



**Rappahannock-Rapidan Regional Commission Meeting
December 8, 2021 at 1:00 pm**

**Prince Michel Vineyard
154 Winery Lane, Leon, VA 22725**

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) **October 27, 2021 ([Attachment](#))
8. Financial Reports
 - a) **FY 2021 Agency Audit ([Attachment](#))
 - b) FY 2022 YTD Financial Report ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
 - a) Draft 2022 Scope of Work for Chesapeake Bay Watershed Program
10. Staff Updates / Old Business
 - a) PDC Housing Development Program ([Attachment](#))
 - b) Long Range Transportation Plan ([Attachment](#))

11. New Business

- a) **RRRC 2021-2024 Title VI Plan ([Attachment](#))
- b) **RRRC application to DRPT for FY 2023 Commuter Assistance Program Operating and Technical Assistance grants ([Attachment](#))
- c) **RRRC application to DRPT for FY 2023 Section 5310 Mobility Management & Operating grant program ([Attachment](#))
- d) **2022 Regional Legislative Priorities ([Attachment](#))
- e) Compensation Report ([Attachment](#))
- f) Formation of Nominating Committee ([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
October 27, 2021 Regular Meeting
Town Hall, Washington, VA**

MINUTES

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

**Denotes that member participated remotely, in accordance with the Commission's adopted remote participation policy*

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

Others Present: Chuck Jackson (MadRapp Recorder)

1. Call to Order

Chair Taylor called meeting to order at 1:05 p.m. She thanked Mayor Catlin and the Inn at Little Washington for coordinating the walking tour and lunch.

2. Pledge of Allegiance

Chair Taylor led Commissioners in the Pledge of Allegiance.

3. Roll Call & Quorum Determination

Chair Taylor welcomed Jonathon Weakley, Madison County Administrator to the Commission for his first meeting.

A quorum of the Commission was confirmed in person.

Chair Taylor noted that two members requested remote access prior to the meeting.

Mr. Ashby requested such due to a medical condition and Mr. McCulla for a personal matter preventing his attendance in person. J Egertson moved to approve remote participation for both members, 2nd by F Catlin. The motion carried ayes all.

4. Agenda Approval

Upon motion by M Roby, 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) August 25, 2021

Chair Taylor presented the minutes from the August 25th RRRC meeting. R Coiner moved to approve, 2nd by J Crozier. The motion carried, with J Weakley abstaining.

8. Financial Reports

a) FY 2022 Year to Date Financial Report

Chair Taylor asked P Mauney to review the financial reports. He noted the year to date revenues and expenses through the first quarter with revenues at 36.7% of budget and expenses at 15.4% of budget. He called attention to the equipment and software budget line and indicated an amended budget would be presented in December or February.

b) DRAFT FY 2021 Agency Audit

P Mauney shared that the draft FY 2021 audit was available for review and asked Terry Snead for comments from staff. T Snead stated that this was another clean audit and that pertinent details could be found within the management letter. She also stated that the Commission expects to see a slight increase in its fringe and indirect rates from initial calculations.

9. Executive Director's Report

Chair Taylor asked P Mauney to review the Director's report. P Mauney thanked Orange County for hosting the Annual Meeting and for all who were able to attend. He shared that Commission staff had participated in various outreach events in support of Commuter Services and Tween Rivers Trail in recent months and encouraged Commissioners to share future events where RRRC participation would be valuable.

P Mauney noted recent support for grant applications for Rappahannock County and the Town of Remington, successful award of application for tree planting at Lenn Park in Culpeper County, and shared a success story for volunteer transportation programs in the region facilitated by the Regional Transportation Collaborative.

10. Staff Updates

a) PDC Housing Development Program

Chair Taylor asked P Mauney and J Little to update on the PDC Housing Development Program. P Mauney shared that staff held an introductory meeting on September 20th

with interested stakeholders and that Ms. Little had taken the lead on developing timelines for the program, a proof of concept template for project information intakes, partnership guidance documents and an outreach survey. P Mauney also reviewed initial priorities generated through review of survey responses, the regional housing study, and other data indicators. He asked Commissioners to review and provide comment, as applicable.

The next steps for the program are for the proof of concept requests to go out in November, with the expectation that full applications would be received in early 2022.

F Catlin asked about whether the funding would require a separate application to Virginia Housing. P Mauney stated that it would not. G Curry requested flexibility for accessory dwelling units or other innovative concepts. P Mauney indicated that staff was interested in all potential ideas, but that there would be the requirement to maintain affordability within Virginia Housing guidelines.

b) Regional Transportation Collaborative

Chair Taylor introduced the update on the Regional Transportation Collaborative and thanked staff and partner organizations for volunteer driver appreciation event in September. P Mauney noted that he had shared concerns with the Commission in 2019 regarding funding for the Foothills Area Mobility System program, but that between increased awards from the Department of Rail and Public Transportation and strong support from the PATH Foundation, those concerns were lessened considerably. He also shared statistics and information from the past year and noted the successful collaborations with VolTran, Rapp at Home and LOWLINC in addition to the longstanding partnerships with RRCS and Aging Together.

c) Farm to School Program Update

Chair Taylor introduced Elizabeth Beling to present on the first months of the Commission's Farm to School program. Ms. Beling shared initial insight from her work in classrooms in each of the five counties and indicated that feedback from staff and students was very positive overall. She also noted that she and Michelle Edwards were working with 4P Foods to coordinate with Rappahannock County schools as part of a broader procurement discussion.

Commission members referenced potential collaboration options with community gardens in Gordonsville and Remington.

11. New Business

a) RFQ for Legal Services

Chair Taylor stated that staff has requested a discussion on formalizing legal services for the Commission. P Mauney shared that with the Housing Development Program and the complexity of contracts increasing, he felt it would be beneficial to seek on-call legal services. G Curry indicated that legal services do not require procurement and asked whether staff had existing legal contacts. P Mauney stated that he has had discussions with an attorney in Culpeper on rare occasions, but that the RFQ process would hopefully allow for more interest. F Catlin noted the references to RFP in the

terms and conditions. P Mauney indicated he would revise that section. R Coiner asked whether a statewide contract could be available through a state agency. P Mauney indicated he would check with his colleagues at other planning districts.

J Crozier moved to approve the procurement for legal services, noting that it would be advisable to not utilize local jurisdiction counsel, 2nd by J Weakley. The motion carried ayes all.

b) RRRC application to VDEM for Hazard Mitigation Plan update

Chair Taylor asked P Mauney to review item 11B. P Mauney shared that the Commission had approved an application for funding to update the Hazard Mitigation Plan last December, but that limited funding resulted in VDEM requesting the application be submitted through this year's program instead. All other aspects of the application remain the same as in December.

R Coiner moved to approve, 2nd by C Hively. The motion carried ayes all.

c) RRRC application to VHA for 2022-23 AmeriCorps VISTA

Chair Taylor asked P Mauney to review the AmeriCorps VISTA application. P Mauney stated that the program has been critical to the Commission's role as lead agency for Foothills Housing Network and allowing for additional professional capacity with little financial cost to the Commission. Beginning in next year's cycle, the Virginia Housing Alliance is requesting VISTA sites to contribute \$6,500 to offset program costs. P Mauney stated that matching funds would come from local per capita dues and that he felt it remained a good investment.

R Coiner moved to approve, 2nd by J Crozier. The motion carried unanimously.

d) RRRC application to DHCD for Housing Trust Fund grant

Chair Taylor asked P Mauney to review the request to the DHCD for funding to implement a pilot expansion of the Coordinated Entry program for Foothills Housing Network. P Mauney shared that, at present, the FHN Coordinated Entry system is completely handled by phone at the Commission offices and that, while it allows for efficiency for the Commission staff, presents some barriers for clients seeking assistance. The requested funds would allow for partner organizations (Departments of Social Services or other non-profits) willing to conduct in-person screenings to pilot such a program, with funding supporting technology costs and some limited staff time.

R Coiner moved to approve, 2nd by J Crozier. The motion carried unanimously.

12. Closed Session (if necessary)

13. Regional Roundtable

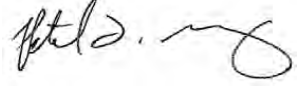
Commission members shared information of note from their communities.

14. Adjournment

Upon motion by R. Coiner, 2nd by J Crozier, Chair Taylor adjourned the meeting at

2:32 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

DRAFT



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: November 29, 2021
Subject: FY 2021 RRRC Audit

The FY 2021 Financial Audit was provided to the Regional Commission in advance of the October 27th meeting. No questions or revisions were received following the October meeting.

Staff recommends approval of the audit to ensure on-time submission of the audit required under various existing grant contracts.

REQUESTED ACTION: Adopt the FY 2021 Audit

**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

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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>
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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>
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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>
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DEFERRED INFLOWS OF RESOURCES

Differences between expected and actual experience	<u>10,743</u>
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Total Deferred Inflows of Resources	<u>10,743</u>
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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>
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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)
	<u>208,478</u>
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)
	<u>(23,916)</u>
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
	<u>(17,212)</u>
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)
	<u>(3,046)</u>
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 <u>Defined Benefit Component:</u> 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><u>Defined Contributions Component:</u> 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 <u>Defined Benefit Component:</u> See definition under Plan 1</p> <p><u>Defined Contribution Component:</u> 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

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	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>

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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%



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: FY 2022 Year-to-Date Revenues & Expenditures

FY 2022 Revenue and Expenditure reports through November 30, 2021 are enclosed for your review. These are unaudited reports for the first five months (42%) of the fiscal year.

Revenues are 43.5% of budget. We have started to receive reimbursements for most grants, including the NFWF Chesapeake Bay Small Watershed grant, Virginia Housing PDC Housing Development Program grant and other annual grant awards.

Expenditures are 28.4% of budget. Grant spending is within expected amounts and we should see expenses catch up to revenues as the year progresses. As mentioned in October, I anticipate providing an amended budget for your consideration in February to reflect adjustments to equipment and software and other expense items.

REQUESTED ACTION: None required.

Rappahannock-Rapidan Regional Commission
FY 2022 Revenue Snapshot - November 30, 2021

Budget Items	FY 2022 Budget	Adjustments	Adjusted Budget	September	October	November	YTD Actual	YTD %
Revenues								
Dues:								
Culpeper County	\$ 27,589.00		\$ 27,589.00				\$ 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	100.0%
Orange County	\$ 24,892.00		\$ 24,892.00				\$ 24,891.70	100.0%
Rappahannock County	\$ 5,915.00		\$ 5,915.00				\$ 5,915.41	100.0%
Town of Culpeper	\$ 15,454.00		\$ 15,454.00				\$ 15,453.77	100.0%
Town of Gordonsville	\$ 1,332.00		\$ 1,332.00				\$ 1,332.15	100.0%
Town of Madison	\$ 202.00		\$ 202.00				\$ 201.69	99.8%
Town of Orange	\$ 4,191.00		\$ 4,191.00				\$ 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	100.0%
Town of Warrenton	\$ 8,248.00		\$ 8,248.00				\$ 8,247.71	100.0%
Town of Washington	\$ 104.00		\$ 104.00				\$ 103.75	99.8%
Interest Income	\$ 300.00		\$ 300.00	\$ 17.75	\$ 20.20		\$ 72.64	24.2%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 101.50	\$ 201.50	\$ 159.63	\$ 662.63	66.3%
AARP Community Challenge Grant	\$ 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		\$ 22,656.00	\$ 14,872.00	\$ 51,513.00	21.0%
NFWF Chesapeake Bay Grant	\$ 200,000.00		\$ 200,000.00			\$ 3,934.35	\$ 3,934.35	2.0%
No Kid Hungry VA Farm to School Grant	\$ 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	100.0%
PATH Mobility Management/Transportation	\$ 150,000.00		\$ 150,000.00	\$ 190,000.00			\$ 192,500.00	128.3%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 7,093.31			\$ 41,554.78	85.5%
Regional Tourism	\$ 7,500.00		\$ 7,500.00	\$ 300.00		\$ 1,400.00	\$ 7,300.00	97.3%
Rideshare Program	\$ 133,265.00		\$ 133,265.00	\$ 8,018.00	\$ 7,230.00	\$ 10,508.00	\$ 39,579.00	29.7%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00			\$ 11,957.62	\$ 27,234.62	47.0%
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		\$ 20,000.00		\$ 20,000.00	33.3%
VHSP Grant	\$ 84,500.00		\$ 84,500.00	\$ 10,689.33			\$ 10,689.33	12.7%
Total Revenue	\$ 1,377,903.00	\$ -	\$ 1,377,903.00	\$ 241,252.69	\$ 50,107.70	\$ 42,831.60	\$ 599,373.52	43.5%

