



**Rappahannock-Rapidan Regional Commission Meeting
April 26, 2023 at 1:00 pm**

**RRRC Board Room
420 Southridge Parkway, Suite 106, Culpeper, VA 22701**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination
Welcome to New Commissioners: Richard Heflin, Town of Remington
4. **Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
 - a) Foothills Housing Network – Point in Time Count
Rebecca Wareham, Continuum of Care Coordinator
7. Approval of Minutes
 - a) **February 22, 2023 ([Attachment](#))
8. Financial Reports
 - a) FY 2023 YTD Financial Report ([Attachment](#))
 - b) Preliminary FY 2024 Budget ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
10. Staff Updates / Old Business
 - a) **PDC Housing Development Program ([Attachment](#))
 - b) Comprehensive Economic Development Strategy (CEDS)

- c) RRRC 50th Anniversary Updates
 - d) Regional Broadband Projects Status
 - e) Regional Transportation Districts & Authorities ([Attachment](#))
11. New Business
- a) **FY 2024 Rural Transportation Work Program ([Attachment](#))
 - b) **RRRC application to USDA for Local Food Promotion Program (LFPP) grant ([Attachment](#))
 - c) **RRRC application to PATH Foundation Technical Assistance grant program ([Attachment](#))
 - d) **2023 Regional Community Development Block Grant Priorities ([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
February 22, 2023 Regular Meeting
RRRC Board Room**

MINUTES

	Culpeper County		Town of Culpeper
X	John Egertson	X	Chris Hively
X	Tom Underwood	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
	R. Clay Jackson		Town of Orange
X	Jonathon Weakley	X	Jeremiah Pent (arrived at 1:10)
	Orange County	X	Greg Woods, Treasurer
X	James P. Crozier		Town of Remington
X	Theodore Voorhees		<i>Vacant</i>
	Rappahannock County		Town of The Plains
X	Garrey W. Curry, Jr.		Lori B. Sisson
X	Debbie Donehey		Town of Warrenton
			William T. Semple II
			<i>Vacant</i>
			Town of Washington
		X	Fred Catlin (arrived at 1:15)

Others Present: Cheryl Yowell, Town of Madison

Staff Present: Patrick Mauney, Terry Snead, Matt Tobias

1. Call to Order

Chair Taylor called meeting to order at 1:00 p.m.

2. Pledge of Allegiance

Chair Taylor led Commissioners in the Pledge of Allegiance.

3. Roll Call & Quorum Determination

Chair Taylor welcomed Mr. Tom Underwood from the Culpeper County Board of Supervisors back to the Commission, and noted that Councilmember Jeremiah Pent was also recently appointed from the Town of Orange. She thanked Gary Deal and Mayor Martha Roby for their service to the Commission.

The Commission observed a moment of silence for past Commissioner Skeet Ashby.

A quorum of the Commission was confirmed.

4. Agenda Approval

Upon motion by J Crozier, 2nd by T Underwood, 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) December 14, 2022

Chair Taylor presented the minutes from the December 14th RRRC meeting. P McCulla moved to approve as presented, 2nd by D Donehey. The motion carried, T Underwood abstaining.

8. Financial Reports

a) FY 2023 YTD Financial Reports & Proposed Budget Amendments

Chair Taylor asked P Mauney to review the FY 2023 financial reports and proposed budget amendments. P Mauney noted that revenues and expenses were tracking as expected when taking into account the proposed budget amendments. The proposed amendments are related to project spending rather than operational expenses, and he summarized the additions and reductions that result in a balanced budget of \$1,701,694.

Commissioners asked about line items where revenues exceeded project expenses. P Mauney noted that the amounts in excess of expenses are staffing costs reimbursed by the respective grants.

R Coiner moved to approve the amended budget, 2nd by J Weakley. The motion carried unanimously.

b) RRRC Financial Account Summary

Chair Taylor asked P Mauney to review the financial account summaries. P Mauney noted month to month trends in operating and reserve accounts. Commissioners asked about the return on investment from the two Virginia Investment Pool funds. P Mauney stated that the liquidity fund has generated positive returns as interest rates have risen, while the Bond fund has had negative growth over the past year. Commissioners agreed that funds should be moved to the liquidity fund with staff providing updates at future meetings should returns change.

9. Executive Director's Report

Chair Taylor asked P Mauney to review the Director's report. P Mauney highlighted the recent Point in Time Count efforts by Foothills Housing Network, noting preliminary numbers similar to 2022 and that staff had identified an increased number of residents living in cars. He also thanked Rebecca Wareham, De Anderson and Matt Tobias for their efforts and noted an outreach event with numerous partners in Orange County. He also shared that the Commission received an award from the Community Flood Preparedness Fund in January that would enable additional flood resiliency planning as part of the upcoming Hazard Mitigation Plan update. He also stated that Commissioner handbooks were now available on the Commission website, and would

be updated there moving forward. Print copies can be made available, as needed.

10. Staff Updates

a) PDC Housing Development Program

Chair Taylor asked P Mauney to provide updates on the PDC Housing Development Program. P Mauney stated that staff had communicated with Rappahannock-Rapidan Community Services following the December meeting, and that they were disappointed, but understanding about the decision based on project timing. He also noted that staff was in contact with the four approved partners and all remained on schedule. He stated that staff understands that the Fauquier Habitat for Humanity project is awaiting a decision by the Town of Warrenton regarding additional funding, but that he anticipated having more information on that agreement before the end of the fiscal year.

b) Comprehensive Economic Development Strategy (CEDS)

Chair Taylor reminded the Commission that funding was received earlier in the year from U.S. Economic Development Administration to develop a Comprehensive Economic Development Strategy. P Mauney shared that the kickoff meeting was held last week with excellent participation from local economic developers, private sector, chambers of commerce and community colleges. He shared some initial feedback from participants on opportunities and challenges, and asked Commissioners to be involved either via the CEDS strategy committee or in upcoming focus groups or interviews.

c) RRRC 50th Anniversary Updates

Chair Taylor asked for updates on the 50th anniversary. P Mauney noted that the General Assembly passed a commemorating resolution earlier in February and that he would be communicating with each jurisdiction for similar resolutions in the coming months. There is no date or location for the annual meeting, but it will be held in Culpeper based on the rotation put in place in 2018.

d) Regional Broadband Projects Status

Chair Taylor reminded Commissioners of the discussion in December regarding broadband projects, and asked for any updates on local projects. Commission members held an extended discussion on current activity and progress, and asked staff to leave the item on future agendas.

11. New Business

a) RRRC application to DRPT for FY 2024 Section 5310 Mobility Management grant

b) RRRC application to DRPT for FY 2024 Technical Assistance grant

Chair Taylor stated that items 11A and 11B were approved by the Executive Committee at its meeting earlier this month, but requested Commission ratification of each per the existing precedent.

J Crozier moved to ratify the Executive Committee's approval of the FY 2024 Section 5310 application and FY 2024 Technical Assistance grant, 2nd by T Voorhees. The motion carried ayes all.

c) RRRC application to Virginia Tourism Corporation Marketing Leverage Program grant

Chair Taylor presented item 11C and asked P Mauney to review the grant request. P Mauney stated that the Regional Tourism directors met earlier in February and were interested in pursuing a Marketing Leverage Program grant to support a marketing campaign for the Tween Rivers Trail and other regional tourism initiatives. P Mauney noted that the match would be sourced from the shared tourism marketing funds.

R Coiner moved to approve the application to the Virginia Tourism Corporation Marketing Leverage Program grant, 2nd by D Donehey. The motion carried ayes all.

12. Report from Nominating Committee

a) Election of Officers & Executive Committee

Chair Taylor reported that the Executive Committee served as the nominating committee and brought forth the following slate:

CHAIR – FRED CATLIN

VICE-CHAIR – BOB COINER

TREASURER – JOHN EGERTSON

AT-LARGE (PAST CHAIR) – MEAGHAN TAYLOR

AT-LARGE – PAUL MCCULLA

AT-LARGE – TED VOORHEES

Chair Taylor asked for additional nominations from the floor. T Underwood moved to close nominations, 2nd by J Crozier.

G Woods moved to approve the slate as presented, 2nd by T Underwood. The motion carried ayes all.

13. Closed Session

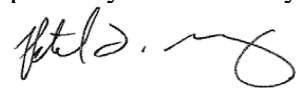
14. Regional Roundtable

Commission members shared information of note from their communities.

15. Adjournment

Upon motion by J Crozier, 2nd by R Coiner, Chair Taylor adjourned the meeting at 3:03 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 14, 2023
Subject: FY 2023 Year to Date Financials

FY 2023 revenue and expenditure reports through March 31, 2023 are enclosed for your review. These are unaudited reports for the first nine months (75%) of the fiscal year.

Revenues are 79.9% of the budgeted amounts, while expenditures are 75.4% of budgeted amounts. Operating expenses remain in line with expectations. There are a couple of minor operating line items exceeding budget, all of which can be covered by lower spending on other operational items. Project expenses continue to track with budget; overages in the RTAP line are reimbursable costs through the Department of Rail and Public Transportation.

REQUESTED ACTION: None required.

