



Rappahannock-Rapidan Regional Commission Meeting
April 17, 2024 at 11:30 am

Holiday Inn Express
787 Madison Road, Culpeper, VA 22701

AGENDA

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------|------------|---------------|
| 1. | Call to Order | | 11:30 – 11:35 |
| 2. | Pledge of Allegiance | | |
| 3. | Quorum Determination | | |
| 4. | **Approval of Agenda | Action | |
| 5. | Public Comment | | |
| 6. | Presentations & Special Recognition | | |
| 7. | **Consent Agenda | Action | 11:35 – 11:40 |
| | a) Minutes – February 28, 2024 (Attachment) | | |
| | b) RRRC application to VDOT for FY 2025 Rural Transportation Work Program (Attachment) | | |
| | c) 2024 Regional CDBG Priorities (Attachment) | | |
| | d) FY 2024 Year to Date Revenues & Expenditures (Attachment) | | |
| 8. | Executive Director’s Report (Attachment) | Discussion | 11:40 – 11:45 |
| 9. | Old Business | | 11:45 – 12:00 |
| | a) Regional Broadband Projects Status | Discussion | |
| | b) RRRC Comprehensive Economic Development Strategy | Discussion | |
| 10. | New Business | | 12:00 – 12:10 |
| | a) Draft FY 2025 Budget (Attachment) | Discussion | |
| 11. | Facilitated Strategic Planning Session (Attachment) | Discussion | 12:10 – 3:00 |
| | <i>Mike Foreman, Together Works! and Center for Nonprofit Excellence</i>
<i>See Attachment for Planning Session agenda</i> | | |
| 12. | Closed Session (if necessary) | | |

13. **Adjournment

Action

3:00

**Commission Action Item

NOTE: Times noted are approximate. An Executive Committee meeting may be convened if a quorum is not present.

**Rappahannock Rapidan Regional Commission
February 28, 2024 Regular Meeting
RRRC Board Room**

MINUTES

	Culpeper County		Town of Culpeper
X	John Egertson, Treasurer	X	Chris Hively
X	Tom Underwood	X	Pranas Rimeikis
	Fauquier County		Town of Gordonsville
X	Edwin W. 'Ike' Broaddus	X	Robert K. Coiner, Vice-Chair
X	Janelle Downes		Town of Madison
	Madison County		William Lamar
X	Dustin Dawson		Town of Orange
X	Jonathon Weakley	X	Frederick W. 'Rick' Sherman, Jr.
	Orange County	X	Greg Woods
X	Crystal Hale		Town of Remington
X	Theodore Voorhees	X	William E. Polk, Jr.
	Rappahannock County		Town of The Plains
X	Garrey W. Curry, Jr.		Lori B. Sisson
X	Debbie Donehey		Town of Warrenton
		X	Frank Cassidy
			William T. Semple II
			Town of Washington
		X	Fred Catlin, Chair

Staff Present: Michelle Edwards (virtual), Mallory Grady, Jessica Kelly, Jennifer Little (virtual), Patrick Mauney

1. Call to Order

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

2. Pledge of Allegiance

Chair Catlin led Commissioners in the Pledge of Allegiance.

3. Roll Call & Quorum Determination

A quorum of the Commission was confirmed. Chair Catlin welcomed Commissioners Broaddus, Dawson, Hale, Polk, Rimeikis and Sherman to the Commission and each new member provided a brief introduction.

4. Agenda Approval

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

5. Public Comment

There were no comments from the public.

6. Presentations and Special Recognition

Chair Catlin noted that a Resolution of Thanks was prepared for Past Chair Meaghan Taylor following her eight years of service to the Commission. P Mauney noted that her service included service as Treasurer, Vice-Chair and Chair and that her support for staff and the work of the Commission was greatly appreciated.

F Catlin moved to adopt the Resolution, 2nd by R Coiner. The motion carried unanimously and P Mauney was directed to provide the Resolution to Mrs. Taylor at a future date.

7. Consent Agenda

- a) Minutes – December 13, 2023
- b) RRRC application to USDA for Farm to School Grant
- c) RRRC application to DRPT for FY 2025 Section 5310 Grant
- d) RRRC application to DRPT for FY 2025 Commuter Assistance Program Operating grant
- e) RRRC application to Federal Transit Administration for ICAM grant
- f) FY 2024 Year to Date Revenues and Expenditures

Chair Catlin reviewed the consent agenda items. T Voorhees moved to approve the consent agenda, 2nd by R Coiner. The motion carried unanimously.

8. Executive Director’s Report

Chair Catlin asked P Mauney to review the Director’s report. P Mauney welcomed new staff member Jessica Kelly who joined the Commission in January. He reviewed two pending budget amendments that may provide additional state funding to the Commission and asked Commissioners to consider voicing support in any discussions with state legislators. He also provided updates on the recent Point in Time Count conducted by Foothills Housing Network partners, the launch of the Rapp Connect transportation contract with Virginia Regional Transit and Hazard Mitigation survey that is open for responses through March.

Finally, P Mauney reviewed the agency financial summaries and recent information received from the Department of Environmental Quality regarding pending changes to the Water Supply program.

9. Old Business

- a) PDC Housing Development Program

P Mauney reviewed a brief slide presentation providing background of the PDC Housing Development program for new Commissioners and sharing status updates for the five projects funded through the program. A copy of the slides is available with the meeting minutes.

- b) Regional Broadband Projects Status

Commissioners briefly shared updates on broadband projects ongoing in the region.

- c) Corridor of Statewide Significance Request – Route 3

Chair Catlin asked P Mauney to review the request relating to Route 3. P Mauney noted that the Commission tabled this item in December to allow for local governments that would be impacted to consider their positions. Commissioners Underwood and Egertson confirmed that Culpeper County Board of Supervisors voted to support the designation and Commissioners Hively and Rimeikis indicated similar from the Town of Culpeper. P Mauney again stated that any potential benefits would likely be longer-term, but that staff did not anticipate any negative impacts from such a designation. T Voorhees moved approval of the resolution, 2nd by R Coiner. The motion carried unanimously.

d) RRRC Comprehensive Economic Development Strategy

Chair Catlin asked P Mauney to review the update on the Comprehensive Economic Development Strategy. P Mauney noted the presentation from the recent CEDS Strategy Committee meeting focused on developing draft strategy areas and assessing implementation stage for each strategy. He reviewed the CEDS timeline and shared that the draft plan would likely be available in April with an anticipated final presentation to the Commission in June.