Rappahannock-Rapidan Regional Commission
FY 2022 Expenditure Snapshot - November 30, 2021

Budget Items	FY 2022 Budget	Adjustments	Adjusted Budget	September	October	November	YTD Actual	YTD %
Expenditures								
Advertising	\$ 1,000.00		\$ 1,000.00				\$ 70.00	7.0%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00		\$ 2,868.17		\$ 3,368.17	67.4%
Audit/Legal	\$ 5,000.00		\$ 5,000.00				\$ -	0.0%
Equipment/Software	\$ 10,000.00		\$ 10,000.00	\$ 10,130.25			\$ 10,990.21	109.9%
FICA	\$ 36,720.00		\$ 36,720.00	\$ 2,509.53	\$ 4,124.93	\$ 2,678.21	\$ 13,998.74	38.1%
Health & Dental	\$ 75,000.00		\$ 75,000.00	\$ 5,174.16	\$ 4,936.18	\$ 4,936.18	\$ 25,394.84	33.9%
Meals	\$ 2,500.00		\$ 2,500.00				\$ 471.38	18.9%
Membership Dues	\$ 4,500.00		\$ 4,500.00	\$ 400.00			\$ 4,425.16	98.3%
Miscellaneous	\$ 500.00		\$ 500.00				\$ 145.77	29.2%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 9,965.00	41.7%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00				\$ 1,368.00	101.3%
Office Maintenance	\$ 10,000.00		\$ 10,000.00	\$ 635.04	\$ 817.76		\$ 2,344.20	23.4%
Payroll Expenses	\$ 480,000.00		\$ 480,000.00	\$ 34,987.39	\$ 55,614.32	\$ 36,702.87	\$ 192,926.83	40.2%
Postage	\$ 500.00		\$ 500.00	\$ 8.45	\$ 58.00	\$ 10.34	\$ 134.39	26.9%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 79.34	\$ 46.24	\$ 299.49	\$ 520.93	17.4%
Reserve	\$ -		\$ -				\$ -	#DIV/0!
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 160.00	\$ 18.00	\$ 226.00	45.2%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 601.59	\$ 37.70	\$ 123.24	\$ 924.96	20.6%
Technology	\$ 10,000.00		\$ 10,000.00	\$ 903.20	\$ 570.60	\$ 598.38	\$ 5,795.38	58.0%
Travel & Training	\$ 10,000.00		\$ 10,000.00	\$ 263.88	\$ 694.16	\$ 683.08	\$ 1,702.72	17.0%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 326.50	\$ 295.19	\$ 173.64	\$ 1,436.05	22.1%
VRS	\$ 20,000.00		\$ 20,000.00	\$ 863.60	\$ 1,037.36	\$ 680.50	\$ 4,093.56	20.5%
Workman's Comp	\$ 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		\$ 161.28		\$ 161.28	16.1%
Mobility Management Expenses	\$ 340,000.00		\$ 340,000.00	\$ 19,782.84	\$ 26,998.82	\$ 22,258.14	\$ 91,112.44	26.8%
NFWF Chesapeake Bay Expenses	\$ 185,000.00		\$ 185,000.00				\$ -	0.0%
Regional Tourism Expenses	\$ 12,800.00		\$ 12,800.00	\$ 408.05	\$ 409.63	\$ 219.11	\$ 1,674.28	13.1%
Rideshare Expenses	\$ 52,565.00		\$ 52,565.00	\$ 233.18	\$ 346.06	\$ 119.44	\$ 3,642.05	6.9%
Rural Transportation Expenses	\$ 1,000.00		\$ 1,000.00				\$ -	0.0%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 676.96	\$ 53.92	\$ 398.00	\$ 1,182.80	39.4%
Total Expenditures	\$ 1,331,351.00	\$ -	\$ 1,331,351.00	\$ 79,992.96	\$ 101,223.32	\$ 71,891.62	\$ 378,575.14	28.4%
Unprogrammed Revenues:	\$ 46,552.00		\$ 46,552.00					

Executive Director's Report

December 2, 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:

- We welcomed a new Coordinated Entry Specialist to the Commission in early December. Ms. DeAngela Alexander began on December 2nd and brings a human services background with experience in local social services, homeless services providers and case management that will benefit the overall Coordinated Entry program.
- FY 2023 budget requests for Culpeper and Orange counties are in development. If other local jurisdictions have upcoming deadlines or new requirements, please let me know as you are able.

Transportation

- The Regional Long Range Transportation Plan is in draft form. We will send out a press release for public comment later in December.
- You may see digital displays at various locations throughout the region highlighting the work of the Regional Transportation Collaborative and Foothills Housing Network. The displays are part of the additional outreach for the RTC funded via PATH Foundation and the AARP Community Challenge grant.
- Staff continue to work with local partners on various transportation planning efforts including the Culpeper area planning process, Fauquier County and Town of Warrenton pipeline projects, and submitted the applications for Growth and Accessibility Planning assistance for Town of Remington and Rappahannock County.

Homelessness & Regional Housing

- Staff held a regional housing stakeholder meeting in November to determine common needs related to affordable housing across the region. Participants included local staff, elected officials, non-profit housing developers, and local banking representatives, among others. Initial feedback is that there is a need for a housing resource inventory for funding and housing options, as well as continued focus on tracking housing and development across the region.
- 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 updated logos, information and the refreshed website at <https://www.foothillshousing.org>
- Staff are working with partners to determine opportunities for shelter over the short and long-term. As you know, funding has been directed to service providers to place homeless individuals and households in hotels in the region, but the need continues to grow and many hotels are unable to make long-term commitments for room space. We also continue to see the number of literally homeless individuals contacting Coordinated Entry grow month to month.

Environmental & Natural Resources

- Staff worked with the Department of Conservation and Recreation to host a virtual meeting for the Virginia Outdoors Plan in late November.
- The Land Use and Environment committee met in November and heard an update on the ongoing BMP Prioritization tool that is being developed by Chesapeake Conservancy through RRRC's NFWF grant.
- Staff facilitated discussion between 4P Foods and Rappahannock County schools regarding opportunities to expand local food use. Liz Beling continues to be active in each school system and is developing various models and lessons that can be adapted depending on class size and age group.

Economic Development & Tourism

- Staff continue to reach out to Tween Rivers Trail partners to expand marketing and social media coordination. We expect to engage with the regional tourism directors in early 2022 to determine next steps and additional opportunities for regional collaborative efforts.
- The Comprehensive Economic Development Strategy (CEDS) application should be submitted in early 2022.

Emergency Planning & Hazard Mitigation

- The Hazard Mitigation Plan update application was submitted in early November. We expect to receive feedback from VDEM staff in the next month or so regarding any revisions and should have more information on award from FEMA in mid-2022.
- The ongoing Wildfire Risk Analysis project is nearing draft form. Matthew Decatur has updated GIS layers and data sets and we anticipate sharing with regional committees in the first quarter of 2022.

Local Technical Assistance

- Staff facilitated a work session with Culpeper County Board of Supervisors on the county's redistricting process in November. We are also planning to work with Rappahannock County and the Town of Warrenton to develop redistricting plans, as well as being attentive to the statewide process now under the direction of the Virginia Supreme Court.
- Staff attended the November meeting of the Town/County Liaison Committee in Fauquier County. Several items, including transportation and recycling, may be of regional interest moving forward.
- I presented at the Leadership Fauquier Human Services panel in November. This was a very interested group, and I appreciated the opportunity to present along with RRCS and Fauquier Social Services.
- Participated on transportation pipeline planning projects with Fauquier County and the Town of Warrenton for targeted projects in both localities

Scope of Service
Virginia Chesapeake Bay Watershed
2022 PDC Locality Implementation Program

A. CONTACT INFORMATION

Provider:		Contact Person:	
DUNS #:		Phone Number:	
Federal ID #:		Email:	
Mailing Address:		Invoice Payable To:	
City, State, Zip:		Checks Payable To:	
Project Title:	2022 Chesapeake Bay Watershed PDC Locality Implementation Program		

Contract Period:	Start:	Pre-award cost allowance beginning January 1, 2022	Interim Report Due:	End:	December 31, 2022
DEQ Project Manager:			CBRAP Federal Funds:		\$58,000
Project Manager Email:			Match Funds:		\$14,500

B. PROJECT OVERVIEW

Note: References to "Grant"/"grant"/"grant funds" within section "B" are defined as pertaining strictly to the federal grant awarded to DEQ; the contract awarded by DEQ to the PDC is not a grant contract.

In continuance of implementation of the Chesapeake Bay Phase III Watershed Implementation Plan (WIP), the Virginia Department of Environmental Quality, in cooperation with the Chesapeake Bay Program Partnership and other state and federal partners, has made grant funds available as authorized in the federally-funded 2021 Commonwealth of Virginia Chesapeake Bay Regulatory and Accountability Program (CBRAP) Work Plan approved by EPA. Virginia's Planning District Commissions (PDCs), as authorized in the Code of Virginia (§15.2-4207), encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance, specifically in the functional area of environmental management. The Virginia PDCs are accustomed to undertaking technical assistance grant projects and regularly providing coordination with local government representatives. Their work typically focuses on data and information exchanges between local, state and federal partners and analyses of resource management issues resulting in an informational end product such as reports, maps, data inputs and outreach tools. PDCs also have specifically provided process facilitation, data scenario and strategy development in Virginia's previous processes of Chesapeake Bay WIP development.

The intent of this project initiative is for each Virginia Planning District Commission (PDC) covering Chesapeake Bay watershed localities to provide regional leadership, technical support and administrative assistance to local governments of the Chesapeake Bay Watershed Area as outlined within the “activities” below. This project will allow for continued momentum of operations, discussions and relationships with local governments and stakeholders of each watershed region to promote and expand implementation initiatives.

Note: The focus of this initiative is for the unregulated, non-MS4 areas of localities, however regulated areas may be included as long as the data reporting of BMP Activities will not be duplicated by required reporting.

Successful completion of project contracts between DEQ and Chesapeake Bay watershed planning district commissions for the initial WIP III planning assistance concluded in December 2018. In early 2019, each PDC initiated implementation procedures as generalized assistance to localities for non-regulated areas to explore ways to implement identified BMPs with local governments and establish longer range monitoring programs for the WIP III recommendations over a period of approximately seven (7)-months that continued the momentum of operations, discussions and relationships with local governments and stakeholders of each watershed region. The PDC contract work created a bridge from the local completion of the WIP III recommendations while the Commonwealth of Virginia awaited final approval from the Chesapeake Bay Program. The initial WIP III planning assistance contracts in 2018 supported the ability for PDCs entering into a sub-contractual arrangement for completion of the project deliverables. As the initiative and funding support continues, these projects are building or maintaining internal capacity within the PDCs as opposed to a continuum of turn-key work for the Chesapeake Bay WIP implementation. Long-term funding resources must continue to be sought as well as adequate funding for implementation of creditable BMPs. The 2020 funding allocation was \$52,000 and the 2021 amount was \$58,000 plus twenty-five percent local match per PDC. The 2022 funding allocation is a total fixed, not-to exceed amount of \$58,000 per PDC (not including twenty-five percent required local match per PDC) or \$870,000 in the Virginia Chesapeake Bay watershed.