Rappahannock-Rapidan Regional Commission
FY 2023 Revenue Snapshot - March 31, 2023

Budget Items	FY 2023 Budget	Adjustments	Adjusted Budget	July	August	September	October	November	December	January	February	March	YTD Actual	YTD %
Revenues														
Dues:														
Culpeper County	\$ 26,967.00		\$ 26,967.00		\$ 26,966.92								\$ 26,966.92	100.0%
Fauquier County	\$ 51,497.00		\$ 51,497.00		\$ 25,748.26					\$ 25,748.26			\$ 51,496.52	100.0%
Madison County	\$ 11,315.00		\$ 11,315.00	\$ 11,314.56									\$ 11,314.56	100.0%
Orange County	\$ 24,877.00		\$ 24,877.00			\$ 24,876.76							\$ 24,876.76	100.0%
Rappahannock County	\$ 6,027.00		\$ 6,027.00	\$ 6,027.46									\$ 6,027.46	100.0%
Town of Culpeper	\$ 16,651.00		\$ 16,651.00	\$ 16,651.46									\$ 16,651.46	100.0%
Town of Gordonsville	\$ 1,164.00		\$ 1,164.00	\$ 1,163.66									\$ 1,163.66	100.0%
Town of Madison	\$ 170.00		\$ 170.00	\$ 170.15									\$ 170.15	100.1%
Town of Orange	\$ 4,050.00		\$ 4,050.00		\$ 4,050.40								\$ 4,050.40	100.0%
Town of The Plains	\$ 203.00		\$ 203.00	\$ 203.35									\$ 203.35	100.2%
Town of Remington	\$ 520.00		\$ 520.00			\$ 519.58							\$ 519.58	99.9%
Town of Warrenton	\$ 8,347.00		\$ 8,347.00		\$ 8,347.31								\$ 8,347.31	100.0%
Town of Washington	\$ 71.00		\$ 71.00	\$ 71.38									\$ 71.38	100.5%
Interest Income	\$ 500.00	\$ 13,500.00	\$ 14,000.00	\$ 358.69	\$ 482.59	\$ 546.04	\$ 699.63	\$ 1,159.60	\$ 1,465.77	\$ 1,584.05	\$ 1,513.10	\$ 2,117.82	\$ 9,927.29	70.9%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 100.00	\$ 4.21	\$ -	\$ 200.00	\$ 100.00	\$ 49.51	\$ 100.00	\$ 3,221.48	\$ 100.00	\$ 3,875.20	387.5%
CEDS Income	\$ -	\$ 15,000.00	\$ 15,000.00										\$ -	0.0%
DEQ Chesapeake Bay PDC Capacity	\$ 58,000.00		\$ 58,000.00							\$ 58,000.00			\$ 58,000.00	100.0%
DRPT Commuter Assistance Program	\$ 123,160.00		\$ 123,160.00	\$ 19,366.00	\$ 8,374.00		\$ 9,280.00	\$ 16,391.00	\$ 5,728.00	\$ 17,799.00		\$ 9,935.00	\$ 86,873.00	70.5%
DRPT Mobility Management	\$ 400,000.00		\$ 400,000.00	\$ 25,031.00	\$ 21,077.00	\$ 16,950.00	\$ 23,668.00	\$ 43,881.74	\$ 36,517.00	\$ 22,594.00	\$ 40,881.00	\$ 66,998.00	\$ 297,597.74	74.4%
DRPT Technical Assistance Grant	\$ 20,000.00	\$ (10,000.00)	\$ 10,000.00										\$ -	0.0%
NFWF Chesapeake Bay Grant	\$ 250,000.00	\$ (175,000.00)	\$ 75,000.00					\$ 27,064.52					\$ 27,064.52	36.1%
PATH Farm to School	\$ 40,000.00	\$ (10,000.00)	\$ 30,000.00	\$ 30,000.00									\$ 30,000.00	100.0%
PATH Mobility Management/Transportation	\$ 190,000.00	\$ 23,000.00	\$ 213,000.00	\$ 1,500.00		\$ 210,000.00			\$ 1,500.00				\$ 213,000.00	100.0%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 13,778.52	\$ 19,100.76	\$ 8,675.50				\$ 7,049.90			\$ 48,604.68	100.0%
Regional Tourism	\$ 7,600.00		\$ 7,600.00		\$ 5,600.00	\$ 454.60	\$ 1,400.00						\$ 7,454.60	98.1%
RTAP Grant		\$ 1,800.00	\$ 1,800.00						\$ 1,800.00				\$ 1,800.00	100.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 16,195.38			\$ 6,119.14		\$ 11,809.47			\$ 34,123.99	58.8%
State Regional Planning	\$ 89,971.00		\$ 89,971.00				\$ 44,985.00			\$ 22,493.00			\$ 67,478.00	75.0%
Town of Washington Pass-Through	\$ -	\$ 2,700.00	\$ 2,700.00								\$ 2,700.00		\$ 2,700.00	100.0%
VDEM Wildfire Analysis Grant	\$ 2,000.00	\$ 10,000.00	\$ 12,000.00		\$ 10,518.61			\$ 1,601.39					\$ 12,120.00	101.0%
VDEM Hazard Mitigation Plan	\$ 50,000.00	\$ (50,000.00)	\$ -										\$ -	-
Virginia Housing PDC Development Program	\$ 500,000.00	\$ (200,000.00)	\$ 300,000.00			\$ 15,009.90			\$ 212,482.96		\$ 29,786.82		\$ 257,279.68	85.8%
VHSP Grant	\$ 90,000.00		\$ 90,000.00			\$ 13,826.46			\$ 21,193.75		\$ 15,152.22		\$ 50,172.43	55.7%
Total Revenue	\$ 2,080,694.00	\$ (379,000.00)	\$ 1,701,694.00	\$ 125,736.23	\$ 146,465.44	\$ 290,858.84	\$ 80,232.63	\$ 96,317.39	\$ 280,736.99	\$ 167,177.68	\$ 93,254.62	\$ 79,150.82	\$ 1,359,930.64	79.9%

Rappahannock-Rapidan Regional Commission
FY 2023 Expnditure Snapshot - March 31, 2023

Budget Items	FY 2023 Budget	Adjustments	Adjusted Budget	July	August	September	October	November	December	January	February	March	YTD Actual	YTD %
Expenditures														
Advertising	\$ 750.00		\$ 750.00			\$ 161.21	\$ 3.79				\$ 1,000.00		\$ 1,165.00	155.3%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00			\$ 534.87	\$ 5,040.83	\$ (710.00)			\$ 750.00		\$ 5,615.70	112.3%
Audit/Legal	\$ 6,000.00		\$ 6,000.00						\$ 4,350.00				\$ 4,350.00	72.5%
Equipment/Software	\$ 12,000.00		\$ 12,000.00	\$ 332.97	\$ 56.74	\$ 5,420.55	\$ 32.99	\$ 476.78	\$ 59.99	\$ 184.99	\$ 343.90	\$ 61.99	\$ 6,970.90	58.1%
FICA	\$ 40,550.00		\$ 40,550.00	\$ 2,578.38	\$ 2,680.93	\$ 4,365.29	\$ 2,999.56	\$ 2,979.02	\$ 3,074.63	\$ 3,256.50	\$ 3,255.81	\$ 4,929.74	\$ 30,119.86	74.3%
Health & Dental	\$ 80,000.00	\$ (15,000.00)	\$ 65,000.00	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 48,076.56	74.0%
Meals	\$ 2,500.00		\$ 2,500.00	\$ 49.94	\$ 61.71			\$ 13.35	\$ 77.31	\$ 16.41	\$ 293.24	\$ 96.66	\$ 608.62	24.3%
Membership Dues	\$ 6,000.00		\$ 6,000.00		\$ 3,800.00	\$ 236.25							\$ 4,036.25	67.3%
Miscellaneous	\$ 500.00		\$ 500.00	\$ 51.80	\$ 210.65	\$ (61.55)	\$ (44.24)	\$ 568.52	\$ (673.22)	\$ 49.41	\$ (49.25)		\$ 52.12	10.4%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 17,937.00	75.0%
Office & P.O. Liability Insurance	\$ 1,400.00		\$ 1,400.00	\$ 1,440.00									\$ 1,440.00	102.9%
Office Maintenance	\$ 14,000.00	\$ (8,000.00)	\$ 6,000.00	\$ 691.40	\$ 1,364.96		\$ 956.40	\$ 200.00	\$ 200.00	\$ 789.68	\$ 275.00	\$ 200.00	\$ 4,677.44	78.0%
Payroll Expenses	\$ 530,078.00	\$ 20,000.00	\$ 550,078.00	\$ 35,539.29	\$ 36,879.82	\$ 58,837.92	\$ 41,042.56	\$ 40,774.23	\$ 42,023.94	\$ 44,388.34	\$ 44,366.70	\$ 66,188.10	\$ 410,040.90	74.5%
Postage	\$ 500.00		\$ 500.00		\$ 9.45		\$ 60.00	\$ 13.16		\$ 9.00		\$ 20.40	\$ 112.01	22.4%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 149.84	\$ 173.25	\$ 178.30	\$ 175.52	\$ 356.44		\$ 163.58	\$ 156.89	\$ 86.84	\$ 1,440.66	48.0%
Reserve	\$ -		\$ -										\$ -	0.0%
Subscriptions and Books	\$ 500.00		\$ 500.00				\$ 56.99				\$ 298.99		\$ 355.98	71.2%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 54.74	\$ 260.56	\$ 99.25	\$ 96.13	\$ 481.97	\$ 294.90	\$ 286.67	\$ 153.78	\$ 151.35	\$ 1,879.35	41.8%
Technology	\$ 13,000.00		\$ 13,000.00	\$ 2,962.54	\$ 762.54	\$ 826.54	\$ 765.89	\$ 701.66	\$ 675.89	\$ 681.89	\$ 681.89	\$ 718.01	\$ 8,776.85	67.5%
Travel & Training	\$ 11,000.00		\$ 11,000.00	\$ 1,441.23	\$ 395.17	\$ 407.56	\$ 869.19	\$ 673.01	\$ 448.92	\$ 835.25	\$ 557.64	\$ 1,173.77	\$ 6,801.74	61.8%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 305.20	\$ 355.67	\$ 382.59	\$ 311.58	\$ 169.93	\$ 316.15	\$ 547.98	\$ 790.48	\$ 664.35	\$ 3,843.93	59.1%
VRS	\$ 16,000.00		\$ 16,000.00	\$ 956.75	\$ 956.76	\$ 1,016.75	\$ 1,225.77	\$ 1,166.13	\$ 1,225.62	\$ 1,390.19	\$ 1,233.51	\$ 977.79	\$ 10,149.27	63.4%
Workman's Comp	\$ 500.00		\$ 500.00	\$ 500.00									\$ 500.00	100.0%
AmeriCorps VISTA Match Expense	\$ 6,500.00		\$ 6,500.00			\$ 6,500.00							\$ 6,500.00	100.0%
CEDS Expenses	\$ -	\$ 15,500.00	\$ 15,500.00								\$ 4,750.00	\$ 9,500.00	\$ 14,250.00	91.9%
Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00							\$ 246.99			\$ 246.99	24.7%
Commuter Services Expenses	\$ 60,000.00		\$ 60,000.00	\$ 258.73	\$ 152.31	\$ 2,928.32	\$ 578.68	\$ 827.26	\$ 10,235.82	\$ 475.64	\$ 6,660.61	\$ 773.68	\$ 22,891.05	38.2%
DRPT CAP Strategic Plan Expenses	\$ -	\$ 10,000.00	\$ 10,000.00										\$ -	0.0%
Farm to School Expenses	\$ 3,000.00		\$ 3,000.00	\$ 293.79	\$ 131.51	\$ 375.50	\$ 282.06	\$ 371.69	\$ 193.38	\$ 137.56	\$ 360.78	\$ 472.94	\$ 2,619.21	87.3%
Hazard Mitigation Expenses	\$ 45,000.00	\$ (45,000.00)	\$ -										\$ -	-
Mobility Management Expenses	\$ 488,000.00	\$ 14,000.00	\$ 502,000.00	\$ 15,403.42	\$ 36,944.85	\$ 29,293.27	\$ 44,850.08	\$ 73,437.56	\$ 63,388.31	\$ 31,428.33	\$ 36,462.14	\$ 49,674.26	\$ 380,882.22	75.9%
NFWF Grant Expenses	\$ 240,000.00	\$ (175,000.00)	\$ 65,000.00	\$ 10,000.00				\$ 5,505.00				\$ 37,055.87	\$ 52,560.87	80.9%
Regional Tourism Expenses	\$ 10,000.00		\$ 10,000.00	\$ 200.18	\$ 90.04	\$ 4.99	\$ 1,856.49	\$ 19.98	\$ 4.99	\$ 4.99	\$ 240.21	\$ 582.99	\$ 3,004.86	30.0%
RTAP Expenses	\$ -	\$ 1,800.00	\$ 1,800.00				\$ 1,800.00					\$ 1,233.81	\$ 3,033.81	168.5%
Rural Transportation Expenses	\$ 1,000.00		\$ 1,000.00	\$ 33.94					\$ 43.13		\$ 138.86		\$ 215.93	21.6%
Town of Washington Pass-Through Expenses	\$ -	\$ 2,700.00	\$ 2,700.00								\$ 2,700.00		\$ 2,700.00	100.0%
VA Housing PDC Development Program Expenses	\$ 445,000.00	\$ (200,000.00)	\$ 245,000.00		\$ 667.50			\$ 34.38	\$ 200,000.00		\$ 23,092.88	\$ 2.88	\$ 223,797.64	91.3%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 14.95	\$ 14.95	\$ 695.55	\$ 252.59	\$ 14.95	\$ 14.95	\$ 14.95	\$ 14.95		\$ 1,037.84	34.6%
Total Expenditures	\$ 2,080,694.00	\$ (379,000.00)	\$ 1,701,694.00	\$ 80,593.93	\$ 93,304.21	\$ 119,538.00	\$ 110,547.70	\$ 135,409.86	\$ 333,289.55	\$ 92,243.19	\$ 135,863.85	\$ 181,900.27	\$ 1,282,690.56	75.4%



