%	1.17%
MAPS-Multi-Asset Public Strategies	6.00%	3.04%	0.18%
PIP-Private Investment Partnership	3.00%	6.49%	0.19%
Total	<u>100.00%</u>		<u>4.64%</u>
	Inflation		2.50%
	* Expected arithmetic nominal return		<u>7.14%</u>

* The above allocation provides a one-year return of 7.14%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. On October 10, 2019, the VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation. More recent capital market assumptions compiled for the FY2020 actuarial valuations, provided a median return of 6.81%

Discount Rate

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; political subdivisions were also provided with an opportunity to use an alternate employer contribution rate. For the year ended June 30, 2020, the alternate rate was the employer contribution rate used in FY2012 or 100% of the actuarially determined employer contribution rate from the June 30, 2017, actuarial valuations, whichever was greater. From July 1, 2020 on, participating employers are assumed to continue 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the Long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

Change in the Net Pension Liability (Asset):

	Total Pension Liability (Asset) (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a)-(b)
Balances at June 30, 2019	\$1,291,911	\$1,532,629	\$(240,718)
Changes for the year:			
Service cost	30,177		30,177
Interest	85,324		85,324
Changes of assumption	-		-
Difference between expected and actual experience	(17,811)		(17,811)
Contributions – employer		859	(859)
Contributions – employee		16,152	(16,152)
Net investment income		29,215	(29,215)
Benefit payments, including refunds of employee contributions	(55,712)	(55,712)	-
Administrative expense		(1,015)	1,015
Other changes	-	(34)	34
Net changes	41,978	(10,535)	52,513
Balances at June 30, 2020	\$1,333,889	\$1,522,094	\$(188,205)

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability of the Commission using the discount rate of 6.75%, as well as what the Commission's net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.75% or one percentage point higher 7.75% than the current rate:

	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Commission's Net Pension Liability (Asset)	\$7,132	\$(188,205)	\$(346,985)

Pension Expense, and Deferred Outflows of Resources and Inflows of Resources Related to Pensions

For the year ended June 30, 2021, the Commission recognized pension expense of \$79,102. At June 30, 2021, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience	\$9,750	\$10,743
Changes of assumptions	6,260	-
Net difference between projected and actual earnings on plan investments	45,882	-
Employer contributions subsequent to the Measurement Date	-	-
Total	\$61,892	\$10,743

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 – Defined Benefit Pension Plan (Continued)

\$-0- reported as deferred outflows of resources related to pensions resulting from Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in future reporting periods as follows:

Year ending June 30,	
2022	\$10,677
2023	10,547
2024	15,346
2025	14,579
2026	-
Thereafter	-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2020 *Comprehensive Annual Financial Report* (CAFR). A copy of the 2020 VRS CAFR may be downloaded from the VRS website at varetire.org/Pdf/Publications/2020-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

NOTE 5 – Commitments and Contingencies

The Commission receives a substantial amount of its support from local and state governments. A significant reduction in the level of this support, if this were to occur, could have an adverse effect on the Commission's programs and activities.

NOTE 6 – Evaluation of Subsequent Events

The Commission has evaluated subsequent events through October xx, 2021, the date which the financial statements were available to be issued.

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Commissioners
Rappahannock-Rapidan Regional Commission
Culpeper, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate remaining fund information of the Rappahannock-Rapidan Regional Commission as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Rappahannock-Rapidan Regional Commission's basic financial statements, and have issued our report thereon dated October xx, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Rappahannock-Rapidan Regional Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Rappahannock-Rapidan Regional Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Rappahannock-Rapidan Regional Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Rappahannock-Rapidan Regional Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose

Certified Public Accountants
Chantilly, Virginia

October xx, 2021

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
SCHEDULE OF REVENUES AND EXPENSES-BUDGET
AND ACTUAL (BUDGETARY BASIS)
FOR THE YEAR ENDED JUNE 30, 2021

DRAFT

	Original Budget	Final Budget	Actual Budgetary- Basis	Variance Favorable (Unfavorable)
Operating Revenues:				
DEQ Chesapeake Bay PDC capacity	\$ 52,000	\$ 52,000	\$ 52,000	\$ -
Dues	145,264	145,264	145,659	395
Freedom grant-mobility	124,500	124,500	127,953	3,453
Freedom grant-operating	25,000	25,000	29,075	4,075
No Kid Hungry	-	-	25,000	25,000
Orange County CARES Act	-	10,000	10,000	-
PATH Foundation mobility management	40,000	150,000	180,000	30,000
Rappahannock CARES Act	-	90,500	90,450	(50)
Regional housing	48,604	48,604	48,605	1
Rgional tourism	7,000	7,500	7,450	(50)
Rideshare program	140,000	91,665	86,308	(5,357)
Rural transportation program	58,000	58,000	60,463	2,463
State regional planning grant	75,971	75,971	75,971	-
Town of Washington	-	36,631	36,631	-
Van pool grant	5,000	5,000	-	(5,000)
Virginia Department of Emergency Management	9,090	-	-	-
Virginia homeless solution program	84,500	84,500	84,500	-
Virginia Housing Development Authority	96,525	96,525	76,549	(19,976)
Other Income	1,000	1,000	1,012	12
Total Operating Revenues	912,454	1,102,660	1,137,626	34,966
Operating Expenses:				
Advertising	500	500	254	246
Annual meeting	5,000	5,000	262	4,738
Audit	5,000	5,000	3,950	1,050
DEQ Chesapeake Bay PDC capacity	1,000	1,000	100	900
Equipment and software	12,500	17,500	17,826	(326)
Freedom grant-mobility	123,625	222,400	77,727	144,673
Freedom grant-operating	25,000	25,000	38,228	(13,228)
Insurance health	63,000	63,000	62,705	295
Insurance liability	1,350	1,350	1,343	7
Insurance workers' compensation	500	500	500	-
Maintenance and repairs	12,000	12,000	6,276	5,724
Meals	2,500	2,500	-	2,500
Membership dues	4,200	4,200	4,013	187
Miscellaneous	500	500	29	471
PATH Foundation mobility management	-	-	87,571	(87,571)

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
SCHEDULE OF REVENUES AND EXPENSES-BUDGET
AND ACTUAL (BUDGETARY BASIS) (Continued)
FOR THE YEAR ENDED JUNE 30, 2021

	Original Budget	Final Budget	Actual Budgetary- Basis	Variance Favorable (Unfavorable)
Operating Expenses (Continued):				
Payroll taxes	\$ 29,500	\$ 32,000	\$ 28,808	\$ 3,192
Postage	500	500	211	289
Printing	3,000	3,000	705	2,295
Rappahannock County CARES Act	-	88,650	90,000	(1,350)
Regional tourism	10,000	10,000	4,394	5,606
Retirement	13,000	13,000	8,507	4,493
Rideshare	80,000	20,083	5,950	14,133
Rural transportation planning	1,000	342	31	311
Salary	382,063	413,958	403,096	10,862
Subscriptions and publications	500	500	182	318
Supplies	4,500	4,500	2,941	1,559
Technology	9,500	9,500	10,240	(740)
Town of Washington	-	36,631	36,631	-
Travel, training and meals	8,000	8,000	1,661	6,339
Utilities	6,500	6,500	3,982	2,518
Vanpool expense	4,800	4,800	862	3,938
Virginia Housing Development Authority	78,000	66,330	62,878	3,452
Virginia homeless solution program expense	3,000	2,000	-	2,000
Total Operating Expenses	890,538	1,080,744	961,863	118,881
Operating Gain	21,916	21,916	175,763	153,847
Nonoperating Income (Expense)				
GASB 68 adjustment	-	-	(79,491)	(79,491)
Interest income	2,000	2,000	302	(1,698)
Interest expense	(23,916)	(23,916)	(23,916)	-
Total Nonoperating Income (Expense)	(21,916)	(21,916)	(103,105)	(81,189)
Net Gain	\$ -	\$ -	\$ 72,658	\$ 72,658

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
SCHEDULE OF REVENUES AND EXPENSES
BUDGET AND ACTUAL - BUDGETARY BASIS
BUDGET-TO-GAAP RECONCILIATION
FOR THE YEAR ENDED JUNE 30, 2021

Note A - Explanation of Differences between Budgetary Inflows and Outflows and GAAP Revenue and Expenditures

Sources/inflows of resources

Actual amounts (budgetary basis) from budgetary comparison schedule	\$ 1,137,626
Collection of receivables accrued as of June 30, 2020 are revenue for budgetary purposes but not for GAAP purposes.	(84,231)
Deferred grant revenue as of June 30, 2020	6,715
Receivables accrued as of June 30, 2021 are revenue for GAAP purposes but not for budgetary purposes.	48,705
Deferred grant revenue as of June 30, 2021	<u>(117,102)</u>
Total operating revenue as reported on the statement of revenues, expenses and changes in net position.	<u><u>\$ 991,713</u></u>

DRAFT

Uses/outflows of resources

Actual amounts (budgetary basis) from budgetary comparison schedule	\$ 961,863
Payments of accounts payable recorded as of June 30, 2020 are expenditures for budgetary purposes but not for GAAP purposes.	(72,615)
Purchases of equipment for the year ended June 30, 2020.	(17,514)
Prepaid expenses recorded as of June 30, 2021, are expenditures for budgetary purposes but not for GAAP purposes.	(10,661)
Prepaid expenses recorded as of June 30, 2020, are expenses for GAAP purposes but not for budgetary purposes.	10,014
Payables accrued as of June 30, 2021 are expenses for GAAP purposes but not for budgetary purposes.	<u>60,355</u>
Total operating expenses as reported on the statement of revenues, expenses and changes in net position.	<u><u>\$ 931,442</u></u>

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
SCHEDULE OF CHANGES IN THE COMMISSION'S NET PENSION LIABILITY
AND RELATED RATIOS
For the Plan Years Ended June 30,

DRAFT

	2020	2019	2018	2017	2016	2015	2014
Total Pension Liability							
Service cost	\$ 30,177	\$ 24,314	\$ 34,100	\$ 34,046	\$ 46,439	\$ 45,136	\$ 44,023
Interest on total pension liability	85,324	77,006	60,863	76,384	67,864	60,928	54,411
Changes in assumptions	-	40,094	-	(29,189)	-	-	-
Differences between expected and actual experience	(17,811)	62,456	159,504	(279,643)	22,652	(589)	-
Benefit payments, including refunds of employee contributions	(55,712)	(24,079)	(23,630)	(23,038)	(7,427)	(5,370)	(5,293)
Net change in total pension liability	41,978	179,791	230,837	(221,440)	129,528	100,105	93,141
Total pension liability - beginning	1,291,911	1,112,120	881,283	1,102,723	973,195	873,090	779,949
Total pension liability - ending (a)	<u>\$1,333,889</u>	<u>\$1,291,911</u>	<u>\$1,112,120</u>	<u>\$ 881,283</u>	<u>\$1,102,723</u>	<u>\$ 973,195</u>	<u>\$ 873,090</u>
Plan fiduciary net position							
Contributions - employer	\$ 859	\$ 460	\$ 20,150	\$ 16,670	\$ 20,601	\$ 21,713	\$ 24,294
Contributions - employee	16,152	16,746	17,480	14,694	16,585	17,468	17,147
Net investment income	29,215	96,946	99,250	145,211	22,505	49,158	140,644
Benefit payments, including refunds of employee contributions	(55,712)	(24,079)	(23,630)	(23,038)	(7,427)	(5,370)	(5,293)
Administrative expense	(1,015)	(942)	(829)	(815)	(2,049)	(630)	(720)
Other	(34)	(61)	(90)	(130)	(5)	(11)	7
Net change in plan fiduciary net position	(10,535)	89,070	112,331	152,592	50,210	82,328	176,079
Plan fiduciary net position - beginning	1,532,629	1,443,559	1,331,228	1,178,636	1,128,426	1,046,098	870,019
Plan fiduciary net position - ending (b)	<u>\$1,522,094</u>	<u>\$1,532,629</u>	<u>\$1,443,559</u>	<u>\$1,331,228</u>	<u>\$1,178,636</u>	<u>\$1,128,426</u>	<u>\$1,046,098</u>
Commission's net pension asset - ending (a)-(b)	<u>\$ (188,205)</u>	<u>\$ (240,718)</u>	<u>\$ (331,439)</u>	<u>\$ (449,945)</u>	<u>\$ (75,913)</u>	<u>\$ (155,231)</u>	<u>\$ (173,008)</u>
Plan fiduciary net position as a percentage of the total Pension liability	114.11%	118.63%	129.80%	151.06%	106.88%	115.95%	119.82%
Covered-employee payroll	\$ 353,395	\$ 371,297	\$ 317,184	\$ 367,005	\$ 268,691	\$ 351,496	\$ 342,940
Commission's net pension liability as percentage of covered-employee payroll	-53.26%	-64.83%	-104.49%	-122.60%	-28.25%	-44.16%	-50.45%

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEARS ENDED JUNE 30, 2012 THROUGH 2021

DRAFT

Date	Contractually Required Contributions (1)	Contributions in Relation to Contractually Required Contributions (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)	Required Contribution Rate
2021	\$ 2,512	\$ -	\$ 2,512	\$ 380,545	0.00%	0.66%
2020	1,908	1,248	660	353,395	0.35%	0.54%
2019	2,005	1,368	637	371,297	0.37%	0.54%
2018	9,198	20,245	(11,047)	317,184	6.38%	2.90%
2017	10,643	16,670	(6,027)	367,005	4.54%	2.90%
2016	16,766	20,601	(3,835)	268,691	7.67%	6.24%
2015	21,933	21,713	220	351,496	6.18%	6.24%
2014	24,383	24,294	89	342,940	7.08%	7.11%
2013	24,383	28,323	(3,940)	342,940	8.26%	7.11%
2012	26,840	29,446	(2,606)	322,209	9.14%	8.33%

See accompanying notes.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION For the Year Ended June 30, 2021

NOTE 1 – Change of Benefit Terms

There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

NOTE 2 – Changes of Assumptions

The actuarial assumptions used in the June 30, 2019, valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%
Discount Rate	Decrease rate from 7.00% to 6.75%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 15%
Discount Rate	Decrease rate from 7.00% to 6.75%

Executive Director's Report October 20, 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:

- Thank you again to Orange County for hosting the Annual Meeting earlier this month at Lake of the Woods, and to everyone who attended. The leadership awards were a particular highlight for me, and I'm grateful that we had so many deserving honorees and especially grateful to Mrs. Sutphin and Ms. Schaeffer for their connecting me with Coleen Wood in advance of the meeting.
- Copies of the Commission's Annual Report will be provided at the meeting for those of you that missed the Annual Meeting. I will also briefly review the submission to DHCD for the PDC Annual Report.
- The FY 2021 audit is in draft form for your review. Terry Snead and I will be happy to provide answers to any questions you may have between now and December.
- Staff submitted FY 2023 budget request to Fauquier County earlier this month and will follow up with additional submissions later in 2021 and early in 2022. If you have new or adjusted budget request processes, please let me know.
- RRRC staff have participated in various outreach opportunities over the past few months, including Commuter Services at the Warrenton Street Festival and Culpeper AirFest and Tween Rivers Trail at the Prince Michel Outdoor Adventure Expo. We are happy to participate if you have local events that overlap with our program areas!