C. PROJECT METHODOLOGY AND DELIVERABLES

(A corresponding timeline will become contract Attachment C, Milestone Table)

The following activities outline the “Required” and “Optional” deliverables to be completed by the PDC and are imperative to a successful project. Completion of all the Required deliverables in Activity groups 1, 2 and 3 and a minimum of the Optional deliverables as noted in Activity group 2 will constitute satisfactory completion under this contract.

Note: The PDC is encouraged to continue developing collaborative arrangements between two (2) or more PDCs.

Payment will be provided by DEQ upon satisfactory completion, in accordance with the Project Budget Summary and Payment Process in section D. Evaluation of satisfactory completion will be based on progress detailed in an Interim Project Report, a Final Project Report and the project deliverables for each activity.

Activity 1: Facilitation of Chesapeake Bay Phase III WIP implementation with localities and regional partners (Required Deliverables)

The PDC shall continue to engage localities, regional and state partners regarding Bay WIP III programmatic actions and implementation activities. These partners include, but are not limited to, local and regional governments; soil and water conservation districts (SWCDs); river basin commissions (e.g., Rivanna River Basin Commission, Rappahannock River Basin Commission, etc.); environmental non-profits (e.g., Friends of the Rappahannock, James River Association, etc.); state and federal agency representatives.

The PDC shall focus on liaison activities between localities and all of the partners; and shall:

- a) Develop three regionally-specific tasks for inclusion in an annual Scope of Service for implementation during calendar year 2023, building from this scope of service. (by September 30, 2022)
- b) Host and facilitate meetings (quarterly at a minimum) on Bay WIP topics, or include Bay WIP issues on agendas for existing meetings, with participation from member local governments (encourage attendance from other stakeholders). (by December 31, 2022)
- c) Update Commissioners and local boards (as appropriate) on progress of key contract deliverables and other key Bay related issues as needed. (by September 30, 2022)
- d) Facilitate the sharing of information on local, regional, and state efforts on Environmental Justice, where available, between DEQ, the PDC, and localities including the coordination of discussions and training to be provided by DEQ. Gather and compile data, information, and outputs on locality-specific efforts on Environment Justice including any efforts on mapping, defining terms, tools, resources used, how communities identify, and specific needs localities have to undertake such efforts, and provide such to DEQ. (by December 31, 2022)
- e) Attend meetings of Virginia's Chesapeake Bay Stakeholders Advisory Group, local Watershed Roundtables, Chesapeake Bay Program and other related groups, as available/necessary. Relay key information to localities and regional stakeholders. (by December 31, 2022)
- f) Educate local stakeholders about the direct local benefits of implementing BMPs in their communities (instead of focusing on the Bay area exclusively); and engage and encourage citizens to participate by promoting the benefits to their local communities. Develop, maintain and update, as needed, web page(s), newsletters, factsheets, guidebooks, social media or similar marketing materials that inform local stakeholders about WIP activities. Provide and disseminate these educational

materials for the public and for localities to distribute. Work with DEQ to create template documents and web content that PDCs can personalize and disseminate to the public and localities. As available, share information with localities and regional stakeholders on state, federal, and private BMP implementation funding opportunities. (by December 31, 2022)

Activity 2: Regionally Specific Initiatives/Programmatic Actions and Optional Deliverables

The PDC role is for contract-related work that produces outreach and education elements fostering local stakeholder participation in Chesapeake Bay Phase III WIP implementation; and the region-wide dissemination of, and assistance with, tools, collaboration with stakeholders and other partners and leadership for regional strategies, programmatic actions and planning goal implementation.

Regionally Specific Initiatives/Programmatic Actions (3 Required)

The PDC shall:

- a) _____ (by December 31, 2022)
- b) _____ (by December 31, 2022)
- c) _____ (by December 31, 2022)

Optional Deliverables (3 Required)

The PDC shall **(choose three {3} tasks)** that are not duplicative to any Activity 1 tasks or the 3 Regionally Specific actions listed above. The PDC can propose additional tasks and/or select from the list below:

- a) Continue work with localities and other partner organizations to develop cost estimates, project proposals and potential budgets for implementation of Bay Program-approved BMP projects and to identify opportunities to align multiple program needs. For example, existing Indoor Plumbing Rehabilitation grants are underutilized due to lack of engagement from homeowners within the project areas. (by December 31, 2022)
- b) Work with localities to continue compiling GIS shapefiles to support the biennial Chesapeake Conservancy's Bay High-Resolution Land Cover Update project and other Bay model updates where such data exists. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. If the PDC was not going to actively participate in the review they would at a minimum follow up with the individual localities to facilitate a comment/no comment response to the Conservancy. Ancillary data may also be compiled as GIS shapefiles to support the biennial Chesapeake Conservancy's Bay High-Resolution Land Cover Update project and other Bay model updates where such data exists. Data layers of interest include parcel data, local land use data, building

footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. (by October 31, 2022)

- c) Coordinate with DEQ, the Virginia Department of Health (VDH), SWCDs and local governments to improve education, implementation and development of a process to capture, track and report septic tank pump outs for uploading to DEQ's BMP Warehouse. (by December 31, 2022)
- d) Work with localities to review local plans and ordinances and identify whether WIP III BMPs and prioritized programmatic actions are included in goals/objectives or opportunities for future inclusion. (by December 31, 2022)
- e) Share regional information from the Bay Program analysis of land cover change with local governments. Support local adoption of procedures, plans, policies and/or programs to support forest conservation and other land policies that reduce the impact of future development. (by December 31, 2022)
- f) Support local governments and other regional partners with Bay TMDL related grant writing assistance (as opportunities arise); and contract administration and project management services for awarded grants, based on local needs. (by December 31, 2022)
- g) Research grant opportunities to assist localities in identifying BMP implementation projects such as creating wetlands systems to serve as retention areas for water flowing from Towns to the Chesapeake Bay; installing rain gardens to reduce impervious surface area; and establishing a forest buffer/tree planting/stormwater management pilot program on publicly owned lands. Attend grant information sessions, workshops, webinars, etc. sponsored by DEQ, Chesapeake Bay Program and other related agencies. Maintain and update, as needed, a matrix of potential grant project priorities for the region with total project costs, potential funding sources, partners, application deadlines and any other critical information. Disseminate funding information to localities; update websites and other applicable resources. Assist localities in applying for funds and provide grant writing assistance when needed. (by December 31, 2021)
- h) Maintain an up to date library of draft grant applications (for basic information needs and project drafts) for use within the region to acquire project funding. For example, templates can be developed for: (1) non-profit foundations such as the National Fish and Wildlife Foundation; (NFWF); (2), locally-targeted state resources such as the Stormwater Local Assistance Funds (SLAF); and (3) a potential co-benefit funder applicable in the region (ex. Virginia Department of Emergency Management {VDEM} - Hazard Mitigation, Virginia Department of Transportation {VDOT} - Road Improvements with WQ BMPs, Trout Unlimited - Habitat Improvement, National Oceanic and Atmospheric Administration {NOAA} Coastal Resiliency). (by December 31, 2022)
- i) Work with DEQ and localities to fill any identified WIP III BMP training needs. (e.g. design, tracking, verification, maintenance) Provide training opportunities or webinars for locality staff, bring in speakers and WIP III related subject matter experts. (by December 31, 2022).

- j) Assist localities and stakeholders with the development of BMP implementation projects and cost assessments, and programmatic actions on an as-needed basis. Assist localities that may have limited staffing. Assist localities in the completion of BMP implementation projects. (by December 31, 2022)
- k) When requested, update the environmental sections of local government comprehensive plans and create model WIP III language for inclusion. (by December 31, 2022)
- l) When requested, assist localities with updating local ordinances and zoning regulations. (by December 31, 2022)
- m) Create a local water quality policy “toolbox”. Create and maintain an accessible, easy to use “toolbox” of land instruments available to local governments such as: tree preservation, LID, CBPA, floodplain, and wetlands ordinances. Promote smart zoning allowing denser development offset by conservation of open space. Include transportation system considerations. Start to promote the implementation of policies and procedures that support improving water quality (such as the tools green infrastructure solutions, retrofits, upfit, construction and maintenance projects demonstration and trainings). (by December 31, 2022)
- n) Work with local governments to utilize VDH/VIMS wastewater island data to target areas of high septic failures for potential use of American Recover Plan Act funding available from VDH to repair or replace aging or underperforming onsite systems. (by December 31, 2022)
- o) Work with local governments and the Virginia Department of Forestry (DOF) to utilize heat island mapping data to target urban tree planting efforts. Funding for planting projects may be available from the DOF. If urban heat island data is not yet available, identify local governments that may be interested in such studies and work with DOF to initiate them. (by December 31, 2022)
- p) Collaborate with other Bay PDCs as part of the urban sector network group, and: i). develop a proposal(s) for new locally relevant urban stormwater BMPs for potential inclusion into the Chesapeake Bay Modeling framework or to revise existing BMPs currently included in the framework, as needed; ii) coordinate meetings and/or teleconferences to discuss the BMP implementation process and efforts to assist unregulated (non MS4) communities. (by December 31, 2022)
- q) Coordinate with DEQ and Bay PDCs to identify, discuss, and/or develop training opportunities for localities including, but not limited to, BMP implementation, verification, and maintenance, new CBPA regulations and guidance, new wetlands guidance, and other training needs as they arise. (by December 31, 2022).

Activity 3: Project administration (Required Deliverables)

The PDC shall:

- a) Submit the interim PDC contract report and reimbursement request. (by June 30, 2022)

- b) Submit regionally-specific tasks for inclusion in the 2023 Proposed Scope of Service as described in 1.a above. (by September 30, 2022)
- c) Submit the final PDC contract report and final reimbursement request. (by December 31, 2022)

D. PROJECT BUDGET SUMMARY AND PAYMENT PROCESS

A total not-to-exceed price of \$58,000.00 will be provided to the PDC for satisfactory completion of all the required deliverables in Activity groups 1, 2 and 3 and a minimum of the Optional deliverables as noted in Activity group 2. DEQ will issue payment to the PDC upon completion of these deliverables as outlined in Section C above. Upon completion of the Activity deliverables, there should also be evidence of increased capacity with the PDC. There may be small aspects of activity deliverables that require a sub-contracting arrangement for successful completion, such as acquiring GIS and imagery products. However since the long term goal is expanded PDC capacity, contracting the project in its entirety is not eligible under this contract.

DEQ will provide reporting forms to the PDC when the contract is finalized as attachments to the contract. For the Interim and Final Project Reports, the PDC shall submit supporting documentation of the invoiced amount to include a narrative summary (contract Attachment A), an invoice (contract Attachment B) and an updated Milestone Table (contract Attachment C) documenting and describing satisfactory completion of deliverables. The Interim Project Report invoice may be submitted by the PDC upon completion of all the deliverables for the Activity, or upon completion of some of the Activity's deliverables, as a percentage of the total fixed (not-to-exceed) contract price. In the event the PDC submits an invoice for some of the Activity's deliverables, DEQ, in its sole discretion will determine if the invoiced amount represents an appropriate value for those deliverables.

The Interim Project Report will be due June 30, 2022. Updates on Activities will still be required, whether an invoice accompanies the report or not. Regionally-specific tasks for inclusion in the Scope of Service for 2023 will be required no later than September 30, 2022. The Final Project Report will be due no later than December 31, 2022 and must include supporting documentation for all of the completed deliverables (unless previously reported in the Interim Report), any additional supporting data and information related to the deliverables, a final description of how capacity within the PDC was improved and a final invoice for payment.

Satisfactory completion will be determined by DEQ.

**Proposed Regionally-Specific Deliverables for
2022 PDC Locality Implementation Program Contract
Rappahannock-Rapidan Regional Commission**

Upper Rappahannock River Watershed Plan Development

RRRC will take the lead in continuing development of a watershed management plan for the Upper Rappahannock River and BMP decision-making tool, with a goal of better prioritizing BMP implementation.