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 17, 2023
Subject: FY 2024 Draft Budget

The Regional Commission By-Laws require presentation of an annual budget prior to June 1 of each year, with adoption of a budget to be completed by July 1. Enclosed here is the draft FY 2024 budget for your review. This is a preliminary budget based on staff's understanding of available revenues as of mid-April.

The draft budget reflects increases in revenue and expenses compared to FY 2023 and previous fiscal years. This is largely due increasing funding use for the PDC Housing Development Program, Mobility Management and Regional Transportation Collaborative, and National Fish and Wildlife Fund grants. Much of this revenue is contractual support to grant partners or in support of direct project expenses, in addition to those funds supporting Commission staff time costs.

The overall FY 2024 budget projects revenues at \$2,508,934. Projected revenues are conservative, meaning that only grants that are awarded on an annual basis historically or are known to be included in draft or approved Federal or State agency budgets are included. Local dues, at the \$0.83 per capita rate adopted by the Regional Commission in August 2022, account for 6.1% of the budget. The draft budget represents an increase of \$807,000 from the amended FY 2023 budget. The budget again includes support from our member jurisdictions for regional housing and homelessness coordination services, enabling the Regional Commission to continue its role as lead agency for the Foothills Housing Network.

Operating expenses are presented based on projected spending derived from internal discussions and past fiscal year actual costs. This budget includes a 7% cost of living increase. As with past years, payroll expenses and benefits are the main operating cost drivers for the budget. Health Insurance renewal rates increase 8.9%, and the recommended budget includes minor adjustments in the Commission's contribution rates to cover those increases. Our Virginia Retirement System contribution rate remains very low due to an existing surplus in our agency actuarial numbers.

As noted above, project expenses are anticipated to increase significantly from previous years. These represent reimbursable expenses that will flow through the Regional Commission to grant partners or via contractual agreements. As in past years, staff will monitor spending patterns and

make adjustments to these expenditures and reimbursable revenue sources throughout the fiscal year. Many of these grants also carry-over year to year based on project extensions, as well.

Staff will continue to track any changes to this preliminary budget between now and June and will also provide the annual work plan information to accompany the budget in June.

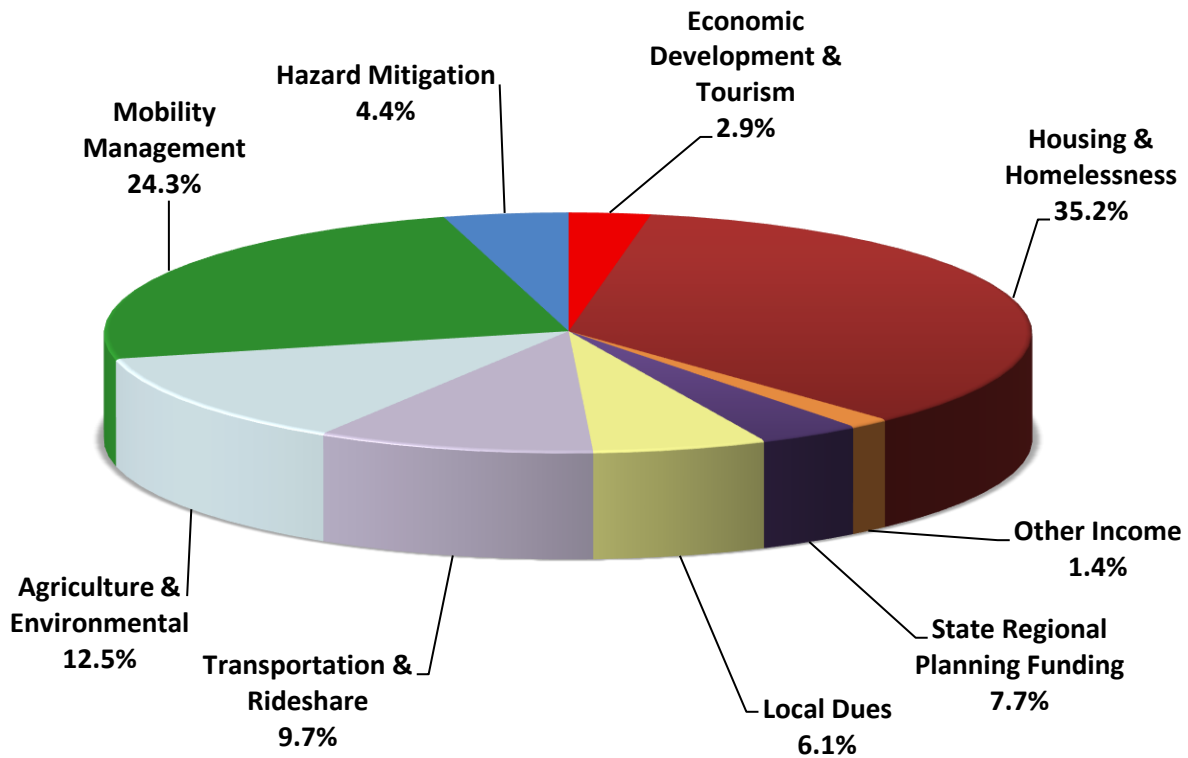
Also included here is an acronym listing for your reference:

CAP – Commuter Assistance Program
CEDS – Comprehensive Economic Development Strategy
CFPF – Commonwealth Flood Preparedness Fund; managed by DCR
DCR – Virginia Department of Conservation and Recreation
DEQ – Virginia Department of Environmental Quality
DHCD – Virginia Department of Housing & Community Development
DOF – Virginia Department of Forestry
DRPT – Virginia Department of Rail and Public Transportation
EDA – U.S. Economic Development Administration
EPA – U.S. Environmental Protection Agency
FICA – Federal Insurance Contributions Act
NFWF – National Fish and Wildlife Foundation
PATH – PATH Foundation
PDC – Planning District Commission (State Code reference for Regional Commission)
P.O. – Public Officials’ Liability
RTAP – Rural Transit Assistance Program; managed by DRPT
USDA LFPP – U.S. Department of Agriculture Local Food Promotion Program
VDEM – Virginia Department of Emergency Management
VHA – Virginia Housing Alliance
VHSP – Virginia Homeless Solutions Program; managed by DHCD
VISTA – Volunteers in Service to America; managed by VHA
VRS – Virginia Retirement System
VTC – Virginia Tourism Corporation

REQUESTED ACTION: None required. Staff is available to answer questions regarding the draft budget and additional revisions are likely between now and the June 28th meeting.