Transportation

- Staff has worked with Rappahannock County and the Town of Remington to develop application materials for the Growth and Accessibility Planning Technical Assistance program offered by the Virginia Office of Intermodal Planning and Investment. Both applications are focused on planning for pedestrian safety and accommodations. RRRC will serve as applicant for the Town of Remington project and will commit to providing support to both projects, if they are funded.
- Staff is working on implementation of the AARP Community Challenge grant. To that end, we are looking for localities to provide guidance on the ability to install temporary marketing in support of the Regional Transportation Collaborative's *Trusted Community Partner* materials. This can include temporary painted sidewalk blocks, painted or logoed benches at bus stops or parks, or other temporary public art installations. Please contact Kristin Lam Peraza if there are processes to follow in your locality or if we can connect with local staff or other partners.
- Staff continues to track potential changes to the Smart Scale program, as well as other state transportation funding sources. For Smart Scale, the potential exists for the region to have the Land Use criteria added into our funding category. Initially, this would appear to benefit projects in parts of the region, but we will seek additional clarity from VDOT and report back to the Rural Transportation Committee and Commission as needed.

Homelessness & Regional Housing

- Commission staff worked with People Incorporated to review and revise that agency's Permanent Support Housing grant in the Foothills Housing Network region. The program has been in existence since 2017, but the support and guidance from Rebecca Wareham was integral to the application revisions and ability to tie more directly to other existing FHN programs
- Olivia Samimy, our AmeriCorps VISTA member through next August, has taken the lead on revising Foothills Housing Network outreach materials and the FHN website. You can view the refreshed website at <https://www.foothillshousing.org>
- Jennifer Little and I will provide updates on the PDC Housing Development Program. There has been expressed interest from various non-profit developers and we are working to put the structure for the program in place to align with other funding timelines, while also allowing flexibility for the Commission to make awards that support local and regional priorities

Environmental & Natural Resources

- The application to the Department of Forestry in partnership with Culpeper County and Friends of the Rappahannock was awarded. The project will enable planting of Canadian Red Cherry, Eastern Redbud and Serviceberry trees at Lenn Park in the County based on plans developed by FOR and the Culpeper County Parks and Recreation department.
- Liz Beling, RRRC's Farm to School Liaison, will provide a brief overview of her first two months working in the region. She has been active in schools across the area already and is building on our existing connections and partnerships with 4P Foods and the Virginia Farm to School Leadership team.

Economic Development & Tourism

- We have conducted outreach to our existing Tween Rivers Trail site members to confirm various changes in operations over the past 12 months. Several sites have unfortunately closed, but those that remain active are excited about renewed marketing opportunities. We anticipate convening the regional tourism directors in the next month to discuss additional coordination possibilities.

Emergency Planning & Hazard Mitigation

- The Building Resilient Infrastructure and Communities (BRIC) grant program is open for applications. Commission staff have completed the pre-application process and expect to submit the full application in advance of the November 10th deadline to the Virginia Department of Emergency Management. This project will likely kick off in late 2022.

Local Technical Assistance

- We have agreements in the works with Culpeper County, Rappahannock County and Town of Warrenton to provide redistricting assistance over the next several months. We also provided limited support to Orange County in revising its metes and bounds descriptions for voting districts and precincts.
- Staff will serve on a working group to support the Virginia Tech Biological Systems Engineering program as it performs a green infrastructure assessment for the Carver Center.
- The Regional Transportation Collaborative recently facilitated purchase, at significantly reduced cost, of two handicapped-accessible passenger vans through its partnerships in the

region and with the Department of Rail and Public Transportation. These vans will support RTC partners and enhance the collaboration between existing agencies.

- Michelle Edwards presented recently to the Rivanna River Basin Commission regarding our activities in support of the Rappahannock Watershed Plan and overall WIP III planning effort
- Kristin Lam Peraza presented information on the Regional Transportation Collaborative to several regions across the state, including Roanoke and Charlottesville area groups
- Provided mapping assistance to Center for Natural Capital and Rappahannock River Basin Commission regarding Rapidan River watershed
- Communicated with new Madison County Administrator and included on the September call with other regional CAOs. I am working to coordinate an appointment from the County for its vacant position resulting from Mr. Hobbs' retirement in July.
- Provided summary documentation of rehabilitation/economic revitalization funding opportunities to Rappahannock County
- Participated on transportation pipeline planning projects with Fauquier County and the Town of Warrenton for targeted projects in both localities

1 **§ 2.2-3701. Definitions**


2 ...

3
4
5 "Open meeting" or "public meeting" means a meeting at which the public may be
6 present. Except as provided in 2.2-3708.2, **open meetings or public meetings are**
7 **presumed to be in person and physically accessible by members of the public.**

adds a preference for
in-person meetings to
the definition section



ordinary, non-emergency
meetings for ALL public
bodies, including advisory
and regional bodies



8
9
10 **§ 2.2-3708.2. Public meetings held by any public body through electronic**
11 **communication means**

12
13 A. For purposes of this section:

14
15 1. "Remote participation" means when an individual member of a public
16 body uses electronic communication means to participate in a public meeting.

17
18 2. "All-virtual public meeting" means when a public body uses electronic
19 communication means to conduct a public meeting and all members are
20 participating from remote locations.

21
22 3. "Hybrid public meeting" means a public meeting that is accessible by the
23 public both in person and through electronic communication means, including
24 remote participation by one or more members of the public body.


three types of
electronic
meetings



25
26 B. Nothing in this section shall be construed to prohibit the holding of hybrid public
27 meetings, to limit the use of interactive audio or video to expand public observation
28 of meetings or to restrict any avenue for public comment at public meetings where
29 public comment is customarily received.

30
31 C. Individual members of a public body may use remote participation instead of
32 attending a public meeting in person, if, in advance of the public meeting, the public
33 body has adopted a policy as described in subsection E and the member notifies the
34 public body chair:

This is the call-in
section we adjusted
last year. Not much
change here.



35
36 1. That the member has a temporary or permanent disability or other
37 medical condition that prevents the member's physical attendance,

38
39 2. That the medical condition of the member's family requires the member to
40 provide care that prevents the member's physical attendance; or

41
42 3. That the member is unable to attend the meeting due to a personal matter
43 and identifies with specificity the nature of the personal matter. However, the
44 member may not rely on this section more than two meetings or 25 percent of the
45 meetings held per calendar year rounded up to the next whole number, whichever is
46 greater.

anyone can have an all-virtual meeting, but here are the hoops you have to jump through to do it.

47
48 D. Any public body and the entities it creates may hold all-virtual public meetings,
49 provided that the public body follows the same requirements for meetingshas
50 adopted a policy as described in subsection E and:

51
52 1. Has followed the requirements for meeting notice, including the fact that
53 the meeting will be an all-virtual public meeting, in 2.2-3707.

54
55 2. The all-virtual public meeting is simultaneously broadcast on the internet.

56
57 3. All members of the public body participating in the all-virtual public
58 meeting can be seen on video and can be heard on audio.

59
60 4. A phone number is provided to alert the public body if the video feed fails.
61 The public meeting should recess until the public access is restored.

62
63 5. Agendas, agenda materials, handouts and presentations are made available
64 to the public in electronic format for use in the meeting.

65
66 6. The public is afforded the opportunity to comment through electronic
67 means at those public meetings when public comment is customarily received. An
68 opportunity to submit written comment shall be created for all all-virtual public
69 meetings.

70
71 7. No more than two members of the public body are together in any one
72 remote location unless that remote location is open for the public to physically
73 access it.

74
75 8. Any closed session held pursuant to 2.2-3712 provides a means for the
76 public to rejoin the all-virtual public meeting before the body votes to certify the
77 closed session under 2.2-3712(D).

78
79 9. The public body does not convene an all-virtual public meeting more than
80 two times or 25 percent of the meetings held per calendar year rounded up to the
81 next whole number, whichever is greater.

82
83 E. Any public body that uses all-virtual public meetings as described in subsection D
84 or allows members to use remote participation in subsection C, must first adopt a
85 policy by ordinance or resolution that shall be applied strictly and uniformly,
86 without exception, to the entire membership and without regard to the identity of
87 the member requesting remote participation or the matters that will be considered
88 or voted on at the meeting. The policy shall:

a policy is required for both individual participation and all-virtual meetings

89
90 1. Describe the circumstances under which remote participation will be
91 allowed and the process the public body will use for requesting, approving or
92 denying requests to use remote participation;

93
94 2. Fix the number of times remote participation for personal matters or all-
95 virtual public meetings can be used per calendar year; and

96
97 3. Specify whether and how it applies to entities created by the public body
98 and if so, which ones.
99

100 **2.2-3708.3. Meetings held through electronic communication means during**
101 **declared emergencies. (*note: this is existing language that I've moved into its***
102 ***own section to separate it from e-meetings during NON-emergency times*)**
103

104 A. Any public body, or any joint meetings thereof, may meet by electronic
105 communication means without a quorum of the public body physically assembled at
106 one location when the Governor has declared a state of emergency in accordance
107 with § [44-146.17](#) or the locality in which the public body is located has declared a
108 local state of emergency pursuant to § [44-146.21](#), provided that (i) the catastrophic
109 nature of the declared emergency makes it impracticable or unsafe to assemble a
110 quorum in a single location and (ii) the purpose of the meeting is to provide for the
111 continuity of operations of the public body or the discharge of its lawful purposes,
112 duties, and responsibilities. The public body convening a meeting in accordance
113 with this subdivision shall:

114
115 1. Give public notice using the best available method given the nature of the
116 emergency, which notice shall be given contemporaneously with the notice
117 provided to members of the public body conducting the meeting;
118

119 2. Make arrangements for public access to such meeting through electronic
120 communication means, including videoconferencing if already used by the public
121 body;
122

123 3. Provide the public with the opportunity to comment at those meetings of the
124 public body when public comment is customarily received; and
125

126 4. Otherwise comply with the provisions of this chapter.
127

128 B. The nature of the emergency, the fact that the meeting was held by electronic
129 communication means, and the type of electronic communication means by which
130 the meeting was held shall be stated in the minutes.
131

132 5. The provisions of this subdivision 3 shall be applicable only for the duration of the
133 emergency declared pursuant to § [44-146.17](#) or [44-146.21](#).



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 20, 2021
Subject: PDC Housing Development Program

Staff will provide an update on activities related to implementation of the PDC Housing Development program and planned work over the next month.

An introductory meeting was held on September 20th and information has been posted to the program webpage at <https://www.rrregion.org/housingdevelopment>

To date, the PDC Housing Development Program has generated initial interest in projects across the region. Initial indicators suggest that the projects are targeting low and extremely low-income households.

Staff has developed the following as part of the program development:

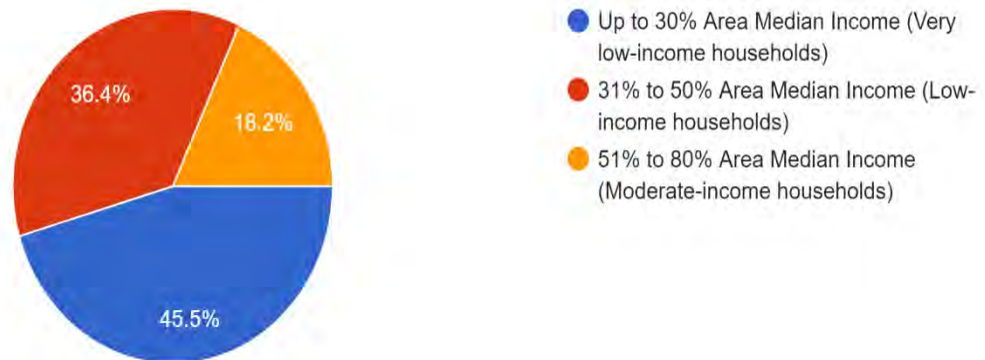
- Phase and Task timeline
- PDC Grant program guidelines
- Proof-of-concept template for Request of Information
- Partnership guidelines
- Outreach survey (results following)

Commission staff conducted a survey as part of the outreach to localities, potential partners, and stakeholders working in the housing realm. In general, responses referenced the following priorities:

- Indicated interest in well-placed cluster housing models, missing middle housing development, and diverse housing models, such as ADU's, infill, and smaller scaled housing options.
- Innovative and well-planned housing options, potentially based on European models, that provides affordable housing and is land efficient, preserving the rural nature of counties.
- Planned and well-designed housing that addresses the health and well-being of residents.
- Housing is needed in or on the periphery of Towns, near services and shopping, and features mixed-income development for low-to moderate income households.

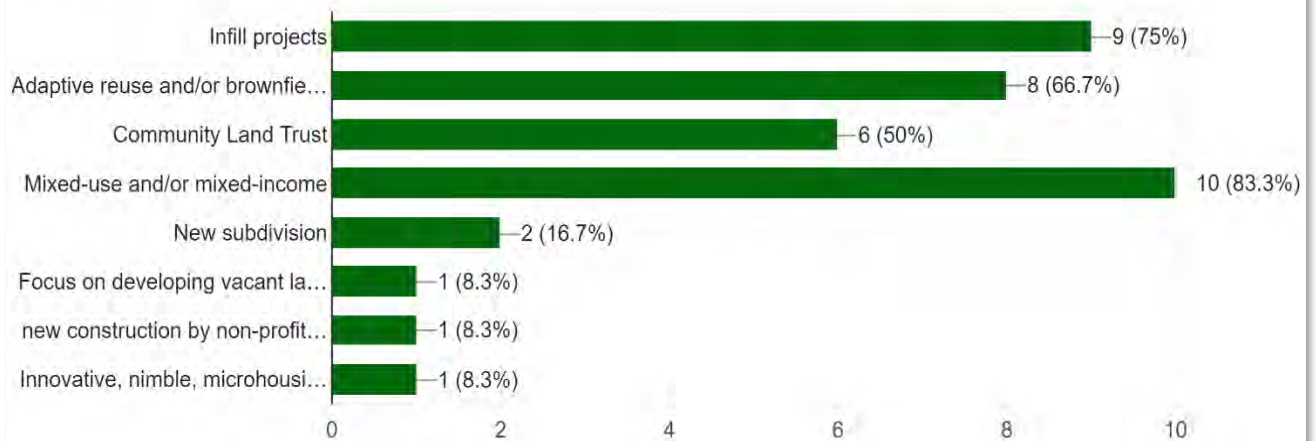
- High level of interest in addressing housing needs in the region locally or regionally including interest in a housing workgroup and a private-public partnership.