In 2020, RRRC has worked to compile existing data and map it in GIS where feasible, allowing data sets to be overlaid with each other to aid in BMP planning decisions. Phase two will develop a custom GIS-based prioritization of urban and agriculture BMPs for the region, based upon new land cover and stream data the Chesapeake Conservancy is currently developing for the Chesapeake Bay Program. The prioritization could also be used for site-level conservation planning. This phase will also conduct ground-truthing and targeted water quality monitoring, to inform the Watershed Plan. This effort fills data gaps identified by stakeholders during the WIP III process and early development of the Watershed Plan.

This contract will assist in funding RRRC's staff time. Friends of the Rappahannock and Chesapeake Conservancy will be contracted to do the technical work funded through RRRC's NFWF grant. While certain milestone will be completed in 2022, this is a two-year project to be completed by February 2023 according to the following estimated schedule:

Major Project Tasks	Completion Date
Project Start	March 2021
Project Kick-off Meeting	April 2021
Watershed Plan Stakeholder meeting	May 2021
Watershed Plan Stakeholder meeting	August 2021
Chesapeake Conservancy Methodology Finalized	September 2021
Watershed Plan Stakeholder Meeting	November 2021
Stream Exclusion Fencing BMP Data Digitized	December 2021
Chesapeake Conservancy draft data	January 2022
Watershed Plan Stakeholder Meeting	February 2022
Watershed Plan Stakeholder Meeting	May 2022
Final Prioritization Data	July 2022
Watershed Plan Stakeholder Meeting	August 2022
Ground-truthing Conservancy Data	October 2022
Prioritization Draft Tool	November 2022
Watershed Plan Stakeholder Meeting	November 2022
Prioritization Final Tool	January 2023
Draft Upper Rappahannock Watershed Plan	January 2023
Watershed Plan Stakeholder Meeting	February 2023
Upper Rappahannock Watershed Plan	February 2023

Deliverables

- a) Prioritization Data
- b) Draft Prioritization Tool

Healthy Watershed Forest Initiative Implementation

The Healthy Watershed Forest Initiative is a joint effort of the Rappahannock River Basin Commission and the Virginia Department of Forestry that seeks to encourage forestland retention through policy, planning and market-based incentives. The initiative is currently in Phase III with one of RRRC's member jurisdictions, Fauquier County, participating as one of two pilot localities. This phase seeks to develop and pilot long-term funding mechanisms that incentivize landowner action, facilitate economic development for the community, and attract large-scale private investment through carbon trading.

RRRC will assist in taking the results of the initiative and assisting Fauquier County and others of its member jurisdiction in implementation where interest exists.

Deliverables

- a) Continue to work with the Rappahannock River Basin Commission to update member localities and other partners on the Initiative and disseminate results when available. (as available from the River Basin Commission)
- b) Assist interested localities in implementing policy and ordinance recommendations of the Initiative. (as requested)
- c) Assist interested localities in setting up the policies and procedures for their Economic Development Authorities to act as aggregators to facilitate access for landowners to the worldwide carbon markets. (as requested)

Elected Official Watershed Education

Utilize "A Local Government Guide to the Chesapeake Bay," developed by the Chesapeake Bay Program's Local Leadership Workgroup, to educate elected officials in the region.

(www.chesapeakebay.net/who/group/local_leadership_workgroup) RRRC will work with its commissioners to determine the best venues to reach officials.

A Local Government Guide to the Chesapeake Bay is a seven-module series created to support decision-making by local officials. Each module includes both presentation slides and fact sheets, which RRRC will utilize in its outreach efforts, presenting to regional and local groups as opportunities arise.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 2, 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 months.

In November, staff released a request for Proofs of Concept for potential projects, with submissions due by December. 6th. Following internal review, staff will seek additional application information for projects that meet criteria identified in the proof of concept request.

Staff also convened a regional housing stakeholder workgroup in November to review opportunities for enhanced coordination outside of the PDC Housing Development Program grant. We anticipate providing further information on those opportunities in 2022.

REQUESTED ACTION: No formal action requested.

Rappahannock Rapidan Regional Commission Housing Development Grant Guidelines

Rappahannock-Rapidan Regional Commission (RRRC) staff is in the process of developing a housing development program in accordance with Virginia Housing priorities and the 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.

Section A. Background

The RRRC was awarded a \$2 million grant from Virginia Housing to support development of affordable housing. The Commission plans to make approximately \$1.8 million of funding available for eligible projects within the Planning District 9 footprint of Culpeper, Fauquier, Madison, Orange, and Rappahannock Counties.

The RRRC is seeking to provide support for housing development projects that match Virginia Housing's Housing Development Grant 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 Housing Development Grant (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.

Section B. Priorities, Goals, Eligible and Ineligible uses of grant funds

Proposed projects that meet the minimum threshold criteria will be considered eligible to participate in full application invitation. Successful projects are anticipated to address state, regional, and local housing criteria, as outlined below.

Subsection 1. Virginia Housing under the guidance of the Housing Development grant has identified and established the minimum threshold criteria as follows:

1. The development of new rental or owner-occupied units for households with incomes at or below 80% Area Median Income (AMI), subject to household composition and each locality's unique AMI according to HUD standards.
2. Mixed-use projects must include at least 60% of the square footage as residential.
3. Mixed-income projects must include at least 50% of the units restricted to at or below 80% AMI or as additional funding resources require, whichever is more restrictive.
4. Ability to begin the pre-development stages by August 2022.
5. Ability to complete the Grant funded units within your project; units should be move-in ready by June 30th 2024.

Subsection 2. RRRC staff has determined that priorities and strategies will be developed based on identified key initiatives supportable by local governments. Based on local comprehensive plans, key initiatives may include:

- A mix of housing, including single-family and multi-family is needed.
- 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 may be preapproved in certain localities

Subsection 3. Resulting from a recent survey and the Regional Housing Study, RRRC staff identified the following regional housing priorities:

- Increase ownership and rental opportunities through the development of a range of diverse and workforce housing to meet the needs of existing residents and/or enable essential workers opportunities to live where they work.
- Encouraging or enabling housing development in designated growth areas, adjacent to employment opportunities, services, shopping, and public transportation.
- Increase single and dual occupancy housing units with universal design principals for seniors, housing vulnerable and underhoused populations.
- Seek to support and implement 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 are subject to accepted project proposals that meet Housing Development Grant threshold criteria.

Subsection 4. Eligible uses and ineligible uses are as follows:

Eligible uses of grant fund may include costs directly related to Housing Development Grant supported units such as:

- a. Architecture, Engineering, Environmental Impact Studies, and Contractor fees;
- b. TAP fees, permitting fees, and inspection fees;
- c. Construction fees and rehabilitation fees related to the creation of new units added to the housing stock.

Ineligible uses of grant funds include:

- a. Land trust development, land banking, units already proffered as part of rezoning;

- b. emergency shelter and/or transitional housing development, rental assistance, existing housing unit rehabilitation and/or replacement;
- c. housing units already funded or any associated development activities funded by another source of funds.

Section C. Proof of Concept and full grant application

Subsection 1. Between November 2021 and January 2022, RRRC will implement a two-step process to solicit proposals from parties interested in utilizing Housing Development Grant funds for affordable housing projects within the five-county footprint. The Housing Development Program is a competitive process and applications are limited to one funding request per proposed project.

Subsection 2. Proof of Concept submissions will be accepted beginning November 10, 2021 and ending December 6, 2021. The Proof of Concept process is intended to provide an opportunity for applicants to provide key information regarding the project and enable RRRC to consider projects for a full application. Submission of a Proof of Concept does not obligate an applicant to continue to the full application, should RRRC determine that such project is eligible.

Subsection 3. Following review of the Proof of Concept documents, RRRC will invite selected applicants to complete a full application. The full application due date will be established following the Proof of Concept phase, but is anticipated to be in early 2022, with subsequent funding award decisions in place by February 2022. This process shall continue until funds are properly earmarked and/or allocated in accordance with Commission and/or Virginia Housing policy. Submission of a full application does not guarantee Housing Development Grant funds, nor does it obligate neither RRRC or Virginia Housing to provide any funds at present or in the future.

Section D. Project analysis and selection

Subsection 1. 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 at the discretion of RRRC Staff. RRRC has determined that projects will be considered through a two-step process and on a case-by-case basis if criteria thresholds **(B.1.)** are met. Additional information can be found in the Virginia Housing's Housing Development Program guidance at [RRRC Housing Development Program](#).

Subsection 2. Project approval and selection will be defined by restrictions and allowances based on the Grant guidelines and criteria threshold **(B.1.)** as specified by Virginia Housing and regional housing priorities. In addition, projects must demonstrate how their project meets state housing priorities and housing need locally and regionally within the Planning District 9 footprint. Applicants must also be able to demonstrate agency or organization capacity and financial ability.

The project analysis process may be subject to additional 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 the Grant supported housing units back into development of additional units.
- Projects demonstrating good faith outcomes that promote tenant/homebuyer choice by offering housing outside of areas of concentrated poverty and low opportunity with jobs, mobility, and amenities accessibility.

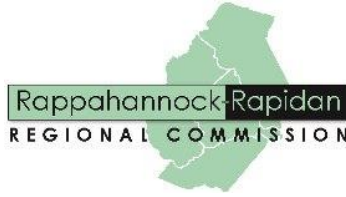
Section F. Award process

Subsection 1. RRRC will oversee and manage the award process. Virginia Housing Grant funds are to be administered from Virginia Housing via RRRC to selected development partners based on the process outlined in this document. Funds will be distributed on a reimbursement request process according to Virginia Housing guidelines, unless otherwise stipulated as part of an agreement between RRRC and a selected applicant.

Subsection 2. All project awards will be conditional pending execution of agreements between RRRC, Virginia Housing, and selected applicants. Projects seeking other funding sources, such as Low-Income Housing Tax Credits, may receive conditional awards contingent on successful award of other funding applications. Applicants may not receive full fund amount requested.

Subsection 3. A successful application will demonstrate the ability to meet threshold criteria **(B.1.)** as set forth by the Housing Development Grant in addition to RRRC project criteria. Upon successful application of projects whose proposals are selected will be able to:

- Demonstrate capacity and ability to complete project though similar experience with development and/or management of similar property and/or projects.
- Demonstrate capacity and financial viability.
- Begin pre-development process between June and August 2022.
- Demonstrate ability to complete project by June 2024.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: Long Range Transportation Plan

As you may recall, RRRC staff presented information regarding the ongoing update to the Regional Long Range Transportation Plan in April. We have taken additional information from local staff and additional revisions to the RLRP since that time and have a draft to present in December.

The working draft can be accessed at <https://www.rrregion.org/2045RLRP>

Staff will also make the draft available for public comment and review between now and February 2022, with an expectation for the Commission to consider adoption at that time. This will allow the plan to be updated and in place for the 2022 Smart Scale application round.

REQUESTED ACTION: No formal action requested.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: November 29, 2021
Subject: RRRC Title VI Plan Update

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Under current grant contracts, both the Virginia Department of Transportation (VDOT) and Department of Rail and Public Transportation (DRPT) require the Commission to have an adopted Title VI Plan to ensure that federal and state transportation dollars are used in a manner that is nondiscriminatory as required under Title VI. Over the past 18 months, both state agencies have initiated reviews of the Commission's Title VI Plan and program.

The plan included here was reviewed by DRPT staff and its consultant and meets their requirements. DRPT has requested adoption of the plan as the final step of its review. The plan was also provided to VDOT Civil Rights Division in October for its review as part of its ongoing Title VI review that has been underway since September 2020.

Staff recommends adoption of the Title VI Plan, as revised, to ensure the Commission has identified processes in place to enable equal access to programs and in order to maintain eligibility for state and federal grant programs.