FY 2024 DRAFT Budget Revenues by Category – April 19, 2023

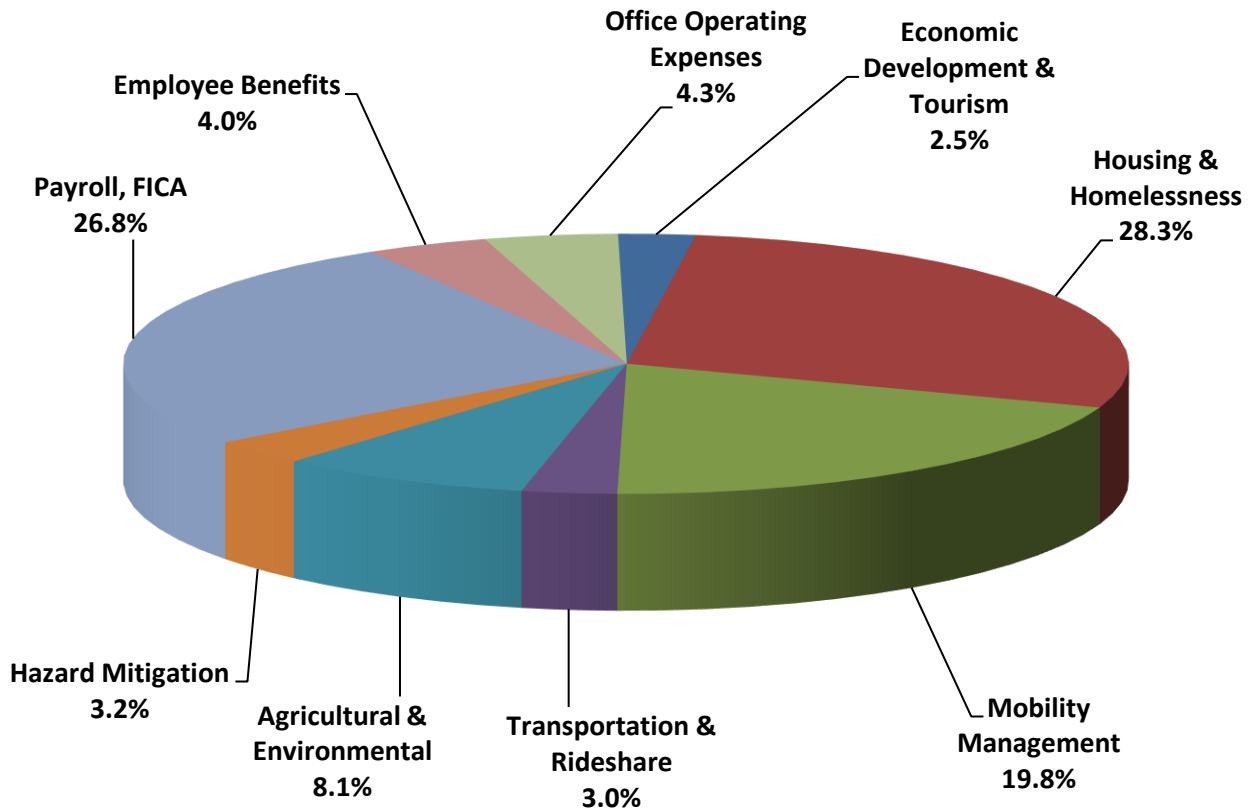
Revenues			
Agriculture & Environmental	\$	313,000.00	12.5%
Economic Development & Tourism	\$	72,000.00	2.9%
Hazard Mitigation	\$	110,000.00	4.4%
Housing & Homelessness	\$	883,604.00	35.2%
Local Dues	\$	151,859.00	6.0%
Other Income	\$	36,000.00	1.4%
Mobility Management	\$	610,000.00	24.3%
Transportation & Rideshare	\$	242,500.00	9.7%
State Regional Planning Funding	\$	89,971.00	3.6%
Total Revenue	\$	2,508,934.00	100.0%



Revenue Source		
Local Per Capita	\$151,859.00	6.0%
Local – Project Specific	\$75,604.00	3.0%
State	\$520,071.00	20.7%
Federal - Direct	\$275,000.00	11.0%
Federal – State Pass Through	\$446,500.00	17.8%
Other/Non-Profit/Private	\$1,039,900.00	41.5%
TOTAL	\$2,508,934.00	100.00%

FY 2024 DRAFT Budget Expenditures by Category – April 19, 2023

Expenditures			
Operating Expenses			
Payroll/FICA	\$ 672,750.00		26.8%
Employee Benefits	\$ 99,268.00		4.0%
Other Operating Expenses	\$ 107,416.00		4.3%
Total Operating	\$879,434.00		35.1%
Project Expenses/Contractual			
Agriculture & Environmental	\$204,000.00		8.1%
Economic Development & Tourism	\$62,000.00		2.5%
Hazard Mitigation	\$80,000.00		3.2%
Housing & Homelessness	\$709,500.00		28.3%
Mobility Management	\$497,500.00		19.8%
Transportation & Rideshare	\$76,500.00		3.0%
Total Project Expenses	\$1,629,500.00		64.9%
Total Expenditures	\$2,080,694.00		100.00%



Rappahannock-Rapidan Regional Commission
Draft FY 2024 Revenues

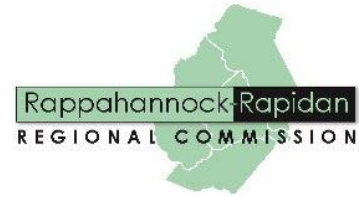
Budget Items	FY 2024 Draft (April 19, 2023)	FY 2023 Amended Budget	Change
Revenues			
Dues:			
Culpeper County	\$ 26,967.00	\$ 26,967.00	0.00%
Fauquier County	\$ 51,497.00	\$ 51,497.00	0.00%
Madison County	\$ 11,315.00	\$ 11,315.00	0.00%
Orange County	\$ 24,877.00	\$ 24,877.00	0.00%
Rappahannock County	\$ 6,027.00	\$ 6,027.00	0.00%
Town of Culpeper	\$ 16,651.00	\$ 16,651.00	0.00%
Town of Gordonsville	\$ 1,164.00	\$ 1,164.00	0.00%
Town of Madison	\$ 170.00	\$ 170.00	0.00%
Town of Orange	\$ 4,050.00	\$ 4,050.00	0.00%
Town of The Plains	\$ 203.00	\$ 203.00	0.00%
Town of Remington	\$ 520.00	\$ 520.00	0.00%
Town of Warrenton	\$ 8,347.00	\$ 8,347.00	0.00%
Town of Washington	\$ 71.00	\$ 71.00	0.00%
Interest Income	\$ 15,000.00	\$ 14,000.00	7.14%
Other Income	\$ 1,000.00	\$ 1,000.00	0.00%
CEDS Income	\$ 55,000.00	\$ 15,000.00	-
DCR CFPF Grant	\$ 35,000.00	\$ -	-
DEQ Chesapeake Bay PDC Capacity	\$ 58,000.00	\$ 58,000.00	0.00%
DRPT Commuter Assistance Program	\$ 132,000.00	\$ 123,160.00	7.18%
DRPT Mobility Management Grant	\$ 400,000.00	\$ 400,000.00	0.00%
DRPT Technical Assistance Grant	\$ 52,500.00	\$ 10,000.00	-
NFWF Chesapeake Bay Grant	\$ 220,000.00	\$ 75,000.00	193.33%
Gordonsville Economic Analysis	\$ 10,000.00	\$ -	-
Madison County Comprehensive Plan	\$ 10,000.00	\$ -	-
PATH Farm to School	\$ 35,000.00	\$ 30,000.00	16.67%
PATH Mobility Management/Transportation	\$ 210,000.00	\$ 213,000.00	-1.41%
Regional Housing	\$ 48,604.00	\$ 48,604.00	0.00%
Regional Tourism	\$ 7,000.00	\$ 7,600.00	-7.89%
RTAP Income	\$ -	\$ 1,800.00	-
Rural Transportation Planning	\$ 58,000.00	\$ 58,000.00	0.00%
State Regional Planning	\$ 89,971.00	\$ 89,971.00	0.00%
Town of Washington Pass-Through	\$ -	\$ 2,700.00	-
VDEM Wildfire Analysis Grant	\$ -	\$ 12,000.00	-100.00%
VDEM Hazard Mitigation Plan	\$ 75,000.00	\$ -	-
Virginia Housing PDC Development Program	\$ 750,000.00	\$ 300,000.00	150.00%
VHSP Grant	\$ 85,000.00	\$ 90,000.00	-5.56%
VTC Marketing Leverage Program	\$ 10,000.00	\$ -	-
Total Revenue	\$ 2,508,934.00	\$ 1,701,694.00	47.44%
<i>Other Pending Revenues & Status</i>			
USDA LFPP	\$ 250,000.00	Pending March 2023	3 Years
DEQ EPA Forest Buffer, Urban Tree Canopy & Wetlands Partnerships	\$ 203,000.00	Pending March 2023	Joint with GWRC (PDC 16)
Virginia Trees for Clean Water	\$ 20,000.00	Pending April 2023	

Rappahannock-Rapidan Regional Commission
Draft FY 2024 Expenditures

	Budget Items	FY 2024 Draft (April 19, 2023)	FY 2023 Amended Budget	Change
	Expenditures			
Operating Expenses	Advertising	\$ 1,000.00	\$ 750.00	33.33%
	Annual Meeting/Workshops/Meetings	\$ 8,500.00	\$ 5,000.00	70.00%
	Audit/Legal	\$ 6,000.00	\$ 6,000.00	0.00%
	Equipment/Software	\$ 12,500.00	\$ 12,000.00	4.17%
	FICA	\$ 47,750.00	\$ 40,550.00	17.76%
	Health & Dental	\$ 80,000.00	\$ 65,000.00	23.08%
	Meals	\$ -	\$ 2,500.00	-100.00%
	Membership Dues	\$ 6,000.00	\$ 6,000.00	0.00%
	Miscellaneous	\$ 500.00	\$ 500.00	0.00%
	Mortgage	\$ 23,916.00	\$ 23,916.00	0.00%
	Office & P.O. Liability Insurance	\$ 1,500.00	\$ 1,400.00	7.14%
	Office Maintenance	\$ 6,500.00	\$ 6,000.00	8.33%
	Payroll Expenses	\$ 625,000.00	\$ 550,078.00	13.62%
	Postage	\$ 500.00	\$ 500.00	0.00%
	Printing	\$ 3,000.00	\$ 3,000.00	0.00%
	Reserve	\$ -	\$ -	-
	Subscriptions and Books	\$ 500.00	\$ 500.00	0.00%
	Supplies	\$ 4,500.00	\$ 4,500.00	0.00%
	Technology	\$ 13,500.00	\$ 13,000.00	3.85%
	Travel & Training	\$ 12,500.00	\$ 11,000.00	13.64%
	Utilities	\$ 6,500.00	\$ 6,500.00	0.00%
	VRS	\$ 18,768.00	\$ 16,000.00	17.30%
	Workman's Comp	\$ 500.00	\$ 500.00	0.00%
Project Expenses	AmeriCorps VISTA Match	\$ 8,000.00	\$ 6,500.00	-
	CEDS Expenses	\$ 45,000.00	\$ 15,500.00	-
	Chesapeake Bay PDC Capacity Expenses	\$ 500.00	\$ 1,000.00	-50.00%
	Commuter Services Expenses	\$ 41,000.00	\$ 60,000.00	-31.67%
	DRPT CAP Strategic Plan Expenses	\$ 35,000.00	\$ 10,000.00	
	Farm to School Expenses	\$ 3,500.00	\$ 3,000.00	16.67%
	Hazard Mitigation Expenses	\$ 80,000.00	\$ -	-
	Mobility Management Expenses	\$ 497,500.00	\$ 502,000.00	-0.90%
	NFWF Grant Expenses	\$ 200,000.00	\$ 65,000.00	207.69%
	Regional Tourism Expenses	\$ 17,000.00	\$ 10,000.00	70.00%
	RTAP Expenses	\$ -	\$ 1,800.00	-
	Rural Transportation Expenses	\$ 500.00	\$ 1,000.00	-50.00%
	Town of Washington Pass Through	\$ -	\$ 2,700.00	-
	Virginia Housing PDC Housing Development	\$ 700,000.00	\$ 245,000.00	185.71%
	VHSP Expenses	\$ 1,500.00	\$ 3,000.00	-50.00%
	Total Expenditures	\$ 2,508,934.00	\$ 1,701,694.00	47.44%

Executive Director's Report

April 19, 2023



The purpose of this 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:

- Councilmember Richard Heflin was appointed to the Commission from the Town of Remington just after our February meeting. I was glad to meet with him for an orientation in March and look forward to working with him!