10. New Business

a) Strategic Planning Introduction: RRRC History & Today

Chair Catlin reminded Commissioners that there would be a facilitated strategic planning session in concert with the April meeting of the Commission. He asked P Mauney to review relevant details in preparation for that meeting. P Mauney stated that he had given today's presentation in April 2016 and, with the change in Commission members in the eight years since that time, believed a brief history of the organization and Regional Commissions generally was warranted. A copy of the slides is included with the minutes and Commissioners discussed information that would be beneficial as part of the April meeting.

b) Election of Officers & Executive Committee for terms beginning March 1, 2024

Chair Catlin brought forth a slate of officers and Executive Committee members that were developed by the nominating committee. The slate as presented:

Chair – Fred Catlin, Town of Washington

Vice-Chair – Bob Coiner, Town of Gordonsville

Treasurer – John Egertson, Culpeper County

Executive Committee – William Semple II, Town of Warrenton

Executive Committee – Ted Voorhees, Orange County

Executive Committee – Jonathon Weakley, Madison County

He asked for any nominations from the floor. With no nominations from the floor, G Curry moved to approve the slate as presented, 2nd by D Donehey. The motion carried ayes all.

11. Closed Session

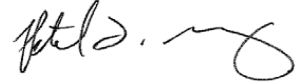
12. Regional Roundtable

Commission members shared information of note from their communities.

13. Adjournment

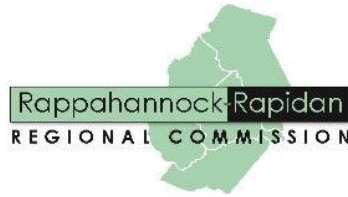
Upon motion by R Coiner, 2nd by D Donehey, Chair Catlin adjourned the meeting at 2:57 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

DRAFT



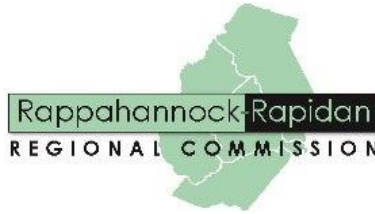
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 10, 2024
Subject: RRRC Application to VDOT for FY 2025 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 2025 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 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 2025 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 2025 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 2025 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 17th day of April, 2024 by the Rappahannock-Rapidan Regional Commission, being duly assembled.

ATTEST:

*Fred Catlin, Chair
Rappahannock-Rapidan Regional Commission*

4/17/2024
Date

Rappahannock-Rapidan Regional Commission

**FY-2025 Rural Transportation Planning Work Program
July 01, 2024 – June 30, 2025**



DRAFT



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-2025 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 2025 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 17, 2024.

FY 2025 - 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 Planners’ Roundtable. 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 2025 - 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 **\$12,000.00**

- Assure any projects completed include FHWA’s 2021 Planning Emphasis Areas dated December 30, 2021
- 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 congestion data
- State Trails Plan Phase II Support- Participate and assist in development and implementation of phase II of the State Trails Plan.
- Active Transportation Facilities Tracking- Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the RRRC PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including, text, tables, or spatial mapping. TMPD will coordinate with RRRC staff on facilities tracking specifics.

2. *Regional Transportation Planning*

\$37,500.00

- **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 2025.

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

- **RRRC Active Transportation Plan Review & Update:** 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 2025 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, updated Active Transportation Plan

- **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. A GIS based prioritization and screening tool will be developed to assist in assessing the benefits of transportation projects funding.

Deliverables: GIS Based funding prioritization and screening tool.

- **Park & Ride Lot Use Counts and Conditions Assessment:** RRRC will continue to 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.

3. Grant-writing & Local Transportation Planning Assistance \$16,000.00

- **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 2025 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.

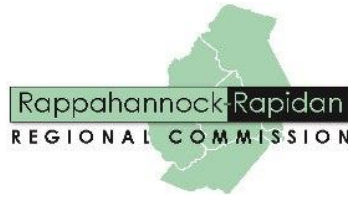
- **Local Transportation Projects:** RRRC staff has received preliminary requests from VDOT Culpeper District and several member jurisdictions for project-specific assistance. The specific tasks for each request are expected to be outlined in more detail as the fiscal year moves forward, but may include such tasks as meeting planning and coordination, GIS mapping assistance, grant writing, and other tasks as needed.
 - Assist in the development of project pipeline studies (recommendation, development, public involvement).

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

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

SPR Funds (80%)	\$58,000.00
PDC Funds (20%)	\$14,500.00
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Total Budgeted Expenditure for Program Activities	\$72,500.00

<u>FY-2025 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	\$1,400.00	\$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 Review & Update • Park & Ride Lot Counts & Condition Assessments • Commuter Services & Transit Planning Assistance • GAP-TA Prioritization and Screening Tool 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	\$9,600.00	\$2,400.00	\$12,000.00
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 9, 2024
Subject: 2024 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 2023 priorities are listed below:

Priority 1 (50 points per application)

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

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).

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.

Priority 2 (30 points per application)

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.

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 early April, RRRC staff is aware of ongoing CDBG planning grant activities in Remington and the Town of Madison.

REQUESTED ACTION: Approve RRRC staff to submit the tiered priority list for 2024 Community Development Block Grant Regional Priorities, along with any expected projects from the region to the Virginia Department of Housing and Community Development.

2024 Regional Priorities and Anticipated CDBG Projects Worksheet

Regional Priorities and Project Types

Please reference the 2024 CDBG Program Design, when released, for additional information on the project types and activity categories. The following items must be ranked in one of the three numerical priority groups below, where “1” is the highest and “3” is the lowest. **Please check no more than 3 in any numerical priority group.**

PDC NAME AND NUMBER: _____

Ranking Information

Planning District Commission:

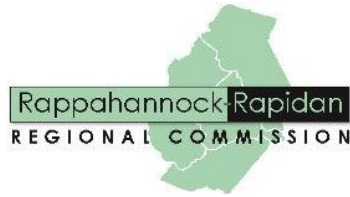
Priority (1 is highest, 3 is lowest)

- | #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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

Anticipated 2024 CDBG Applications:

Executive Director or Designee Signature

Date



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 9, 2024
Subject: FY 2024 Year to Date Financials

FY 2024 revenue and expenditure reports through March 31, 2024 are enclosed for your review. These are unaudited reports for the first nine months (75%) of the fiscal year.

Revenues are 79.0% of budget, with expenditures are 75.6% of budgeted amounts and both remain in good position at this point in the fiscal year. Operating expenses are all at or below budgeted amounts and I do not anticipate any change to those overall trends between now and June 30th.

A couple of grant project expense line items – CEDS and Virginia Housing PDC Development - exceed budgeted amounts. These expenses are all reimbursable and are indicative of the CEDS project remaining on time and spending by our PDC Housing Development program partners remaining consistent.

Project expense line items that are lower than anticipated are included in the FY 2025 draft budget and will be refined in that budget as we approach the end of this fiscal year.

REQUESTED ACTION: None required.

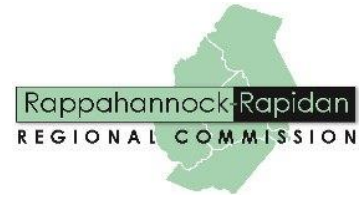
**Rappahannock-Rapidan Regional Commission
FY 2024 Revenue Snapshot - March 31, 2024**

Budget Items	FY 2024 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	\$ 26,966.70									\$ 26,966.70	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	\$ 15,000.00	\$ 10,000.00	\$ 25,000.00	\$ 2,131.98	\$ 2,219.70	\$ 2,549.35	\$ 3,193.98	\$ 3,123.58	\$ 2,921.54	\$ 2,766.11	\$ 2,609.99	\$ 2,649.05	\$ 24,165.28	96.7%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 232.49	\$ 100.00	\$ 100.00	\$ 275.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 1,107.49	110.7%
CEDS Grant	\$ 55,000.00		\$ 55,000.00	\$ 16,050.00		\$ 12,100.00		\$ 9,500.00		\$ 19,600.00			\$ 57,250.00	104.1%
DCR CFPF Grant	\$ 35,000.00		\$ 35,000.00										\$ -	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	\$ 132,000.00		\$ 132,000.00	\$ 11,849.00	\$ 8,811.00		\$ 18,864.00	\$ 10,264.00		\$ 19,548.35	\$ 10,637.57		\$ 79,973.92	60.6%
DRPT Mobility Management	\$ 400,000.00	\$ 145,000.00	\$ 545,000.00	\$ 70,571.00	\$ 34,460.00		\$ 45,842.00	\$ 89,516.16	\$ 61,024.21	\$ 29,406.04		\$ 118,310.20	\$ 449,129.61	82.4%
DRPT Technical Assistance Grant	\$ 52,500.00		\$ 52,500.00								\$ 2,689.54		\$ 2,689.54	5.1%
Gordonsville Economic Analysis	\$ 10,000.00		\$ 10,000.00									\$ 4,482.81	\$ 4,482.81	44.8%
Madison County Comprehensive Plan	\$ 10,000.00	\$ (3,500.00)	\$ 6,500.00	\$ 5,776.20			\$ 691.39						\$ 6,467.59	99.5%
NFWF Chesapeake Bay Grant	\$ 220,000.00		\$ 220,000.00			\$ 70,595.90			\$ 25,940.03				\$ 96,535.93	43.9%
PATH Farm to School	\$ 35,000.00	\$ 5,000.00	\$ 40,000.00		\$ 40,000.00								\$ 40,000.00	100.0%
PATH Mobility Management/Transportation	\$ 210,000.00	\$ 30,000.00	\$ 240,000.00			\$ 240,000.00				\$ 1,100.00			\$ 241,100.00	100.5%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 39,617.64		\$ 1,937.14				\$ 7,049.90			\$ 48,604.68	100.0%
Regional Tourism	\$ 7,000.00		\$ 7,000.00	\$ 5,600.00				\$ 1,400.00					\$ 7,000.00	100.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 23,528.12			\$ 14,810.86			\$ 14,405.08		\$ 52,744.06	90.9%
Southeast Crescent Regional Commission	\$ -	\$ 5,000.00	\$ 5,000.00										\$ -	0.0%
State Regional Planning	\$ 89,971.00		\$ 89,971.00				\$ 44,985.00			\$ 22,493.00			\$ 67,478.00	75.0%
VDEM Hazard Mitigation Plan	\$ 75,000.00		\$ 75,000.00										\$ -	0.0%
Virginia Housing PDC Development Program	\$ 750,000.00		\$ 750,000.00					\$ 81,545.91	\$ 70,916.00	\$ 524,414.61		\$ 40,500.00	\$ 717,376.52	95.7%
VHSP Grant	\$ 85,000.00	\$ 50,000.00	\$ 135,000.00		\$ 15,660.78		\$ 11,508.67	\$ 24,312.62		\$ 16,616.11			\$ 68,098.18	50.4%
VTC Marketing Leverage Program	\$ 10,000.00		\$ 10,000.00										\$ -	0.0%
Total Revenue	\$ 2,508,934.00	\$ 241,500.00	\$ 2,750,434.00	\$ 277,939.34	\$ 124,779.60	\$ 327,282.39	\$ 125,360.04	\$ 234,573.13	\$ 160,901.78	\$ 692,944.22	\$ 64,340.34	\$ 165,942.06	\$ 2,174,062.90	79.0%

**Rappahannock-Rapidan Regional Commission
FY 2024 Expenditure Snapshot - March 31, 2024**

Budget Items	FY 2024 Budget	Adjustments	Adjusted Budget	July	August	September	October	November	December	January	February	March	YTD Actual	YTD %
Expenditures														
Advertising	\$ 1,000.00		\$ 1,000.00										\$ -	0.0%
Annual Meeting/Workshops/Meetings	\$ 8,500.00		\$ 8,500.00	\$ 25.46	\$ 1,333.96	\$ 2,728.87	\$ (100.77)	\$ 25.51	\$ 266.34	\$ 12.79	\$ 102.12	\$ 289.15	\$ 4,683.43	55.1%
Audit/Legal	\$ 6,000.00		\$ 6,000.00						\$ 4,800.00			\$ 90.00	\$ 4,890.00	81.5%
Equipment/Software	\$ 12,500.00	\$ 2,500.00	\$ 15,000.00	\$ 382.79			\$ 388.90		\$ 2,937.64	\$ 209.98	\$ 419.72	\$ 120.00	\$ 4,459.03	29.7%
FICA	\$ 47,750.00	\$ 3,000.00	\$ 50,750.00	\$ 3,371.80	\$ 3,288.03	\$ 5,332.33	\$ 3,503.90	\$ 3,483.44	\$ 4,211.39	\$ 3,685.88	\$ 3,897.39	\$ 5,847.73	\$ 36,621.89	72.2%
Health & Dental	\$ 79,300.00	\$ 3,500.00	\$ 82,800.00	\$ 6,036.96	\$ 6,036.96	\$ 6,036.96	\$ 6,036.96	\$ 6,036.96	\$ 5,218.14	\$ 5,994.62	\$ 5,994.62	\$ 5,994.62	\$ 53,386.80	64.5%
Membership Dues	\$ 6,000.00		\$ 6,000.00	\$ 252.98	\$ 4,200.00								\$ 4,452.98	74.2%
Miscellaneous	\$ 500.00		\$ 500.00	\$ 50.30	\$ 20.00				\$ 25.07	\$ 96.93		\$ -	\$ 192.30	38.5%
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 Insurance	\$ 2,200.00		\$ 2,200.00	\$ 2,111.00									\$ 2,111.00	96.0%
Office Maintenance	\$ 6,500.00		\$ 6,500.00	\$ 468.00	\$ 200.00		\$ 589.68	\$ 475.00		\$ 589.68	\$ 400.00		\$ 2,722.36	41.9%
Payroll Expenses	\$ 625,000.00	\$ 50,000.00	\$ 675,000.00	\$ 45,817.81	\$ 44,763.50	\$ 71,446.41	\$ 47,585.26	\$ 47,277.88	\$ 56,177.38	\$ 49,864.24	\$ 52,096.79	\$ 77,490.78	\$ 492,520.05	73.0%
Postage	\$ 500.00		\$ 500.00		\$ 10.20			\$ 42.35		\$ 10.40	\$ 10.35	\$ 10.40	\$ 83.70	16.7%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 214.46	\$ 10.43	\$ 77.58	\$ 90.68	\$ 390.48		\$ 135.99	\$ 78.81	\$ 171.29	\$ 1,169.72	39.0%
Subscriptions and Books	\$ 500.00		\$ 500.00				\$ 142.00			\$ 164.84			\$ 306.84	61.4%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 167.71	\$ 498.01	\$ 184.71	\$ 236.85	\$ 234.15	\$ (12.06)	\$ 168.18	\$ 343.24	\$ 215.52	\$ 2,036.31	45.3%
Technology	\$ 13,500.00	\$ 3,000.00	\$ 16,500.00	\$ 3,145.26	\$ 692.75	\$ 758.73	\$ 792.98	\$ 792.98	\$ 792.98	\$ 816.36	\$ 856.32	\$ 873.38	\$ 9,521.74	57.7%
Travel & Training	\$ 12,500.00	\$ 2,000.00	\$ 14,500.00	\$ 1,442.53	\$ 1,402.43	\$ 530.42	\$ 960.22	\$ 501.16	\$ 260.04	\$ 332.85	\$ 272.19	\$ 284.73	\$ 5,986.57	41.3%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 243.16	\$ 311.88	\$ 350.46	\$ 345.68	\$ 259.59	\$ 292.92	\$ 471.44	\$ 665.31	\$ 629.61	\$ 3,570.05	54.9%
VRS	\$ 18,768.00		\$ 18,768.00	\$ 1,329.09	\$ 1,182.42	\$ 1,222.42	\$ 1,208.85	\$ 1,248.85	\$ 1,248.85	\$ 1,256.52	\$ 1,334.58	\$ 1,434.58	\$ 11,466.16	61.1%
Workman's Comp	\$ 500.00		\$ 500.00	\$ 500.00									\$ 500.00	100.0%
AmeriCorps VISTA Match	\$ 8,000.00		\$ 8,000.00			\$ 8,000.00							\$ 8,000.00	100.0%
CEDS Expenses	\$ 45,000.00		\$ 45,000.00	\$ 8,550.00	\$ 6,650.00	\$ 2,850.00	\$ 6,650.00			\$ 19,000.00		\$ 11,400.00	\$ 55,100.00	122.4%
Chesapeake Bay PDC Capacity Expenses	\$ 500.00		\$ 500.00			\$ 340.71				\$ 123.14			\$ 463.85	92.8%
Commuter Services Expenses	\$ 41,000.00		\$ 41,000.00	\$ 460.27	\$ 1,317.88	\$ 2,858.49	\$ 1,448.67	\$ 880.16	\$ 769.81	\$ 4,555.19	\$ 1,389.41	\$ 9,759.77	\$ 23,439.65	57.2%
DRPT CAP Strategic Plan Expenses	\$ 35,000.00		\$ 35,000.00							\$ 1,774.00	\$ 1,092.00	\$ 3,099.25	\$ 5,965.25	17.0%
Farm to School Expenses	\$ 3,500.00		\$ 3,500.00	\$ 142.79		\$ 412.91	\$ 187.20	\$ 249.03	\$ 395.10	\$ 157.80	\$ 197.79	\$ 380.56	\$ 2,123.18	60.7%
Hazard Mitigation/CFPF Expenses	\$ 80,000.00		\$ 80,000.00				\$ 2,883.00			\$ 14,407.36	\$ 6,753.50	\$ 5,139.00	\$ 29,182.86	36.5%
Mobility Management Expenses	\$ 497,500.00	\$ 170,000.00	\$ 667,500.00	\$ 28,292.78	\$ 44,886.63	\$ 51,404.01	\$ 26,340.54	\$ 116,593.17	\$ 5,485.73	\$ 111,205.99	\$ 57,397.97	\$ 53,347.72	\$ 494,954.54	74.2%
NFWF Grant Expenses	\$ 200,000.00		\$ 200,000.00		\$ 66,767.39			\$ 20,000.00					\$ 86,767.39	43.4%
Regional Tourism Expenses	\$ 17,000.00		\$ 17,000.00	\$ 110.41		\$ 408.36	\$ 5,998.44	\$ 19.36	\$ 35.89	\$ 942.50	\$ 156.83	\$ 178.51	\$ 7,850.30	46.2%
Rural Transportation Expenses	\$ 500.00		\$ 500.00	\$ 55.55	\$ 55.02	\$ 20.04	\$ 52.40				\$ 50.25		\$ 233.26	46.7%
Strategic Plan Expenses	\$ -	\$ 5,000.00	\$ 5,000.00										\$ -	0.0%
Virginia Housing PDC Housing Development	\$ 700,000.00		\$ 700,000.00	\$ 8,866.00			\$ 3,393.08	\$ 66,411.54	\$ 20,236.94	\$ 50,716.00	\$ 509,370.65	\$ 45,089.42	\$ 704,083.63	100.6%
VHSP Expenses	\$ 1,500.00	\$ 2,500.00	\$ 4,000.00		\$ 570.00	\$ 2,182.75	\$ 217.46	\$ 50.17		\$ 54.54		\$ 209.38	\$ 3,284.30	82.1%
Total Expenditures	\$ 2,508,934.00	\$ 241,500.00	\$ 2,750,434.00	\$ 114,030.11	\$ 186,190.49	\$ 159,139.16	\$ 110,944.98	\$ 266,964.78	\$ 105,135.16	\$ 268,740.22	\$ 644,872.84	\$ 224,048.40	\$ 2,080,066.14	75.6%

Executive Director's Report April 10, 2024



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:

- Updating from February, the two pending budget amendments with potential direct impact on the Regional Commission remain in the budget following the Governor's amendments earlier this month. As it currently stands, the budget includes an additional \$25,000 for each year of the biennium for each of 21 planning districts. The Senate budget includes an additional \$25,000 for each Continuum of Care lead agency, of which RRRC is one and would provide some flexibility for use of other homeless services funding sources.

Environmental & Natural Resources

- The RRRC Food Policy Council met earlier in April and a primary topic of discussion was the recently released Ag Census data. Staff have compiled summary information for the region, including trending changes over past Ag Censuses, as well as other relevant information on the Food Council webpage: <https://www.rregion.org/foodcouncil>
- RRRC received a grant award from the Department of Forestry to support the regional Urban Heat Island mapping project. A summary of the project is [on our website](#) and this will begin in earnest later in the Spring and will include partnering with Friends of the Rappahannock and its volunteers to collect field data around the region. Results of the analysis may be used to detect hot spots that can be targeted for future tree planting or impervious surface reduction projects when and where support for such opportunities is available.

Emergency Planning & Hazard Mitigation

- The update to the Regional Hazard Mitigation and Resiliency Plan continues on time with expected draft report available in late Summer or early Fall. The Project Management team met on April 11th to review hazard impact and vulnerability data, discuss local and regional capabilities and begin review and update of identified mitigation strategies. We are also seeking to incorporate lessons learned and any pertinent information from recent wildfire activity that has impacted all five counties in the region.

Transportation

- The RRRC Commuter Services program is completing a mandated strategic plan to meet DRPT requirements for the future direction of, and investments in, the program. This work is being supported by the Berkley Group and a brief survey is now open for feedback from local stakeholders, commuters and others interested in the program. Please feel free to share the link and encourage participation in the survey here: <https://arcg.is/1Pa5f1>
- Kristin Lam Peraza will present the Regional Transportation Collaborative program model at the Virginia Funders Network conference in Richmond in May and at the Community Transportation Association of America national conference in June.

Economic Development & Tourism

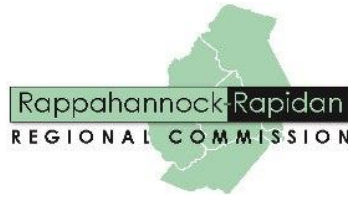
- The draft Comprehensive Economic Development Strategy report should be released by the end of April. We will have a mandated 30-day comment period, per U.S. Economic Development Administration requirements, and then make any revisions before presenting the report to the Commission in June for consideration of adoption. Past and current information is on our website at <https://www.rregion.org/ceds>
- Staff continues to meet with, and offer support to, local groups interested in developing VA 250 related exhibits and events. Currently, we are tracking several applications to Virginia Humanities to support such work in Orange, Culpeper and Fauquier counties and have had positive connections with Historical Societies in those three jurisdictions early in 2024.

Homelessness & Regional Housing

- Staff have provided several housing-focused presentations to local governments, non-profits and local roundtable groups in recent months. This includes the Rappahannock County Board of Supervisors, Culpeper Human Services Board, Mental Health Association of Fauquier County housing coalition, and Madison United for Nutrition and Community Health (MUNCH). We are also working with our planners roundtable to maintain housing-related discussions and tracking local discussions as much as possible in support of our ongoing focus on the topic.
- RRRC worked with partnering service providers to submit the region's application to the Virginia Homeless Solutions Program (VHSP) managed by the Department of Housing and Community Development in early April. Partners on the application for funding over two years include the Commission, Encompass Community Supports, Culpeper Housing & Shelter Services, Community Touch and Services to Abused Families (SAFE). We should know more about the available funding by late May.

Local Technical Assistance

- Continued to provide support to Town of Madison staff and Council on pedestrian and downtown planning opportunities, including initial meeting with the project management team and follow-up communications with DHCD
- We have reengaged with Madison County to support the completion of the County's Comprehensive Plan and expect that project to wrap up by end of Summer
- Staff attended various local government and regional meetings since the last Commission meeting including but not limited to: Culpeper Human Services Board, Fauquier County/Towns Liaison Committee, Culpeper CREW, PATH Foundation Community Advisory Committee, Fauquier Conservation Roundtable, Madison MUNCH, PATH Senior Services Collaborative, Rappahannock River Basin Technical Committee, and Carver Food Enterprise Center, Aging Together County Team meetings
- Provided data, general information and support letters to various requests from Town of Madison, Town of Gordonsville, Town of Orange, Town of Culpeper, Town of Remington, Town of Warrenton, Culpeper County, Rappahannock County, Orange County, Fauquier County, Madison County and other local partners between February and April



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 10, 2024
Subject: FY 2025 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 2025 budget for your review. This is a preliminary budget based on staff's understanding of available revenues as of early April.

The draft budget reflects continuation of ongoing priorities and programs based on existing funding resources and project timelines. The draft budget projects revenues at \$2,524,013. 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 2024, account for 7.2% of the budget. The draft budget represents an decrease of \$226,421 from the amended FY 2024 budget primarily due to the spend down on the National Fish and Wildlife Foundation grant and completion of the Comprehensive Economic Development Strategy. 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 budgeted amounts from the past four fiscal years with attention given to spending patterns over that same time period. This budget includes a minimum 4% salary increase and additional funds to support merit increases beyond that amount. As with past years, payroll expenses and benefits are the main operating cost drivers for the budget. Health Insurance renewal rates increase 10%, while our Virginia Retirement System contribution rates remain very low due to an existing surplus in our agency actuarial numbers.

As referenced, project expenses are lower than in recent years with the winding down of several multi-year grants. As in past years, staff will monitor spending patterns and make adjustments to these expenditures and reimbursable revenue sources throughout the fiscal year.

In addition to the preliminary revenues and expenditures, I also call your attention to the pending revenues listed on the budget worksheets on the following pages. Staff has submitted a number of grant applications that are currently pending and they range from short-term projects to grants that would last into FY 2026/2027. Should these applications prove successful, it may be

necessary to add staff capacity to assist with grant management and tasks. Any such request would be made to the Commission or the Executive Committee at such time as that may be necessary.

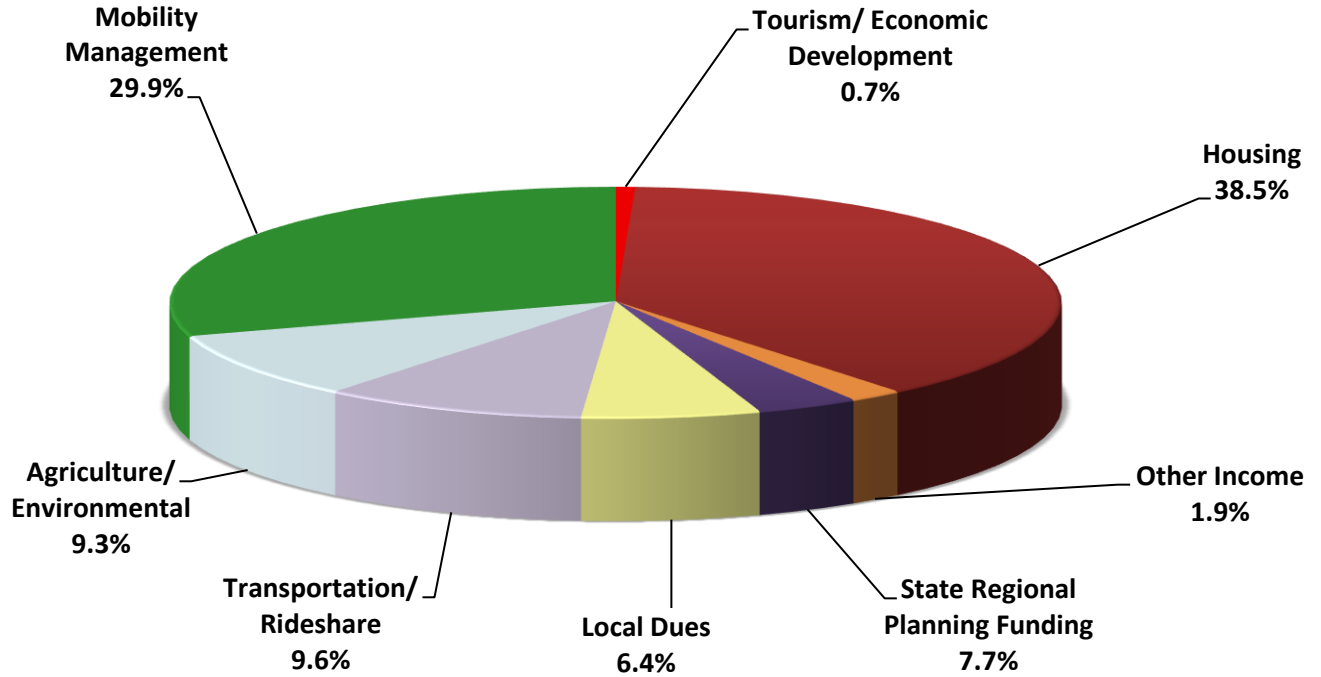
Also included here is an acronym listing for your reference:

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
FTA – Federal Transit Administration
ICAM – Innovative and Coordinated Access and Mobility program; managed by FTA
MLP – Marketing Leverage Program; managed by VTC
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
SCRC – Southeast Crescent Regional Commission
USDA – U.S. Department of Agriculture
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 26th meeting.

FY 2025 DRAFT Budget Revenues by Category – April 17, 2024

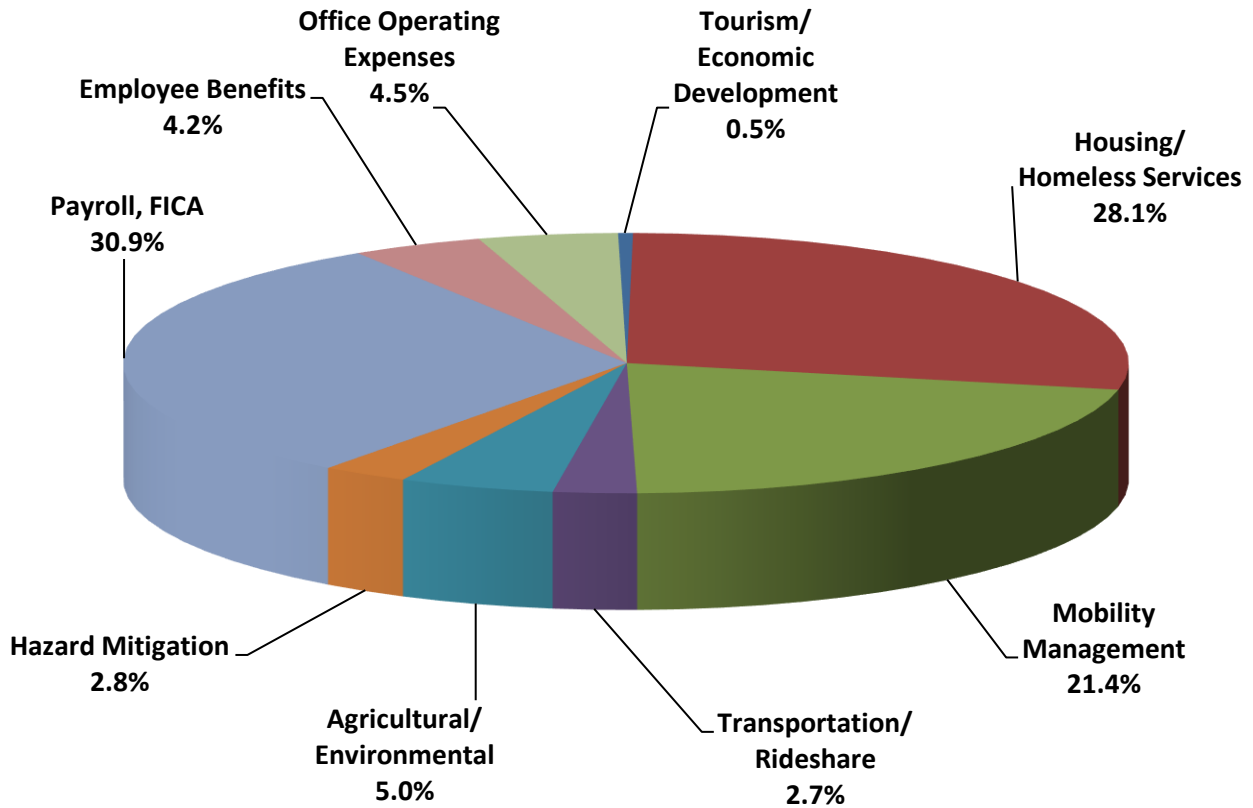
Revenues			
Agriculture/Environmental	\$	226,950.00	9.0%
Hazard Mitigation	\$	96,000.00	3.8%
Housing/Homelessness	\$	933,604.00	37.0%
Local Dues	\$	156,488.00	6.2%
Other Income	\$	47,000.00	1.9%
Mobility Management	\$	725,000.00	28.7%
Transportation/Rideshare	\$	232,000.00	9.2%
State Regional Planning Funding	\$	89,971.00	3.5%
Tourism/Economic Development	\$	17,000.00	0.7%
Total Revenue	\$	2,524,013.00	100.0%



Revenue Source		
Local Per Capita	\$156,488.00	6.2%
Local – Project Specific	\$59,604.00	2.4%
State	\$494,771.00	19.6%
Federal - Direct	\$140,000.00	5.5%
Federal – State Pass Through	\$595,150.00	23.6%
Other/Non-Profit/Private	\$1,078,000.00	42.7%
TOTAL	\$2,524,013.00	100.00%

FY 2025 DRAFT Budget Expenditures by Category – April 17, 2024

Expenditures		
Operating Expenses		
Payroll/FICA	\$ 780,500.00	30.9%
Employee Benefits	\$ 106,500.00	4.2%
Other Operating Expenses	\$ 113,216.00	4.5%
Total Operating	\$1,000,216.00	39.6%
Project Expenses/Contractual		
Agriculture/Environmental	\$125,500.00	5.0%
Hazard Mitigation	\$70,000.00	2.8%
Housing/Homeless Services	\$708,797.00	28.1%
Mobility Management	\$540,000.00	23.5%
Tourism/Economic Development	\$12,000.00	0.5%
Transportation/Rideshare	\$67,5000.00	2.9%
Total Project Expenses	\$1,523,797.00	60.4%
Total Expenditures	\$2,524,013.00	100.00%



Rappahannock-Rapidan Regional Commission
Draft FY 2025 Revenues (April 17, 2024)

Budget Items	FY 2025 Draft (April 17, 2024)	FY 2024 Amended	Change
Revenues			
Dues:			
Culpeper County	\$ 27,902.00	\$ 26,967.00	3.47%
Fauquier County	\$ 52,770.00	\$ 51,497.00	2.47%
Madison County	\$ 11,447.00	\$ 11,315.00	1.17%
Orange County	\$ 26,089.00	\$ 24,877.00	4.87%
Rappahannock County	\$ 6,157.00	\$ 6,027.00	2.16%
Town of Culpeper	\$ 17,234.00	\$ 16,651.00	3.50%
Town of Gordonsville	\$ 1,221.00	\$ 1,164.00	4.90%
Town of Madison	\$ 173.00	\$ 170.00	1.76%
Town of Orange	\$ 4,223.00	\$ 4,050.00	4.27%
Town of Remington	\$ 530.00	\$ 520.00	1.92%
Town of The Plains	\$ 208.00	\$ 203.00	2.46%
Town of Warrenton	\$ 8,464.00	\$ 8,347.00	1.40%
Town of Washington	\$ 70.00	\$ 71.00	-1.41%
Interest Income	\$ 20,000.00	\$ 25,000.00	-20.00%
Other Income	\$ 1,000.00	\$ 1,000.00	0.00%
CEDS Grant	\$ -	\$ 55,000.00	-100.00%
DCR CFPF Grant	\$ 23,000.00	\$ 35,000.00	-
DEQ Chesapeake Bay PDC Capacity	\$ 58,000.00	\$ 58,000.00	0.00%
DOF Urban Forestry Grant	\$ 10,950.00	\$ -	-
DRPT Commuter Assistance Program	\$ 144,000.00	\$ 132,000.00	9.09%
DRPT Mobility Management	\$ 475,000.00	\$ 545,000.00	-
DRPT Technical Assistance Grant	\$ 30,000.00	\$ 52,500.00	-42.86%
Gordonsville Economic Analysis	\$ -	\$ 10,000.00	-100.00%
Madison County Comprehensive Plan	\$ 4,000.00	\$ 6,500.00	-
NFWF Chesapeake Bay Grant	\$ 118,000.00	\$ 220,000.00	-46.36%
PATH Farm to School	\$ 40,000.00	\$ 40,000.00	0.00%
PATH Mobility Management/Transportation	\$ 250,000.00	\$ 240,000.00	-
Regional Housing	\$ 48,604.00	\$ 48,604.00	0.00%
Regional Tourism	\$ 7,000.00	\$ 7,000.00	0.00%
Rural Transportation Planning	\$ 58,000.00	\$ 58,000.00	-
SCRC Capacity Building	\$ 22,000.00	\$ 5,000.00	340.00%
State Regional Planning	\$ 89,971.00	\$ 89,971.00	0.00%
VDEM Hazard Mitigation Plan	\$ 73,000.00	\$ 75,000.00	-
Virginia Housing PDC Development Program	\$ 767,000.00	\$ 750,000.00	2.27%
VHSP Grant	\$ 118,000.00	\$ 135,000.00	-
VTC Marketing Leverage Program	\$ 10,000.00	\$ 10,000.00	0.00%
Total Revenue	\$ 2,524,013.00	\$ 2,750,434.00	-8.23%
<i>Other Pending Revenues & Status</i>			
General Assembly PDC Funding	\$ 25,000.00	Pending April 2024	Unrestricted State Funding
General Assembly CoC Lead Agency	\$ 25,000.00	Pending April 2024	
FTA ICAM	\$ 520,000.00	Pending February 2024	2 Years
USDA Farm to School	\$ 100,000.00	Pending January 2024	3 Years

**Rappahannock-Rapidan Regional Commission
Draft FY 2025 Expenditures (April 17, 2024)**

	Budget Items	FY 2025 Draft (April 17, 2024)	FY 2024 Amended	Change
	Expenditures			
Operating Expenses	Advertising	\$ 1,000.00	\$ 1,000.00	0.00%
	Annual Meeting/Workshops/Meetings	\$ 6,000.00	\$ 8,500.00	-29.41%
	Audit/Legal	\$ 8,000.00	\$ 6,000.00	33.33%
	Equipment/Software	\$ 14,000.00	\$ 15,000.00	-6.67%
	FICA	\$ 55,500.00	\$ 50,750.00	9.36%
	Health & Dental	\$ 85,000.00	\$ 82,800.00	2.66%
	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 Insurance	\$ 3,000.00	\$ 2,200.00	36.36%
	Office Maintenance	\$ 6,500.00	\$ 6,500.00	0.00%
	Payroll Expenses	\$ 725,000.00	\$ 675,000.00	7.41%
	Postage	\$ 500.00	\$ 500.00	0.00%
	Printing	\$ 3,000.00	\$ 3,000.00	0.00%
	Subscriptions and Books	\$ 500.00	\$ 500.00	-
	Supplies	\$ 5,000.00	\$ 4,500.00	11.11%
	Technology	\$ 14,300.00	\$ 16,500.00	-13.33%
	Travel & Training	\$ 14,000.00	\$ 14,500.00	-3.45%
	Utilities	\$ 7,000.00	\$ 6,500.00	7.69%
	VRS	\$ 21,000.00	\$ 18,768.00	11.89%
	Workman's Comp	\$ 500.00	\$ 500.00	0.00%
		AmeriCorps VISTA Match	\$ -	\$ 8,000.00
	CEDS Expenses	\$ -	\$ 45,000.00	
	Chesapeake Bay PDC Capacity Expenses	\$ 500.00	\$ 500.00	0.00%
	Commuter Services Expenses	\$ 52,000.00	\$ 41,000.00	26.83%
	DCR CFPF Expenses	\$ 18,000.00	\$ -	-
	DOF Urban Forestry Expenses	\$ 3,500.00	\$ -	-
	DRPT Technical Assistance Grant Expenses	\$ 15,000.00	\$ 35,000.00	-57.14%
	Farm to School Expenses	\$ 3,500.00	\$ 3,500.00	0.00%
	Hazard Mitigation Expenses	\$ 52,000.00	\$ 80,000.00	-
	Mobility Management Expenses	\$ 540,000.00	\$ 667,500.00	-19.10%
	NFWF Grant Expenses	\$ 118,000.00	\$ 200,000.00	-
	Regional Tourism Expenses	\$ 12,000.00	\$ 17,000.00	-29.41%
	Rural Transportation Expenses	\$ 500.00	\$ 500.00	-
	Strategic Plan Expenses		\$ 5,000.00	
	Virginia Housing PDC Development Program Exp	\$ 705,297.00	\$ 700,000.00	0.76%
	VHSP Expenses	\$ 3,500.00	\$ 4,000.00	-12.50%
	Total Expenditures	\$ 2,524,013.00	\$ 2,750,434.00	-8.23%



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 10, 2024
Subject: Facilitated Strategic Planning Session

As part of the April 17th Commission meeting, Mr. Mike Foreman with Together Works! and the Center for Nonprofit Excellence will facilitate a discussion to support current and future work plan activities for the Commission.

An agenda for the planning session, with estimated timing, is included below:

- 12:10-12:15: Introduction
- 12:15-12:45: Survey Result/Staff Interviews Review
- 12:45-1:00: Survey Questions and Answer
- 1:00-1:30: “High-Level” Goal Identification-Large Group
- 1:30-1:40: BREAK
- 1:40-2:10: Small Group Work by Goal/Topic
- 2:10-2:30: Small Group Report Out
- 2:30-2:55: Goal refinement
- 2:55-3:00: Next Steps and/or Meeting Close-Out