REQUESTED ACTION: Adoption of the 2022-2024 RRRC Title VI Plan

Title VI Plan and Procedures

Title VI of the Civil Rights Act of 1964

Rappahannock-Rapidan Regional Commission



Effective Dates: December 2021- December 2024

Adopted date

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I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) and Federal Highways Administration (FHWA) have placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) and from FHWA and the Virginia Department of Transportation (VDOT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how the **Rappahannock-Rapidan Regional Commission (RRRC)** incorporates nondiscrimination policies and practices in providing services to the public. **RRRC's** Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. OVERVIEW OF SERVICES

The Rappahannock-Rapidan Regional Commission (RRRC) is a political subdivision of the Commonwealth of Virginia created jointly by the Counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock, and the Towns of Culpeper, Gordonsville, Madison, Orange, Remington, The Plains, Warrenton, and Washington. RRRC 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, and economic development activities.

Through a grant provided via the Federal Transit Administration Section 5310 program administered by the Department of Rail and Public Transportation, State Paratransit funding, and local funds, RRRC is the recipient of Mobility Management funding in the region, which provides funding to support mobility management coordination activities for the Foothills Area Mobility System (FAMS) and the FAMS One-Call/One-Click Center, operated under contract with Rappahannock-Rapidan Community Services/Area Agency on Aging.

RRRC also receives State Planning and Research Funds (SPR) from the Virginia Department of Transportation (VDOT) for the Rural Transportation Planning Assistance Program. The purpose of this program is to provide transportation planning assistance to local jurisdictions within Planning District 9. The federal funds are used for specific activities as requested by VDOT and/or the Federal Highway Administration by means of a scope of work to assist them in the State Planning Process to address the transportation needs of non- metropolitan area. RRRC does not disburse any of the funding to sub-recipients.

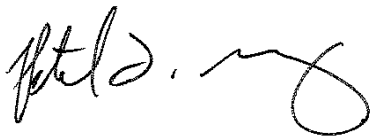
Due to RRRC being a recipient of this federal assistance, it is required to comply with Title VI and subsequent nondiscrimination laws, as well as to provide an overview of how RRRC addresses Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency (LEP). The purpose of this Title VI Plan is to describe the measures taken by the Commonwealth Regional Council to assure compliance with the rules and regulations associated with Title VI and subsequent nondiscrimination laws, Environmental Justice, and LEP requirements.

III. POLICY STATEMENT AND AUTHORITIES

Title VI Policy Statement

RRRC is committed to ensuring that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The **RRRC** Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.



Signature of Authorizing Official

November 9, 2021

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

IV. NONDISCRIMINATION ASSURANCE TO DRPT AND VDOT

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

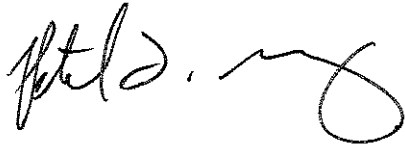
As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, **RRRC** submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, **RRRC** confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

In addition, Appendix F of this plan includes a signed, current copy of the Standard DOT Title VI Assurances with Appendices A, B, C, D, and E as required by the **Virginia Department of Transportation**.

V. PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of the Rappahannock-Rapidan Regional Commission Title VI Implementation Plan 2021-2024. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of transit services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.



Signature of Authorizing Official

Patrick L. Mauney, Executive Director

Rappahannock-Rapidan Regional Commission

November 9, 2021

DATE

VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

RRRC's Executive Director is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. The specific areas of responsibility have been delineated below for purposes of clarity.

An organizational chart is included as Appendix H to note the lack of separate divisions/program areas within RRRC's overall agency organization.

Overall Organization for Title VI

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI responsibilities of the agency

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

1. Data collection

To ensure that Title VI reporting requirements are met, **RRRC** will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

2. Annual Report and Updates

As a sub-recipient of FTA funds, **RRRC** is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. **RRRC** will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- Procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

3. Annual review of Title VI program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of information related to the Title VI program

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

5. Resolution of complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. **RRRC** will report the complaint to the cognizant oversight agency (DRPT or VDOT) within the timeframe specified by that agency, and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT and/or VDOT.

6. Written policies and procedures

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

7. Internal education

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

Title VI training is the responsibility of RRRC’s Executive Director, but may be carried out by another employee as designated by the Executive Director.

8. Title VI clauses in contracts

In all federal procurements requiring a written contract or Purchase Order (PO), **RRRC’s** contract/PO will include appropriate non-discrimination clauses. The Title VI Manager will work with the **Executive Director and Grants Administrator/Fiscal Officer** who are responsible for procurement contracts and PO’s to ensure appropriate non-discrimination clauses are included. **RRRC** will also provide training resources to sub-contractors, as necessary and feasible based on existing resources.

VII. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, **RRRC** shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

Appendix A of this plan is RRRC's Title VI Notice to the Public.

Appendix B of this plan is a list of locations where RRRC's Title VI Notice to the Public is posted.

VIII. TITLE VI COMPLAINT PROCEDURES

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Sample of Narrative

Any individual may exercise his or her right to file a complaint with **RRRC** if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

RRRC includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

RRRC is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.

For additional information on RRRC's nondiscrimination policies and procedures, or to file a complaint, please visit the website at <http://www.rrregion.org> or contact

***Attn: ADA/Title VI Coordinator
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701***

Instructions for filing Title VI complaints are posted on the agency's website and in agency's facilities, and are also included within **RRRC's Foothills Area Mobility System (FAMS) Title VI** brochure.

Appendix C of this plan is a copy of RRRC's Title VI Complaint Form.

Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA, DRPT, FHWA or VDOT, or any Title VI lawsuits are filed against **RRRC** the agency will follow the procedures below:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s). RRRC has developed a Title VI Complaint Form that may be used to submit a complaint. This form can be found in Appendix C of the plan.
 - c. The complaint should include:
 - The complainant's name, address, and contact information (i.e., telephone number, email address, etc.)
 - The date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - A description of the alleged act of discrimination
 - The location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - An explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - If known, the names and/or job titles of those individuals perceived as parties in the incident
 - Contact information for any witnesses
 - Indication of any related complaint activity (i.e., was the complaint also submitted to any other local, state or federal agency?)
 - d. The complaint shall be submitted to the **RRRC ADA/Title VI Manager at 420 Southridge Parkway, Suite 106, Culpeper, VA 22701 or planinfo@rrregion.org**.
 - e. Complaints received by any other employee of RRRC will be immediately forwarded to the Title VI Manager
 - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the **Executive Director or designee** will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify the cognizant oversight agency (DRPT and/or VDOT) (no later than 10 business days from receipt, or within such other timeframe required by the oversight agency)
 - b. acknowledge receipt of the allegation in writing, inform the complainant of action taken or proposed action to process the allegation, advise the respondent of their

- rights under Title VI and related statutes, and advise the complainant of other avenues of redress available, such as the DRPT, FTA, VDOT or FHWA.
- c. ensure that the complaint is entered in the complaint database
 - d. In the case of a complaint against RRRC, the Title VI Manager will contact the cognizant oversight agency (DRPT and/or VDOT) so that the oversight agency may have the opportunity to prepare an investigative report and provide it to the complainant, respondent, the RRRC Title VI Manager, and other state or federal agencies, as necessary.
3. Within 10 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
 4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
 5. If the cognizant oversight agency (DRPT and/or VDOT) has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
 6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
 7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
 8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
 9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
 10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
 11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Executive Director, DRPT, VDOT, and, if appropriate, **RRRC's** legal counsel.
 12. Within 90 days of receipt of complaint, the Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to the cognizant oversight agency (DRPT and/or VDOT) in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT and/or VDOT.
 13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.

- c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. The cognizant oversight agency (DRPT and/or VDOT), as identified by the Title VI Manager, will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by RRRC. DRPT and/or VDOT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

A person may also file a complaint directly with the Federal Highway Administration, U.S. Department of Transportation Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590.

Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT every three years and information shall be provided to DRPT quarterly and annually.

As of September 24, 2021, RRRC has no knowledge of active investigations conducted by the FTA and entities other than the FTA, lawsuits, and/or complaints naming RRRC alleging discrimination on the basis of race, color, or national origin.

SEE APPENDIX D – Title VI Investigations, Complaints and Lawsuits

IX. PUBLIC OUTREACH AND INVOLVEMENT

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that **RRRC** utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

RRRC established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

RRRC will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

RRRC's strategies for public outreach and engagement include:

- Scheduling meetings at times and locations which are convenient and accessible for minority and LEP communities
- Employing different meeting sizes and formats

- Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Use of digital-based advertising and social media to engage non-traditional media consumers

Appendix E of this plan includes a summary of outreach efforts related to public engagement and participation.

X. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by **RRRC** is based on FTA guidelines.

As required, **RRRC** developed a written LEP Plan (below). Using American Community Survey (ACS) data, **RRRC** has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2015-2019)

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through www.census.gov by RRRC's service area. The agency's service area includes a total of 891 (1.41%) households with Limited English Proficiency (those households who indicated that they spoke English less than "very well," in the 2015-2019 ACS Census).

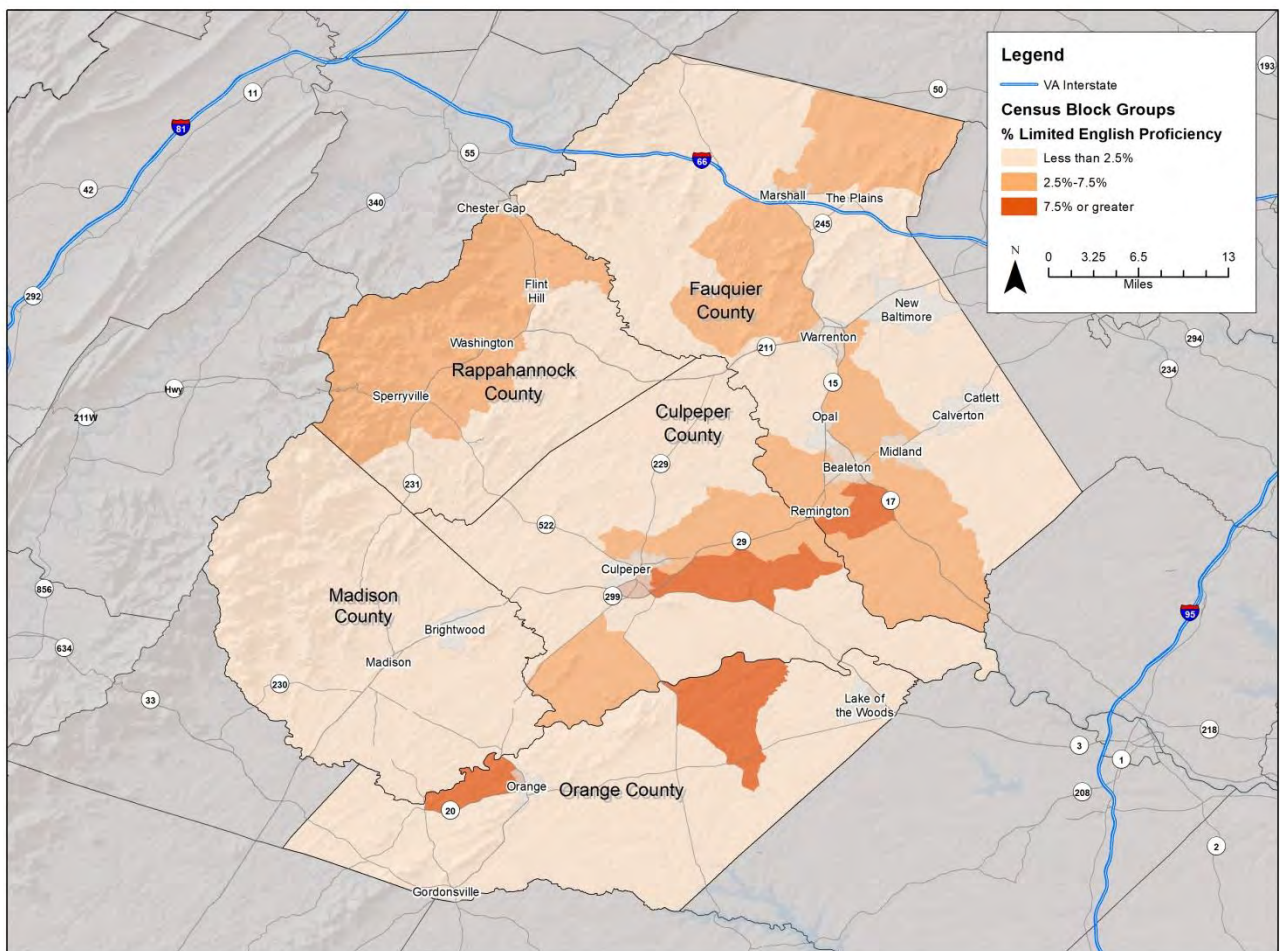
Table 1 - LEP Households by Language Spoken (American Community Survey 2015-2019, Table S1602)

RRRC Service Area			
Language	Number of LEP Households	Percent of Region Households Speaking Language	Percent of LEP Households Speaking Language
Spanish	703	1.11%	78.9%
Other Indo-European languages	143	0.23%	16.0%
Asian and Pacific Island languages	45	0.07%	5.1%
Other and unspecified languages	0	0.0%	0.0%
Total LEP Population	891	1.41%	
Total Service Area Households	63,174		

There are an estimated 703 Spanish-speaking LEP households in the service area, 1.11% of the total population and 78.9% of the LEP population. Based on the Safe Harbor provision, Spanish is the only language group that needs vital documents translated into Spanish. Figure 1 maps the percentage of LEP individuals by Census Block Group. Larger percentages of LEP persons are found near Remington, VA and East of Culpeper, VA.