Environmental & Natural Resources

- Staff partnered with the George Washington Regional Commission to submit a proposal to the Department of Environmental Quality to support additional best management practice (BMP) installation activities within the Rappahannock River watershed. Funds would be utilized to support forest riparian buffer plantings in high priority agricultural lands as well as urban tree planting projects in public parks or school property, where such projects have local support and coordination.
- The RRRC Food Council has reviewed priority projects identified in the 2015 Farm and Food System Plan and found positive movement in support of those priorities. As a result, the Council has identified new priority projects that include those listed below, and you may connect with Michelle Edwards to learn more about the work of the Food Council:
 - Improve Farmland Access
 - Foster Food Business Entrepreneurship
 - Foster Financial Literacy among producers and local food businesses
 - Foster equity, diversity and inclusion in the food system
 - Foster farm to school connections between schools and producers
 - Foster development of producer co-ops
 - Support farmland conservation programs
 - Support access to healthy, local foods for all in the region

Emergency Planning & Hazard Mitigation

- We continue to coordinate meetings for VDEM, local staff and the Rappahannock River Basin Commission on the Stream Gauge implementation project. A set of slides from an update meeting held earlier this month is included here and this project should be completed later in 2023.
- We hosted staff from FEMA Region III and VDEM Region 2 to discuss the upcoming Hazard Mitigation Plan update process in March. There are new guidance documents in place and we are planning to include the Resiliency Plan development as part of the Hazard Mitigation Plan update. Once we have official word on funding from FEMA, the planning effort should take 12-15 months with local adoption processes following after that time.

Homelessness & Regional Housing

- Rebecca Wareham will present information from the January Point in Time Count conducted by Foothills Housing Network. As previously noted, staff continue to engage with a wide range of partners in seeking short and long-term solutions for our region's housing vulnerable population.
- We have also noted increasing collaboration opportunities between housing service providers and those organizations working with clients on food insecurity. Recent positive examples include connecting Fauquier FISH with Coordinated Entry and the re-convening of a Culpeper Ministerial association with Coordinated Entry and other housing providers. Staff are also providing technical assistance to several partners in identifying locations for shower/hygiene options for homeless community members.

Economic Development & Tourism

- In partnership with local tourism directors, Commission staff submitted an application to the Virginia Tourism Corporation Marketing Leverage Program in late February. We expect to hear back by May and, if funded, the project would support additional outreach and advertising for regional tourism efforts.
- The CEDS process continues to progress, with an initial data report presented to the Strategy Committee on April 18th. Updates are being posted to the project webpage (<https://www.rregion.org/ceds>) and we anticipate scheduling interviews and focus groups in the next several months to incorporate qualitative information with the data already collected.

Transportation

- Kristin Peraza will be a co-presenter at the Community Transportation Association of America conference in Oklahoma City in May on the Regional Transportation Collaborative and the work to grow transportation partnerships, leverage funding and increase mobility options throughout the region.
- Staff are finalizing a scope of work to support development of a transportation project identification, evaluation and prioritization framework for the Commission and localities to use in matching projects with funding sources, evaluating project components and providing a tool to guide Commission support for projects based on local and regional transportation needs. This would be completed via technical assistance through the Office of Intermodal Planning and Investment Growth and Accessibility Program.
- RRRC Commuter Services will begin its spring and summer outreach efforts in the next several months. You will likely see Earth Day and Bike Month advertising in April and May and staff plan to be at Culpeper Fest and other upcoming community events.
- Staff attended the Creating Walkable Piedmont Communities workshop in Culpeper at the end of March. If your community needs assistance in grant application development, please reach out to us as we can offer grant writing assistance, letters of support or other technical assistance. We have recently held several discussions with the towns of Remington and Madison on such topics.

Local Technical Assistance

- We continue to support Madison County's Comprehensive Plan update. The County's steering committee is working towards adding a housing chapter before beginning revisions to other existing plan sections.
- I attended VAPDC congressional meetings with staff from Senator Kaine and Senator Warner's office and coordinated with Congresswoman Spanberger's office on the Community Project Funding opportunities targeted towards local governments in her district
- Met with Town of Madison staff on pedestrian and downtown planning opportunities. We anticipate providing grant assistance related to Exploring Main Street and other DHCD programs to the Town moving forward.
- Met with Town of Gordonsville staff regarding technical assistance for long-term Town initiatives
- Met with Rappahannock County Water & Sewer Authority Chair and staff in April to discuss technical assistance and grant opportunities
- Provided data, general information and support letters to various requests from Town of Orange, Town of Culpeper, Town of Remington, Rappahannock County, Culpeper County and other local partners in March and April



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 19, 2023
Subject: PDC Housing Development Program

In February 2022, the Commission approved a recommended allocation of funding received from Virginia Housing to support six housing developments submitted in response to the proof of concept and proposal requests in late 2021.

In December 2022, the Commission approved the first revision of the recommended allocations, which removed one project due to project timeline concerns and left the remaining allocations in place.

A second revision is now recommended by staff as one project – Skyline Community Action Partnership – is nearing completion and has identified need for additional funds that would be eligible under the PDC Housing Development Program.

Staff will also provide updates on the other projects and a timeline for presenting a final allocation plan for Commission consideration in June.

REQUESTED ACTION: Consider approval of revised allocations for PDC Housing Development program



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 17, 2023
Subject: Regional Transportation Districts & Authorities in Virginia

In February, Commissioner Underwood raised the subject of regional transportation funding and regional transportation districts. In follow-up, staff pulled together some general information regarding transportation districts and authorities in Virginia for reference attached to this memo. These include links to the relevant Code of Virginia chapter and sections, brief background document on the Central Virginia Transportation Authority, which was approved by General Assembly action in 2020 and is the most recently created general transportation authority in Virginia.

Code of Virginia [Chapter 19. Transportation District Act of 1964](#)
Articles & Sections (see attachment)

The process for creating a multi-jurisdictional transportation district is prescribed in [§ 33.2-1903](#). However, if a purpose of such a district is to create a mechanism to capture motor vehicles fuel sales tax for greater oversight of transportation investments, additional General Assembly actions would be required.

Motor Vehicle Fuel Sales Tax - [§ 58.1-2291](#)

Staff has included this as an item on the draft FY 2024 Rural Transportation Work Program, should the Commission wish to continue discussion of the subject and/or request additional materials.

REQUESTED ACTION: None requested. Commission direction, if any, can occur in April or at a future meeting.

☐ **Chapter 19.**

Transportation District Act of 1964

Read Chapter

- ☐ **Article 1.**

General Provisions

[Read all](#)

- ☐ [§ 33.2-1900](#)

Declaration of policy

- ☐ [§ 33.2-1901](#)

Definitions

- ☐ [§ 33.2-1902](#)

Authorization to issue summons

- ☐ **Article 2.**

Creation of Districts

[Read all](#)

- ☐ [§ 33.2-1903](#)

Procedure for creation of districts

- ☐ [§ 33.2-1904](#)

Northern Virginia Transportation District and Commission

- ☐ **Article 3.**

Incorporation of District; Creation, Organization, Etc., of Commission

[Read all](#)

- ☐ [§ 33.2-1905](#)

District a body corporate

- ☐ [§ 33.2-1906](#)

Creation of commission to control corporation

- ☐ [§ 33.2-1907](#)

Members of transportation commissions

- ☐ [§ 33.2-1908](#)

Officers of commission

- ☐ [§ 33.2-1909](#)

Bonds of members

- ☐ [§ 33.2-1910](#)

Compensation and expenses of members

- ☐ [§ 33.2-1911](#)

Meetings of commission

- ☐ [§ 33.2-1912](#)

Quorum and action by commission

- ☐ [§ 33.2-1913](#)

Funds of commission

- ☐ [§ 33.2-1914](#)

Accounts and records

- ☐ **Article 4.**
Powers and Functions of Commission
[Read all](#)
 - ☐ [§ 33.2-1915](#)
Powers and functions generally
 - ☐ [§ 33.2-1916](#)
Commission control of transportation district
 - ☐ [§ 33.2-1917](#)
Protection of employees of public transportation systems
 - ☐ [§ 33.2-1918](#)
Background checks of applicants and employees
 - ☐ [§ 33.2-1919](#)
Additional powers
- ☐ **Article 5.**
Financing
[Read all](#)
 - ☐ [§ 33.2-1920](#)
Authority to issue bonds and other obligations
 - ☐ [§ 33.2-1921](#)
Judicial determination of validity of bonds
- ☐ **Article 6.**
Powers and Duties of Localities; Liability of Commonwealth and Localities
[Read all](#)
 - ☐ [§ 33.2-1922](#)
Contracts and payment thereof
 - ☐ [§ 33.2-1923](#)
Venue
 - ☐ [§ 33.2-1924](#)
Acquisition of median strips for transit facilities in interstate highways
 - ☐ [§ 33.2-1925](#)
Appropriations
 - ☐ [§ 33.2-1926](#)
Powers granted are in addition to all other powers
 - ☐ [§ 33.2-1927](#)
Liabilities of Commonwealth, counties, and cities
- ☐ **Article 7.**
Planning Process and Procedures
[Read all](#)
 - ☐ [§ 33.2-1928](#)
Planning process
 - ☐ [§ 33.2-1929](#)
Procedures
- ☐ **Article 8.**
Enlargement of Transportation Districts
[Read all](#)