Who (which households) do you think would be best served by projects funded through this grant?



What strategies do you think should be implemented regionally? (you may check more than one box)

12 responses



REQUESTED ACTION: No formal action requested. Discussion of regional priorities is anticipated.

Rappahannock Rapidan Regional Commission PDC Housing Development Grant Guidelines

RRRC staff is in the process of developing a housing development program in accordance with Virginia Housing priorities and the PDC Housing Development Grant. Program guidelines are developed to inform and provide guidance on the program expectations and goals for reference by interested parties who may be requesting grant funding for housing development projects.

Background

The RRRC is seeking to provide support for housing development projects that match Virginia Housing Guidelines and housing goals. Ideal projects would also fit within the context of regional housing priorities and be supportable by Towns and County governments. Based on the PDC Housing Development Grant (PDC Grant) expectations and guidelines, the RRRC has committed to the production of at least 20 new housing units. These units must be designated for occupancy by households earning 80% Area Median Income (AMI) or less, based on each county's unique AMI. While a range of housing is needed across a wide spectrum, this indicates that a mix of rental and owner-occupancy units for low- to moderate-income households would fit within the grant criteria.

Goals and objectives

RRRC staff has determined that priorities and strategies will be developed based on identified key initiatives supportable by local governments. Key initiatives, based on localities' comprehensive plans indicate:

- A mix of housing, including single-family and multi-family is needed, but single-family is the preferred type of unit development.
- Traditional neighborhood development, context sensitive infill, and building mass form must be compatible to preserve/ protect neighborhood character.
- Infill projects within Town boundaries, complementing the context of the surrounding neighborhoods, may be preferable over mass subdivisions.
- Various housing types to meet the needs of diverse households, including income and composition, are preferred.
- Missing middle and workforce housing are preferred to address the needs of existing residents.
- Mixed-use and mixed-income housing models are appropriate in certain zones; under the terms of the PDC grant must contain at least 60% of the square footage as residential and a minimum of 50% of housing units for households earning under 80% AMI.

Resulting from a recent survey and the Regional Housing Study RRRC staff identified the following regional housing priorities:

- Developing a range of diverse and workforce housing to meet the needs of existing residents and/or attract first responder and government service workers (i.e., teachers, firefighters, nurses, medical aides, etc.) to live where they work.
- Encouraging or enabling housing development in designated growth areas, adjacent to employment opportunities, services, shopping, and public transportation.
- Increase Ownership occupancy: Overall, households making between \$50,000 and \$75,000, or a range of households in the 40% to 90% AMI band depending on where they live in the region and the composition of the household, may be ready for homeownership. Housing units developed with ownership in mind reduces demand for rental units and lessens housing cost burdens over time for occupants/residents as household income increases.
- Increase rental opportunities: Across the region approximately 40% to 58% of renter households are housing cost burdened indicating a need for lower cost rentals for households earning between \$25,000 and \$50,000 or 20% to 60% AMI depending on where they live in the region and the composition of the household.
- Increase single and dual occupancy housing units with universal design principals for seniors and underhoused populations.
- Seek to support and implementation at the local level innovative, eco-friendly, and community building housing and/or mixed-use and/or mixed-income projects.
- Seek to support infill and property remediation, adaptive reuse or rehabilitation as necessary to increase housing units and subtle density.
- Seek to support construction development strategies that include flexibility of new construction methods and/ or sustainable and low-maintenance materials

Expected outcomes to be determined by accepted project proposals that meet assessment criteria.

Request for Information (RFI) and Request for Proposals (RFP) grant application

Between November 2021 and January 2022, RRRC staff anticipates to begin a two-step process to solicit parties interested in partaking / utilizing PDC Grant funds for affordable housing projects within the five-county footprint. The process is anticipated to begin with proper announcement in accordance with the Commission's policy.

Project proposals, beginning with a RFI providing a proof-of-concept, may be accepted on a rolling basis, due by the 28th of each month for consideration the following month. Potential applicants can expect the RFI process to be conducted over a two-week period following the 28th due date. Projects that meet PDC Grant criteria will be notified between the 15th and 20th of the following month.

Following the RFI, applicant will be required to provide a proof-of-concept which must consist of an outline and information brief of their project to indicate interest in receiving PDC Grant funding. Following applicants' demonstration that proposed project meets PDC Grant criteria, a RFP invitation to formally apply will be provided. The due date will be established at the time of the individual RFP. Applicants will recognize that this is a competitive process and applications must be limited to one funding request per proposed project. This process shall continue until funds are properly earmarked and/or exhausted in accordance with Commission and/or Virginia Housing policy.

Project analysis and selection

RRRC will oversee the selection process including notification, review, selection and contract award. The review and selection part of the process may include participation of qualified reviewers. RRRC has determined that projects will be considered through a two-step process and on a case-by-case basis if established project assessment criteria are met. PDC Grant criteria will be outlined in the RFI and RFP announcement process.

Project approval and selection will be defined by restrictions and allowances based on the PDC Grant guidelines as specified by Virginia Housing and regional housing priorities. The project analysis process may be subject to competitive components as follows:

- Projects designed with diverse housing types that innovatively address missing middle and workforce housing needs.
- Projects incorporating innovative building practices, designs, and social capital building features.
- Projects implementing green building practices, and innovative eco-friendly designs.
- Projects demonstrating an intent to reinvest revenue gained from grant supported housing units back into development of additional units.
- Projects demonstrating good faith outcomes in accordance to PDC grant criteria.

Award process

RRRC will oversee and may orchestrate the award process. Virginia Housing PDC Grant funds are to be administered as a one-time grant from Virginia Housing via RRRC to selected development partners. All applicants will understand that funds will be distributed on a reimbursement request process according to Virginia Housing guidelines. Reimbursement details and schedule will be provided in the RFI and RFP process.

All project awards will be conditional upon the grant funding request application and competing projects. Projects seeking other funding sources, such as LIHTC, may receive conditional awards contingent on a successfully awarded application.

A successful application will demonstrate the ability to meet certain criteria as set forth by the PDC Grant and RRRC project criteria. Upon successful application of projects whose proposals are selected will be able to:

- Begin pre-development process between June and August 2022.
- Demonstrate ability to complete project by June 2024 will be invited to formally apply for grant funding.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 20, 2021
Subject: Regional Transportation Collaborative Update

Included here is a summary of work completed under the Regional Transportation Collaborative model over the past year. This information was provided as part of a summary report to PATH Foundation, which has provided funding for the RTC in 2020-21 and again in 2021-22.

I will also provide brief information on the current funding picture for the Commission's Mobility Management program.

REQUESTED ACTION: None requested.

Budget Matrix Outcomes Summary

FAMS Call Center .5 FTE		
Record at least 3,000 calls annually, coordinate at least 500 ride requests, set up at least 300 new client profiles, record mileage and volunteer hours provided to seniors daily, collect data daily. Work with at least four area offices/agencies annually to support at least 50 clients.	5,830 Calls Recorded	1,085 Rides Were Coordinated out of 2,117 Requests
Recruit and train 12-24 volunteers annually. Communicate with volunteers at least monthly; engage with volunteers at least quarterly; engage with regional programs at least bi-annually.	Recruited and trained 20+ Volunteers	Engaged with volunteers in one large annual event with 100+ attendees, and 8 volunteer activities/social/trainings engaging with 100+ volunteers.
PT Volunteer Outreach Specialist		
Recruit and train 12-24 volunteers annually. Communicate with volunteers at least monthly; engage with volunteers at least quarterly; engage with regional programs at least bi-annually.	Recruited and trained 20+ Volunteers	Engaged with volunteers in one large annual event with 100+ attendees, and 8 volunteer activities/social/trainings engaging with 100+ volunteers.
Call Center Supervisory Staff Hours		
Provide 50% of funded oversite to the volunteer specialist position.	Liaised with the Volunteer Recruiter to train referred volunteers for the program and organize 5+ outreach events in FY21.	
Provide 50% of funded time to attend transportation meetings, work collaboratively with RTC, and plan/review programs components at least once monthly.	Attended over 20 Meetings in FY21, supervised 2 FTE positions at the call center.	
Data Coordination Software		
Two mobility specialists will utilize the software to collect data and coordinate ride requests on a daily basis. Two volunteer specialists will utilize the software to track hours, activities, exchange information, and analyze community impact on a weekly basis.	Used 10/1/2020-9/30/2021	Used 365 Days
Donate It Forward Incentive Program		
Provide quarterly volunteer statements for at least 30 drivers annually.	45 Drivers Participated	Participation from two volunteer driver programs.
Provide 25 cent mileage reimbursement donation credits for up to 32 thousand charitable miles tracked daily via the mobility specialist. *Including	.20 C Reimbursement From April-September	

senior meal delivery volunteer drivers from the CSB. Provide 25 cent mileage reimbursement donation credits for up to 32 thousand charitable miles tracked daily via the mobility specialist. *Including senior meal delivery volunteer drivers from the CSB.		
Community Presence		
Implement at least two six-month strategic installations within at least two counties in the service area.	Digital display installation purchased and compiled.	
Collaborate with at least two different community organizations/new partnerships annually.	Culpeper NOVANT Health, Orange Department of Social Services	
Background Checks	Paid for 20+ Background and DMV Checks for Volunteer Drivers	
Volunteer Annual Recognition	Over 100 attendees from all five counties representing six different programs, serving an estimated population of 20k	
Volunteer Appreciation	Eight volunteer activities, social gatherings, and training meetings were tracked during FY21, engaging with 100+ volunteers.	
H&M Prepaid Service Contract	Purchased service contract at reduced rates for individuals requiring specialized significant mobility supports that require physical aid.	
Gas Card Gap Filler Program	Purchased 200 Cards totaling \$4,000	
Provide gas cards in the amount of \$10, \$15, \$20, based on origin and destination for at least 250 rides and 100 clients annually.	559 Cards Given	\$7,620 Given in Gas Supplements
Communication & Engagement		
AT and RTC will host engagements at least three times annually, and work to connect with at least 4 new partners annually. At least two educational trainings/opportunities will be provided annually to at least forty people. Work directly with two area free clinics to provide support to at least 50 clients annually, implement creative programming/transportation solutions at least twice annually, and offer travel training to at least 20 clients.	3 Engagements Hosted	Transportation Webinar, CLAC Transportation Perspective Presentation, Transportation in Orange with an audience of approximately 80. Engaged with Culpeper Free Clinic, Orange DSS, LOWLINC, and RappatHome in formal partnerships and planning. Worked with Fauquier Free Clinic and Culpeper Free Clinic to review FY21 and plan for FY22. Piloted Partner Rides and DIF programs during FY21. *Travel training was not conducted due to pandemic constraints.

Activity Log

Date	Staff	Activity	Detail
9/29/2020	Mobility Manager Impact Activity	RTC Meeting	Initial Introductory RTC Meeting - Core Members
10/14/2020	Mobility Manager Impact Activity	RTC Financial Meeting	Matrix Finalization Community Service Board Needs
10/16/2020	Mobility Manager Impact Activity	RTC Financial Meeting	Matrix Finalization CareAVan Needs
10/29/2020	Mobility Manager Impact Activity	RTC Meeting	Community Introduction
11/4/2020	Mobility Manager Impact Activity	RTC Meeting	Overview of Public Transit Partnership in RTC
11/17/2020	Mobility Manager Impact Activity	School Outreach	Email to schools about partnership for pilot project.
12/9/2020	Mobility Manager Impact Activity	Path Update Meeting	Update PATH on RTC Status
12/15/2020	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Events/Volunteer Focus Group
1/7/2021	Mobility Manager Impact Activity	RTC Focus Group	Community Outreach/Engagement
1/11/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Community Engagement Focus Group
1/12/2021	Mobility Manager Impact Activity	RTC Meeting	LOWLINC Introduction and Engagement
1/13/2021	Mobility Manager Impact Activity	RTC Meeting	Rapp at Home Partnership Cultivation
1/13/2021	Mobility Manager Impact Activity	RTC Meeting	RappatHome Introduction and Engagement
1/14/2021	Mobility Manager Impact Activity	RTC Meeting	Volunteer HUB meeting
1/14/2021	Mobility Manager Impact Activity	RTC Meeting	Marketing and Volunteer HUB PATH
1/20/2021	Mobility Manager Impact Activity	RTC Focus Group	Pilot Paid Ride Program
1/21/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Community Engagement Focus Group
1/25/2021	Mobility Manager Impact Activity	Marketing Project	Meeting with Orange County about Community Engagement for Marketing Focus Group
1/25/2021	Mobility Manager Impact Activity	Patient Transportation	Meeting with UVA Cardiologist reference support for patient transportation or pateint resource material.
1/28/2021	Mobility Manager Impact Activity	Funding Sourcing	5310 Grant Submission
2/5/2021	Mobility Manager Impact Activity	RTC Presentation	RappatHome presentation of RTC projects.
2/9/2021	Mobility Manager Impact Activity	Distribution	Check for Rapp at Home volunteer appreciation.
2/9/2021	Mobility Manager Impact Activity	Marketing Project	Email to all volunteer programs offering vehicle wrap for advertising.
2/9/2021	Mobility Manager Impact Activity	School Outreach	Second calls to schools about partnership for pilot project for paid rides.
2/11/2021	Mobility Manager Impact Activity	VolTran Marketing Meeting	Meeting to discuss marketing and position support.
2/11/2021	Mobility Manager Impact Activity	VolTran Website Launch	Launched VolTran's new website.
2/12/2021	Mobility Manager Impact Activity	FAMS Meeting	Callcenter Suprvisor Updates Meeting
2/12/2021	Mobility Manager Impact Activity	Marketing Meeting	Meeting with Sue to discuss marketing strategies and community event.