It is generally noted that there are relatively low numbers of LEP persons within the RRRC service area.

Figure 1 – % LEP by Census Block Group



Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

RRRC reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Calls to RRRC's telephone line;
- Calls to the Foothills Area Mobility System (FAMS) One-Call Center;
- Visits to the agency's headquarters;
- Access to the agency's website;
- Attendance at community meetings or public hearings hosted by **RRRC**;

RRRC's sub-contracted human transportation service providers have occasionally had Spanish speaking persons with inquiries related to transit services. To address their needs, the sub-contracted vendors have either had Spanish speaking staff on hand to translate, or have utilized a phone line to access a translator. Printed materials of bus schedules, travel training, and additional resource and educational material have been provided in both the English and Spanish languages by RRRC staff. RRRC will utilize available technologies such as Google Translate to assist LEP persons when needed.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

Information from Community Organizations that Serve LEP Persons

To supplement the Census, education, and labor department data, **RRRC and the Foothills Area Mobility System (FAMS) committee** periodically conduct community outreach to the following organizations that work with LEP populations.

- *Local Governments*
- *Community Organizations such as Goodwill*
- *Religious organizations;*
- *Legal aid entities.*

In the past two years, staff held transportation focus groups in Culpeper County, Fauquier County, and Orange County with community organizations to discuss transportation issues related to employment needs in each community. Information is utilized to determine gaps in existing transportation systems and/or opportunities for new or expanded programs and projects.

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

RRRC provides the following programs, activities and services:

- *The Foothills Area Mobility System (FAMS) One-Call/One-Click Transportation Center, operated under contract by Rappahannock-Rapidan Community Services/Area Agency on Aging, provides free information and referral services on all available public, private and volunteer transportation options in the Rappahannock-Rapidan Region. In addition, a transportation resource guide is updated and maintained and travel training and trip planning are provided to interested persons.*

Based on past experience serving and communicating with LEP persons and discussions with partner community agencies, we learned that the following services/routes/programs are currently of particular importance LEP persons in the community.

- FAMS One-Call/One-Click Center services

The following are the most critical services provided by **RRRC and its subcontractors** for all customers, including LEP persons.

- FAMS One-Call/One-Click Center services
- Volunteer driver coordination and information
- Services targeted at low income persons

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs

The following language assistance measures currently being provided by **RRRC**

- **Subcontracted vendor staff and services**
- **RRRC bilingual staff**
- **Translation functionality on RRRC and FAMS websites**
- **Translators at partner community organizations and local governments**
- **On-demand translation and interpretation service agreement with Volatia Language Network**

We anticipate that these activities and costs will increase gradually based on the need of programs operated by RRRC.

Resources

The available budget that could currently be devoted to additional language assistance expenses is ***less than \$500 annually***. This amount is likely to ***be stable*** over time.

In addition, in-kind assistance in the form of translation services is, and may continue to be available through partner organizations such as Rappahannock-Rapidan Community Services, PATH Foundation/PATH Resource Center, Virginia Regional Transit, and other local government or community partners.

RRRC also has limited staff. While staff currently includes one (1) bilingual Spanish speaker, the potential for staff turnover may necessitate increased use of resources to ensure continuity of language assistance to consumers.

Feasible and Appropriate Language Assistance Measures

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time:

- **Subcontracted vendor staff and services**
- **RRRC bilingual staff**
- **Translation functionality on RRRC and FAMS websites**
- **Translators at partner community organizations and local governments**

LEP Implementation Plan

Through the four-factor analysis, **RRRC** has determined that the following types of language assistance are most needed and feasible:

- ***Translation of vital documents into Spanish. These documents include:***
 - ***Foothills Area Mobility System informational documents***
 - ***All printed travel training materials***
 - ***Transportation Resource Guide***
 - ***Emergency preparedness brochure***
- ***Attempt to hire and/or retain bilingual staff with competency in spoken and written Spanish***
- ***Translation functionality on RRRC and FAMS websites***
- ***Language Line Translation Services for telephone contacts.***

Staff Access to Language Assistance Services

Agency staff who come into contact with LEP persons can access language services by ***transferring a call to bilingual staff or by utilizing RRRC's translation and interpretation service agreement with Volatia Language Network.*** All staff will be provided with a list of available language assistance services and additional information and referral resources (such as community organizations which can assist LEP persons). This list will be updated at least annually.

Responding to LEP Callers

Staff who answer calls from the public respond to LEP customers as follows: ***Calls are transferred internally to bilingual staff for general information, or may utilize RRRC's on-call translation and interpretation service agreement with Volatia Language Network. Subcontracted vendors have bilingual staff available and a language option line on the answer service.***

Responding to Written Communications from LEP Persons

The following procedures are followed when responding to written communications from LEP persons: ***Staff will utilize bilingual staff, volunteer/in-kind community resources and RRRC's on-call translation and interpretation service agreement with Volatia Language Network.***

Responding to LEP Individuals in Person

The following procedures are followed when an LEP person visits our customer service and administrative office: ***Spanish-speaking customers will be connected with bilingual staff for assistance. Non-Spanish speaking customers will be assisted via RRRC's on-call translation and interpretation service agreement with Volatia Language Network.***

The following procedures are followed by operators when an LEP person has a question on board a **RRRC's subcontracted vendor** vehicle: ***RRRC will require that subcontracted vendors have in place a procedure for operators to follow when an LEP person has a question on board a vehicle.*****Staff Training**

As noted previously, all **RRRC** staff are provided with a list of available language assistance services and additional information and referral resources, updated annually.

All new hires receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

Providing Notice to LEP Persons

LEP persons are notified of the availability of language assistance through the following approaches:

- ***Following our Title VI policy statement included on our vital documents.***

- *On our website, with links to translations of vital documents in other languages.*
- *Through signs posted in our administrative offices.*
- *Through ongoing outreach efforts with and to partner community organizations*
- *Staffing a table with bilingual staff at community service events of interest to LEP groups, as possible.*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

Monitoring/updating the plan

This plan will be reviewed and updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, **RRRC** will solicit feedback on the effectiveness of language assistance provided and unmet needs. In addition, we will conduct periodic reviews of updated Census data, internal meetings of staff who assist LEP persons, and community meetings to assess the adequacy and quality of the language assistance provided, and determine changes to LEP needs.

In preparing the triennial update of this plan, **RRRC** will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers." *[This checklist attached at the end of this sample plan.]*

Based on the feedback received from community members and agency employees, **RRRC** will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore **RRRC** will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, **RRRC** will strive to address the needs for additional language assistance.

XI. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

RRRC coordinates with its Regional Transportation Collaborative (RTC) partnership, which provides input to RRRC staff and the RRRC Board related to programs and grant requests. Membership on such committees is voluntary and not by appointment by RRRC nor any of its member local governments.

RRRC regularly conducts outreach and awareness regarding the Regional Transportation Collaborative to local and regional organizations, and encourages its existing partner network to likewise grow the collaboration by recruiting additional members and to increase the diversity of those individuals and organizations actively participating and partnering within the RTC.

XII. MONITORING TITLE VI COMPLAINTS

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.

APPENDIX A - TITLE VI NOTICE TO THE PUBLIC

APPENDIX B - TITLE VI NOTICE TO THE PUBLIC LIST OF LOCATIONS

APPENDIX C - TITLE VI COMPLAINT FORM

APPENDIX D - INVESTIGATIONS, LAWSUITS AND COMPLAINTS DOCUMENT

APPENDIX E - SUMMARY OF OUTREACH EFFORTS

APPENDIX F – MINORITY REPRESENTATION ON COMMITTEES BY RACE

APPENDIX G – FHWA/VDOT STANDARD TITLE VI ASSURANCES (SIGNED)

APPENDIX H – RRRC ORGANIZATIONAL CHART

OFFICERS

CHAIR
MEAGHAN TAYLOR

VICE-CHAIR
PAUL S. MCCULLA

TREASURER
GREG WOODS

SECRETARY &
EXECUTIVE DIRECTOR
PATRICK L. MAUNEY

COMMISSIONERS

CULPEPER COUNTY
GARY DEAL
JOHN EGERTSON

TOWN OF CULPEPER
CHRIS HIVELY
MEAGHAN TAYLOR

FAUQUIER COUNTY
CHRISTOPHER T. BUTLER
PAUL S. MCCULLA

TOWN OF THE PLAINS
LORI B. SISSON

TOWN OF REMINGTON
EVAN H. "SKEET" ASHBY

TOWN OF WARRENTON
BRANDIE SCHAEFFER
HEATHER SUTPHIN

MADISON COUNTY
JACK HOBBS
CHARLOTTE HOFFMAN

TOWN OF MADISON
WILLIAM L. LAMAR

ORANGE COUNTY
JAMES CROZIER
THEODORE VOORHEES

TOWN OF GORDONSVILLE
ROBERT COINER

TOWN OF ORANGE
MARTHA B. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
DEBBIE DONEHEY

TOWN OF WASHINGTON
FREDERIC CATLIN

Appendix A – Title VI Notice to the Public

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The Rappahannock-Rapidan Regional Commission (RRRC) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by RRRC, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information related to Title VI is:

Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701
(540) 829-7450
planinfo@rrregion.org

OFFICERS

CHAIR
MEAGHAN TAYLOR

VICE-CHAIR
PAUL S. MCCULLA

TREASURER
GREG WOODS

SECRETARY &
EXECUTIVE DIRECTOR
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DEBBIE DONEHEY

TOWN OF WASHINGTON
FREDERIC CATLIN

Appendix B – Title VI Notice to the Public List of Locations

The Rappahannock-Rapidan Regional Commission (RRRC) has posted its Title VI Notice to the Public in the following locations, as of September 24, 2021:

Rappahannock-Rapidan Regional Commission Offices & Board Room
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

RRRC Agency website: <https://www.rrregion.org>



Rappahannock-Rapidan

REGIONAL COMMISSION

OFFICERS

CHAIRMAN
MEAGHAN TAYLOR

VICE-CHAIRMAN
PAUL S. MCCULLA

TREASURER
GREG WOODS

SECRETARY &
EXECUTIVE DIRECTOR
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ROBERT COINER

TOWN OF ORANGE
MARTHA B. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
DEBBIE DONEHEY

TOWN OF WASHINGTON
FREDERIC CATLIN

As of June 2021

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please contact the Regional Commission and assistance can be provided. Please complete and return this form to:

ADA/Title VI Coordinator
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

1. Complainant's Name: _____
2. Address: _____
3. City, State, Zip: _____
4. Telephone Number: _____
5. Email address: _____
6. If the Person(s) discriminated against are someone other than the complainant, please provide the following for the person(s) discriminated against:

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email address: _____

Please explain your relationship to this person(s): _____

7. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

Race _____ Color _____ National Origin _____ Other _____

8. What date did the alleged discrimination take place? _____

420 Southridge Parkway, Suite 106, Culpeper, Virginia 22701
Phone 540.829.7450 <http://www.rrregion.org>



9. Is the discrimination ongoing?
10. Please provide the following information regarding the specific persons and/or agency/organization whom you believe discriminated against you.
- Name: _____
- Address: _____
- City, State, and Zip Code: _____
- Telephone Number: _____
- If the complaint involves a specific individual associated with the Rappahannock-Rapidan Regional Commission, please provide the name of the individual: _____
11. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible.
12. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?
- Yes ____ No ____
- If yes, provide the date the complaint was filed: _____



13. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address: _____

City, State, and Zip Code: _____

14. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature

Date

OFFICERS

CHAIR
MEAGHAN TAYLOR

VICE-CHAIR
PAUL S. MCCULLA

TREASURER
GREG WOODS

SECRETARY &
EXECUTIVE DIRECTOR
PATRICK L. MAUNEY

COMMISSIONERS

CULPEPER COUNTY
GARY DEAL
JOHN EGERTSON

TOWN OF CULPEPER
CHRIS HIVELY
MEAGHAN TAYLOR

FAUQUIER COUNTY
CHRISTOPHER T. BUTLER
PAUL S. MCCULLA

TOWN OF THE PLAINS
LORI B. SISSON

TOWN OF REMINGTON
EVAN H. "SKEET" ASHBY

TOWN OF WARRENTON
BRANDIE SCHAEFFER
HEATHER SUTPHIN

MADISON COUNTY
JACK HOBBS
CHARLOTTE HOFFMAN

TOWN OF MADISON
WILLIAM L. LAMAR

ORANGE COUNTY
JAMES CROZIER
THEODORE VOORHEES

TOWN OF GORDONSVILLE
ROBERT COINER

TOWN OF ORANGE
MARTHA B. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
DEBBIE DONEHEY

TOWN OF WASHINGTON
FREDERIC CATLIN

Appendix D – Investigations, Lawsuits, and Complaints Document

As of September 24, 2021, RRRC has no knowledge of active investigations conducted by the FTA, FHWA, DRPT or VDOT, and entities other than the FTA, FHWA, DRPT or VDOT, lawsuits, and/or complaints naming RRRC alleging discrimination on the basis of race, color, or national origin.

As of June 2021

APPENDIX E: SUMMARY OF OUTREACH EFFORTS

Strategy

Scheduling meetings at times and locations which are convenient and accessible for minority and LEP communities

- **RRRC Staff regularly participate in community events during regular working and non-working hours in each of the five counties in the region in order to share information related to organizational programs and planning processes**

Strategy

Employing different meeting sizes and formats

- **RRRC and Foothills Area Mobility System committee members hold quarterly committee meetings and have held focus group meetings in Culpeper, Fauquier, and Orange counties to gather data related to transportation needs of LEP, low-income, elderly, and disabled populations**

Strategy

Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.

- **RRRC coordinates the Foothills Area Mobility System (FAMS) committee, which is open to the public and includes partner organizations with specific relationships with minority and LEP communities**

Strategy

Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations.

- **RRRC and FAMS worked with Culpeper Media Network to develop a video highlighting the work of the FAMS One-Call Center**

Strategy

Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

- **RRRC and FAMS worked with Culpeper Media Network to develop a video highlighting the work of the FAMS One-Call Center**

Strategy

Use of digital-based advertising and social media to engage non-traditional media consumers

- **RRRC maintains active accounts on Facebook (@RRRCVA) and Twitter (@RRRegion) that regularly share information on transportation and transit in the Rappahannock-Rapidan region. The FAMS committee also maintains accounts on Facebook (@famscommittee) and Twitter (@famsride)**
- **The FAMS website (<http://www.fams.org>) maintains updated information on transit and transportation options within and outside the region**

APPENDIX F: MINORITY REPRESENTATION ON COMMITTEES BY RACE

RRRC coordinates with its Regional Transportation Collaborative (RTC) partnership, which provides input to RRRC staff and the RRRC Board related to programs and grant requests. Membership on such committees is voluntary and not by appointment by RRRC nor any of its member local governments.

Committee	Black or African American	White/ Caucasian	Latino/ Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Other <i>*Note</i>	Totals
Regional Transportation Collaborative (Participants)	2	26		0	0	0	0	28
% of RTC	7%	93%	0%	0%	0%	0%	0%	100%

Rappahannock-Rapidan Regional Commission
TITLE VI / NONDISCRIMINATION ASSURANCE
(DOT Order No.1050.2A)

The **Rappahannock-Rapidan Regional Commission**, (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurance

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program")

conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"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."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or

- b. the period during which the Recipient retains ownership or possession of the property.
- 9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
- 10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the **Rappahannock-Rapidan Regional Commission** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *FHWA* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by *FHWA*. You must keep records, reports, and submit the material for review upon request to *FHWA*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The **Rappahannock-Rapidan Regional Commission** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-Aid Highway Program*. This ASSURANCE is binding on the *Commonwealth of Virginia*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal-Aid Highway Program*.

Rappahannock-Rapidan Regional Commission

by

Patrick L. Mauney

DATED September 23, 2021

APPENDIX A
U.S. DOT 1050.2A -- Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **Rappahannock-Rapidan Regional Commission** will accept title to the lands and maintain the project constructed thereon in accordance with the Virginia General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program and the policies and procedures prescribed by the *Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **Rappahannock-Rapidan Regional Commission** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the **Rappahannock-Rapidan Regional Commission** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **Rappahannock-Rapidan Regional Commission**, its successors and assigns.

The **Rappahannock-Rapidan Regional Commission** in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the **Rappahannock-Rapidan Regional Commission** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER
THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **Rappahannock-Rapidan Regional Commission** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the **Rappahannock-Rapidan Regional Commission** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the **Rappahannock-Rapidan Regional Commission** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **Rappahannock-Rapidan Regional Commission** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER
THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the **Rappahannock-Rapidan Regional Commission** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the **Rappahannock-Rapidan Regional Commission** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the **Rappahannock-Rapidan Regional Commission** will there upon revert to and vest in and become the absolute property of the **Rappahannock-Rapidan Regional Commission** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

U.S. DOT 1050.2A -- Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

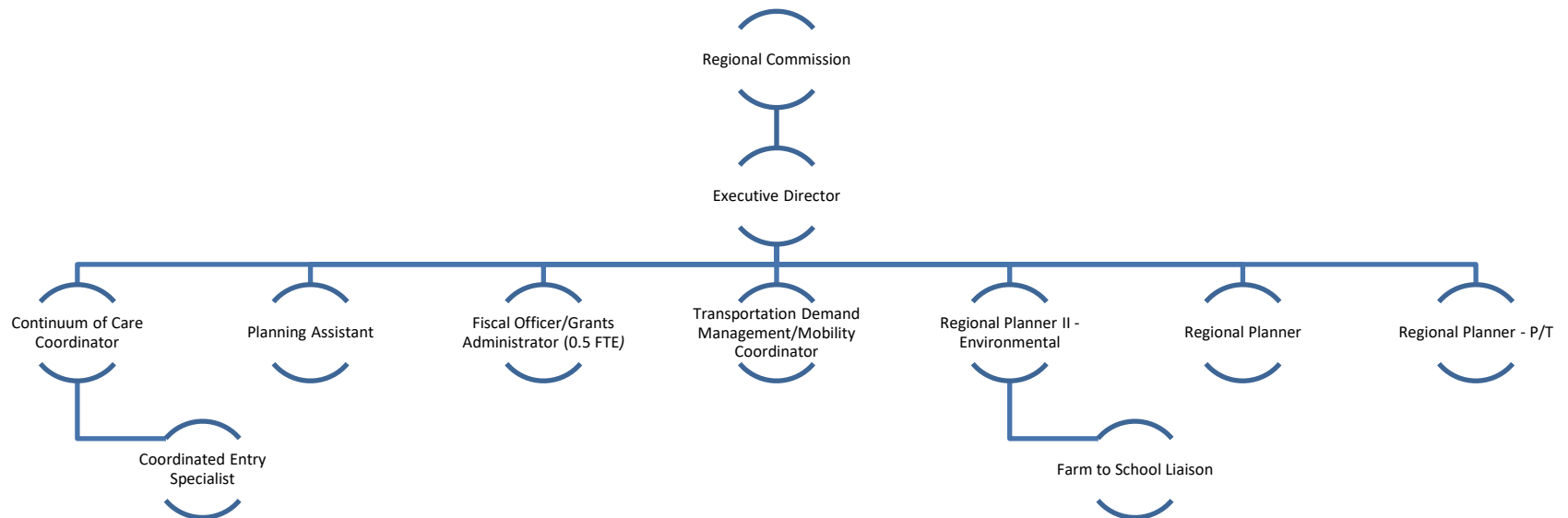
Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

APPENDIX H: RRRC ORGANIZATIONAL CHART



Rappahannock-Rapidan Regional Commission Organizational Chart Effective: July 1, 2021





MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: RRRC Application to DRPT for FY 2023 Commuter Assistance Program and Technical Assistance Program

RRRC has managed and overseen the RRRC Commuter Services program for more than 25 years, with the Department of Rail and Public Transportation serving as the granting agency for the program. In 2021, the funding program was rebranded as the Commuter Assistance Program, rather than the Transportation Demand Management program, in order to better reflect the primary program goal of reducing single occupancy vehicle (SOV) trips. For this year, the change will have minimal impact of RRRC's program, but there are many opportunities moving forward to consider and implement changes related to commuter travel patterns spurred by COVID-19.

Funding from this grant supports 1.5 full-time equivalent staff at the Commission, along with outreach, advertising, and marketing initiatives related to rideshare and ridematching services. The funding requested from DRPT for the CAP Operating grant program is \$133,264 and the 20% local match amount of \$33,316 will be met via funding received from RRRC's per capita dues requests to our member jurisdictions.

DRPT staff has also notified program staff that each Commuter Assistance Program will need to conduct a Strategic Planning process for the program, and has suggested an application to the DRPT Technical Assistance grant program. This program requires a 50% match, which staff also proposes to source from our local per capita dues. We anticipate the request will require no more than a \$15,000 match.

Due to grant application deadlines, Commission staff is requesting approval to submit the grant application by the February 1st deadline, and we will request certification of the final application at the February meeting.

REQUESTED ACTION: Approval for RRRC staff to submit the FY 2023 Commuter Assistance Program and Technical Assistance grant applications to the Department of Rail and Public Transportation and to authorize the Executive Director to execute the contract documents upon successful receipt of the grant.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: RRRC Application to DRPT for FY 2023 Section 5310 Program

The Regional Commission serves as the applicant for Section 5310 (previously New Freedom) funding on behalf of the Foothills Area Mobility System (FAMS) program through the Department of Rail and Public Transportation. This funding provides support for RRRC's mobility management program and for the FAMS One-Call Center that provides information, referral and database management for transportation services focused on elderly and disabled populations in the region, in coordination with regional partners.

In FY 2021 (October 1, 2021 – September 30, 2022), the Commission received \$244,765 through this program.

The FY 2023 grant application will include the existing baseline from FY 2022 with the following additional requests:

- 35 hours per week at RRRC for regional Mobility Management (currently funded at 20 hours)
- Additional funding to support an additional full-time position at the FAMS Call Center (currently a 0.5 FTE position)

The Mobility Management grant requires 4% match and the Operating grant requires 10% match. RRRC's portion of the match will be sourced from local per capita dues, and additional match for non-RRRC positions/costs will come from agency partners and the Regional Transportation Collaborative funding received from the PATH Foundation.

Due to grant application deadlines, Commission staff is requesting approval to submit the grant application by the February 1st deadline.

REQUESTED ACTION: Approval RRRC staff to submit the FY 2023 Section 5310 grant program application to the Department of Rail and Public Transportation and to authorize the Executive Director to execute the contract documents upon successful receipt of the grant.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: Regional Legislative Platform

As you may recall from previous years, Mr. Eldon James has provided a draft legislative platform for the region ahead of the 2021 General Assembly session. In past years, this platform has identified priorities for the Rappahannock-Rapidan region and the areas within Planning District 16 (Fredericksburg area). This year's platform is specific to the RRRC area.

The Commission is asked to consider endorsement of the legislative priorities or identify additional items for inclusion.

REQUESTED ACTION: Consider endorsement of the Regional Legislative Platform

Rappahannock-Rapidan Region

2022 Legislative Issues

November 1, 2021

PRIORITY ISSUES

Children's Services Act

Since its foundation in 1992, the Virginia Children's Services Act has led the nation by consolidating funding sources and carefully coordinating treatment services for children with severe and significant needs. This care coordination has proven successful in both meeting needs for individual children, and in proving that state and local responsibility and cost sharing can and does work. Several important changes were made during the 2021 session. The **Region Supports** the current study underway in response to SB1313/HB2117 and encourages the implementation of local or regional pilots that demonstrate how local school systems can successfully meet the educational requirements for special needs students. Additionally, the **Region Supports** additional state resources to assist in local administration of CSA programs as currently local funds pay a disproportionately higher percentage of these costs.

The **Region further Supports** options for local school divisions to serve children with disabilities using CSA funds and that are tailored to the individual child's needs. We support state assistance to localities with contracting for CSA services to improve localities' ability to negotiate with providers of these services, such as private day placements.

Broadband

A large portion of the residents of the Region have no or very limited access to broadband. There are residents in every jurisdiction who lack adequate access. Broadband access strengthens k-12 education, essential healthcare delivery including telemedicine, economic development and lessens stress on the transportation network. The federal funding allocated in the 2021 special session coupled with increased Virginia Telecommunications Initiative (VATI) funding will have a major positive impact in addressing the need, but more will be needed in the next biennium. **The Region strongly supports continued enhanced state funding for expanded broadband capacity as well as strengthened local authority to deploy broadband directly or through public-private partnerships.**

Education Funding and the Pandemic

The Region continues to be concerned by the trend of declining state financial support for K-12. The Region encourages the Commonwealth to reverse this trend including among other things important school safety efforts such as the funding of School Resource Officers in all schools. The Region also supports the protection of local governing body authority to evaluate and approve any reallocation of year-end fund balances.

In response to the pandemic, the General Assembly provided no-loss funding to hold localities harmless from the negative impact on state ADM payments due to reduced enrollment. **The Region strongly encourages the Assembly to support extension of this "hold-harmless" in the next biennial budget.**

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OTHER ISSUES

Transportation

The Region applauds the efforts made over the past several years to adequately fund our growing transportation needs. Sound decision-making must continue to recognize the linkage between land-use and transportation decisions to achieve cost-effectiveness and to retain quality of life. **The Region supports efforts to enhance transportation funding, including support for the secondary road system.** Growing transportation needs and the deterioration of critical transportation infrastructure, e.g., roads and bridges, is creating detrimental impacts to economic vitality and safety across the region. State law should be amended to allow State of Good Repair funds to be used for preventative bridge repair or reconstruction.

The Region strongly encourages VDOT to fully utilize its funding authorization for the Revenue Sharing Program.

In 2020, as part of a larger emergency response to the pandemic, the Commonwealth Transportation Board (CTB) took several actions to address revenue shortfalls in the state's transportation budget. Some of these actions affected the revenue sharing program. Now that the temporary reduction in revenues due to the COVID-19 pandemic appears to have passed, the extended five-to-six-year window between grant application and award no longer appears necessary. The CTB is requested to change the revenue sharing program policy to make grant awards available in the second biennium after grant applications are submitted. And, the General Assembly should appropriate additional funds to the revenue sharing program for FY23-24, contingent on a surplus or projected increase in transportation funds.

We recognize that the General Assembly and the Administration will continue to review the structure of our transportation system and may consider the potential for devolution of certain functions that have been the responsibility for the Commonwealth for almost a century, such as the secondary road network. **The Region is opposed to devolution of state transportation responsibilities to counties** and we urge the Administration and the General Assembly to work collaboratively with local governments during such reviews.

The Region supports efforts to improve rail service along the Route 29 corridor. As part of this effort the Region encourages the Commonwealth to work cooperatively with the Region's localities to identify potential alternatives and to consider the potential impacts such efforts can have on property owners in or near the corridor.

The Region supports efforts to maintain safe and reliable transit services and encourages the Commonwealth to take steps to address the pending decrease in funding to the State Transit Capital Program. The Department of Rail and Public Transportation currently projects a \$226 million gap in state capital assistance to transit agencies over the next five years, even though the state substantially increased transit capital funding in 2020. This gap could be substantially reduced if state transportation revenues continue to recover from the pandemic and exceed the most recent revenue projections, as well as with the passage of the federal Infrastructure Bill.

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The region supports efforts to identify a steady, reliable transit capital program revenue stream in support of safe and efficient transit operation.

Tax Reform and Local Revenues Generally

Although repeal of the remaining portion of the Food for Home Consumption Tax (Grocery Tax) was popular during the recent campaign, the repeal of the 2.5% tax primarily impacts local government budgets. Those revenues fund K-12 education directly (1%), local services including mainly education and public safety (1%) and transportation (.5%). We recognize the importance of acting on campaign issues, but strongly urge that if the state is going to cut local revenue for K-12 and public safety that an alternate source of funds is provided to prevent service cuts or increases in other local taxes.

Local taxes such as the Business Professional and Occupational License tax (BPOL) and the Machinery and Tools tax (M&T) are frequently mentioned as taxes the General Assembly should consider for elimination. We recognize the need to promote business growth and support efforts to do so but those that can result in reducing local services that support economic development or raising other taxes will undermine the intended purpose. **Before further tax system changes are enacted the Region supports thorough study of the entire system and the consequences, both intended and unintended, associated with potential changes.**

Exemption from Local Real Estate Tax

The definition of total and permanent disability for purposes of granting Totally Disabled veterans an exemption for local real estate taxes should be the Total Disability Individual Unemployability (TDIU) rating given by the U.S. Department of Veterans Affairs rather than the Schedule Rating per 38 CFR Part 4.

Chesapeake Bay Restoration and Stormwater Management

The proposed Chesapeake Bay TMDL and Virginia's Watershed Implementation Plan (WIP) requires 2-year milestones for the Commonwealth and its MS-4 localities. Without aggressive state investment in meeting these milestones Virginia localities will be under the threat of limited economic growth, including non-MS-4 localities. The Region urges the Governor and the General Assembly to continue active involvement in identifying and resourcing proven traditional as well as innovative solutions. **The Region supports enhanced state financial support for implementing WIP III requirements including increased funding for the Stormwater Local Assistance Fund (SLAF) and continued efforts to improve administrative efficiencies of the state-local relationship.** As experience is gained, we believe needed enhancements will be identified and following the principles of adaptive management we can respond with appropriate legislative or regulatory revisions.

Alternative On-Site Septic Systems (AOSS)

AOSS are an important means of safely treating wastewater in areas where traditional septic treatment systems will not work. With regulation of these systems vested largely with the Virginia Department of Health localities have limited ability to respond when an AOSS unit does not meet treatment

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standards. **The Region encourages the General Assembly to provide adequate authority for VDH or localities to respond to AOSS failures** to protect the public health and water quality especially in circumstances where an AOSS owner refuses to properly care for the system or when the owner cannot afford to make needed repairs or improvements.

Water Supply

The Region is concerned about safe, adequate, and affordable water supply for human consumption and economic development. The Region supports policies and financial investments by the Commonwealth that promotes long-term solutions to the needs of our communities for a safe and reliable water supply. Consistent with HB542 (2020), coming changes to the water supply planning regulations will mandate regional plans and planning areas as defined by the State Water Control Board. The Region encourages the defining of regional planning areas to recognize existing/established inter-jurisdictional arrangements.

State Funding for Local and Regional Jails

The Region supports a requirement for the Department of Corrections to accept state-responsible inmates into the state correctional system unless a local or regional jail agrees to continue holding such inmates at the applicable per diem rate. This issue is layered on to the per diem issue. In 2010, the General Assembly reduced the amount paid to local jails for local inmates from \$8 per day to \$4 per day and reduced the amount for state responsible inmates from \$14 per day to \$12 per day. This saved the state over \$19 million annually by transferring the cost to local taxpayers.

The Region urges the General Assembly to return to paying \$14 per day for all state responsible inmates for whom they are now paying \$12 per day, the additional cost to the state would be approximately \$6 million annually.

State Funding for Local Police Departments – The General Assembly is requested to honor its commitment to local governments and public safety by funding the HB 599, Aid to Localities with Police Department program according to statute.

Economic and Workforce Development

The Region supports continued efforts by the Commonwealth to enhance a broader-based economy and increase private sector employment opportunities. The Region further supports enhanced funding of workforce training programs to support credential attainment by workers who support businesses and industries essential to the new Virginia economy.

Local Land Use Authority and Affordable Housing

The Region strongly supports the maintenance of all existing authority of local government for planning, zoning and related activities. While efforts to enhance a broader-based economy rightly include examination of local rules and regulations that can impact private investment decisions, such examination must balance the economic goals with the goals of protecting existing communities and property rights. Decisions impacting our neighborhoods and communities are most appropriately

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made at the neighborhood and community level. Enhanced local authority to promote affordable housing is important to facilitating workforce housing, a key element of local economic development.

Public Meetings of Regional Bodies

The pandemic revealed challenges and opportunities to improve the conduct of meetings of public bodies. While the need to have quorums physically present for elected and appointed local government bodies is important for the transparent conduct of public business this can present unnecessary challenges for regional appointed bodies. The General Assembly is encouraged to reexamine the rules governing the allowance for remote participation of such bodies

Mental Health Services

The Region strongly supports a sustained focus by the state on Virginia's mental health services system to ensure, through evaluation and investment, that appropriate and effective outpatient and in-patient services are available across the Commonwealth. The Region encourages reforms that provide alternative placement of local jail inmates with serious mental health issues.

Substance Abuse

According to the American Public Health Association (APHA), every 19 minutes, someone in the United States dies from and unintentional prescription drug Overdose. This epidemic is having devastating impacts on families and communities. The Region supports legislative and educational efforts to emphasize prevention and address misuse. The APHA recommends legislation to address physical and mental status examination, doctor shopping, tamper-resistant prescription form requirements, regulation of pain management clinics, prescription drug monitoring, prescription drug overdose emergency response immunity and access to naloxone. Emergency community-based support systems need strengthening to enable local agencies to respond to the needs of impacted families.

The Regional Legislative Program Point of Contact is Eldon James, Legislative Liaison, 540-907-2008; Fax 804-644-5640; ejames7@me.com www.EldonJamesAssociates.com; Laura Bateman, Assistant Legislative Liaison, 804-405-5643; laura@batemanconsulting.net



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: Compensation Report

In October 2020, the Commission requested the Executive Director to develop a compensation report for Commission positions. A draft of the report will be reviewed with the Commission at the December meeting.

REQUESTED ACTION: Review the Compensation Report and take other appropriate action



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: December 1, 2021
Subject: Formation of Nominating Committee

As you may recall, Commission officers serve one-year terms beginning March 1st of each year and may serve two consecutive terms. A nominating committee is appointed each December to develop a slate of Offices and At-Large Executive Committee members. Traditionally, the sitting Executive Committee has served as the nominating committee, but other members are able to serve in addition to the Executive Committee.

Presently, Fauquier County, the Town of Culpeper, the Town of Gordonsville, the Town of Orange and the Town of Washington are represented on the Executive Committee.

As a reminder, the current Chair, Vice-Chair and Treasurer are eligible for reappointment.

REQUESTED ACTION: Formation of a Nominating Committee to identify a slate of Officers for terms beginning March 1, 2021