- ☐ [§ 33.2-1930](#)
Procedure for enlargement

- ☐ **Article 9.**
Withdrawal from Transportation District
[Read all](#)

- ☐ [§ 33.2-1931](#)
Resolution or ordinance
- ☐ [§ 33.2-1932](#)
Financial obligations

- ☐ **Article 10.**
Exemption from Taxation; Tort Liability
[Read all](#)

- ☐ [§ 33.2-1933](#)
Public purpose; exemption from taxation
- ☐ [§ 33.2-1934](#)
Liability for torts

- ☐ **Article 11.**
Construction of Chapter
[Read all](#)

- ☐ [§ 33.2-1935](#)
Liberal construction
- ☐ [§ 33.2-1936](#)
Transportation districts with unique needs

Evolution of Statewide Transportation Spending in Virginia

Traditional Funding Mechanisms: Historically, major transportation projects have been funded through partnerships between the federal government, state departments of transportation, and local governments. It has long been the practice, through federal legislation, for the deliberation of regional transportation needs through the establishment of Metropolitan Planning Organizations, and in Virginia, Planning District Commissions. The Richmond Regional Transportation Planning Organization manages the evaluation of projects and distribution of regional funding to our member organizations and this practice helps advance needed infrastructure across the region. The amount of funding available has always been well short of the demand for improvements.

Smart Scale: The foundation of the Smart Scale program was built through the 2014 General Assembly. It established comprehensive requirements for an objective and quantifiable process for project evaluation and allocation of construction funds. The process was adopted by the Commonwealth Transportation Board in 2015 and includes evaluation of projects' merits in congestion mitigation, economic development, accessibility, safety, environmental quality, and land use.

Virginia Regional Authorities: Following the success of Smart Scale, Virginia regions realized the utility in providing local funds to both overcome continued transportation funding shortages and to leverage Smart Scale and other funding opportunities with local dollars. In 2014, the General Assembly created regional transportation authorities in Northern Virginia and Hampton Roads – each started to adopt similar processes to evaluate regionally significant projects, prioritize funding needs, and generate dedicated revenues for transportation projects. In addition, the 2019 General Assembly created the I-81 Authority, which provides a dedicated source of funding for projects that benefit a specific area delineated along the I-81 corridor in western Virginia.

Central Virginia Transportation Authority: At the 2020 General Assembly, legislation was adopted that created the Central Virginia Transportation Authority (CVTA), allowing the Richmond region to begin collection of tax revenues for the sole purpose of meeting transportation needs of the region. PlanRVA, recently rebranded from the Richmond Regional Planning District Commission, is celebrating its 50th anniversary in 2020 and it is fitting that in this anniversary year, the tools are now available to move the region from not just planning and prioritizing needs but having the tools to see those projects engineered and constructed.

Regional transportation issues

Context: Transportation needs can be unique to geographic area, and the CVTA is created specifically for the needs of central Virginia. The CVTA is responsible for the region encompassed by Planning District 15, or PlanRVA, and is comprised of the Town of Ashland, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond.

1. *Safety & Accessibility:* Residents and visitors of the Richmond region need safe and accessible transportation options, ranging from well-planned and functioning interstate interchanges to neighborhood streets and intersections that recognize the importance of all modes of travel.
2. *Maintenance & Capacity:* The regional transportation network encompasses roughly 5,700 lane miles of roadway (not including minor collectors and local roads) and the level of service of these corridors typically functions at a stable level. Some corridors do experience high traffic volumes at peak times and those flows need to be addressed to positively impact travel patterns. The region has a great need for continued maintenance and operation of the current travel network across all modes.

Central Virginia Transportation Authority Background and Introduction

Maintenance and operations needs typically come off the top of current funding mechanisms.

3. *Transit:* Transit demand is growing around the region. Access to jobs, meeting the mobility needs of the community and providing opportunities for residents are all needs to address. A long-term regional plan for transit will be developed that identifies regional transit priorities and informs the authority of the highest needs for the region.
4. *Local service:* Even before the onset of COVID-19, local government bodies in the region had massive backlogs of transportation projects that were years away from construction. As residents' travel needs evolve, more and more demands are placed on boards and councils to provide multimodal options for travel between home, work, and school.

Central Virginia Transportation Authority

Shaping Our Own Future: The creation of the CVTA allows the nine jurisdiction members of PlanRVA to plot their own course and have more ownership in transportation investments in central Virginia.

Funding Partner: The presence of the Authority will provide a resource for member governments and agencies that previously did not exist. A new partner that can leverage resources for competitive funding opportunities will help central Virginia compete on a larger scale.

Stability for Future Needs: Much like the future-forward planning work that occurs through PlanRVA, the CVTA will allow the region to look to the future, knowing that there is a stable foundation of financial resources to support investments in the region.

Funding Sources & Requirements: The Authority will administer transportation funding generated through the imposition of additional regional taxes:

1. Sales and Use tax of 0.7 percent (revenue collection begins October 2020)
2. Wholesale gas tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel (revenue collection begins July 2020). The gas tax rates are indexed for inflation.

Transit: Local maintenance of effort for transit funding is required to be at least 50 percent of what was provided on July 1, 2020, with such amount to be indexed beginning in 2023.

CVTA Functions & Powers

1. Transit Governance Report – The Authority is directed to review the governance structure of existing transit service in the Richmond region, and evaluate the possibility of creating a transportation district, and report its findings by December 1, 2020 to the Governor and the General Assembly
2. Development of a Regional Prioritization Process for project selection pertaining to the regional apportionment of revenues (35%)
3. Development of a Regional Public Transportation Plan that annually prioritizes regional transit projects and spending needs (15%)
4. Oversee the distribution of member locality revenues (50%)
5. Issue bonds as needed for project development and construction

Central Virginia Transportation Authority



August 27, 2020

Central Virginia Transportation Authority

Code of Virginia Section 33.2-3700 – 3713

Effective July 1, 2020

§ 33.2-3701. Central Virginia Transportation Fund.

A. There is hereby created in the state treasury a special nonreverting fund for Planning District 15 to be known as the Central Virginia Transportation Fund. The Fund shall be established on the books of the Comptroller. All revenues dedicated to the Fund pursuant to § 58.1-638 and Chapter 22.1 (§ 58.1-2291 et seq.) of Title 58.1 shall be paid into the state treasury and credited to the Fund.

Interest earned on moneys in the Fund shall remain in the Fund and be credited to it. Any moneys remaining in the Fund, including interest thereon, at the end of each fiscal year shall not revert to the general fund but shall remain in the Fund. The moneys deposited in the Fund shall be used solely for **(i) transportation purposes benefiting the localities comprising Planning District 15 and (ii) administrative and operating expenses as specified in subsection B of § 33.2-3706.**

§ 33.2-3702. Central Virginia Transportation Authority created.

The Central Virginia Transportation Authority is hereby created as a body politic and as a political subdivision of the Commonwealth. The Authority shall embrace each county, city, and town located in Planning District 15, which is established pursuant to Chapter 42 (§ 15.2-4200 et seq.) of Title 15.2.

CVTA Legislation – Key Provisions

- Legislation creating the Authority and the Fund made certain amendments to the state tax laws to provide for new tax revenue collection and distribution (§ 58.1-603.1, -604.01, -604.1, -614, -2295, -2299.20):
 - Additional sales and use tax – 0.7 percent (effective October 1, 2020)
 - Additional tax of 7.6 cents per gallon on gasoline and gasohol
 - Additional tax of 7.7 cents per gallon on diesel fuel
- Moneys deposited shall be used solely for:
 - Transportation purposes benefiting Planning District 15/member jurisdictions
 - Administrative and operating expenses
- After administrative and operating expenses, revenues shall be allocated to transportation projects consistent with the legislation.

CVTA Legislation – Key Provisions

CVTA Authority: Fund Distribution and Oversight

1. Prioritize and select regional transportation projects to be funded with **35%** of revenues retained by CVTA. Projects must benefit Planning District 15/member jurisdictions
2. Oversee **50%** of funding returned, proportionally, to each Planning District 15 locality to be used to improve mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality
3. Approve GRTC annual plan for projects funded by **15%** of fund revenues distributed to GRTC for transit and mobility services/projects.
4. Also, the CVTA can issue **bonds and finance debt** via future tax revenues to be received.

CVTA - Membership

12 Voting Members – Planning District 15

- Charles City County
- Chesterfield County
- Hanover County
- Henrico County
- Goochland County
- New Kent County
- Powhatan County
- Town of Ashland
- 1 Member of the House of Delegates from within Planning District 15
- 1 Member of the Senate from within Planning District 15
- 1 Member of the Commonwealth Transportation Board residing within Planning District 15

4 Non-Voting Members:

- Director of the Virginia Department of Rail and Public Transportation
- Commission of Highways/VDOT
- CEO of Greater Richmond Transit Company (GRTC)
- CEO of Richmond Metropolitan Transportation Authority

CVTA Governance - Voting Structure

See CVTA Act, § 33.2-3705 of the Code of Virginia and Article IV, Section K in CVTA Bylaws:

Voting. Votes shall be taken only upon motions made and seconded. All voting shall be taken by voice or by roll call if requested by any voting Member (or any designee attending pursuant to Article II, section B, of the Bylaws).