2/12/2021	Mobility Manager Impact Activity	School Outreach	Email Schools formal proposal for pilot project.
2/12/2021	Mobility Manager Impact Activity	Vaccine Request	Request for vaccinations for volunteer drivers.
2/17/2021	Mobility Manager Impact Activity	RTC Focus Group	Community Outreach/Engagement
2/19/2021	Mobility Manager Impact Activity	Contract Transportation Outreach	Proposal sent to H&M for contract specialized mobility support.
2/25/2021	Mobility Manager Impact Activity	RTC Focus Group	Paid Ride Pilot Program
2/25/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events
3/3/2021	Mobility Manager Impact Activity	RTC Financial Meeting	Funding Brainstorming for AARP and LOEB
3/4/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events
3/1/2021	Mobility Manager Impact Activity	FAMS Meeting	Share FAMs model with Williamsburg Call Center
3/9/2021	Mobility Manager Impact Activity	VAMM Meeting	Mobility Managers' State Round Table
3/11/2021	Mobility Manager Impact Activity	VolTran Board Meeting	VolTran Advisory Board Meeting
3/12/2021	Mobility Manager Impact Activity	RTC Focus Group	Paid Ride Pilot Program
3/17/2021	Mobility Manager Impact Activity	VolTran Marketing Meeting	WIX Tutorial, New Website Setup
3/19/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events
3/23/2021	Mobility Manager Impact Activity	FAMS Meeting	FAMS Call Center New Project Operations
3/25/2021	Mobility Manager Impact Activity	RTC Focus Group	Donate it Forward Program Outline
3/25/2021	Mobility Manager Impact Activity	RTC Focus Group	Webinar Plan Review
3/26/2021	Mobility Manager Impact Activity	RTC Focus Group	Funding Brainstorming for AARP and LOEB
3/29/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
3/30/2021	Mobility Manager Impact Activity	VolTran Meeting	Expansion Proposal
3/30/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events
4/5/2021	Mobility Manager Impact Activity	DRPT Funding Meeting	5310 Funding
4/5/2021	Mobility Manager Impact Activity	FAMS Meeting	Operations Discussion
4/5/2021	Mobility Manager Impact Activity	RTC Focus Group	Donate it Forward Program Outline
4/5/2021	Mobility Manager Impact Activity	Culpeper Hospital Meeting	Marketing Discussion
4/8/2021	Mobility Manager Impact Activity	VolTran Board Meeting	RTC Expansion Presentation
4/9/2021	Mobility Manager Impact Activity	RTC Vaccine Transportation Meeting	Vaccine Transportation
4/15/2021	Mobility Manager Impact Activity	RTC Focus Group	Donate it Forward Program Outline
4/15/2021	Mobility Manager Impact Activity	RTC Technology Meeting	Quickbase Updates
4/16/2021	Mobility Manager Impact Activity	RTC Focus Group	LOEB Funding
4/19/2021	Mobility Manager Impact Activity	Aging Together CLAC Presentation	Livable Community Transportation Data Presentation
4/20/2021	Mobility Manager Impact Activity	RTC Focus Group	Donate it Forward Program Outline

4/26/2021	Mobility Manager Impact Activity	RTC Focus Group	Contracted Specialized Mobility Transportation
4/19/2021	Mobility Manager Impact Activity	Aging Together CLAC FollowUp	Transportation Improvements CLAC
5/4/2021	Mobility Manager Impact Activity	FAMS Meeting	Operation Review
5/7/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events
5/14/2021	Mobility Manager Impact Activity	DRPT COVID Transportation Meeting	Workgroup State-wide
5/17/2021	Mobility Manager Impact Activity	VolTran Meeting	Processes, longterm planning, staffing.
5/18/2021	Mobility Manager Impact Activity	FAMS Website Update	Website Overhaul
5/21/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events - Culpeper Fest
5/24/2021	Mobility Manager Impact Activity	RTC Focus Group	Funding
5/25/2021	Mobility Manager Impact Activity	Virginia Career Works Presentation	Transportation for Employment of Individuals with Disabilities
5/25/2021	Mobility Manager Impact Activity	RTC Focus Group	Partner Rides Program
5/27/2021	Mobility Manager Impact Activity	AARP Grant Submission	Community Challenge Grant
5/28/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing & Outreach Through Stories
6/1/2021	Mobility Manager Impact Activity	FAMS Meeting	Data Review
6/2/2021	Mobility Manager Impact Activity	VolTran Meeting	Website Review
6/3/2021	Mobility Manager Impact Activity	Data Discovery Meeting	Rappahannock Transportation
6/2/2021	Mobility Manager Impact Activity	Long-Term Planning	FAMS Call Center Funding
6/2/2021	Mobility Manager Impact Activity	Quickbase Database Presentation	Partnership Use of Tech
6/7/2021	Mobility Manager Impact Activity	RTC Focus Group	Digital Content Creation
6/10/2021	Mobility Manager Impact Activity	Rappahannock Transportation	Volunteer Stipend
6/10/2021	Mobility Manager Impact Activity	VolTran Meeting	RTC Projects Update
6/11/2021	Mobility Manager Impact Activity	RTC Focus Group	Partner Rides Program
6/16/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing & Outreach Through Stories
6/16/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
6/15/2021	Mobility Manager Impact Activity	FAMS Meeting	Operation Review
6/17/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
6/17/2021	Mobility Manager Impact Activity	RTC Transportation Meeting	Vaccine Transportation
6/30/2021	Mobility Manager Impact Activity	RTC Model Sharing	Share RTC Program Model with Western Tidewater Transportation
6/30/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing and Events
7/1/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing & Outreach Through Stories
7/6/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing & Outreach Through Stories
7/7/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning

7/8/2021	Mobility Manager Impact Activity	RTC Focus Group	Digital Content Review
7/8/2021	Mobility Manager Impact Activity	VolTran Meeting	RTC Update
7/9/2021	Mobility Manager Impact Activity	RTC Focus Group	Funding Reconciliation
7/9/2021	Mobility Manager Impact Activity	Community Transportation Funding	UVA Acquisition Preliminary Discussion
7/12/2021	Mobility Manager Impact Activity	DRPT 5310 Grant Reporting	Mobility Programs Quarterly Report
7/14/2021	Mobility Manager Impact Activity	RTC Focus Group	Digital Content Plan
7/13/2021	Mobility Manager Impact Activity	RTC Focus Group	Funding Staffing Long-Term
7/19/2021	Mobility Manager Impact Activity	DRPT 5310 Grant Funding Webinar	FY22 Funding Webinar
7/20/2021	Mobility Manager Impact Activity	Long-Term Planning	FAMS Call Center Funding
7/21/2021	Mobility Manager Impact Activity	RTC Focus Group	Digital Content Plan
7/26/2021	Mobility Manager Impact Activity	RTC Focus Group	Funding Staffing Long-Term
8/5/2021	Mobility Manager Impact Activity	VolTran Meeting	Expansion Planning
8/9/2021	Mobility Manager Impact Activity	RTC Annual Review Planning	FY21 Review
8/9/2021	Mobility Manager Impact Activity	VolTran Meeting	Staffing Contract
8/11/2021	Mobility Manager Impact Activity	RTC Annual Review Planning	FY22 Planning
8/12/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
8/12/2021	Mobility Manager Impact Activity	VolTran Meeting	RTC Update
8/13/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
8/13/2021	Mobility Manager Impact Activity	VolTran Meeting	FY22 Planning
8/17/2021	Mobility Manager Impact Activity	FAMS Meeting	FY22 Staffing Planning
8/18/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/18/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/18/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/17/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/17/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/17/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/20/2021	Mobility Manager Impact Activity	VolTran Meeting	LOEB Funding
8/24/2021	Mobility Manager Impact Activity	RTC Focus Group	Marketing & Outreach Through Stories
8/24/2021	Mobility Manager Impact Activity	VolTran Meeting	Staffing Contract
8/25/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/26/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/26/2021	Mobility Manager Impact Activity	RTC Focus Group	FY22 Planning Research Discussions
8/26/2021	Mobility Manager Impact Activity	RTC Transportation Presentation	Orange County Transportation

8/30/2021	Mobility Manager Impact Activity	RTC Transportation Meeting	Assisted Living Day Program Transportation
9/7/2021	Mobility Manager Impact Activity	RTC Focus Group	Digital Content Creation
9/7/2021	Mobility Manager Impact Activity	FAMS Meeting	FY22 Planning Discussion
9/8/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
9/8/2021	Mobility Manager Impact Activity	AARP Grant Plan Overview	Review of Plans for Community Challenge Grant
9/9/2021	Mobility Manager Impact Activity	VolTran Meeting	RTC Update
9/13/2021	Mobility Manager Impact Activity	UVA Grant Planning	Grant for VolTran Expansion
9/13/2021	Mobility Manager Impact Activity	RTC Focus Group	Volunteer Recognition Event Planning
9/15/2021	Mobility Manager Impact Activity	Volunteer Recognition Event	Volunteer Appreciation Event
9/24/2021	Mobility Manager Impact Activity	DRPT CHSM Meeting	5310 Applicant Requirement
9/29/2021	Mobility Manager Impact Activity	RTC Planning Meeting	FY22 Position Discussions
9/29/2021	Mobility Manager Impact Activity	RTC Planning Meeting	PATH Foundation Proposal Review
9/29/2021	Mobility Manager Impact Activity	VolTran Meeting	REM Funding Application
9/30/2021	Mobility Manager Impact Activity	FAMS Meeting	FY22 Updates
2/16/2021	Marketing Staff Impact Activity	RRRC/ RTC	Media ads
2/11/2021	Marketing Staff Impact Activity	RRRC/ RTC	Media ads
2/9/2021	Marketing Staff Impact Activity	RRRC/ RTC	Media ads
2/4/2021	Marketing Staff Impact Activity	RRRC/ RTC	Media ads
2/2/2021	Marketing Staff Impact Activity	RRRC/ RTC	Other
1/28/2021	Marketing Staff Impact Activity	RRRC/ RTC	Media ads
1/28/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting
1/26/2021	Marketing Staff Impact Activity	RRRC/ RTC	Other
1/21/2021	Marketing Staff Impact Activity	RRRC/ RTC	Other
1/20/2021	Marketing Staff Impact Activity	RRRC/ RTC	Other
1/19/2021	Marketing Staff Impact Activity	RRRC/ RTC	Other
1/19/2021	Marketing Staff Impact Activity	RRRC/ RTC	Data Entry
1/14/2021	Marketing Staff Impact Activity	RRRC/ RTC	Research
1/11/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting
1/13/2021	Marketing Staff Impact Activity	RRRC/ RTC	Research
1/14/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting
1/7/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting
1/11/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting
1/13/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting
1/5/2021	Marketing Staff Impact Activity	RRRC/ RTC	Meeting

6/17/2021	Volunteer Recruitment and Retention Coordinator	phone screen and emails with potential volunteers	Recruitment
6/18/2021	Volunteer Recruitment and Retention Coordinator	follow up with potential volunteers	Recruitment
6/25/2021	Volunteer Recruitment and Retention Coordinator	called/emailed churches	Outreach
6/25/2021	Volunteer Recruitment and Retention Coordinator	created & scheduled FB posts	Social Media outreach
6/17/2021	Volunteer Recruitment and Retention Coordinator	June 1-16 hours	Background checks;Organization;Recruitment;Retention;Social Media outreach;Training
5/31/2021	Volunteer Recruitment and Retention Coordinator	May activity	Background checks;Data Entry;Meeting;Organization;Outreach;Recruitment;Retention;Social Media outreach
4/30/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Organization;Outreach;Recruitment
4/22/2021	Volunteer Recruitment and Retention Coordinator	Meeting	Meeting
4/22/2021	Volunteer Recruitment and Retention Coordinator	social media posts including volunteer week	Social Media outreach
4/22/2021	Volunteer Recruitment and Retention Coordinator	PCR meeting	Meeting;Outreach
4/22/2021	Volunteer Recruitment and Retention Coordinator	April recruitment work	Recruitment
4/22/2021	Volunteer Recruitment and Retention Coordinator	April retention work	Retention
3/23/2021	Volunteer Recruitment and Retention Coordinator	Misc	Organization
3/24/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Awareness;Data Entry
3/18/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Organization;Social Media outreach;Training
3/17/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Recruitment;Social Media outreach;Training
3/15/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Retention;Social Media outreach
3/13/2021	Volunteer Recruitment and Retention Coordinator	Retention	Retention
3/9/2021	Volunteer Recruitment and Retention Coordinator	Retention	Retention

3/8/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Retention;Social Media outreach;Training
3/2/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Social Media outreach;Training
2/22/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Background checks;Data Entry;Social Media outreach
2/15/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Background checks;Organization;Social Media outreach
2/11/2021	Volunteer Recruitment and Retention Coordinator	background checks, postponed event	Background checks;Community Event;Recruitment
2/10/2021	Volunteer Recruitment and Retention Coordinator	background checks	Background checks;Community Event
2/3/2021	Volunteer Recruitment and Retention Coordinator	emails phone calls meeting	Retention
1/28/2021	Volunteer Recruitment and Retention Coordinator	data, fieldprint, emails, DMV	Background checks;Community Event;Organization
1/27/2021	Volunteer Recruitment and Retention Coordinator	data, fieldprint, emails, DMV	Background checks;Organization
1/26/2021	Volunteer Recruitment and Retention Coordinator	emails, spreadsheet	Community Event;Organization
1/25/2021	Volunteer Recruitment and Retention Coordinator	emails	Community Event;Meeting
1/23/2021	Volunteer Recruitment and Retention Coordinator	background checks, recruitment	Background checks;Recruitment
1/21/2021	Volunteer Recruitment and Retention Coordinator	misc	Meeting;Organization;Recruitment
1/20/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Organization;Recruitment;Retention;Social Media outreach
1/19/2021	Volunteer Recruitment and Retention Coordinator	Outreach	Meeting;Retention;Social Media outreach
1/17/2021	Volunteer Recruitment and Retention Coordinator	misc	Recruitment;Retention;Social Media outreach
1/16/2021	Volunteer Recruitment and Retention Coordinator	covid vaccine email	Retention
1/15/2021	Volunteer Recruitment and Retention Coordinator	misc	Meeting;Organization;Recruitment;Retention
1/14/2021	Volunteer Recruitment and Retention Coordinator	meeting and social media	Meeting;Organization;Social Media outreach

1/12/2021	Volunteer Recruitment and Retention Coordinator	VSP and onboarding	Background checks;Recruitment
1/11/2021	Volunteer Recruitment and Retention Coordinator	misc	Background checks;Meeting;Organization;Recruitment
12/23/2020	Volunteer Recruitment and Retention Coordinator	, returning emails	Research;Retention;Social Media outreach
12/15/2020	Volunteer Recruitment and Retention Coordinator	emails, RTC meeting, background check research	Background checks;Meeting;Organization
12/16/2020	Volunteer Recruitment and Retention Coordinator	Wednesday Wisdom social media post & sharing	Social Media outreach
12/18/2020	Volunteer Recruitment and Retention Coordinator	buying stamps for Christmas cards	Retention
12/21/2020	Volunteer Recruitment and Retention Coordinator	Monday Motivation & sharing	Social Media outreach
12/22/2020	Volunteer Recruitment and Retention Coordinator	Christmas cards	Retention
12/27/2020	Volunteer Recruitment and Retention Coordinator	emails, spreadsheet, facebook	Organization;Social Media outreach
12/28/2020	Volunteer Recruitment and Retention Coordinator	emails, facebook, bdays, background checks	Background checks;Organization;Social Media outreach
12/29/2020	Volunteer Recruitment and Retention Coordinator	spreadsheet, birthdays, and background checks	Background checks;Retention
12/30/2020	Volunteer Recruitment and Retention Coordinator	social media outreach calendar	Social Media outreach
1/3/2021	Volunteer Recruitment and Retention Coordinator		Recruitment;Retention
1/10/2021	Volunteer Recruitment and Retention Coordinator	new volunteer meeting prep and printing handbook	Recruitment
12/11/2020	Volunteer Recruitment and Retention Coordinator	Article for Brookside's newsletter	Outreach;Publicity;Recruitment
12/11/2020	Volunteer Recruitment and Retention Coordinator	Phone mtg Linda & Xmas gift purchase	Meeting;Retention
11/9/2020	Volunteer Recruitment and Retention Coordinator	Recruitment	Recruitment
12/8/2020	Volunteer Recruitment and Retention Coordinator	retention	Background checks;Meeting;Recruitment;Retention
12/7/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Social Media outreach

12/1/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Recruitment;Social Media outreach
11/30/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Recruitment;Social Media outreach
11/29/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Outreach;Recruitment;Social Media outreach
11/26/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Retention;Social Media outreach
11/23/2020	Volunteer Recruitment and Retention Coordinator	Recruitment	Meeting;Recruitment
11/20/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Outreach;Recruitment
11/19/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Organization;Outreach;Social Media outreach
11/18/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Outreach;Social Media outreach
11/12/2020	Volunteer Recruitment and Retention Coordinator	retention	Meeting;Organization;Retention
11/11/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Outreach;Recruitment
11/10/2020	Volunteer Recruitment and Retention Coordinator	Recruitment	Recruitment
11/6/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Social Media outreach
11/11/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Background checks;Recruitment;Social Media outreach
11/9/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Social Media outreach
10/29/2020	Volunteer Recruitment and Retention Coordinator	retention	Meeting;Organization;Retention
10/28/2020	Volunteer Recruitment and Retention Coordinator	Volunteer Appreciation Event	Retention
10/27/2020	Volunteer Recruitment and Retention Coordinator	meeting preparation; food preparation & event planning	Meeting;Retention
10/26/2020	Volunteer Recruitment and Retention Coordinator	party planning emails and social media post	Recruitment;Retention;Social Media outreach
10/25/2020	Volunteer Recruitment and Retention Coordinator	email/texting for appreciation event	Retention

10/24/2020	Volunteer Recruitment and Retention Coordinator	emails and texts regarding party, wheelchair van, Jane Spitzer	
10/23/2020	Volunteer Recruitment and Retention Coordinator	phone call and emails	Meeting;Organization
10/22/2020	Volunteer Recruitment and Retention Coordinator	phone call with Mike Wenger	Recruitment
10/21/2020	Volunteer Recruitment and Retention Coordinator	social media post	Social Media outreach
10/20/2020	Volunteer Recruitment and Retention Coordinator	retention	Background checks;Organization
10/18/2020	Volunteer Recruitment and Retention Coordinator	social media post	Social Media outreach
10/16/2020	Volunteer Recruitment and Retention Coordinator	fingerprinting, records, recruitment, retention	Background checks;Organization;Recruitment;Retention
10/15/2020	Volunteer Recruitment and Retention Coordinator	Meetings emails calls	Meeting;Organization;Recruitment;Retention
10/14/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Outreach
10/1/2020	Volunteer Recruitment and Retention Coordinator	Newsletter	Retention
10/2/2020	Volunteer Recruitment and Retention Coordinator	Updating files	Organization
10/6/2020	Volunteer Recruitment and Retention Coordinator	Fingerprints	Background checks
10/8/2020	Volunteer Recruitment and Retention Coordinator	Fingerprints	Background checks
10/5/2020	Volunteer Recruitment and Retention Coordinator	Emailing with potential volunteer	Recruitment
10/6/2020	Volunteer Recruitment and Retention Coordinator	Scheduling and meeting potential volunteer	Recruitment
10/11/2020	Volunteer Recruitment and Retention Coordinator	Phone call with Marci Grant and follow up	Other
10/12/2020	Volunteer Recruitment and Retention Coordinator	Social media post	Social Media outreach
10/14/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Meeting;Research;Social Media outreach;Volunteer
10/2/2020	Volunteer Recruitment and Retention Coordinator	updated volunteer spreadsheet and files	Organization;Training

10/2/2020	Volunteer Recruitment and Retention Coordinator	completed organization of old files	Organization
10/2/2020	Volunteer Recruitment and Retention Coordinator	Outreach	Organization;Social Media outreach;Training
10/1/2020	Volunteer Recruitment and Retention Coordinator	Retention	Other
6/4/2021	Mobility Coordinator & Community Liaison Impact Activity	Volunteer Badges	Administrative
10/1/2021	Mobility Coordinator & Community Liaison Impact Activity	Relias Learning courses	Training
10/1/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
9/28/2021	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting
9/24/2021	Mobility Coordinator & Community Liaison Impact Activity	Staff Appreciation Lunch	Event
9/24/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas voucher Delivery	Preparing Gas Vouchers
9/21/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas voucher Delivery	Preparing Gas Vouchers
9/15/2021	Mobility Coordinator & Community Liaison Impact Activity	Driver Recognition Event	Event
9/13/2021	Mobility Coordinator & Community Liaison Impact Activity	Driver Recognition Event Meeting	Meeting
9/13/2021	Mobility Coordinator & Community Liaison Impact Activity	JD Slade interview	Publicity
9/13/2021	Mobility Coordinator & Community Liaison Impact Activity	VolTran Research	Research
8/31/2021	Mobility Coordinator & Community Liaison Impact Activity	Relias Learning courses	Training
8/31/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
8/25/2021	Mobility Coordinator & Community Liaison Impact Activity	VolTran Research	Research
8/4/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
7/27/2021	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting

7/14/2021	Mobility Coordinator & Community Liaison Impact Activity	Interactive Engagement Brainstorm Meeting	Meeting
7/9/2021	Mobility Coordinator & Community Liaison Impact Activity	ride request data for Sue	Research
7/8/2021	Mobility Coordinator & Community Liaison Impact Activity	RTC - Focus Group	Meeting;Research
7/7/2021	Mobility Coordinator & Community Liaison Impact Activity	Transportation Agenda	Meeting
7/2/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
7/6/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
6/28/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas Card Audit	Administrative
6/25/2021	Mobility Coordinator & Community Liaison Impact Activity	Meeting with RRCS Executive Director	Meeting
6/25/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas Card Audit	Administrative
6/24/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas Card Audit	Administrative
6/23/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas Card Audit	Administrative
6/16/2021	Mobility Coordinator & Community Liaison Impact Activity	Community Partners Meeting	Meeting
6/15/2021	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting
6/4/2021	Mobility Coordinator & Community Liaison Impact Activity	Volunteer Badges	Administrative
6/4/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
5/27/2021	Mobility Coordinator & Community Liaison Impact Activity	Trained Penny on CareAVan data entry	Other
5/27/2021	Mobility Coordinator & Community Liaison Impact Activity	Troubleshoot phone system	Other
5/27/2021	Mobility Coordinator & Community Liaison Impact Activity	picked up badge printer	Other
5/21/2021	Mobility Coordinator & Community Liaison Impact Activity	FAMS Website Meeting	Meeting

5/18/2021	Mobility Coordinator & Community Liaison Impact Activity	FFC Gas Card Safe	Preparing Gas Vouchers
5/18/2021	Mobility Coordinator & Community Liaison Impact Activity	FFC Gas Card Safe	Preparing Gas Vouchers
5/7/2021	Mobility Coordinator & Community Liaison Impact Activity	Culpeper fest planning	Meeting
5/7/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
4/2/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data (con't)	Research
4/1/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
5/3/2021	Mobility Coordinator & Community Liaison Impact Activity	Open Enrollment meeting for HC	Meeting
4/26/2021	Mobility Coordinator & Community Liaison Impact Activity	Staff meeting for Paid Ride Data entry	Meeting
3/31/2021	Mobility Coordinator & Community Liaison Impact Activity	Mobility Round Table Livestream	Outreach;Publicity
4/20/2021	Mobility Coordinator & Community Liaison Impact Activity	Audit on Ride Request County Codes	Data Entry
4/19/2021	Mobility Coordinator & Community Liaison Impact Activity	Audit on Client's Address County Codes	Data Entry
4/19/2021	Mobility Coordinator & Community Liaison Impact Activity	County Code Errors Discussion	Meeting
4/14/2021	Mobility Coordinator & Community Liaison Impact Activity	Annual Evaluation	Meeting
4/12/2021	Mobility Coordinator & Community Liaison Impact Activity	IT Training (password strength)	Training
3/29/2021	Mobility Coordinator & Community Liaison Impact Activity	CPR online Training	Training
4/9/2021	Mobility Coordinator & Community Liaison Impact Activity	CPR in person Training	Training
3/29/2021	Mobility Coordinator & Community Liaison Impact Activity	Distributed flyers and hand sanitizer	Outreach
3/23/2021	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting
3/24/2021	Mobility Coordinator & Community Liaison Impact Activity	Mobility Round Table Practice	Meeting

2/25/2021	Mobility Coordinator & Community Liaison Impact Activity	RTC - Focus Group	Meeting
1/20/2021	Mobility Coordinator & Community Liaison Impact Activity	RTC - Focus Group	Meeting
1/21/2021	Mobility Coordinator & Community Liaison Impact Activity	RTC - Focus Group	Meeting
2/25/2021	Mobility Coordinator & Community Liaison Impact Activity	RTC - Focus Group	Meeting
3/9/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas voucher Delivery	Preparing Gas Vouchers
3/8/2021	Mobility Coordinator & Community Liaison Impact Activity	Gas voucher Delivery	Preparing Gas Vouchers
3/9/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data (con't)	Research
3/8/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
3/9/2021	Mobility Coordinator & Community Liaison Impact Activity	CareAVan Ride Request Data Entry	Data Entry
2/12/2021	Mobility Coordinator & Community Liaison Impact Activity	CareAVan Ride Request Data Entry	Data Entry
2/12/2021	Mobility Coordinator & Community Liaison Impact Activity	RRCS Data look up	Research
2/4/2021	Mobility Coordinator & Community Liaison Impact Activity	VolTran Weekend Ride Request research	Research
2/4/2021	Mobility Coordinator & Community Liaison Impact Activity	Talk With Hal Hunter from RapRides	Meeting
2/4/2021	Mobility Coordinator & Community Liaison Impact Activity	Talk with Linda from VolTran	Meeting
2/2/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
1/20/2021	Mobility Coordinator & Community Liaison Impact Activity	CareAVan Ride Request Data Entry	Administrative
1/14/2021	Mobility Coordinator & Community Liaison Impact Activity	VolTran Donation lookup	Research
11/5/2020	Mobility Coordinator & Community Liaison Impact Activity	July-October ride data	Research
11/5/2020	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research

11/5/2020	Mobility Coordinator & Community Liaison Impact Activity	Google voice	Other
11/19/2020	Mobility Coordinator & Community Liaison Impact Activity	Update Work Laptop	Other
12/1/2020	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
1/5/2021	Mobility Coordinator & Community Liaison Impact Activity	Voltran Driver data	Research
10/2/2020	Mobility Coordinator & Community Liaison Impact Activity	VolTran	Research
1/7/2021	Mobility Coordinator & Community Liaison Impact Activity	RTC - Focus Group	Meeting;Research
11/18/2020	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting
11/9/2020	Mobility Coordinator & Community Liaison Impact Activity	Gas card scholarship meeting	Meeting
10/28/2020	Mobility Coordinator & Community Liaison Impact Activity	VolTran Volunteer Appreciation	Meeting
10/16/2020	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting
10/29/2020	Mobility Coordinator & Community Liaison Impact Activity	RTC Program intro meeting	Meeting
10/23/2020	Mobility Coordinator & Community Liaison Impact Activity	Meeting w/Sue	Meeting
10/16/2020	Mobility Coordinator & Community Liaison Impact Activity	FAMS Staff Meeting	Meeting
10/1/2020	Mobility Coordinator & Community Liaison Impact Activity	AT Culpeper Monthly Meeting	Meeting;Outreach
10/1/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Relias Learning courses	Training
9/29/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Care-a-Van Ride Request Data Entry	Data Entry
9/28/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Staff Meeting	Meeting
9/24/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Staff Appreciation Lunch	Event
9/23/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Amazing Citizen Reward for Gladys Williams	Event

9/15/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Driver Recognition Event	Event
9/13/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Driver Recognition Event Meeting	Meeting
9/10/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Aging Together & FAMS at Country Store	Awareness;Community Event;Outreach
8/31/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Relias Learning Course	Training
8/24/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Care-a-Van Ride Data Entry	Data Entry
8/3/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Update on what FAMS Has to Offer to Seniors	Outreach
7/27/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Staff Meeting	Meeting
7/14/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Care-A-Van Driver Data Entry	Data Entry
7/14/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Interactive Engagement Brainstorm Meeting	Meeting
7/7/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Transportation Agenda	Meeting
6/28/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Care-a-Van Data Entry	Data Entry;Other
6/25/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Meeting with RRCSB Executive Director	Meeting
6/15/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Staff Meeting	Meeting
5/27/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Trained on Care-A-Van data Entry	Other
5/21/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Website Meeting	Meeting
5/13/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Security Awareness -Social Engineering Training	Training
5/7/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Culpeper Fest 2021 Planning	Meeting
4/19/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	County Code Errors Discussion	Meeting
4/14/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Annual Evaluation Meeting	Meeting

4/13/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	IT Training on Password Strength	Training
3/24/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Mobility Round Table Practice	Meeting
3/29/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	CPR Online Training	Training
5/1/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Advocacy Project	Other
5/5/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Open Enrollment for Healthcare	Meeting
4/26/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Staff Meeting for Paid Rides & Data Entry	Meeting
4/23/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Presentation on What FAMS Has To Offer with Seniors	Awareness;Outreach
4/19/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Presentation on What FAMS Has to Offer with Seniors	Awareness;Outreach
3/31/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Mobility Round Table Livestream	Outreach;Publicity
3/23/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Zoom Staff Meeting	Meeting
3/3/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
3/2/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
2/1/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
1/29/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
1/28/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
1/27/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
3/26/2021	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Vouchers	Preparing Gas Vouchers
12/1/2020	Mobility Coordinator & Accessibility Advocate Impact Activity	VolTran Driver Mileage Data	Other
11/18/2020	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Staff Meeting	Meeting

11/9/2020	Mobility Coordinator & Accessibility Advocate Impact Activity	Gas Scholarship Program Meeting	Meeting
10/16/2020	Mobility Coordinator & Accessibility Advocate Impact Activity	FAMS Staff Meeting	Meeting
4/19/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment
7/13/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
6/19/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Care-A-Van Drive	Volunteer
5/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Care-A-Van Drive	Volunteer
4/17/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Care-A-Van Drive	Volunteer
7/14/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Meeting with Lola Walker	Meeting
7/14/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Meeting with Ellen Phipps	Meeting
7/14/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Community Engagement/Outreach Focus Group	Meeting
7/8/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Community Engagement/Outreach Focus Group	Meeting
7/12/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Tech Class	Administrative
7/9/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
3/10/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Material Distribution	Outreach
6/18/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Culpeper Fest	Awareness;Community Event;Outreach;Recruitment
2/22/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Transportation Webinar	Outreach
2/18/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Vaccinations	Administrative
1/25/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Behavioral Health series webinar	Administrative

1/26/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
6/17/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Quickbase	Administrative
6/14/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Tech Class	Administrative
6/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Material Distribution	Outreach;Recruitment
6/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Transportation Page - FAMS	Meeting
5/20/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Five Over Fifty	Community Event;Publicity
3/12/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Paid Driver Program Focus Group	Meeting;Outreach;Research
3/4/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Phonecall w/ Kristin	Outreach
6/4/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PCR	Awareness;Community Event;Meeting
5/7/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PCR	Awareness;Community Event;Meeting
4/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PCR	Awareness;Community Event;Meeting
3/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PCR	Awareness;Community Event;Meeting
2/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PCR	Awareness;Community Event;Meeting
5/19/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
6/16/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Community Partners	Awareness;Meeting;Publicity
6/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	FAMS Staff Meeting	Meeting
5/7/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Culpeper Fest	Community Event;Outreach;Recruitment
5/3/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Culpeper Fest	Community Event;Outreach;Recruitment
5/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Culpeper Fest	Community Event;Outreach;Recruitment

3/31/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Transportation Webinar	Awareness;Community Event;Outreach;Publicity
3/24/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Transportation Webinar	Awareness;Community Event;Outreach;Publicity
3/23/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	FAMS Staff Meeting	Meeting
1/7/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Community Engagement/Outreach Focus Group	Meeting;Outreach;Research
1/20/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Paid Driver Program Focus Group	Meeting;Outreach;Research
1/21/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Community Engagement/Outreach Focus Group	Meeting;Outreach;Research
2/25/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Paid Driver Program Focus Group	Meeting;Outreach;Research
2/25/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Community Engagement/Outreach Focus Group	Meeting;Outreach;Research
1/11/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC Marketing Meeting	Meeting;Publicity;Recruitment
10/6/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Aging Together: Regional Coalition	Awareness;Community Event;Meeting
11/3/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Aging Together: Regional Coalition	Awareness;Community Event;Meeting
12/1/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Aging Together: Regional Coalition	Awareness;Community Event;Meeting
1/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Aging Together: Regional Coalition	Awareness;Community Event;Meeting
2/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Aging Together: Regional Coalition	Awareness;Community Event;Meeting
3/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Aging Together: Regional Coalition	Awareness;Community Event;Meeting
3/17/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment
3/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment
4/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment

4/9/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment
1/7/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Transportation Article	Administrative
4/26/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment
4/16/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	PATH Volunteer Week	Awareness;Community Event;Outreach;Recruitment
5/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT - Posting Information on FB	Social Media outreach
5/3/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment;Social Media outreach
5/3/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
4/24/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
4/16/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
4/9/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
4/24/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
4/16/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Culpeper Fest	Community Event;Outreach;Recruitment
4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Awareness;Community Event;Outreach;Publicity;Recruitment
4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
4/22/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment

4/30/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Administrative;Recruitment;Training;Volunteer
4/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
3/22/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
3/1/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
3/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
3/8/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
2/23/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
2/17/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
2/8/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
4/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
3/6/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
2/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
1/29/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
1/23/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
1/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
1/5/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
1/12/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
12/23/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
10/12/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research

10/23/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
12/14/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
12/4/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
10/30/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
11/20/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
11/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
11/6/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Skim Newspapers/Internet	Recruitment;Research
4/8/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
4/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
3/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
2/8/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
2/4/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
1/28/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
1/21/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
2/4/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
2/9/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
2/25/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
3/2/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
12/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment

12/29/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
11/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
1/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
1/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Recruitment;Social Media outreach
1/15/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
12/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
1/14/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Quickbase	Administrative
1/4/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
1/8/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
1/11/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	Phonecall w/ Kristin	Meeting;Publicity;Recruitment
1/11/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
1/4/2021	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
12/23/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
12/18/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
12/18/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Holiday Get Together and Cocktail Hour	Other
12/18/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
12/29/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
12/23/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Media Catalog	Publicity
12/21/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	General AT/Recruitment Organization	Administrative

12/17/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
11/20/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Awareness;Recruitment
11/28/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Activities Tracker - Minutes	Community Event;Meeting
12/3/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Media Catalog	Publicity
10/5/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Administrative;Research
10/8/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Administrative;Research
10/22/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	FAMS Social Media/Volunteer Driver Recruitment	Recruitment;Research
12/1/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Meeting;Recruitment
12/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Administrative	Administrative;Organization
10/8/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
10/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
10/23/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
10/26/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	BOD Mailing	Administrative
10/30/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
11/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
11/6/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
11/9/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Printing / Mailing	Administrative
11/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
11/25/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative

12/1/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Mail	Administrative
12/4/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Recruitment;Social Media outreach
12/7/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
12/8/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Resource Guides	Administrative
12/9/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Resource Guides	Administrative
12/9/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Administrative	Administrative
12/14/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
12/10/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	CLAC	Community Event;Meeting
12/4/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Posting Information	Recruitment
12/3/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Recruitment;Social Media outreach
11/24/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Organization;Recruitment;Social Media outreach
11/20/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Awareness;Recruitment
11/19/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Social Media outreach
11/17/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Other
11/17/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	FAMS Staff Meeting	Meeting
11/17/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Media Catalog	Other
11/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Volunteer Driver Recruitment	Recruitment
11/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
11/13/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Recruitment

11/13/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Meeting with Culpeper Chamber of Commerce	Meeting;Recruitment
11/13/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Annual Meeting	Community Event;Meeting
11/9/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
11/6/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Recruitment	Recruitment
11/5/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Other
11/5/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Meeting with Lola Walker	Meeting;Recruitment
10/6/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Media Catalog	Other
11/5/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Media Catalog	Other
11/4/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Other
10/30/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Fauquier Senior Center	Community Event;Outreach
11/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
10/30/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Activities Tracker - Minutes	Meeting
10/28/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC	Meeting
10/29/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Fauquier Senior Center	Community Event;Outreach
10/29/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	RTC	Meeting
10/28/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Reimbursement	Other
10/28/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Other
10/28/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Printing	Other
10/26/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Administrative	Other

10/23/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	FAMS Social Media/Volunteer Driver Recruitment	Meeting
10/20/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Fauquier Senior Center	Community Event
10/20/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Resource Guides	Awareness;Community Event;Other
10/19/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
10/16/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	FAMS Staff Meeting	Meeting
10/8/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	iPads for Seniors	Other;Outreach
10/7/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	Meeting with Ellen Phipps	Meeting
10/8/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	iPads for Seniors	Awareness;Other;Outreach
10/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	iPads for Seniors	Other;Outreach
10/5/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Weekly Staff Meeting	Meeting
10/2/2020	Volunteer Recruitment and Outreach Specialist Impact Activity	AT Statistic Spreadsheet	Other;Research

Additional Data Points of Interest

- Served 674 unique clients in FY21, 474 of which were new clients.
- 1,085 Rides Given through FAMS Call Center
- 3,137 Hours Recorded, 51,816 Miles Logged
- Estimated Additional 1,000 Transportation Related Services Provided
- Regional Hours Estimated at 6k Hours and Mileage 100k – Equivalent Donation of \$200k
- Eight Case Management Referrals made to PATH Community Link
- 100 Calls Processed in the Temporary Pandemic Hotline through the FAMS Call Center



MEMORANDUM

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

As referenced in August, Elizabeth Beling was hired as the Commission's first Farm to School Liaison. Ms. Beling will provide brief remarks following her first two months in the position, as well as the initial outreach activities with schools in the region.

An article from her first in-classroom partnership is included here for your reference.

REQUESTED ACTION: None requested.

Special Guest Teaches RCPS' ABL Students About Bell Peppers

By Holly Jenkins, RCPS Public Relations Officer • Tuesday, October 05, 2021



Lee, a kindergarten student, prepared to drop a cabbage in the tub of water during the Sink or Float experiment. Photo by Holly Jenkins.

Regional Farm to School Liaison Elizabeth Beling attended each Action Based Learning class (grades K, 1 and 2) at Rappahannock County Elementary School last Tuesday to teach the students about the Harvest of the Month - Bell Peppers.

Beling's teaching came on behalf of the school system's Commit 2 Be Fit program that has promoted healthy living throughout the school system and the greater Rappahannock County community.

The students had an opportunity to sample bell peppers, along with hummus, while learning how they are grown and their nutritional value.

Following the taste test, the students conducted an experiment that encouraged students to make predictions on whether fruits and vegetables will sink or float based on their size and density.

The children enjoyed testing their predictions by dropping the fruits and veggies in a tub of water while learning fun tidbits about each one.

There was lots of cheering and laughter when they guessed correctly. Also, the young students had a chuckle seeing the Bell Pepper Octopus that Commit 2 Be Fit instructor Jackie Tederick created for the lesson.

This learning opportunity was made possible by a grant from PATH Foundation and No Kid Hungry, which was awarded to Rappahannock-Rapidan Regional Commission to hire a farm-to-school liaison to promote food access and healthy eating throughout the region (Culpeper, Fauquier, Madison, Orange, and Rappahannock).

Ms. Beling will be returning each month to teach students about the Harvest of the Month.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 19, 2021
Subject: RFQ for Legal Services

With increased funding in various programs and the expectation of multiple contracts related to the PDC Housing Development program, staff believes that it would be beneficial for the Commission to discuss the need for on-call legal services or other mechanisms for legal consultation moving forward. In the past, the Commission has utilized short-term legal guidance with local attorneys on an as-needed basis.

A template request for quote is provided here for consideration, though I would also welcome other solutions that may be identified on the topic.

REQUESTED ACTION: Consider release of RFQ or other appropriate action



RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
REQUEST FOR QUOTE | RFQ # RRRC-2021-001

RFQ # RRRC-2021-001: On-Call Legal Services for the Period of January 1, 2022 to June 30, 2026

Date Issued: October 29, 2021

Summary: The Rappahannock-Rapidan Regional Commission (RRRC) is issuing this request for quote (RFQ) for on-call legal services to be provided to the RRRC for the period of January 1, 2022 through June 30, 2026, with potential for a total of three (3) one-year extensions.

Who May Respond: Only attorneys who are currently licensed to practice law in the Commonwealth of Virginia may respond to this RFQ. Preference may be given to those attorneys who maintain an office within the Rappahannock-Rapidan region; or law firms including such attorneys.

Questions: Please direct any questions regarding this request to Patrick Mauney via email to plmauney@rrregion.org. Responses to inquiries, in the form of an addendum to the RFQ will be posted to the Regional Commission website at <https://www.rrregion.org>.

Conditions: Any and all costs incurred in the preparation of this Quote will be the responsibility of the respondent and will not be reimbursed by the RRRC.

Instructions to Submitters: One (1) original, two (2) hard copies, and one (1) electronic copy of the offeror's quote should be mailed, or hand-delivered to:

Mr. Patrick Mauney
Rappahannock-Rapidan Regional Commission
Attn: RFQ # RRRC-2021-001
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Quote Submission: All quotes must be received no later than 4:00 p.m. on November 19, 2021. Late submissions will not be considered.

Right to Reject: The RRRC reserves the right to reject any and all responses received in response to this RFQ. A contract for the accepted submittal will be drafted based upon the factors described in this RFQ.

Small and/or Minority-Owned Businesses: Efforts will be made by the RRRC to utilize small businesses, women and/or minority owned businesses. Respondent qualifies as a small business firm if it meets the definition as established by the Small Business Administration.

Notification of Award: It is anticipated that a decision to select a successful Quote and award a contract will be made within 45 days of receipt of proposals. It is expected that the initial term of the contract shall be for a period beginning January 1, 2022, and ending June 30, 2026; with a potential of three (3) – one-year extension periods.

BACKGROUND

The Rappahannock-Rapidan Regional Commission serves the local governments in the counties of Culpeper, Fauquier, Madison, Orange and Rappahannock and the towns of Culpeper, Gordonsville, Madison, Remington, The Plains, Warrenton and Washington. The 21-member RRRC board includes elected and appointed officials appointed by each member jurisdiction. Localities with greater than 3,500 residents appoint two members to the Regional Commission, while localities with fewer than 3,500 residents appoint one member to the Regional Commission.

The Rappahannock-Rapidan Regional Commission facilitates a collaborative approach to regional cooperation, and serves as a convening forum for the interaction of appointed and elected local government officials, regional stakeholders and citizen members. The Regional Commission coordinates a broad range of regional planning activities – including multi-modal and human services transportation, environmental planning, homelessness and affordable housing coordination, regional tourism, agricultural planning, hazard mitigation, and economic and community development activities.

SCOPE OF WORK

The Offeror shall be readily available to perform the following legal services on an as requested basis by the Executive Director or their designee. It is projected that 40 to 120 hours of legal services will be required on an annual basis.

1. Advise and review RRRC staff prepared procurement documents to insure federal (FTA, FHWA, EPA and other designated agencies) and Commonwealth of Virginia (State) compliance.
2. Review, draft, and negotiate contracts and leases in compliance with both federal and state requirements, including on-call consultant contracts.
3. Advise on organization legal issues.
4. Review personnel, fiscal and other policies.
5. Advise on responses to requests for information from third parties (FOIA).
6. Defend lawsuits, administrative claims, or other legal claims.
7. Attend Commission Board meetings, as necessary.
8. Assist staff with maintenance of the agency procurement policies and procedures, and with compliance with Virginia Public Procurement Act requirements, providing updates as necessary.
9. Other legal services as needed including matters relating to Charters/Bylaws; agency policies and procedure; real estate related matters.

Offeror agrees to decline any other representation or professional relationship that could potentially create a conflict of interest, thus preventing continued provision of legal services to the Commission during this contract.

Offeror shall be prepared to submit detailed monthly billing statements for all services billed at an hourly rate, broken down into time increments of no more than a quarter hour, and shall include summaries of work performed and time spent on services performed.

SUBMITTAL REQUIREMENTS

Qualified attorneys and/or law firms are invited to submit three (3) printed copies and (1) electronic copy of its proposal by the application deadline listed on the first page of this RFQ. The Offeror shall include, at a minimum, in their quote:

1. **Legal Experience:** The Offeror should describe its legal experience including names, addresses, contact persons, and telephone numbers of at least three clients, preferably including public sector clients, such as the RRRC. Experience should include the following categories:
 - a. Experience working with public sector clients
 - b. Experience in Federal (focus on FTA and FHWA) and Virginia procurement and contracting
 - c. Knowledge and experience with FOIA requests
 - d. Experience working with clients conducting similar programs and government-funded services.
2. **Attorney Qualifications:** The Offeror should demonstrate experience in the following public sector areas: procurement; contracting; Freedom of Information Act (FOIA); federal and state grants; and labor and employment. The Offeror should describe the pertinent experience and qualifications of any attorneys to be assigned to this representation. This description should include:
 - a. Professional and educational background
 - b. Prior experience of the individual attorney or attorneys to be assigned to the representation, with respect to the experience and scope described above.
3. **Price:** The Offeror's proposed price should be an all-inclusive hourly rate, that incorporates costs for attorney(s) or other staff who are expected to work on, or support, this representation. The hourly rate should also include all related and anticipated charges for travel, research, copies, and faxes, and other associated costs.

EVALUATION

The RRRC Executive Director and appropriate staff, and potentially, member jurisdictions' legal counsel, will review the quotes, and may request a meeting with one or more of the qualified Offerors prior to final selection. Submissions will be evaluated in accordance with the following criteria:

- Level of experience with similar public clients, exhibiting knowledge of Federal and Commonwealth of Virginia regulations and specifically FTA requirements.
- Qualifications of attorney(s) identified to work on this representation.
- Response from references
- Cost
- Interviews, if conducted

DRAFT

OTHER TERMS AND CONDITIONS

- A. All proposals must be submitted in accordance with this RFP. All information received shall become part of the proposal.
- B. The Offeror certifies that it knows of nothing that could raise the issue of conflict of interest with regard to this RFP.
- C. The award of a contract shall be at the sole discretion of RRRC. The award shall be based upon the evaluation of all information made available to the Commission. RRRC reserves the right to enter into any contract deemed to be in its best interest. RRRC shall not be obligated to furnish a statement of the reason why a proposal was not deemed to be the most advantageous.
- D. The Offeror agrees that their proposal shall be good and may not be withdrawn for a period of ninety (90) days.
- E. RRRC shall not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal or participating in the interview and negotiation processes.
- F. All proposals shall become the property of the RRRC. In accordance with the Virginia Public Procurement Act, they will not be open for public inspection prior to final selection.
- G. RRRC reserves the right to cancel this RFP, to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.
- H. This RFP, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Offeror shall comply with applicable federal, state, and local laws and regulations.
- I. The Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the RRRC.
- J. The Offeror shall indemnify and save harmless the RRRC, its supervisors, officers, agents, and employees from and against any and all liability, claims, losses, suits, legal proceedings, and costs occurring from any cause whatsoever in any work required by this RFP.
- K. By submitting its proposals, the offeror certifies that their proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subconsultant in connection with its proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- L. The Offeror shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.

M. The Rappahannock-Rapidan Regional Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

N. The Offeror shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.

O. The Offeror shall agree to comply with all federal immigration laws. Offeror shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

P. In accordance with § 2.2-4311.2, Code of Virginia, Offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Offeror not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 19, 2021
Subject: RRRC Application to VDEM for Hazard Mitigation Plan Update

You may recall that staff submitted an application last December for funding to update the regional hazard mitigation plan. Subsequently, Virginia Department of Emergency Management staff indicated that our application would not be funded due to limited funding, but that we should expect to follow up with an application this fall.

As a reminder, the Regional Commission serves as the coordinating agency for the region's Hazard Mitigation Plan, a requirement under the Stafford Act of 2000. The regional plan was first adopted in 2005, with mandated updates completed in 2012 and 2018. [A copy of the current plan](#) is available on the Commission's website.

Proposed Update to the Multi-Jurisdictional Hazard Mitigation Plan

In 2020, the Federal Emergency Management Agency (FEMA) restructured several grant programs into the Building Resilient Infrastructure and Communities (BRIC) program. Funding is included in the BRIC program for eligible projects, inclusive of updates to existing hazard mitigation plans.

The Rappahannock-Rapidan Regional Hazard Mitigation Plan was most recently approved on December 13, 2018, and must be updated within five years in order for participating jurisdictions to maintain eligibility for funding through the Hazard Mitigation Grant Program and future BRIC programs. The update process is expected to take 18 months and will include review of the existing plan, updates to plan sections, local mitigation strategy review and revisions, public outreach, and adoption by each participating jurisdiction.

The Regional Commission is requesting \$75,000 from the BRIC program to coordinate the review and update of the current plan with participation and oversight from local emergency management, planning, and administrative staff. The BRIC program requires a 25% local match, which staff proposes to meet via a combination of Regional Commission in-kind staff time derived from local per capita dues, as well as local in-kind contributions in the form of staff participation in meetings, plan review and plan updates.

Request for Locality Commitment to Participate

All five counties in the region and the Towns of Culpeper, Gordonsville, Madison, Orange, Remington and Warrenton participated and adopted the current plan in 2018/2019. As part of the grant application, FEMA and VDEM require demonstration of local intent to participate in the planning process.

Intent letters were submitted with the previous application in January 2021 and are allowable for this application. Staff will confirm with County Administrators and Town Managers that the existing intent letter will be appropriate for each participating locality.

REQUESTED ACTION: Approval for the Executive Director to submit the grant application to VDEM for Hazard Mitigation Plan update



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 19, 2021
Subject: RRRC Application to Virginia Housing Alliance for 2022-23 AmeriCorps VISTA

The Regional Commission has benefited from hosting AmeriCorps VISTA members to assist with Foothills Housing Network coordination and lead agency responsibilities. The Virginia Housing Alliance (VHA) manages the VISTA program for affordable housing and homeless services in Virginia and is again offering the program for one-year terms to begin in August 2022. Applications are due by December 3rd.

Beginning in 2022, VHA has instituted a \$6,500 Host Site fee that covers VISTA cost shares, administrative costs, and a non-refundable \$500 recruitment fee. This fee is not due upon application but at the beginning of the 2022/23 VISTA year in August of 2022 if your organization is selected as a Host Site. This fee can be paid in its entirety up front in August or billed monthly throughout the VISTA term.

Staff requests authorization to submit the application with the anticipation that the host site fee would be incorporated into the FY 2023 budget process and derived from local dues or other discretionary funding sources.

REQUESTED ACTION: Approval for staff to submit application for 2022/23 AmeriCorps VISTA program to VHA

2020/2021 VISTA Impact Report

VIRGINIA HOUSING ALLIANCE AMERICORPS VISTA PROGRAM

AT A GLANCE



For the 2020/2021 year, the VHA VISTA program had 13 VISTA members whose projects focused on expanding affordable housing and ending homelessness at organizations across Virginia. This report highlights the VISTA work from August 2020 - August 2021.

Professional Development

The VHA VISTA program prides itself on providing our VISTA members with professional development opportunities, building upon the program's legacy of developing a pipeline of individuals (VISTAs) who will continue to work in affordable housing/homeless services post-service term.



4,239 hours
of professional development
training completed by the VISTA
cohort in 20/21



7 VISTAs hired
by their Host Site organization
post-service term

VISTA IMPACT BY NUMBERS



Over the course of a year, the 20/21 VISTA cohort improved the effectiveness and efficiency of their Host Site organizations by implementing assessments, improving systems, working to secure new funding, and building the overall capacity.

3.4 M Total cash resources leveraged

Average of \$260,000 per VISTA member

541 Staff and Volunteers that recieved training

*Average of 42 staff and volunteers trained
per VISTA*

61 Grants or funding proposals submitted

Average of 5 proposals per VISTA

4,171 New beneficiaries served from
targeted or underserved populations

*Average of 320 new beneficiaries
per VISTA*

62 Community assessments completed

Average of 5 assesments per VISTA

177 Systems, procedures, and policies
enhanced, created, or updated

*Average of 14 systems, procedures, and
policies updated or created per VISTA*

VISTA ACCOMPLISHMENTS



Conducted a Racial
Disparities Analysis of
programs to make
services more
equitable



Developed a system to
coordinate the
distribution of surplus
donations for a
homeless shelter



Created and analyzed
surveys of youth
experiencing
homelessness to
identify service gaps



Implemented a Buyer Prioritization
Policy resulting from a year-long
research and data collection study to
help prioritize the most marginalized
households for housing



Aggregated HMIS data to
compare trends in
demographics, health,
and service outcomes for
returning citizens



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: October 21, 2021
Subject: RRRC Application to DHCD for Housing Trust Fund grant

The Regional Commission serves as lead agency for the Foothills Housing Network. In addition, RRRC staff members operate the FHN Coordinated Entry system and conduct intakes, screenings and referrals to service providers for FHN Homelessness Prevention and Rapid Re-Housing funding programs.

The Coordinated Entry process currently functions solely via telephone screenings. RRRC is not equipped to conduct screenings in office. Staff have identified an opportunity to conduct a pilot project to expand coordinated entry screenings in-person at FHN partner locations. In order to implement the pilot project, staff would submit an application for \$40,000 to the Virginia Housing Trust Fund managed by the Department of Housing and Community Development. The funding would allow for minimal program administration at RRRC, but would primarily fund technology and some staffing costs are partner agencies.

Partners participating in the program would be required to meet all FHN community standards and be active in FHN meetings. Staff anticipates developing memorandums of agreement with partners should the application prove successful.

REQUESTED ACTION: Authorize the Executive Director to submit an application to the Housing Trust Fund grant program for Coordinated Entry Pilot Project



Homeless and Special Needs Housing Application Instructions

Housing Trust Fund - Homeless Reduction Grant

Due Date: November 1, 2021

Questions regarding program or application should be directed to:

Taylor Ryan
(804) 629-0765

taylor.ryan@dhcd.virginia.gov

CAMS-related questions should be directed to:

CAMS HELP DESK

CamsHelp@dhcd.virginia.gov



Homeless and Special Needs Housing Application

The Homeless and Special Needs Housing (HSNH) application is a community-based application for the Virginia Homeless Solutions Program (VHSP) and Housing Opportunities for Persons With AIDS (HOPWA) funding and provides the collaborative framework for the Housing Trust Fund (HTF) portion of the application.

Eligible Applicants

Eligible applicants are units of local government and non-profit organizations.

Applicants must have a registered CAMS profile in order to apply. Proposed projects that will leverage multiple partners and subcontracts are allowable. The applicant is the entity responsible for compliance. Please contact DHCD if you have any questions.

DHCD may not enter into program grant agreements with any applicant with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues. Please note that DHCD will work with all interested parties toward the resolution of outstanding issues, where appropriate.

DHCD must verify project partner capacity and roles when evaluating applications and project feasibility. Applicants must be able to clearly articulate the relationship between all partners involved in the service provision, development, ownership, and/or property management of a project.

Application Submission

The Housing Trust Fund (HTF) Homeless Reduction Grant applications must be submitted through DHCD's [Centralized Application and Management System](#) (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed as is.

An applicant organization must have a registered CAMS organizational profile in order to apply for HTF funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted by the established deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

Project Information

The applicant must log into CAMS and select the Housing Trust Fund Homeless Reduction Grant Pool 2022 program, select the appropriate sub-program (HTF-HRG Rapid Rehousing, HTF-HRG Underserved Populations Innovation Projects, or HTF-HRG Permanent Supportive Housing) and click Apply. When the applicant clicks on Apply the system will ask for a Project Name. Please be careful to enter a project name that will help DHCD identify your project. The name of the development or the street where the project is located would be appropriate project names. Once the applicant hits Continue the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

The screenshot shows a web browser window with the URL <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/AppApply.aspx>. The page title is "DHCD CAMS". The user is logged in as "Michelle R. Carter, Profile Manager" for the "Virginia Department of Housing and Community Development". The "Apply Application" section shows a search for "Housing Trust Fund (HTF) 2017 - Housing Trust Fund Homeless Reduction Grant". A modal dialog box is open with the following text:

Please note that it is your organization's responsibility to periodically review its CAMS staff listing to ensure the users in CAMS are still active employees and/or consultants. Any changes to the staff listing must be made by either a Profile Manager or the Organization Head.

Application ID:

Project Name:

Buttons: Continue, Cancel

Below the dialog box, the application details are visible:

Application Start Date: 9/23/2016 End Date: 11/4/2016
Eligible Organization Type: CHDO, Developer, Housing Authority, Localities, Nonprofit Organization, Other (Private for profit), Planning District Commission
Eligible Activity Type: Homeless Service, Housing

Contact Us | FAQ | DHCD Site
Copyright ©2016 DHCD

Virginia Department of Housing and Community Development
400 East Main Street, Suite 300
Richmond, VA 23219

Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project will be located and the Primary Service Area is the locality(s) that the project is intended to target.

The page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

Tip: To print an application that will display all the questions simply go into the “Narrative Information” tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.

The screenshot shows the 'Application Submission' page in the DHCD CAMS system. The top navigation bar includes links for Manage, Downloads, Program Search, Apply, Application Status, Projects And Reports, Remittances, and User Guide. The user is logged in as 'Welcome Kendall Cloeter, Project Manager' from the 'Virginia Department of Housing and Community Development'. The application details are: Application ID: 85209242021085842, Project Name: Test, Program Name: HTF-HRG Rapid Rehousing Projects, Application Start Date: 09/24/2021, Application End Date: 11/01/2021, and Status: Incomplete. The 'Project Information' tab is active, showing fields for Organization Name, Project Primary Contact (First Name, Last Name, Title, Email, Work Phone), Project Location (Address, City, Zip Code), and Primary Service Area (County, City, Town). A 'Save This Tab' button is at the top left of the form area.

Application Submission

Application ID: 85209242021085842 Project Name: Test Program Name: HTF-HRG Rapid Rehousing Projects
Application Start Date: 09/24/2021 Application End Date: 11/01/2021 Status: Incomplete

Project Information | Project Budget | Narrative Information | Attachments | Additional Information

[Save This Tab](#)

Project Information
Organization Name: Virginia Department of Housing and Community Development

Project Primary Contact
First Name*: [Text Box] Last Name*: [Text Box]
Title*: [Text Box] Email*: [Text Box]
Work Phone*: [Text Box]

Project Location
Address*: [Text Box] Zip Code*: [Text Box] [What's my ZIP?](#)
City*: [Text Box]

Primary Service Area
Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#) City: [Add/Edit City](#) Town: [Add/Edit Town](#)
No County Selected. No City Selected. No Town Selected.

Project Budget

The next tab, Project Budget, requires basic budget information that corresponds to the requested amount and project type.

The screenshot shows the 'Project Budget' tab in the DHCD CAMS system. The top navigation bar and application details are the same as the previous screenshot. The 'Project Budget' tab is active, showing a 'Please enter your Total Request: \$ 0.00' field. Below this is a table with columns for 'Cost/Activity Category', 'DHCD Request', 'Other Funding', and 'Total'. The table lists categories like 'Rapid Re-housing' and 'Administration' with sub-items and their respective budget amounts. A 'Budget Narrative' text box is at the bottom.

Application Submission

Application ID: 85209242021085842 Project Name: Test Program Name: HTF-HRG Rapid Rehousing Projects
Application Start Date: 09/24/2021 Application End Date: 11/01/2021 Status: Incomplete

Project Information | **Project Budget** | Narrative Information | Attachments | Additional Information

[Save This Tab](#)

Project Budget Information
Please enter your Total Request: \$ 0.00

Cost/Activity Category	DHCD Request	Other Funding	Total
Rapid Re-housing	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Housing Search and Placement	\$ 0.00	\$ 0.00	\$0.00
<input type="checkbox"/> Housing Stabilization Case Management	\$ 0.00	\$ 0.00	\$0.00
<input type="checkbox"/> Housing Stabilization Financial Assistance	\$ 0.00	\$ 0.00	\$0.00
<input type="checkbox"/> Housing Stabilization Services	\$ 0.00	\$ 0.00	\$0.00
<input type="checkbox"/> Rent Arrears	\$ 0.00	\$ 0.00	\$0.00
<input type="checkbox"/> Rent assistance	\$ 0.00	\$ 0.00	\$0.00
<input type="checkbox"/> Service Location Costs	\$ 0.00	\$ 0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Administration	\$ 0.00	\$ 0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

Budget Narrative:
[Text Box]

Narrative Information

The applicant will then go to the narrative questions. There are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

The CAMS text box in this section will only accommodate text responses. Graphics, tables, and charts will appear as text only. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Narrative

Letter of Support - Local Coordination (All applicants)

A letter of support for this application must be provided. The letter of support must be written and signed by the Continuum of Care or Local Planning Group Board Chairperson.

Need, Approach, + Capacity (RRH Projects Only)

1. Provide a clear and detailed description of the proposed project and funding request that meets the requirements established in the HSNH-HTF-HRG program guidelines. This should include but is not limited to the activities, target population, goals, and timeline for implementation and hiring of staff (if applicable) for this project.
2. Provide quantitative data that demonstrates the community need for this project and describe how this data was used to inform the project design. If sufficient quantitative data is not available, qualitative data may be provided. If current local data and research systems do not accurately identify the need for this project, how will this project supplement or improve current data collection efforts?
3. Describe how households will access this project and engage with services. How will the project work to ensure households facing specific barriers (i.e., language, mobility, or limited personal phone or internet access) will be able to access and engage with services through this project?
4. Describe in detail how the organization implements a Housing First approach. Include specific examples such as organizational or programmatic policies, procedures, and guidelines.
5. Provide quantitative data on racial disparities within current services and program outcomes. Qualitative data may also be used to supplement the information provided. If applicable, detail how this project will address these disparities. If current local data and research systems do not accurately identify these disparities, how can this project supplement or improve data collection?
6. Describe the project's role in the local crisis response system to include how referrals are received through local coordinated entry and how the proposed project would work in conjunction with existing permanent housing resources.
7. Describe how persons with lived experience, community stakeholders, and other homeless service providers are involved in the development and implementation of this project.
8. Detail the intended outcomes of this project including the number of households that will be served with the requested funds. If the proposed project was previously funded through the Virginia Housing Trust Fund, how is this proposal continuing or building upon existing efforts?

9. Describe how the project will implement housing stabilization services and leverage mainstream resources to ensure that households are quickly and stably moved into permanent housing.
10. Detail any current or developing strategies for transitioning households out of the project and maintain housing stability. Provide examples of partnerships with other programs or mainstream supports that would assist in this transition.
11. How is your organization uniquely positioned to serve the target population and meet the community need for this project? Include organizational experience, staff skills, and partnerships. In addition, how is your organization able to meet the requirements of this grant to include program, reporting, and financial requirements?
12. Has the agency's programs been monitored by state or federal funders? Please detail any significant issues or concerns and if funds have been returned as a result of that monitoring.
13. Detail how the proposed project will be sustained and program services will continue once this grant has ended.

Need, Approach, + Capacity (PSH Projects Only)

1. Provide a clear and detailed description of the proposed project and funding request that meets the requirements established in the HSNH-HTF-HRG program guidelines. This should include but is not limited to the activities, target population, goals, and timeline for implementation and hiring of staff (if applicable) for this project.
2. Provide quantitative data that demonstrates the community need for this project and describe how this data was used to inform the project design. If sufficient quantitative data is not available, qualitative data may be provided. If current local data and research systems do not accurately identify the need for this project, how will this project supplement or improve current data collection efforts?
3. Describe how households will access this project and engage with services. How will the project work to ensure households facing specific barriers (i.e., language, mobility, or limited personal phone or internet access) will be able to access and engage with services through this project?
4. Describe in detail how the organization implements a Housing First approach. Include specific examples such as organizational or programmatic policies, procedures, and guidelines.
5. Provide quantitative data on racial disparities within current services and program outcomes. Qualitative data may also be used to supplement the information provided. If applicable, detail how this project will address these disparities. If current local data and research systems do not accurately identify these disparities, how can this project supplement or improve data collection?

6. Describe the project's role in the local crisis response system to include how referrals are received through local coordinated entry and how the proposed project would work in conjunction with existing permanent housing resources.
7. Describe how persons with lived experience, community stakeholders, and other homeless service providers are involved in the development and implementation of this project.
8. Detail the intended outcomes of this project including the number of households that will be served with the requested funds. If the proposed project was previously funded through the Virginia Housing Trust Fund, how is this proposal continuing or building upon existing efforts?
9. Describe how the project will implement housing stabilization services and leverage mainstream resources to ensure that households are quickly and stably moved into permanent housing.
10. Describe any current or developing strategies for transitioning households out of permanent supportive housing and into mainstream housing (ex. Move On strategies, voucher programs, etc.) Provide examples of partnerships with other programs or mainstream supports that would assist in this transition.
11. How is your organization uniquely positioned to serve the target population and meet the community need for this project? Include organizational experience, staff skills, and partnerships. In addition, how is your organization able to meet the requirements of this grant to include program, reporting, and financial requirements?
12. Has the agency's programs been monitored by state or federal funders? Please detail any significant issues or concerns and if funds have been returned as a result of that monitoring.
13. Detail how the proposed project will be sustained and program services will continue once the grant cycle has ended.

Need, Approach, + Capacity (Underserved Population Innovation Projects Only)

Underserved populations are defined by a lack of resources targeted towards providing culturally appropriate and trauma-informed services for a vulnerable population.

1. Provide a description of the underserved population this program will aim to serve and a summary of the funding request for the proposed project that meet the requirements established within the HSNH-HTF-HRG program guidelines. This should include but is not limited to the activities, target population, goals, and timeline for implementation and hiring of staff (if applicable) for this project.
2. Provide a clear description of how this application meets at least one of the core components and a description of the planning/coordinating body as stated in the HSNH-HTF-HRG guidelines.
3. Provide quantitative and qualitative data that demonstrates the community need for this project and describe how this data was or will be used to inform the project design. If

current local data and research systems do not accurately identify this need how will this project supplement or improve current data collection efforts?

4. Describe how households will access this project and engage with services. How will the project work to ensure households facing specific barriers (i.e., language, mobility, or limited personal phone or internet access) will be able to access and engage with services through this project?
5. Identify specific barriers faced by the underserved population to obtaining and/or maintaining permanent housing through existing programs and services within the community. How will this proposed project address these barriers?
6. Describe in detail how the organization implements a Housing First approach. Include specific examples such as organizational or programmatic policies, procedures, and guidelines.
7. Describe the interaction of race and the experience of homelessness within the underserved population targeted by the proposed project. Do racial disparities exist in the incidence of homelessness, access to services, and outcomes of services? Provide quantitative and/or qualitative data in the response. How will the proposed project aim to address or reduce these disparities?
8. Describe the project's role in the local crisis response system to include how referrals are received through local coordinated entry and how the proposed project would work in conjunction with existing permanent housing resources. If planning project-only, what efforts will be made to ensure any resulting programs or services are integrated within the local crisis response system?
9. Describe how persons with lived experience, community stakeholders, and other homeless service providers are involved in the development and implementation of this project.
10. Detail the intended outcomes of this project. Include the intended outcomes of the planning effort and the number of households to be served with the requested funds (if applicable). If the proposed project was previously funded through the Virginia Housing Trust Fund, how is this proposal continuing or building upon existing efforts?
11. Detail how this project will produce a new model of service or inform best practices that can be replicated in other communities to serve the target underserved population.
12. Describe how the project will implement housing stabilization services and leverage mainstream resources to ensure that households are quickly and stably moved into permanent housing.
13. Detail how the proposed project will be sustained and program services will continue once the grant cycle has ended. Planning Projects, please detail the next steps or the process for determining the continuation of the efforts initiated by this project.
14. How is your organization uniquely positioned to serve the target population and meet the community need for this project? Include organizational experience, staff skills, and

partnerships. In addition, how is your organization able to meet the requirements of this grant to include program, reporting, and financial requirements?

15. Has the agency's programs been monitored by state or federal funders? Please detail any significant issues or concerns and if funds have been returned as a result of that monitoring.

Attachments

There are a number of attachments required for the Homeless Reduction Grant application. Some of these attachments require the use of a DHCD-provided template. The Certifications and Assurances is an example where the applicant will be required to download a template, complete, and upload the completed templates. All attachments are listed on the attachment tab. The attachments with required templates have a link next to the name of the attachment and instructions to download.

Some attachments do not require DHCD templates. Applicant Financials is an example of an attachment where the applicant will not be required to download and complete a DHCD template. In these cases the applicant would simply upload an electronic version of the document under the appropriate attachment.

Please see the [CAMS User Guide](#) for more detailed instructions (file types and size limits).

Required application attachments include the following:

Application Attachments	
<i>Name of Attachment</i>	<i>Requirement</i>
<u>Certifications and Assurances*</u>	DHCD template; required for all projects
<u>Applicant Financials</u>	Required for all projects – current and prior year organizational budgets to include revenue sources and expenses
<u>Letter of Support (signed by the CoC/LPG governing board chair)</u>	Required for all projects.
<u>CoC/LPG approved Homeless Services Flow Chart</u>	Required for all projects
<u>Job Descriptions</u>	Required for projects proposing staff costs
<u>MOUs</u>	If applicable
<u>Board of Directors</u>	Required for non-profit applicants
<u>Additional Attachments</u>	Optional

*DHCD required template

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

Application Submission

Application ID: 85209242021085842 Project Name: **Test** [Edit](#) Program Name: HTF-HRG Rapid Rehousing Projects
Application Start Date: 09/24/2021 Application End Date: 11/01/2021 Status: Incomplete

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) **[Additional Information](#)**

[Save This Tab](#)

Please submit/upload following required documents:

Applicant Financials
[Choose File](#) | [No file chosen](#)

Letter of Support (signed by the CoC/LPG governing board chair)
[Choose File](#) | [No file chosen](#)

Homeless Services Flow Chart
[Choose File](#) | [No file chosen](#)

Job Descriptions (for projects proposing staff costs)
[Choose File](#) | [No file chosen](#)

MOUs (if applicable)
[Choose File](#) | [No file chosen](#)

Board of Directors (required for non-profits)
[Choose File](#) | [No file chosen](#)

Additional Attachments
[Choose File](#) | [No file chosen](#)

Additional Attachments
[Choose File](#) | [No file chosen](#)

Additional Attachments
[Choose File](#) | [No file chosen](#)

Certifications and Assurances
(Click [HERE](#) for template)
[Choose File](#) | [No file chosen](#)

Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

Application Submission

Application ID: 39509232016135912 Project Name: **DHCD Application Test** [Edit](#) Program Name: Housing Trust Fund Homeless Reduction Grant
Application Start Date: 09/23/2016 Application End Date: 11/04/2016 Status: Incomplete

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) **[Additional Information](#)**

[Save This Tab](#)

Enter optional comments regarding your application in the space below:

Contact Us | [FAQ](#) | [DHCD Site](#)
Copyright ©2016 DHCD

Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219

Application Status

Applicants may allow multiple users to edit and review application materials. Applicants are solely responsible for controlling security access to CAMS.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

DHCD Review Process

Applicants with unresolved DHCD findings, audit findings, or other compliance issues will not be eligible for a funding commitment.

DHCD conducts panel reviews of all applications submitted by eligible applicants through CAMS.

Applications will be accepted on or before 11:59 PM, November 1, 2021 and must be submitted to DHCD through the online application and project management system, CAMS (Centralized Application and Management System). Please allow up to two business days for responses to CAMS help desk requests.

Applications received by the deadline will be reviewed against established criteria to identify those projects best positioned to meet priority needs within Virginia.

Applications must meet minimum requirements including scoring at least 60 points in order to be considered for funding. Scoring criteria are need, approach, local coordination, and capacity.

Fifteen percent of the score will be based on Part I of the Homeless and Special Needs Housing 2020-2022 application.

Applications will be reviewed and scored by a panel. Offers will be extended to those applications scoring at least 60 points based on availability of funds. Any remaining balance of funds may be allocated through a subsequent application process.

Project applications selected through the Homeless Reduction Grant application process will receive funding notification in writing. Additional information and negotiations may be required prior to grant agreement execution. Applicant awards are tentative pending an executed grant agreement. Applicants are expected to respond in a timely manner to all information requests.

Additional information may be found in the [HSNH Program Guidelines](#) and during the How-to-Apply webinars. Information for accessing webinars may be found on the [DHCD website](#).