1. Votes of the chief elected officers of localities or their designees, appointed to the Authority shall be weighted, based upon the population of the locality, as follows:
 - a. A vote cast by each member representing the Counties of Chesterfield and Henrico and the City of Richmond shall each constitute four (4) votes.
 - b. A vote cast by the member representing the County of Hanover shall constitute three (3) votes.
 - c. A vote cast by each member representing the Counties of Goochland, New Kent and Powhatan shall each constitute two (2) votes.
 - d. A vote cast by each member representing the Town of Ashland and the County of Charles City shall each constitute one (1) vote.
 2. The Delegate, the Senator, and the member of the Commonwealth Transportation Board appointed to the Authority shall each receive one (1) vote.
- For the purposes of this section, each voting Member of the Authority refers to the Member or, if a Member has a designee attending pursuant to Article II, section B, then to that Member's designee. Each voting Member of the Authority shall vote once in all matters requiring action by the Authority and those votes shall be weighted as described in K.1.
 - Decisions of the Authority shall require an affirmative vote of those present and voting whose votes represent at least four-fifths of the population embraced by the Authority; however, no motion to fund a specific facility or service shall fail because of this population criterion if such facility or service is not located or to be located or provided or to be provided within the county or city whose chief elected officer's or elected official's, or its respective designee's, sole negative vote caused the facility or service to fail to meet the population criterion.
 - **PlanRVA staff have developed an Excel spreadsheet tool to calculate voting results based upon the criteria in paragraphs 1 and 2 above.**

CVTA Governance Documents

- Legislation:
 - Virginia Acts of Assembly, Chapter 1235, enacting...
 - Code of Virginia §§ 33.2-3700 – 3713 and...
 - Certain Virginia Tax Code Provisions establishing taxes and revenue flow
- Bylaws – Draft proposed for adoption today.
 - Comply with CVTA Act. (Va. Code § 33.2-3708.A.4)
 - Meeting procedures, voting, CVTA officers, committees, amendment process.
- Guidance Documents – Draft proposed for adoption today.
 - Memorialize rules for meetings conducted by electronic communications means, in compliance with FOIA and recent legislation responding to Covid-19 and state of emergency declarations.
 - Allows for flexibility if applicable laws are amended.
- *Robert's Rules of Order, Newly Revised* – Standard parliamentary procedures.

CVTA – FOIA and COIA

- **CVTA is a public body.** The Virginia Freedom of Information Act applies and covers both CVTA meetings and public records.
- State and Local Government Conflict of Interests Act applies to CVTA members and designees.
 - Statements of Personal Interests filed by local government body members and designees will suffice (Va. Code § 2.2-3118.1).



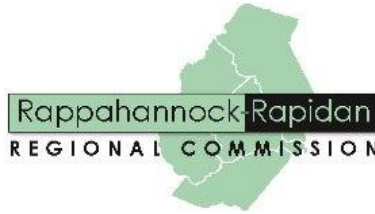
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 14, 2023
Subject: RRRC Application to VDOT for FY 2024 Rural Transportation Work Program

The Regional Commission applies for funding from VDOT to support rural transportation planning efforts in the region. VDOT has notified RRRC staff that funding for FY 2024 will remain level with past years. RRRC will request \$58,000 in federal/state funding to be matched by \$14,500 in local funds from in-kind staff support from per capita dues funding.

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

REQUESTED ACTION: Adoption of the attached resolution authorizing RRRC staff to apply for State Research and Planning (SPR) funds from VDOT for the FY 2024 Rural Transportation Work Program



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

**RESOLUTION FOR RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM
FUNDING ON BEHALF OF FY 2024 ANNUAL WORKPLAN**

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

WHEREAS, the purpose of these funds shall be for the completion of proposed FY 2024 work projects included on the behalf of the region and at the request of PD9 member jurisdictions;

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

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

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

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

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

Adopted this 26th day of April, 2023 by the Rappahannock-Rapidan Regional Commission, being duly assembled.

ATTEST:

*Fred Catlin, Chair
Rappahannock-Rapidan Regional Commission*

4/26/2023

Date

Rappahannock-Rapidan Regional Commission

FY-2024 Rural Transportation Planning Work Program

July 01, 2023 – June 30, 2024



Purpose and Objective

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

In FY-2024 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

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

Work Plan Development

The Rappahannock-Rapidan Regional Commission (RRRC) is one of 21 planning district commissions (PDCs) in Virginia. The proposed FY 2024 Rural Transportation Work Plan was developed in coordination with RRRC's member jurisdictions, the RRRC Rural Transportation Committee, and VDOT Culpeper District planning staff.

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

The preliminary work plan was shared with Commissioners and local government staff during the process of development. The work plan was reviewed and approved by the Rappahannock-Rapidan Regional Commission on April 26, 2023.

FY 2024 - Program Administration (\$7,000.00)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation related issues through a continuing, comprehensive and coordinated planning process. This includes program management and administrative responsibilities. In general, these activities include but are not limited to:

- *Records Maintenance:* RRRC staff will coordinate rural transportation planning activities, inclusive of the projects outlined in the Program Activities section of this document and will complete and submit necessary agreements, contracts, invoices, progress reports, correspondence and grant applications in support of the work program. This will include management of program funds, outreach and data, and scope of work changes related to the approved Rural Transportation Work Program.
- *Committee & Meeting Participation:* RRRC will provide staff support, coordination of materials, agendas and meeting summaries for the Rural Transportation/Planning/Zoning committee. This committee includes local planning directors, administrators, VDOT staff and other regional transportation stakeholder, and is expected to meet at least quarterly.

Staff will also attend relevant meetings, training sessions or conferences as identified by FHWA, VDOT-TMPD or other transportation partners. In consultation with VDOT Culpeper District representatives, RRRC staff may attend a maximum of four training courses offered through the UVA Transportation Training Academy (UVA TTA) or other professional development or training opportunities, including VDOT Local Programs workshops.

- *Information Sharing:* RRRC staff will share information with member jurisdictions, PDCS and MPOs, state and federal agencies and the public, as needed, through committee meetings, website updates to <https://www.rrregion.org> and participation in local, state and federal initiatives.
- *Title VI:* RRRC staff will maintain Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

SPR Funds (80%)	\$5,600.00
PDC Funds (20%)	\$1,400.00
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Total Budgeted Expenditure for Program Administration	\$7,000.00

FY 2024 - Program Activities (\$65,500.00)

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

1. Statewide Transportation Planning Participation **\$9,500.00**

- **Support for Statewide Planning Efforts:**
 - Participate in outreach meetings and provide / review data as requested by VDOT throughout the fiscal year.
 - Participate in VTrans webinars and Smart Scale Regional Meetings
 - Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
 - Participate in the Fall Transportation Meeting held in your region and provide a display to serve as outreach to the region's citizens (virtual or in person).
 - Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
 - Participate with the MPOs and VDOT on meeting performance measure goals.
 - Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
 - Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestions data
 - Assist in the development of project pipeline studies (recommendation development, public involvement).
 - Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021

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

2. *Regional Transportation Planning*

\$35,000.00

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

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

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

- **Regional Long-Range Transportation Plan Maintenance & Review:** The most recent update of the Regional Long-Range Transportation Plan was developed by RRRC staff in 2021 and was adopted by the Regional Commission in April 2022. Staff will continue to monitor and track projects in local comprehensive plans, Smart Scale, project pipeline, and other sources for inclusion in the next update, and will continue to maintain and make minor revisions to the Long-Range Plan throughout FY 2024.

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

- **RRRC Active Transportation Plan Maintenance & Review:** RRRC staff developed the RRRC Active Transportation Plan in 2018/2019 and the plan was adopted by the Commission in December 2019. The ATP includes inventory and high-level recommendations for bicycle, pedestrian, river access and recreation connectivity across the region. Inclusion in the FY 2024 work plan will enable RRRC staff to convene an annual or semi-annual meeting of local government, parks & recreation, and state agencies working on such transportation projects in the region during the course of the year and make necessary updates to the plan, as appropriate.

Deliverables: Updated GIS data, meeting summaries.

- **Park & Ride Lot Use Counts and Conditions Assessment:** RRRC will conduct manual usage counts and conditions assessment at referenced rural P&R lots using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.

Deliverables: Summary Report, Completed Collection forms.

- **Commuter Services & Transit Planning Assistance:** In coordination with RRRC’s Commuter Services TDM program and the Regional Transportation Collaborative, RRRC staff will support TDM and Transit planning efforts in the region through data review, participation in planning meetings and workshops and other methods, as needed. *Deliverables: Adopted Commuter Assistance Program Strategic Plan.*
- **CAP Strategic Plan Development:** The RRRC Commuter Services program will be updating its Strategic Plan beginning in FY 2023, and will utilize Rural Transportation program funding to support staff time on the update, to ensure overlap between the program and the region's larger transportation planning activities. A copy of the updated plan will be provided to VDOT at the draft phase and upon adoption.
- **Transportation Authority Research:** At the request of the Regional Commission, RRRC staff will provide initial research into the process and opportunity for creation of the regional transportation authority. Deliverables would include relevant memos and reports provided to the Regional Commission and member jurisdictions.

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

\$21,000.00

- **General Technical Assistance:** In fulfilling the organization’s planning mission, this “catch all” task has proven essential over the years by enabling the Commission to respond to local requests for transportation-related technical assistance received after the FY 2024 Scope of Work deadline. Regional Commission staff will provide assistance to localities, through the Rural Technical Committee and attendance at local Board/Council and Planning Commission meetings, as requested. Such technical assistance may include, but is not limited to:
 - **Comprehensive Plan Review:** RRRC staff will respond to requests from local jurisdictions to review transportation-related chapters in their respective comprehensive plans, as needed.
 - **GIS Technical Assistance:** RRRC staff will respond to requests from local jurisdictions for transportation-related GIS technical assistance, as needed and as resources are available
 - **Grant-writing Assistance:** RRRC staff will respond to requests from local jurisdictions, non-profit agencies, etc. to assist with grant-writing efforts for transportation-related projects in the region, as needed. This will include, but is not limited to, Transportation Alternatives, Revenue Sharing, Urban Development Area Technical Assistance, or Smart Scale applications.

- **Local Transportation & Planning Committees:** RRRC staff is often requested, formally and informally, to serve as a stakeholder on local transportation committees.

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

- **Local Transportation Projects:** RRRC staff has received preliminary requests from VDOT Culpeper District and several member jurisdictions for project-specific assistance. The specific tasks for each request are expected to be outlined in more detail as the fiscal year moves forward, but may include such tasks as meeting planning and coordination, GIS mapping assistance, grant writing, and other tasks as needed. The proposed projects include the following:
 - **Growth & Accessibility Planning (GAP) Technical Assistance Program for member localities:** RRRC will provide project management and administrative support for the awarded GAP-TA project *Local & Regional Project Identification, Evaluation and Prioritization Process for the Rappahannock-Rapidan Region's Rural Transportation Program*, focused on prioritization and funding options for local and regional projects. RRRC staff will also help support any locally or regionally-identified project applications for submission to the Office of Intermodal Planning and Investment GAP technical assistance program.
 - **Town of Remington planning assistance:** RRRC Staff will work with the Town of Remington to identify infrastructure, maintenance needs and longer-term projects that enhance safety, economic development potential and quality of life for residents, businesses, and visitors.
 - **Town of Madison planning assistance:** RRRC Staff will work with the Town of Madison to identify infrastructure, maintenance needs and longer-term projects that enhance safety, economic development potential and quality of life for residents, businesses, and visitors.

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

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

SPR Funds (80%)	\$52,400.00
PDC Funds (20%)	\$13,100.00
<hr/>	
Total Budgeted Expenditure for Program Activities	\$65,500.00

<u>FY-2024 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u> Program Administration <ul style="list-style-type: none"> • Records Maintenance • Committee Staff Support • Information Sharing • Training & Procurement Total Budgeted Expenditure for Program Administration	\$5,600.00 \$5,600.00	\$1,400.00 \$1,400.00	\$7,000.00 \$7,000.00
<u>Program Activities</u> 1. Statewide Transportation Planning Participation 2. Regional Transportation Planning Activities <ul style="list-style-type: none"> • Smart Scale Policy & Project Assistance • Regional Long-Range Transportation Plan Maintenance & Review • RRRC Active Transportation Plan Maintenance & Review • Park & Ride Lot Counts & Condition Assessments • Commuter Services & Transit Planning Assistance • Commuter Assistance Program Strategic Plan • Transportation Authority Research 3. Grant Writing & Local Transportation Planning Assistance <ul style="list-style-type: none"> • General Technical Assistance • Local Transportation & Planning Committees • Local Transportation Projects Total Budgeted Expenditure for Program Activities	\$7,600.00 \$28,000.00 \$16,800.00 \$52,400.00	\$1,900.00 \$7,000.00 \$4,200.00 \$13,100.00	\$9,500.00 \$35,000.00 \$21,000.00 \$65,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 19, 2023
Subject: RRRC Application to USDA Local Food Promotion Program

Working with its key food system partners, RRRC seeks to expand the capacity of local food aggregators in the region, and producers' ability to meet the needs of aggregators, institutions and other intermediated market channels. The proposed project would build on RRRC's past food system efforts and assist in addressing needs identified in the region's Farm and Food Plan.

Specifically, the project would provide capacity building funding to two nonprofit food aggregators in the region. The George Washington Carver Agriculture Research Center (GWCARC) would hire a Program Coordinator and purchase food processing equipment. The Mid-Atlantic Food Resilience and Access Coalition (MAFRAC), a food rescue organization that pays farmers market price for excess food, would also hire a Program Coordinator to expand their operations in the region.

To assist producers in meeting the needs of intermediated market channels, RRRC would begin with assessments of 1) public schools' farm to school procurement needs, and 2) the Purely Piedmont local food marketing program. This effort includes coordination between local food producers and school nutrition programs to develop a contact list of producers interested in farm to school sales, as well as focused outreach to socially disadvantaged producers to increase program diversity. RRRC would implement the assessment results to better serve a diverse range of producers in promoting the region's locally-grown food through its Purely Piedmont program.

Additionally, GWCARC and MAFRAC would conduct producer trainings on business management, value-added products, and scaling up. Virginia Cooperative Extension and Virginia State University's (VSU) Small Farm Outreach Program have also committed in-kind staff time to assist GWCARC with training, including a new VSU Extension Agent to be located at the Carver Center. The assessment results would be used to inform the training content.

Grant Program Information

The USDA's Local Food Promotion Program (LFPP) grant supports projects that develop, coordinate, and expand local/regional food business enterprises that engage as intermediaries in indirect producer to consumer marketing to help increase access to and availability of

locally/regionally produced agricultural products. The program focuses on intermediary supply chain activities such as processing, aggregation, distribution, and storage.

The maximum award is \$750,000, with a required 25% match that can be in-kind. The application deadline is May 2nd and the grant term is three years, with projects scheduled to begin in October 2023.

Budget

Partner Organization	Cost	Match	Grant Funds
RRRC	\$107,298	\$16,520	\$90,779
GWCARC/VSU/VCE	\$880,925	\$572,334	\$308,591
MAFRAC	\$249,491	\$50,000	\$199,491
TOTAL	\$1,237,714	\$638,854	\$598,860

Note: All matches are in-kind.

REQUESTED ACTION: Approval for staff to submit application to USDA Local Food Promotion Program and to authorize Executive Director to execute contractual agreements upon successful award

2023 USDA Local Food Promotion Program Proposal Summary

Working with its key food system partners, the RRRC seeks to expand the capacity of local food aggregators in the region, and producers' ability to meet the needs of aggregators, institutions and other intermediated market channels. The proposed project would build on RRRC's past food system efforts and assist in addressing needs identified in the region's Farm and Food Plan.

Specifically, the project would provide capacity building funding to two nonprofit food aggregators in the region. The George Washington Carver Agriculture Research Center (GWCARC) would hire a Program Coordinator and purchase food processing equipment. The Mid-Atlantic Food Resilience and Access Coalition (MAFRAC), a food rescue organization that pays farmers market price for excess food, would also hire a Program Coordinator to expand their operations in the region.

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Grant Program Information

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The maximum award is \$750,000, with a required 25% match that can be in-kind. The application deadline is May 2. The grant term is three years, with projects scheduled to begin in October 2023.

Budget

Partner Organization	Cost	Match	Grant Funds
RRRC	\$107,298	\$18,640	\$88,658
GWCARC/VCE/VSU	\$1,035,125	\$623,334	\$411,791
MAFRAC	\$249,491	\$50,000	\$199,491
TOTAL	\$1,391,914	\$691,974	\$699,940

Note: RRRC match is in-kind.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 19, 2023
Subject: RRRC Application to PATH Foundation Technical Assistance Program

Foothills Housing Network partners have held several discussions regarding homeless shelter needs in the region as pandemic-related funding supporting non-congregate emergency shelter have ended.

Presently, there are two homeless shelters operating in the region. Culpeper Housing and Shelter Services (CHASS) operates a 15-bed shelter that serves single women and families with children. Family Shelter Services has a 52-bed shelter in Warrenton serving individuals and families. Both shelters have various requirements for access and are often at capacity. The Culpeper Winter Heat Shelter has, in the past, provided 29 beds between November and March at St. Luke's Lutheran Church in Culpeper, but was unable to complete the entire winter season this past year due to difficulty in finding volunteers and illness impacting volunteers and shelter residents.

In March, Foothills Housing Network partners asked the Commission, in our role as FHN Lead Agency to submit an application to the PATH Foundation to support a facilitated planning process focused on building consensus for short-term and long-term shelter needs in the region. Staff proposes to engage a facilitator via the Center for Nonprofit Excellence to support this work, which would have a target completion date of October.

Technical Assistance grants require a 20% match, although we have received feedback that this may be waived. If it were not waived, staff would seek support from FHN partners or would return to the Executive Committee with a request to use Commission funds to meet match requirements.

REQUESTED ACTION: Approval for staff to submit Technical Assistance grant application to PATH Foundation



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 14, 2023
Subject: 2023 Virginia CDBG Program Regional Priorities

Annually, the Virginia Department of Housing and Community Development (DHCD) requests each Planning District Commission to submit a tiered list of Regional Priorities based on Community Development Block Grant (CDBG) activity categories to assist DHCD staff in evaluating proposals submitted for CDBG funding during the year, as well as a list of probable CDBG proposals for the current year grant cycle.

RRRC's 2022 priorities are listed below:

Priority 1 (50 points per application)

Comprehensive Community Development: Targets a range of improvements based on recent neighborhood/community assessment. Emphasis on addressing housing conditions, but can also include water, sewer, telecommunications (including broadband to unserved areas, defined as area with 10/1 download/upload or less).

Community Facility (*Note: Renamed in 2023 to Public Infrastructure*): Targets provision of water and/or sewer improvements, including indoor plumbing, or housing production assistance for single- or multi-family units targeted for LMI persons.

Community Service Facility: Targets physical facilities allowing provision of important services to LMI persons and the greater community, to include day care, community centers, health clinics, hospitals, skill-building facilities for youth and unemployed, or facilities for elderly or disabled persons.

Priority 2 (30 points per application)

Business District Revitalization: Primary purpose is to eliminate blighting conditions in deteriorated areas to create better environments for future economic activities.

Housing – Housing Rehabilitation: Focused on housing rehabilitation for Low-to-Moderate Income (LMI) occupied housing units either targeting a single, well-defined project area or through a scattered site approach within a single locality.

As of February 17th, RRRC staff is aware of ongoing CDBG planning grant activities in Remington and the Town of Madison.

Based on those existing planning grant activities, staff recommends moving Business District Revitalization to Priority 1 and moving Community Service Facility to Priority 2.

REQUESTED ACTION: Approve RRRC staff to submit the tiered priority list for 2023 Community Development Block Grant Regional Priorities, along with any expected projects from the region to the Virginia Department of Housing and Community Development.



Ralph S. Northam
Governor

Esther Lee
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

March 28, 2023

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2023 Virginia CDBG Program Regional Priorities

This memo serves as notification for each Planning District Commission of the availability of the 2023 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Thursday, June 1st, 2023:**

A prioritized list of the CDBG Project Types and Activity Categories.

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects for whom a Planning District has provided a Regional Priorities Worksheet will receive 15 points. Proposals for projects that do not have an accompanying Regional Priorities Worksheet will receive 0 points.

A list of CDBG proposals expected to originate in your District in 2023.

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2023. This list may include proposed planning grants or Open Submission projects as well. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2023 project applications, and the receipt of each will ensure eligibility of 2023 application reviews. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

**2023 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2023 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission:

Priority (1 is highest, 3 is lowest)

#1	#2	#3	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive Community Development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Economic Development – Business District Revitalization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing – Housing Rehabilitation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Infrastructure (Including Housing Production)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Service Facility

Expected 2023 CDBG Applications: