



## **Audit, Facilities & Finance Committee**

**April 29, 2020**

**1:00 PM**

**Agenda**

Audit, Facilities, and Finance Committee

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1. Welcome and Introductions - Dr. Spaga
  - a. Statement regarding Virtual Meetings for PlanRVA: Ms. Heeter
  - b. Roll Call of Attendees: Ms. Fusco
  - c. February 18, 2020 Meeting Notes
2. February and March YTD Financial Statements – Ms. Eckhout
3. Recommended Budget and Cash Disbursement Procedures – Ms. Eckhout
4. FY2020 Budget Amendments – Ms. Eckhout
5. FY2020 Activities COVID-19 Impacts – Ms. Heeter
  - Budget Impacts
    - Technology Expenditures
    - Decrease in Supplies, Travel, Training Expenditures
6. FY2021 Planning: Budget and Work Program – Ms. Heeter/Ms. Eckhout
  - Revenue Predictions
  - Staffing
  - Timeline



## **Memorandum**

**To:** Members of the Richmond Regional Planning District Commission (PlanRVA), Richmond Regional Transportation Planning Organization (RRTPO) and standing subcommittees

**From:** Martha Heeter, Executive Director for PlanRVA

**Re:** Electronic Meeting Procedures for PlanRVA and RRTPO

## **Background**

PlanRVA has been coordinating with Eric Gregory, legal counsel to the Regional Commission to identify the best path forward for conducting agency public meetings in light of the March 12, 2020 State of Emergency Declaration by Governor Northam, recommendations from the federal and state government regarding social distancing and limitations on gatherings of 10 or more individuals to support the national, state and local efforts to reduce the spread of the Corona Virus, COVID-19 during the current pandemic. We recognize the importance of the public bodies to which we provide staff support in the decision making and approval process for federal and state administered programs.

The following memorandum provides a brief overview of the recent action taken by the General Assembly and the implications for continued convening of the Richmond Regional Planning District Commission, the Richmond Regional Transportation Planning Organization to which the PlanRVA staff provide support and the respective committees of both organizations during the State of Emergency Declaration.

## **General Assembly Action, Summarized**

On April 22, 2020 the General Assembly approved legislation that allows all public bodies, including regional public bodies, to meet virtually during Governor declared emergencies. The measure describes the circumstances in which virtual meetings are permitted without the requirement to convene a physical quorum during the current COVID-19 declaration and future declarations that merit its intent.

The following conditions must be met in order to exercise the provisions of this measure:

1. The nature of the declared emergency makes it impracticable or unsafe for the public body or governing board to assemble in a single location;
2. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body... and the discharge of its lawful purposes, duties, and responsibilities;
3. The public body shall make available a recording or transcript of the meeting on its website; and
4. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the public body.



Further, the new authority requires the following public notice and access:

1. Notice to the public using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body;
2. Arrangements for public access to the meeting through electronic means including to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public with an opportunity to comment; and
3. Public bodies must otherwise comply with provisions of [§2.2-3708.2](#) of the Code of Virginia.

### **Relevance to PlanRVA and the RRTPO**

We have reviewed various assessments of current provisions in Virginia Code and the more recent guidance provided following the General Assembly's actions on April 22, 2020 and consulted with our legal counsel to make the following determination and recommendations to the members of PlanRVA and the RRTPO.

After careful review of items that were scheduled for inclusion or are customarily included in agendas of regular meetings of PlanRVA, the RRTPO and their respective bodies' subcommittees, we believe that it is imperative to convene members of these bodies to advance specific decisions that will assure the continuity of operations, functions, and purposes of the organizations.

In light of the current State of Emergency Declaration and ban of gatherings of 10 or more individuals and recommendations to implement social distancing practices where possible, we believe it is imprudent to convene a meeting of the members of PlanRVA or the RRTPO or the respective bodies' subcommittees for in-person meetings to conduct the business of the organizations.

Therefore, we believe it is appropriate to exercise authority provided by the recent General Assembly actions to convene virtual meetings of PlanRVA, the RRTPO, and their respective committees to address essential matters. In anticipation of this newly-granted authority, PlanRVA staff members have been working to deploy tools useful in the administration of virtual meetings and have developed procedures for assuring compliance with the Code of Virginia, the Governor's Executive Orders related to the State of Emergency Declaration, the opinion released by the Office of the Attorney General on March 20, 2020, and our own commitment to open access to and transparency in the conduct of governmental business. We have created the following procedures, practices and guidance documents with the intent of preserving the integrity of open access and transparency in this time and in support of our ongoing pursuit of increased public awareness and engagement in the efforts led by PlanRVA and the RRTPO.

Members of PlanRVA took action on April 9, 2020 to adopt a policy expressly providing for remote participation of members. While the action considered existing provisions of the Virginia Code and Freedom of Information Act, it provided a useful platform for staff to begin exploring options to provide to Commissioners for remote participation in meetings.



PlanRVA now holds a subscription to both GoToMeeting and GoToWebinar which are useful tools to convene virtual meetings. Each with features beneficial to information sharing and meeting facilitation, staff is learning the benefits of both platforms and the likely utility for convening meetings of our public bodies. Staff has provided guidance materials to support access to the platforms for both members of the public bodies we support as well as members of the general public and stakeholders. In addition, we have drafted procedures for conducting virtual meetings that comply with the regulation and guidance regarding electronic meetings which are enclosed.

### **Requested Action**

While we have designed these procedures to suit the individual needs and purposes of the public bodies we support, we have intentionally designed them to be consistent across the agency. We believe this will more strongly support open access among members of the public interested in following the work of PlanRVA and the RRTPO during this time and beyond. This consistency will also aid in our own operational streamlining to assure consistency across the agency in how we conduct our business. We intend to continue the practices that make sense beyond the current State of Emergency Declaration and would like to continue to implement the strategies that encourage public awareness of and involvement in the regional decision-making process. This is consistent with the intent of the PlanRVA Strategic Planning Framework and the vision of the Public Outreach and Engagement Committee as well as the Public Engagement Plan adopted by the RRTPO.

We are submitting these policies and procedures for consideration and approval, as appropriate; the schedule below outlines the proposed timeline for each of the bodies to review and respond to the recommended procedures. We hope that ongoing review and improvement of these procedures will help staff to learn from this new practices and that we can increase opportunities to engage with the public even during emergencies such as we are currently experiencing. At this time, we expect these procedures to be in effect during the current Declaration, through June 10, 2020 and potentially extended beyond the expiration of the current Declaration.

## **Audit, Facilities & Finance Committee**

### **Meeting Notes - February 18, 2020**

#### **CONFERENCE CALL**

##### **Members:**

N. Blackwood  
J. Holland  
C. Peterson  
G. Spagna

##### **Staff:**

T. Eckhout, D. Fusco, M. Heeter

Dr. Spagna began the meeting at approximately 1:00PM.

Ms. Heeter reviewed the agenda for the call and the informational materials that were sent out in advance. She asked Ms. Eckhout to review the January 2020 financial statements.

Ms. Eckhout reviewed the financial statements and called attention to the new graphs that have been included to simplify some of the information presented.

Ms. Eckhout recognized Mr. Holland's previous request to display comparative fund balance data that would show improvements being made. She stated this is challenging because a different basis of accounting was used previously. Mr. Holland agreed the comparison could be made starting next year.

Mr. Peterson asked about the chart showing the percentage of salary being reimbursed on page 7. Ms. Eckhout confirmed the percentage noted is the amount of staff salary that can be charged to a program for reimbursement.

Mr. Blackwood asked if there is a benchmark used for salaries and Ms. Eckhout noted the primary goal is to stay within the budget. Ms. Heeter said the chart is a new tool that Ms. Eckhout developed and enables tracking of staff time spent in reimbursable programs.

Ms. Heeter noted this is what drives the indirect rate. Dr. Spagna agreed that this is a valuable tool and confirmed that YTD just under 59% of staff salary has been reimbursed and the rest is internal cost.

Ms. Eckhout moved on to page 8 and upcoming changes needed to recognize funds not yet reflected in the budget. Mr. Peterson asked which new projects this pertains to and Ms. Eckhout said budget resolutions are needed for the Chesapeake Bay Watershed grant, \$10,000 from the Partnership for Housing Affordability, reimbursement from the Richmond Memorial Health Foundation, Analysis of Impediments to Housing Affordability, and interest income.

Mr. Holland asked how much interest income and Ms. Eckhout replied it is approximately \$8,000.00. Ms. Heeter noted we have not included interest income in the budget previously and Mr. Holland said Chesterfield County does not include interest income in the operating budget.

Ms. Heeter noted that Ms. Eckhout has developed budget preparation guidelines and a process for implementing new funds during the year.

Mr. Peterson noted a correction needed on page 16 of the packet. It should state approval needed for payments greater than \$3,000.00 not \$300.00.

Dr. Spagna said he feels it is best to provide all the information from the call packet to the Commissioners for the March meeting. Ms. Heeter and Ms. Eckhout agreed to include the packet for the March meeting. The proposed procedures will be included on the agenda for the next Finance committee meeting for additional discussion.

Ms. Heeter confirmed the agency is running ahead of course for the year and January results reflect additional staff and the retirement of Sharon Robeson. She also said the tenant advisory services summary has been sent to the Executive Committee based on Dr. Spagna's request. This topic will be included on the next Executive Committee agenda to determine approach and a timeline for action.

Mr. Peterson asked if it is the Finance committee's responsibility to make recommendations regarding the upcoming lease expiration. Dr. Spagna said he thinks the committee can make a recommendation and does feel the agency will need external help.

Mr. Holland said he welcomes Ms. Heeter's input on firms. She said she feels all three would provide comparable services and fees are paid by the property owner, although compensation for CBRE remains unclear at this time.

Mr. Blackwood noted it is necessary to confirm the working relationship and Dr. Spagna pointed out the firm chosen will work primarily with staff so that should be considered as well. Ms. Heeter said Brian Berkey from Cushman & Wakefield / Thalheimer has been the easiest to work with so far. Mr. Holland agreed this is an important point to consider and ease of follow-up will be important.

Mr. Holland said this committee should make a recommendation and Mr. Peterson recommended ranking the firms and let the Executive Committee determine if an interview will be necessary.

The ranking was agreed to be Cushman & Wakefield, JLL and CBRE, respectively. This will be the recommendation to the Executive Committee and then staff will proceed as requested.

Mr. Holland confirmed internal control procedures will be reviewed at the next face to face meeting of the Finance committee.

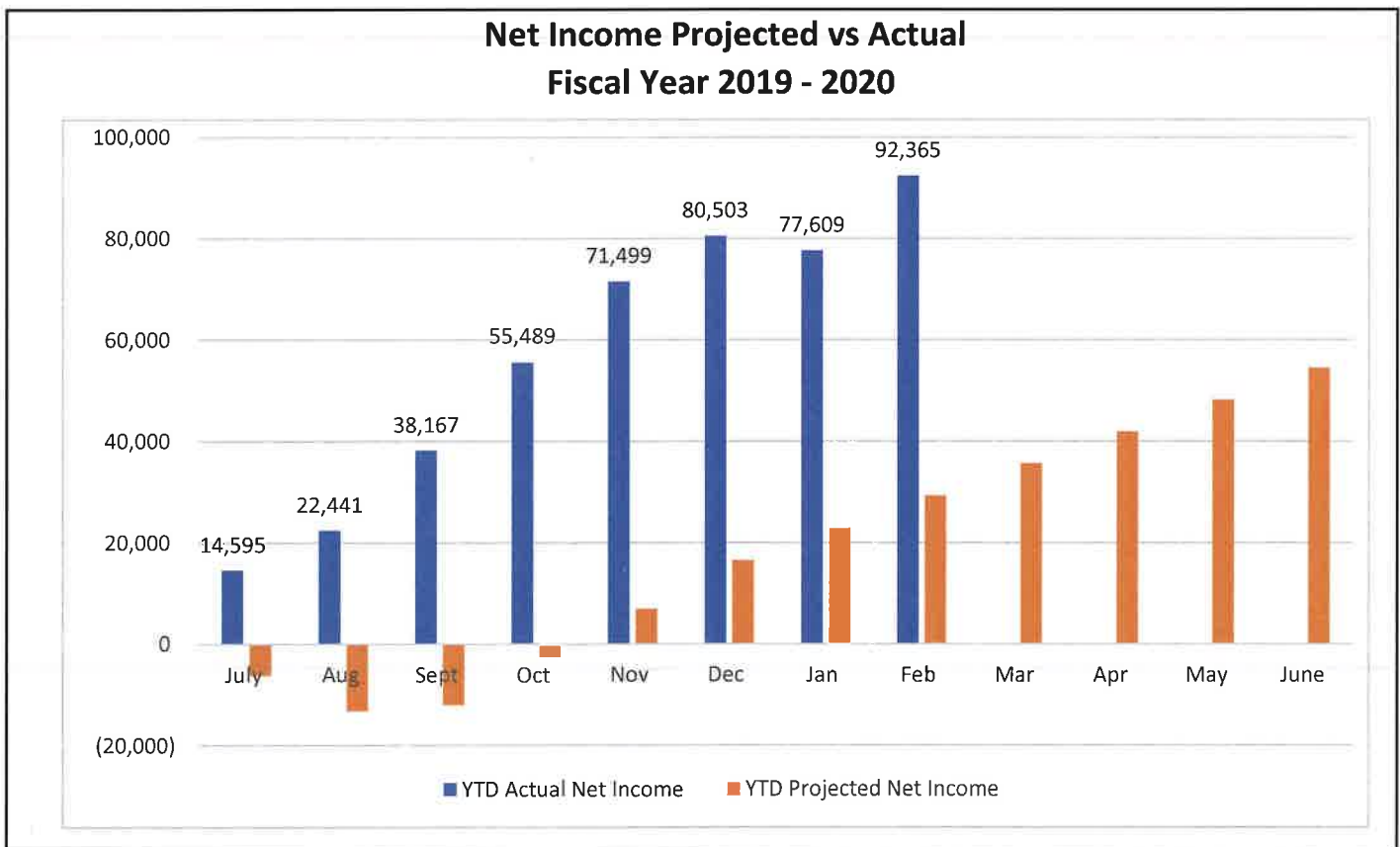
Ms. Heeter and Dr. Spagna agreed the next face to face meeting will be in March prior to the April meeting. A doodle poll will be sent to determine the best date and time for the meeting at the PlanRVA office.

The call ended at approximately 1:40 PM.

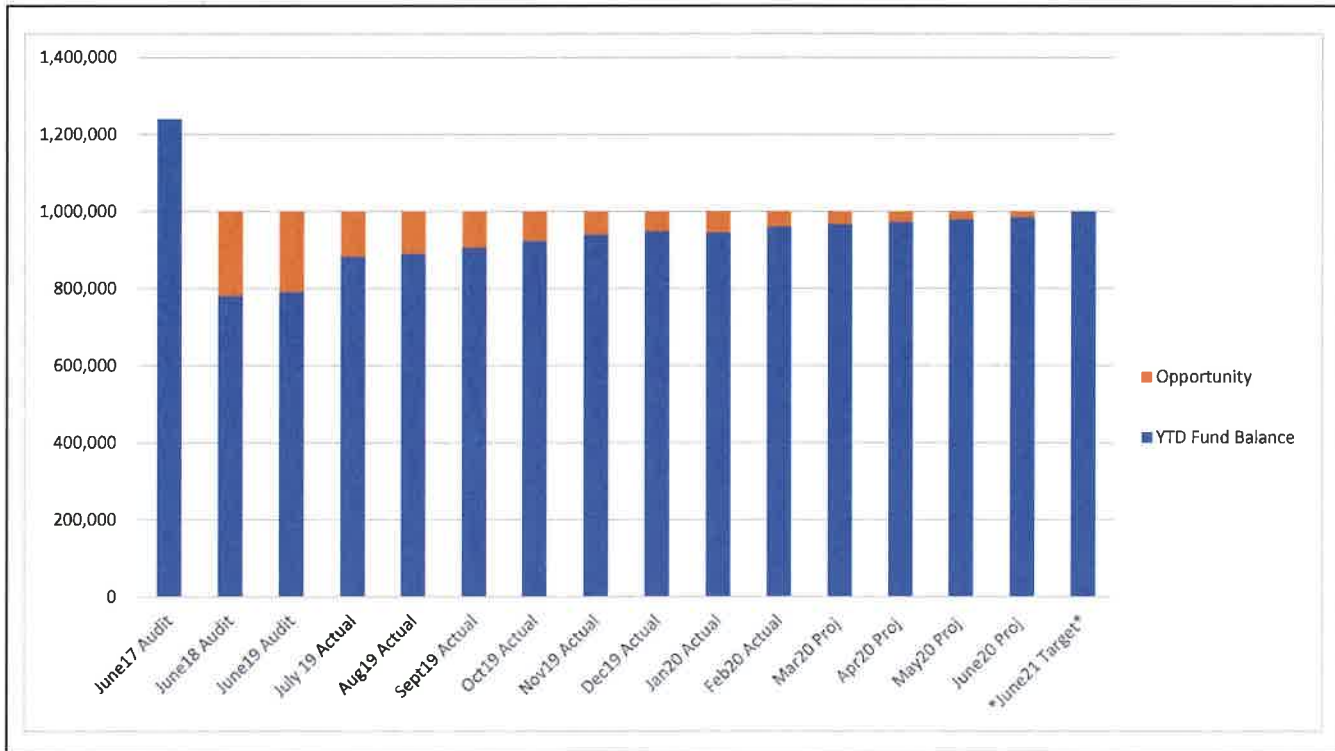
**PlanRVA**  
**Statement of Revenues and Expenses - Budget and Actual**  
**February 29, 2020**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Income/Funds:</b>					
Federal	\$166,035	\$1,369,790	\$1,413,309	\$43,519	3%
State	46,439	268,764	274,253	5,489	2%
Local	53,388	427,105	427,105	0	0%
Private	8,970	62,674	55,471	(7,203) *	-13%
Other	1,148	9,694	0	(9,694)	0%
<b>Total Income</b>	<u>275,980</u>	<u>2,138,027</u>	<u>2,170,138</u>	<u>32,111</u>	<u>1%</u>
<b>Expenses:</b>					
Salary & Wages	170,162	1,231,923	1,280,850	48,927	4%
Professional Fees	2,000	50,510	57,707	7,197	12%
Office Expenses	16,079	129,906	145,582	15,676	11%
Program Expenses	52,259	472,177	491,667	19,490	4%
Infrastructure	20,723	161,146	165,120	3,974	2%
<b>Total Expense</b>	<u>\$261,223</u>	<u>2,045,662</u>	<u>2,140,926</u>	<u>\$95,264</u>	<u>4%</u>
<b>Net Income</b>	<u><u>\$14,757</u></u>	<u><u>\$92,365</u></u>	<u><u>\$29,212</u></u>	<u><u>\$63,153</u></u>	

\*\*Note: Resolution for budget amendment is forthcoming for three programs in April 2020



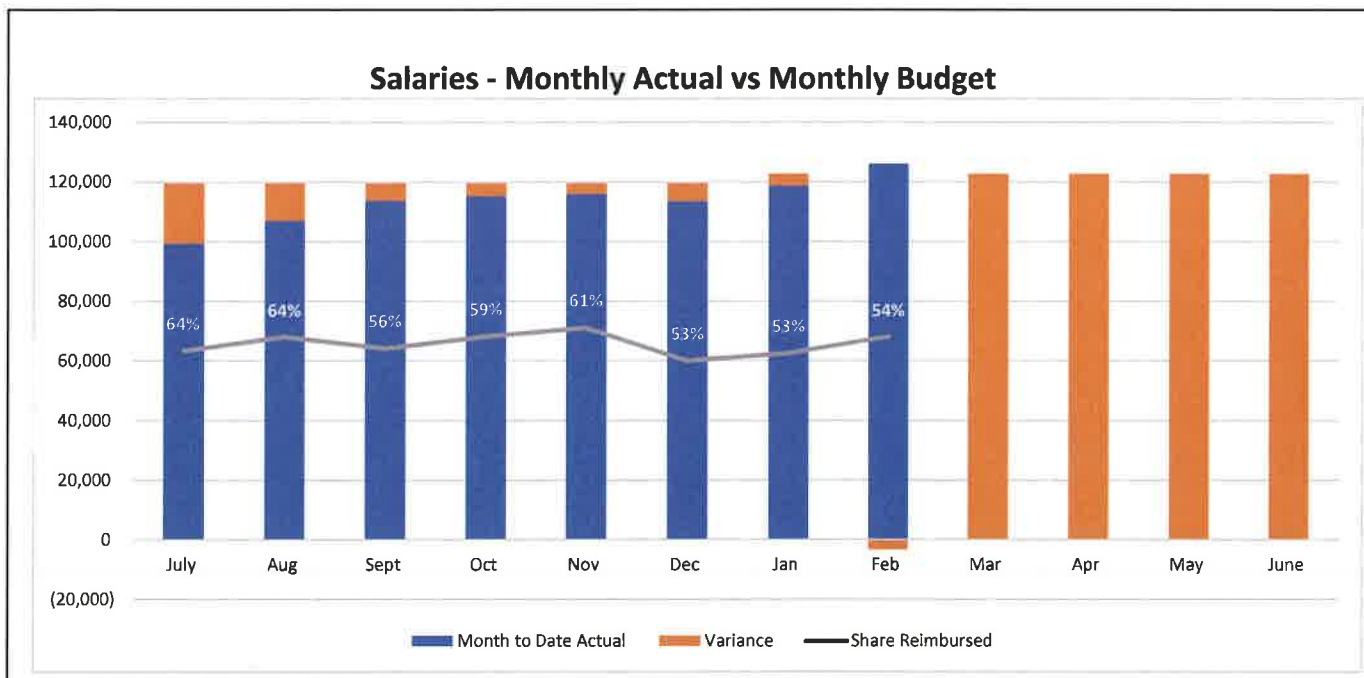
### Plan RVA Fund Balance Projection Fiscal Year 2019-2020



The goal is to meet \$1 million target fund balance by Jun 21; change to accrual accounting in FY19 prevents detailed comparison prior to FY 19.

<b>Unrestricted Reserve - End of FY 19 (adjusted)</b>	790,620
<b>Net Surplus (Deficit) February YTD 2020</b>	92,365
<b>Special Assessments FY20</b>	77,317
<b>Unrestricted Reserve - 2/29/20</b>	<b>960,302</b>

### Salaries - Monthly Actual vs Monthly Budget



**Note: February 2020 salaries are overbudget due to retirement and overlap of filling position**



PlanRVA  
Balance Sheet  
February 29, 2020

Unrestricted Reserve - End of FY 19 (adjusted)	790,620
Net Surplus (Deficit) February YTD 2020	92,365
Special Assessments FY20	77,317
Unrestricted Reserve - 2/29/20	<u>960,302</u>

**Propose Restatement of Fund Balance Section as Follows:**

<b>Fund Balance</b>		
Fixed Assets	122,332	122,332
Unassigned Fund Balance	443,985	443,985
		516,317
	<u>566,317</u>	<u>1,082,634</u>

} 960,302 replace "other unrestricted"

Change will align language to annual audited financial statements

PlanRVA  
Balance Sheet  
February 29, 2020

Feb 29, 20 (Less: non-operating)

**ASSETS**

**Current Assets**

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury	811,330	811,330
1070 · SunTrust Checking 8921	46,801	46,801

Total Checking/Savings	858,131	858,131
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Accounts Receivable

1200 · Accounts Receivable	100,584	100,584
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Total Accounts Receivable	100,584	100,584
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Other Current Assets

1150 · Prepaid Expenses	17,014	17,014
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1250 · Miscellaneous Receivables	355,143	355,143
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1620 · Employee Receivable	750	750
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Total 1600 · Miscellaneous A/R-EE	750	750
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Total Other Current Assets	372,907	372,907
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Total Current Assets	1,331,622	1,331,622
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**Fixed Assets**

1300 · Property & Equipment	389,790	389,790
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1350 · Accumulated Depreciation	(267,458)	(267,458)
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Total Fixed Assets	122,332	122,332
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Other Assets	239,467	0
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<b>TOTAL ASSETS</b>	<b>1,693,420</b>	<b>1,453,953</b>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Accounts Payable

2000 · Accounts Payable	63,427	63,427
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Total Accounts Payable	63,427	63,427
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Other Current Liabilities

2050 · Accrued Expenses	53,197	53,197
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2500 · Compensated Absences	62,811	(7,083)
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2525 · Deferred Revenue	259,114	259,114
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2600 · Security Deposit	2,665	2,665
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Total Other Current Liabilities	377,786	307,892
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Total Current Liabilities	441,213	371,319
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**Long Term Liabilities**

2800 · Deferred Rent Liability	32,799	0
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2900 · Net Pension Liability	521,969	0
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2950 · Deferred Inflows	131,122	0
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Total Long Term Liabilities	685,890	0
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Total Liabilities	1,127,103	371,319
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\*\*Fund Balance (see proposed restatement below)

Fixed Asset	122,332	122,332
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Other Unrestricted Reserve	443,985	960,302
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Total Fund Balance	566,317	1,082,634
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<b>TOTAL LIABILITIES &amp; Fund Balance</b>	<b>1,693,420</b>	<b>1,453,953</b>
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PlanRVA  
 Monthly Profit Loss Budget Performance  
 February 2020

	Feb 20	Budget	Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Federal Funding	166,035	176,664	(10,629)	93.98%
4200 · State Funding	46,439	34,282	12,157	135.46%
4300 · Local Funding	53,388	53,388	0	100.0%
4400 · Private Funding	8,970	6,934	2,036	129.37%
5000 · Other Income	1,148			
<b>Total Income</b>	<u>275,980</u>	<u>271,267</u>	<u>4,713</u>	<u>101.74%</u>
<b>Gross Profit</b>	275,980	271,267	4,713	101.74%
<b>Expense</b>				
6000 · Salary & Wages	170,162	162,453	7,709	104.75%
7100 · Professional Fees	2,000	4,088	(2,088)	48.92%
7200 · Office Expenses	16,079	16,160	(81)	99.5%
7400 · Program Expenses	52,260	61,458	(9,198)	85.03%
7600 · Infrastructure				
7210 · Rent	20,190	20,190	(0)	100.0%
7240 · Insurance	533	533	0	100.0%
<b>Total 7600 · Infrastructure</b>	<u>20,723</u>	<u>20,723</u>	<u>(0)</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>261,224</u>	<u>264,883</u>	<u>(3,660)</u>	<u>98.62%</u>
<b>Net Ordinary Income</b>	<u>14,755</u>	<u>6,384</u>	<u>8,370</u>	<u>231.11%</u>
<b>Net Income</b>	<u><u>14,755</u></u>	<u><u>6,384</u></u>	<u><u>8,370</u></u>	<u><u>231.11%</u></u>

Notes:

Net Income of \$14,757, resulting in a favorable budget variance of \$8,372

We received scholarship for \$2,017 from RMHF which lowered program expenses by \$2,017. Professional fees are below budget by \$2,088

PlanRVA  
Profit Loss - Detailed  
February 2020

Ordinary Income/Expense	Feb 20	Budget	Variance	% of Budget
<b>Income</b>				
4101 · MPO FHWA/PL Funds - Fed share	133,083	106,868	26,215	124.53%
4102 · MPO Sect 5303 Funds - Fed share	16,841	32,285	(15,444)	52.16%
4105 · MPO Pass-Through	0	6,667	(6,667)	0.0%
4110 · DEQ-Coastal	7,557	7,258	299	104.12%
4120 · VDEM SHSP	7,125	7,436	(311)	95.81%
4130 · VDEM Pass-through grants	1,429	16,149	(14,720)	8.85%
	<u>166,035</u>	<u>176,664</u>	<u>(10,629)</u>	<u>93.98%</u>
4201 · MPO FHWA/PL Funds - State share	16,635	13,359	3,276	124.53%
4202 · MPO Sec. 5303 - State share	17,016	4,036	12,980	421.64%
4205 · State MPO Pass-Through	0	1,667	(1,667)	0.0%
4207 · DEQ WIP3 Funding	1,859	896	963	207.52%
4210 · VDOT Rural Planning	1,436	4,833	(3,397)	29.71%
4230 · State Appropriation	9,492	9,492	0	100.0%
	<u>46,438</u>	<u>34,282</u>	<u>12,156</u>	<u>135.46%</u>
4301 · TPO Assessment	4,146	4,146	0	100.0%
4310 · Local Membership Dues	49,242	49,242	0	100.0%
	<u>53,388</u>	<u>53,388</u>	<u>0</u>	<u>100.0%</u>
4410 · Restricted Contributions				
4360 · FOLAR Grant	6,934	6,934	0	100.0%
4410 · Restricted Contributions - Other	2,036	0	2,036	100.0%
Total 4410 · Restricted Contributions	<u>8,970</u>	<u>6,934</u>	<u>2,036</u>	<u>129.36%</u>
	8,970	6,934	2,036	129.36%
5001 · Interest Income	1,148			
	<u>1,148</u>			
<b>Total Income</b>	<u>275,979</u>	<u>271,267</u>	<u>4,711</u>	<u>101.74%</u>
<b>Gross Profit</b>	275,979	271,267	4,711	101.74%
<b>Expense</b>				
6100 · Wages	126,006	122,640	3,366	102.75%
6200 · Payroll Taxes	10,908	9,201	1,707	118.56%
6500 · Benefits				
6512 · Healthcare	19,663	17,411	2,252	112.93%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,337	8,118	(781)	90.38%
6532 · VRS Employee Contribution	(4)			
6533 · ICMA - 401	863			
6534 · ICMA - 457	(425)			
6535 · Hybrid 401 A	1,406			
6536 · HYBRID 457	(388)			
Total 6530 · Retirement	<u>8,789</u>	<u>8,118</u>	<u>671</u>	<u>108.26%</u>
6540 · Life & Disability				
6541 · LTD	992	842	150	117.83%
6542 · Hybrid VRS ST & LT Disability	205			
6543 · AFLAC	19			
Total 6540 · Life & Disability	<u>1,216</u>	<u>842</u>	<u>374</u>	<u>144.43%</u>

PlanRVA  
Profit Loss - Detailed  
February 2020

	Feb 20	Budget	Variance	% of Budget
6550 · FSA/HSA Section 125 Plans	(181)	113	(294)	-160.18%
6500 · Benefits - Other	0	762	(762)	0.0%
<b>Total 6500 · Benefits</b>	<b>29,487</b>	<b>27,246</b>	<b>2,241</b>	<b>108.22%</b>
6580 · Payroll Fees	160	533	(373)	30.0%
6590 · Training	3,601	2,833	768	127.09%
	<u>170,162</u>	<u>162,453</u>	<u>7,709</u>	<u>104.75%</u>
<b>7720 · Legal Fees</b>				
7721 · General Counsel	2,000	2,000	0	100.0%
7722 · Legal Fees - Other	0	417	(417)	0.0%
<b>Total 7720 · Legal Fees</b>	<b>2,000</b>	<b>2,417</b>	<b>(417)</b>	<b>82.76%</b>
7730 · Contracted Services	0	1,672	(1,672)	0.0%
	<u>2,000</u>	<u>4,088</u>	<u>(2,088)</u>	<u>48.92%</u>
<b>7220 · Computer Operations</b>				
7221 · Virtual Desktop Operations	9,180	7,000	2,180	131.14%
7222 · Software	386	255	131	151.37%
7223 · Broadband/network/telephone	858	614	244	139.75%
7224 · Desktops & Support	1,751	1,455	296	120.31%
7226 · Technology services	(931)	1,604	(2,535)	-58.04%
<b>Total 7220 · Computer Operations</b>	<b>11,244</b>	<b>10,929</b>	<b>315</b>	<b>102.89%</b>
7225 · Computer Supplies	0			
7230 · Printing	2,816	3,117	(301)	90.35%
7235 · Supplies	263	802	(539)	32.81%
7245 · Postage	500	230	270	217.39%
7250 · Advertisements	0	417	(417)	0.0%
7290 · Miscellaneous Expenses	1,156	417	739	277.44%
7295 · Bank Fees	100	250	(150)	40.0%
7200 · Office Expenses - Other	0			
	<u>16,079</u>	<u>16,160</u>	<u>(81)</u>	<u>99.5%</u>
7410 · Organizational Dues	1,360	1,250	110	108.8%
7420 · Travel - Board	0	542	(542)	0.0%
7425 · Travel - Agency	1,340	2,708	(1,368)	49.48%
7430 · Books & Periodicals	349	83	266	418.82%
<b>7450 · Pass-through and Matching funds</b>				
7451 · Pass Through Funds - MPO	47,782	40,726	7,056	117.32%
7452 · Pass Through Funds (FEMA)	0	16,149	(16,149)	0.0%
7456 · Pass - Through Funds - SHSP	1,429			
<b>Total 7450 · Pass-through and Matching funds</b>	<b>49,211</b>	<b>56,875</b>	<b>(7,664)</b>	<b>86.53%</b>
	<u>52,260</u>	<u>61,458</u>	<u>(9,198)</u>	<u>85.03%</u>
7210 · Rent	20,190	20,190	(0)	100.0%
7240 · Insurance	533	533	0	100.0%
	<u>20,723</u>	<u>20,723</u>	<u>(0)</u>	<u>100.0%</u>
<b>Total Expense</b>	<b>261,224</b>	<b>264,883</b>	<b>(3,660)</b>	<b>98.62%</b>
<b>Net Ordinary Income</b>	<b>14,755</b>	<b>6,384</b>	<b>8,371</b>	<b>231.12%</b>
	<u><b>14,755</b></u>	<u><b>6,384</b></u>	<u><b>8,371</b></u>	<u><b>231.12%</b></u>

**Note:**

Net Income of \$14,757, resulting in a favorable budget variance of \$8,372

We received scholarship for \$2,017 from RMHF which lowered program expenses by \$2,017. Professional fees are below budget by \$2,088



PlanRVA  
Profit Loss Budget Performance  
YTD February 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20	Budget	Variance	% of Budget
<b>6200 · Payroll Taxes</b>	6,979	7,553	8,109	8,454	8,492	8,902	10,977	10,908	70,375	73,604	(3,229)	95.61%
<b>6500 · Benefits</b>									0			
6512 · Healthcare	14,713	14,032	14,557	17,228	17,228	16,269	14,139	19,663	127,831	139,290	(11,459)	91.77%
<b>6530 · Retirement</b>									0			
6531 · VRS Retirement Contribution	6,057	6,358	7,141	7,033	7,033	7,033	7,324	7,337	55,316	64,945	(9,629)	85.17%
6532 · VRS Employee Contribution	89	(6)	73	0	(4)	12	142	(4)	303			
6533 · ICMA - 401	153	888	1,528	1,528	248	888	125	863	6,220			
6534 · ICMA - 457	660	(75)	(715)	(715)	565	(75)	575	(425)	(209)			
6535 · Hybrid 401 A	619	632	673	457	394	782	1,319	1,406	6,282			
6536 · HYBRID 457	0	0	0	373	374	34	(227)	(388)	166			
<b>Total 6530 · Retirement</b>	7,578	7,797	8,701	8,677	8,610	8,674	9,258	8,789	68,084	64,945	3,139	104.83%
<b>6540 · Life &amp; Disability</b>												
6541 · LTD	568	585	615	644	991	886	883	992	6,164	6,735	(571)	91.52%
6542 · Hybrid VRS ST & LT Disability	138	0	160	180	180	180	180	205	1,222			
6543 · AFLAC	(0)	222	(322)	(0)	(0)	(0)	(0)	19	(81)			
<b>Total 6540 · Life &amp; Disability</b>	705	807	454	824	1,171	1,065	1,062	1,216	7,305	6,735	570	108.46%
<b>6550 · FSA/HSA Section 125 Plans</b>	395	1,267	(372)	451	451	571	952	(182)	3,534	904	2,630	390.93%
<b>6500 · Benefits - Other</b>	0	0	0	0	0	0	0	0	0	6,095	(6,095)	0.0%
<b>Total 6500 · Benefits</b>	23,392	23,903	23,341	27,180	27,460	26,581	25,412	29,486	206,754	217,971	(11,217)	94.85%
<b>6580 · Payroll Fees</b>	462	38	328	273	153	229	424	160	2,067	4,267	(2,200)	48.45%
<b>6590 · Training</b>	3,250	17,435	225	1,763	194	369	16,428	3,602	43,267	22,667	20,600	190.88%
<b>Total 6000 · Salary &amp; Wages</b>	133,462	155,917	145,773	152,913	152,198	149,569	171,929	170,162	1,231,923	1,280,850	(48,927)	96.18%
<b>7100 · Professional Fees</b>												
<b>7720 · Legal Fees</b>												
7721 · General Counsel	2,000	2,000	2,000	2,000	2,000	-2,000	2,000	2,000	16,000	16,000	0	100.0%
7722 · Legal Fees - Other	0	0	0	0	0	0	0	0	0	3,333	(3,333)	0.0%
7720 · Legal Fees - Other	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total 7720 · Legal Fees</b>	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	16,000	19,333	(3,333)	82.76%
<b>7730 · Contracted Services</b>	14,310	6,600	0	1,275	7,100	5,225	0	0	34,510	38,373	(3,863)	89.93%
<b>Total 7100 · Professional Fees</b>	16,310	8,600	2,000	3,275	9,100	7,225	2,000	2,000	50,510	57,706	(7,196)	87.53%
<b>7200 · Office Expenses</b>												
7280 · Staff Engagement	0	0	86	0	275	0	0	0	361			
<b>7220 · Computer Operations</b>												
7221 · Virtual Desktop Operations	6,880	7,057	7,956	7,700	7,564	8,194	8,046	9,180	62,578	56,000	6,578	111.75%
7222 · Software	0	0	0	228	819	339	339	386	2,111	18,340	(16,229)	11.51%
7223 · Broadband/network/telephone	100	1,236	567	1,127	1,293	549	1,264	858	6,994	4,912	2,082	142.38%
7224 · Desktops & Support	1,751	1,751	1,751	1,751	1,751	1,751	1,763	1,752	14,023	11,643	2,380	120.44%
7226 · Technology services	0	2,577	0	0	0	0	0	0	2,577	12,833	(10,256)	20.08%
7220 · Computer Operations - Other	0	0	0	(931)	0	0	0	(931)	(1,862)	0	(1,862)	100.0%

PlanRVA  
Profit Loss Budget Performance  
YTD February 2020

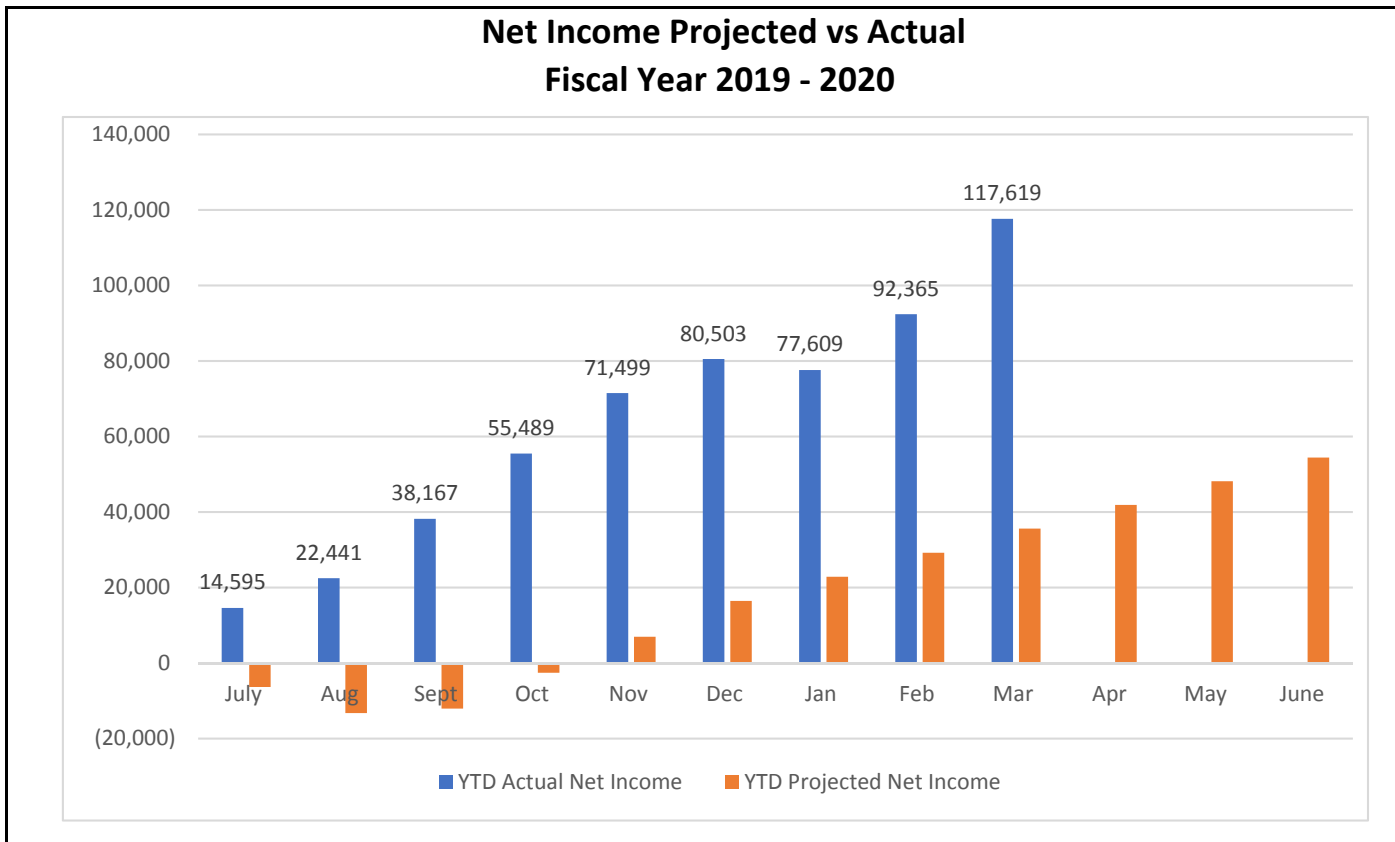
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20	Budget	Variance	% of Budget
<b>TOTAL</b>												
Total 7220 · Computer Operations	8,731	12,622	10,274	9,876	11,427	10,833	11,412	11,245	86,421	103,728	(17,307)	83.32%
7225 · Computer Supplies	0	0	0	0	0	0	235	0	235	0		
7230 · Printing	3,943	2,968	2,891	2,469	3,103	2,619	2,700	2,816	23,509	24,933	(1,424)	94.29%
7235 · Supplies	201	1,656	592	961	771	473	659	263	5,576	6,413	(837)	86.95%
7245 · Postage	316	0	0	0	316	0	316	500	1,447	1,840	(393)	78.63%
7250 · Advertisements	0	0	0	0	0	0	0	0	0	3,333	(3,333)	0.0%
7290 · Miscellaneous Expenses	17	1,512	303	3,070	722	243	714	1,156	7,736	3,333	4,403	232.12%
7295 · Bank Fees	124	132	95	85	85	100	90	100	811	2,000	(1,189)	40.55%
7200 · Office Expenses - Other	0	0	0	3,812	(495)	0	495	0	3,812	0	3,812	100.0%
<b>Total 7200 · Office Expenses</b>	<b>13,331</b>	<b>18,889</b>	<b>14,242</b>	<b>20,272</b>	<b>16,203</b>	<b>14,268</b>	<b>16,622</b>	<b>16,080</b>	<b>129,907</b>	<b>145,560</b>	<b>(15,673)</b>	<b>89.23%</b>
7400 · Program Expenses												
7410 · Organizational Dues	499	6,988	499	594	2,155	1,253	3,131	1,360	16,481	10,000	6,481	164.81%
7420 · Travel - Board	0	0	0	0	0	0	0	0	0	4,333	(4,333)	0.0%
7425 · Travel - Agency	556	3,813	1,375	517	4,212	1,502	744	1,340	14,059	21,667	(7,608)	64.89%
7430 · Books & Periodicals	0	28	28	28	221	42	42	349	739	667	72	110.76%
7450 · Pass-through and Matching funds												
7451 · Pass Through Funds - MPO	55,182	0	3,500	54,991	53,757	16,569	20,567	47,782	252,347	325,811	(73,464)	77.45%
7452 · Pass Through Funds (FEIMA)	0	0	0	0	0	0	0	0	0	0	0	0.0%
7456 · Pass - Through Funds - SHSP	21,074	13,674	35,758	5,428	28,096	46,053	36,522	1,429	188,034	129,189	58,845	145.55%
7459 · Other Pass-thru expenses	0	283	(283)	0	0	0	0	0	0	0	0	0.0%
<b>Total 7450 · Pass-through and Matching funds</b>	<b>76,257</b>	<b>13,957</b>	<b>38,976</b>	<b>60,419</b>	<b>81,853</b>	<b>62,622</b>	<b>57,088</b>	<b>49,211</b>	<b>440,382</b>	<b>455,000</b>	<b>(14,618)</b>	<b>96.79%</b>
7400 · Program Expenses - Other	0	0	517	0	0	0	0	0	517	0	517	100.0%
<b>Total 7400 · Program Expenses</b>	<b>77,312</b>	<b>24,787</b>	<b>41,395</b>	<b>61,558</b>	<b>88,441</b>	<b>65,419</b>	<b>61,006</b>	<b>52,260</b>	<b>472,177</b>	<b>455,000</b>	<b>17,177</b>	<b>103.78%</b>
7600 · Infrastructure												
7210 · Rent	19,528	19,528	19,528	19,528	-19,528	19,528	19,528	20,190	156,886	160,860	(3,974)	97.53%
7240 · Insurance	533	533	533	533	533	533	533	533	4,260	4,260	0	100.0%
7610 · Telephone	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total 7600 · Infrastructure</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,723</b>	<b>161,146</b>	<b>165,120</b>	<b>(3,974)</b>	<b>97.59%</b>
Total Expense	260,476	228,254	223,471	258,078	286,003	256,541	271,616	261,225	2,045,663	2,140,925	(95,262)	95.55%
Net Ordinary Income	14,595	7,846	15,726	17,322	16,242	9,221	(3,344)	14,755	92,365	29,213	63,152	316.18%
Other Income/Expense												
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0.0%
7900 · Capital Expense Projects	0	0	0	0	0	0	0	0	0	0	0	0.0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Net Other Income</b>	<b>14,595</b>	<b>7,846</b>	<b>15,726</b>	<b>17,322</b>	<b>16,242</b>	<b>9,221</b>	<b>(3,344)</b>	<b>14,755</b>	<b>92,365</b>	<b>29,213</b>	<b>63,152</b>	<b>316.18%</b>



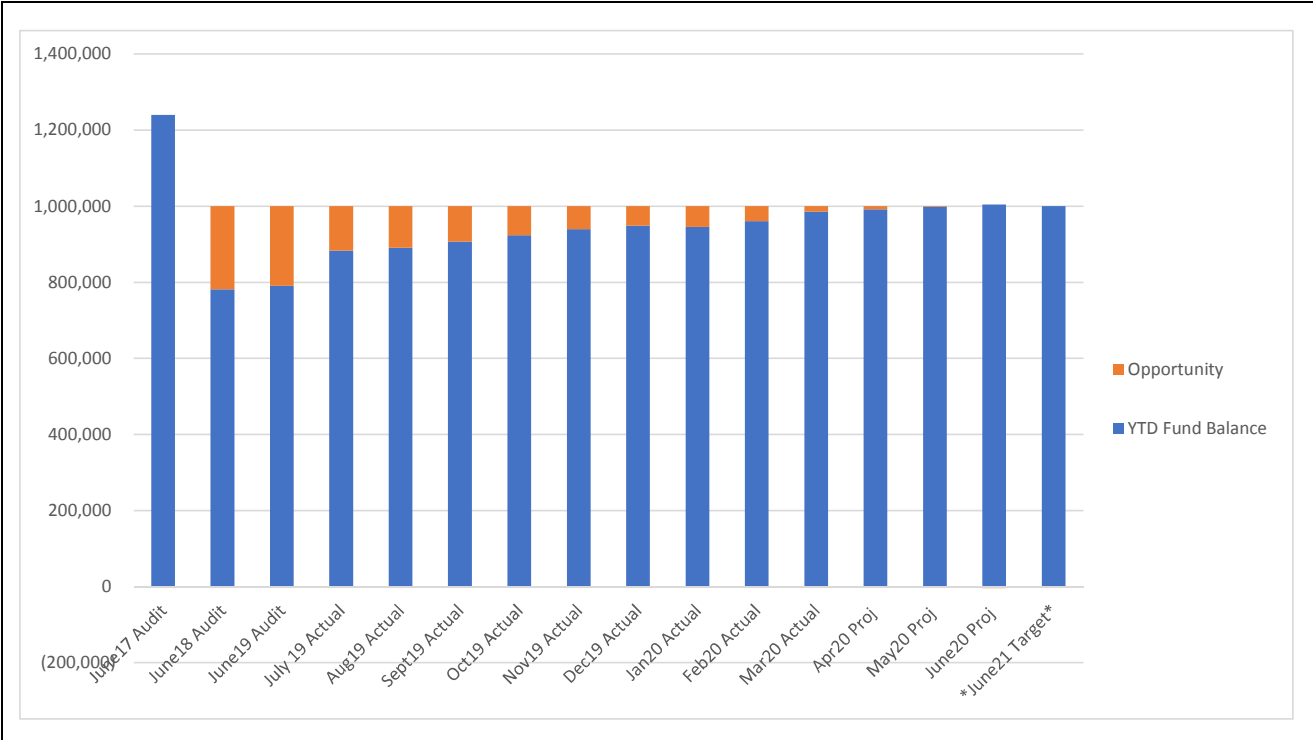
**PlanRVA**  
**Statement of Revenues and Expenses - Budget and Actual**  
**March 31, 2020**

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Year to Date <u>Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
<b>Income/Funds:</b>					
Federal	\$193,826	\$1,563,617	\$1,589,973	\$26,356	2%
State	23,927	292,691	308,535	15,844	5%
Local	53,388	480,493	480,493	0	0%
Private	6,963	69,636	62,404	(7,232) *	-12%
Other	1,825	11,520	0	(11,520) *	0%
<b>Total Income</b>	<b>279,929</b>	<b>2,417,957</b>	<b>2,441,405</b>	<b>23,448</b>	<b>1%</b>
<b>Expenses:</b>					
Salary & Wages	155,554	1,387,398	1,443,303	55,905	4%
Professional Fees	2,000	52,510	61,795	9,285	15%
Office Expenses	15,782	145,686	161,742	16,056	10%
Program Expenses	60,699	532,876	553,128	20,252	4%
Infrastructure	20,723	181,868	185,842	3,974	2%
<b>Total Expense</b>	<b>\$254,758</b>	<b>2,300,338</b>	<b>2,405,810</b>	<b>\$105,472</b>	<b>4%</b>
<b>Net Income</b>	<b><u>\$25,171</u></b>	<b><u>\$117,619</u></b>	<b><u>\$35,595</u></b>	<b><u>\$82,024</u></b>	

\*\*Note: Resolution for budget amendment is forthcoming for three programs in April 2020 - to be rescheduled\*\*



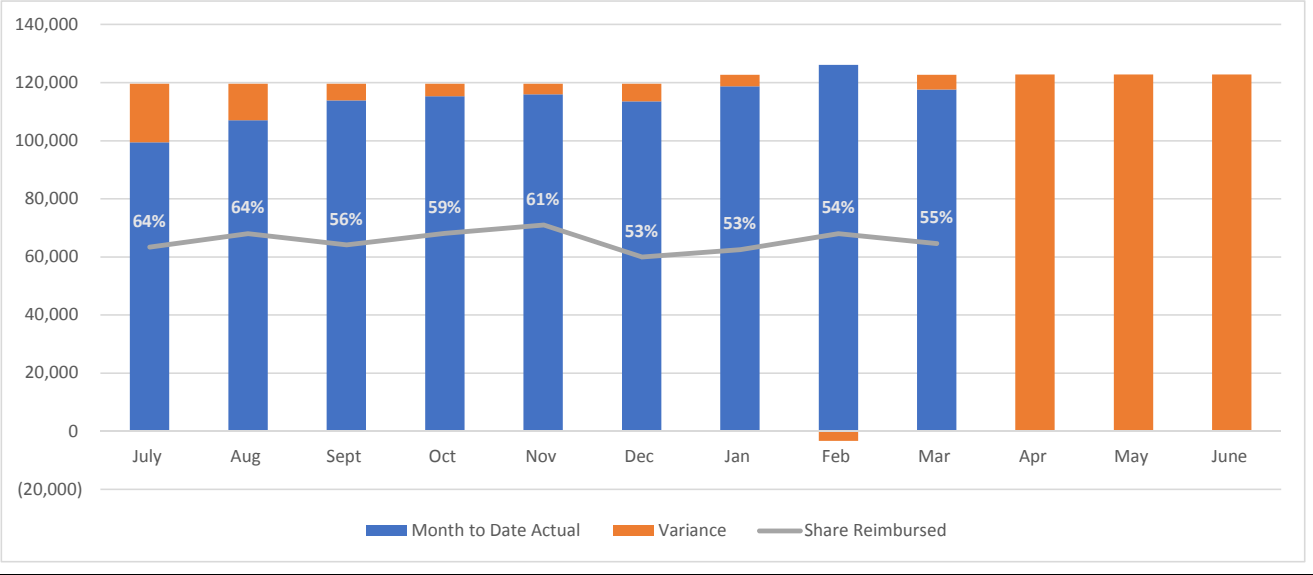
**Plan RVA  
Fund Balance Projection  
Fiscal Year 2019-2020**



The goal is to meet \$1 million target fund balance by Jun 21; change to accrual accounting in FY19 prevents detailed comparison prior to FY 19.

<b>Unrestricted Reserve - End of FY 19 (adjusted)</b>	790,620
<b>Net Surplus (Deficit) March YTD 2020</b>	117,619
<b>Special Assessments FY20</b>	77,317
<b>Unrestricted Reserve - 3/31/20</b>	<u><u>985,556</u></u>

**Salaries - Monthly Actual vs Monthly Budget**



PlanRVA  
Balance Sheet  
March 31, 2020

Mar 31, 20 (Less: non-operating)

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · LGIP-Virginia Dept of Treasury	647,177	647,177	
1070 · SunTrust Checking 8921	27,228	27,228	

<b>Total Checking/Savings</b>	674,405	674,405	
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**Accounts Receivable**

1200 · Accounts Receivable	582,698	582,698	
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<b>Total Accounts Receivable</b>	582,698	582,698	
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**Other Current Assets**

1150 · Prepaid Expenses	14,563	14,563	
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1250 · Miscellaneous Receivables	17,903	17,903	
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1620 · Employee Receivable	600	600	
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<b>Total 1600 · Miscellaneous A/R-EE</b>	600	600	
--	-----	-----	--

<b>Total Other Current Assets</b>	33,066	33,066	
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<b>Total Current Assets</b>	1,290,169	1,290,169	
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**Fixed Assets**

1300 · Property & Equipment	339,292	339,292	
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1350 · Accumulated Depreciation	(216,961)	(216,961)	
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<b>Total Fixed Assets</b>	122,331	122,331	
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Other Assets	239,467	0	
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<b>TOTAL ASSETS</b>	<b>1,651,967</b>	<b>1,412,501</b>	
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	66,564	66,564	
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<b>Total Accounts Payable</b>	66,564	66,564	
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**Other Current Liabilities**

2050 · Accrued Expenses	53,197	53,197	
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2500 · Compensated Absences	62,811	(7,083)	
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2525 · Deferred Revenue	189,271	189,271	
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2600 · Security Deposit	2,665	2,665	
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<b>Total Other Current Liabilities</b>	307,943	238,049	
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<b>Total Current Liabilities</b>	374,507	304,613	
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**Long Term Liabilities**

2800 · Deferred Rent Liability	32,799	0	
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2900 · Net Pension Liability	521,969	0	
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2950 · Deferred Inflows	131,122	0	
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<b>Total Long Term Liabilities</b>	685,890	0	
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<b>Total Liabilities</b>	1,060,397	304,613	
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**\*\*Fund Balance (see proposed restatement below)**

Fixed Asset	122,332	122,332	
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Unassigned Fund Balance	469,238	985,556	
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<b>Total Fund Balance</b>	591,570	1,107,888	
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<b>TOTAL LIABILITIES &amp; Fund Balance</b>	<b>1,651,967</b>	<b>1,412,501</b>	
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PlanRVA  
Balance Sheet  
March 31, 2020

<b>Unrestricted Reserve - End of FY 19 (adjusted)</b>	790,620
<b>Net Surplus (Deficit) March YTD 2020</b>	117,619
<b>Special Assessments FY20</b>	<u>77,317</u>
<b>Unrestricted Reserve - 3/31/20</b>	<u><u>985,556</u></u>

PlanRVA  
Monthly Profit Loss Budget Performance  
March 2020

	<u>Mar 20</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · Federal Funding</b>	193,826	176,663	17,163	109.72%
<b>4200 · State Funding</b>	23,927	34,282	(10,355)	69.8%
<b>4300 · Local Funding</b>	53,388	53,388	0	100.0%
<b>4400 · Private Funding</b>	6,962	6,934	28	100.41%
<b>5000 · Other Income</b>	1,825	0	1,825	100.0%
<b>Total Income</b>	<u>279,928</u>	<u>271,267</u>	<u>8,661</u>	<u>103.19%</u>
<b>Gross Profit</b>	279,928	271,267	8,661	103.19%
<b>Expense</b>				
<b>6000 · Salary &amp; Wages</b>	155,554	162,453	(6,899)	95.75%
<b>7100 · Professional Fees</b>	2,000	4,088	(2,088)	48.92%
<b>7200 · Office Expenses</b>	15,780	16,160	(380)	97.65%
<b>7400 · Program Expenses</b>	60,699	61,458	(759)	98.77%
<b>7600 · Infrastructure</b>				
<b>7210 · Rent</b>	20,190	20,190	(0)	100.0%
<b>7240 · Insurance</b>	533	533	0	100.0%
<b>Total 7600 · Infrastructure</b>	<u>20,723</u>	<u>20,723</u>	<u>(0)</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>254,756</u>	<u>264,883</u>	<u>(10,127)</u>	<u>96.18%</u>
<b>Net Ordinary Income</b>	<u>25,171</u>	<u>6,384</u>	<u>18,787</u>	<u>394.28%</u>
<b>Net Income</b>	<u><u>25,171</u></u>	<u><u>6,384</u></u>	<u><u>18,787</u></u>	<u><u>394.28%</u></u>

**Notes:**

**Net Income of \$25,171 resulting in a favorable budget variance of \$18,787**

**Program Income is \$6,800 over budget and program expenses align with budget expenses**

**Salaries are \$6,900 under budget**

PlanRVA  
Profit Loss - Detailed  
March 2020

Ordinary Income/Expense	Mar 20	Budget	Variance	% of Budget
<b>Income</b>				
4101 · MPO FHWA/PL Funds - Fed share	111,228	106,868	4,360	104.08%
4102 · MPO Sect 5303 Funds - Fed share	38,155	32,285	5,870	118.18%
4105 · MPO Pass-Through	0	6,667	(6,667)	0.0%
4110 · DEQ-Coastal	2,865	7,258	(4,393)	39.47%
4115 · CBRAP-WIP3/Fed Share	8,172	0	8,172	100.0%
4120 · VDEM SHSP	7,327	7,436	(109)	98.53%
4130 · VDEM Pass-through grants	26,078	16,149	9,929	161.49%
	<u>193,825</u>	<u>176,664</u>	<u>17,161</u>	<u>109.71%</u>
4201 · MPO FHWA/PL Funds - State share	13,904	13,359	545	104.08%
4202 · MPO Sec. 5303 - State share	4,769	4,036	733	118.17%
4205 · State MPO Pass-Through	0	1,667	(1,667)	0.0%
4207 · DEQ WIP3 Funding	(7,982)	896	(8,878)	-891.02%
4210 · VDOT Rural Planning	3,744	4,833	(1,089)	77.46%
4230 · State Appropriation	9,492	9,492	0	100.0%
	<u>23,927</u>	<u>34,282</u>	<u>(10,355)</u>	<u>69.79%</u>
4301 · TPO Assessment	4,146	4,146	0	100.0%
4310 · Local Membership Dues	49,242	49,242	0	100.0%
	<u>53,388</u>	<u>53,388</u>	<u>0</u>	<u>100.0%</u>
4410 · Restricted Contributions				
4360 · FOLAR Grant	6,934	6,934	0	100.0%
4410 · Restricted Contributions - Other	29	0	29	100.0%
Total 4410 · Restricted Contributions	<u>6,963</u>	<u>6,934</u>	<u>29</u>	<u>100.42%</u>
	6,963	6,934	29	100.42%
5001 · Interest Income	<u>1,825</u>	<u>0</u>	<u>1,825</u>	<u>100.0%</u>
<b>Total Income</b>	<u>279,928</u>	<u>271,267</u>	<u>8,660</u>	<u>103.19%</u>
<b>Gross Profit</b>	279,928	271,267	8,660	103.19%
<b>Expense</b>				
6100 · Wages	117,708	122,640	(4,932)	95.98%
6200 · Payroll Taxes	8,768	9,201	(433)	95.3%
6500 · Benefits				
6512 · Healthcare	17,951	17,411	540	103.1%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,354	8,118	(764)	90.59%
6532 · VRS Employee Contribution	(1)			
6533 · ICMA - 401	1,153			
6534 · ICMA - 457	(1,118)			
6535 · Hybrid 401 A	1,268			
6536 · HYBRID 457	(199)			
Total 6530 · Retirement	<u>8,457</u>	<u>8,118</u>	<u>339</u>	<u>104.17%</u>
6540 · Life & Disability				
6541 · LTD	974	842	132	115.69%
6542 · Hybrid VRS ST & LT Disability	205			
6543 · AFLAC	(38)			
Total 6540 · Life & Disability	<u>1,141</u>	<u>842</u>	<u>299</u>	<u>135.52%</u>
6550 · FSA/HSA Section 125 Plans	1,275	113	1,162	1,128.32%

PlanRVA  
Profit Loss - Detailed  
March 2020

	Mar 20	Budget	Variance	% of Budget
6500 · Benefits - Other	0	762	(762)	0.0%
<b>Total 6500 · Benefits</b>	<b>28,824</b>	<b>27,246</b>	<b>1,578</b>	<b>105.79%</b>
6580 · Payroll Fees	153	533	(380)	28.69%
6590 · Training	100	2,833	(2,733)	3.53%
	155,553	162,453	(6,900)	95.75%
<b>7720 · Legal Fees</b>				
7721 · General Counsel	2,000	2,000	0	100.0%
7722 · Legal Fees - Other	0	417	(417)	0.0%
<b>Total 7720 · Legal Fees</b>	<b>2,000</b>	<b>2,417</b>	<b>(417)</b>	<b>82.76%</b>
7730 · Contracted Services	0	1,672	(1,672)	0.0%
	2,000	4,088	(2,088)	48.92%
<b>7220 · Computer Operations</b>				
7221 · Virtual Desktop Operations	8,756	7,000	1,756	125.09%
7222 · Software	240	255	(15)	94.12%
7223 · Broadband/network/telephone	569	614	(45)	92.68%
7224 · Desktops & Support	1,751	1,455	296	120.31%
7226 · Technology services	0	1,604	(1,604)	0.0%
<b>Total 7220 · Computer Operations</b>	<b>11,316</b>	<b>10,929</b>	<b>387</b>	<b>103.55%</b>
<b>7225 · Computer Supplies</b>				
7230 · Printing	2,632	3,117	(485)	84.45%
7235 · Supplies	972	802	170	121.25%
7245 · Postage	0	230	(230)	0.0%
7250 · Advertisements	516	417	99	123.84%
7290 · Miscellaneous Expenses	257	417	(160)	61.68%
7295 · Bank Fees	90	250	(160)	36.0%
7200 · Office Expenses - Other	0			
	15,783	16,160	(377)	97.67%
7410 · Organizational Dues	560	1,250	(690)	44.8%
7420 · Travel - Board	0	542	(542)	0.0%
7425 · Travel - Agency	959	2,708	(1,749)	35.41%
7430 · Books & Periodicals	84	83	1	100.8%
<b>7450 · Pass-through and Matching funds</b>				
7451 · Pass Through Funds - MPO	33,017	40,726	(7,709)	81.07%
7452 · Pass Through Funds (FEMA)	0	0	0	0.0%
7456 · Pass - Through Funds - SHSP	26,078	16,149	9,929	161.48%
<b>Total 7450 · Pass-through and Matching funds</b>	<b>59,095</b>	<b>56,875</b>	<b>2,220</b>	<b>103.9%</b>
	60,698	61,459	(761)	98.76%
7210 · Rent	20,190	20,190	(0)	100.0%
7240 · Insurance	533	533	0	100.0%
	20,723	20,723	(0)	100.0%
<b>Total Expense</b>	<b>254,757</b>	<b>264,883</b>	<b>(10,127)</b>	<b>96.18%</b>
<b>Net Ordinary Income</b>	<b>25,171</b>	<b>6,384</b>	<b>18,787</b>	<b>394.3%</b>
	<b>25,171</b>	<b>6,384</b>	<b>18,787</b>	<b>394.3%</b>

**Notes:**

Net Income of \$25,171 resulting in a favorable budget variance of \$18,787

Program Income is \$6,800 over budget and program expenses align with budget expenses

Salaries are \$6,900 under budget

PlanRVA  
Profit Loss Budget Performance  
YTD March 2020

											TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	Variance	% of Budget	
<b>Ordinary Income/Expense</b>														
<b>Income</b>														
<b>4100 · Federal Funding</b>														
4101 · MPO FHWA/PL Funds - Fed share	75,463	99,579	89,942	132,901	134,174	91,274	88,882	133,083	111,228	956,526	961,815	(5,289)	99.45%	
4102 · MPO Sect 5303 Funds - Fed share	63,299	19,359	21,174	17,369	19,877	20,954	32,022	16,841	38,155	249,049	290,567	(41,518)	85.71%	
4105 · MPO Pass-Through	0	0	0	0	0	0	0	0	0	0	60,000	(60,000)	0.0%	
4110 · DEQ-Coastal	5,270	5,270	(3,660)	12,195	14,320	8,893	11,316	7,557	2,866	64,027	65,325	(1,298)	98.01%	
4115 · CBRAP - WIP3/Fed Share									8,172	8,172	0	8,172	100.0%	
4120 · VDEM SHSP	7,179	7,179	10,536	7,671	8,114	7,654	8,635	7,125	7,327	71,419	66,928	4,491	106.71%	
4130 · VDEM Pass-through grants	21,074	13,088	36,656	5,428	28,096	46,053	36,522	1,429	26,078	214,423	145,338	69,085	147.53%	
<b>Total 4100 · Federal Funding</b>	<b>172,285</b>	<b>144,475</b>	<b>154,647</b>	<b>175,563</b>	<b>204,581</b>	<b>174,827</b>	<b>177,376</b>	<b>166,035</b>	<b>193,826</b>	<b>1,563,616</b>	<b>1,589,973</b>	<b>(26,357)</b>	<b>98.34%</b>	
<b>4200 · State Funding</b>														
4201 · MPO FHWA/PL Funds - State share	9,433	12,447	11,243	16,613	16,772	11,409	11,110	16,635	13,903	119,565	120,227	(662)	99.45%	
4202 · MPO Sec. 5303 - State share	7,912	2,420	2,647	2,171	2,485	2,619	4,090	17,017	4,769	46,130	36,321	9,809	127.01%	
4205 · State MPO Pass-Through	0	0	0	0	0	0	0	0	0	0	15,000	(15,000)	0.0%	
4207 · DEQ WIP3 Funding	7,886	5,523	(3,819)	2,070	517	981	2,554	1,859	(7,982)	9,590	8,062	1,528	118.95%	
4210 · VDOT Rural Planning	7,417	0	3,330	6,622	5,836	3,059	535	1,436	3,744	31,980	43,500	(11,520)	73.52%	
4230 · State Appropriation	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	85,425	85,425	0	100.0%	
<b>Total 4200 · State Funding</b>	<b>42,140</b>	<b>29,882</b>	<b>22,892</b>	<b>36,968</b>	<b>35,101</b>	<b>27,560</b>	<b>27,782</b>	<b>46,439</b>	<b>23,926</b>	<b>292,689</b>	<b>308,535</b>	<b>(15,846)</b>	<b>94.86%</b>	
<b>4300 · Local Funding</b>														
4301 · TPO Assessment	4,146	4,146	4,146	4,146	4,146	4,146	4,146	4,146	4,146	37,314	37,314	(0)	100.0%	
4310 · Local Membership Dues	49,242	49,242	49,242	49,242	49,242	49,242	49,242	49,242	49,242	443,179	443,179	0	100.0%	
4320 · Capital Region Collaborative	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
4330 · Greater Richmond Chamber	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
<b>Total 4300 · Local Funding</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>53,388</b>	<b>480,493</b>	<b>480,493</b>	<b>0</b>	<b>100.0%</b>	
<b>4400 · Private Funding</b>														
<b>4410 · Restricted Contributions</b>														
4360 · FOLAR Grant	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	6,934	62,405	62,405	(0)	100.0%	
4410 · Restricted Contributions - Other	0	1,207	19	343	1,162	637	1,798	2,036	29	7,232	0	7,232	100.0%	
<b>Total 4410 · Restricted Contributions</b>	<b>6,934</b>	<b>8,141</b>	<b>6,953</b>	<b>7,277</b>	<b>8,096</b>	<b>7,571</b>	<b>8,732</b>	<b>8,970</b>	<b>6,963</b>	<b>69,637</b>	<b>62,405</b>	<b>7,232</b>	<b>111.59%</b>	
<b>Total 4400 · Private Funding</b>	<b>6,934</b>	<b>8,141</b>	<b>6,953</b>	<b>7,277</b>	<b>8,096</b>	<b>7,571</b>	<b>8,732</b>	<b>8,970</b>	<b>6,963</b>	<b>69,637</b>	<b>62,405</b>	<b>7,232</b>	<b>111.59%</b>	
<b>5000 · Other Income</b>														
5001 · Interest Income	324	214	1,316	1,076	1,079	2,414	995	1,148	1,825	10,391	0	10,391		
5010 · Miscellaneous	0	0	0	1,128	0	0	0	0	0	1,128	0	1,128		
<b>Total 5000 · Other Income</b>	<b>324</b>	<b>214</b>	<b>1,316</b>	<b>2,204</b>	<b>1,079</b>	<b>2,414</b>	<b>995</b>	<b>1,148</b>	<b>1,825</b>	<b>11,520</b>	<b>0</b>	<b>11,520</b>		
<b>Total Income</b>	<b>275,071</b>	<b>236,099</b>	<b>239,197</b>	<b>275,401</b>	<b>302,245</b>	<b>265,761</b>	<b>268,273</b>	<b>275,980</b>	<b>279,928</b>	<b>2,417,954</b>	<b>2,441,406</b>	<b>(23,452)</b>	<b>99.04%</b>	
<b>Gross Profit</b>	<b>275,071</b>	<b>236,099</b>	<b>239,197</b>	<b>275,401</b>	<b>302,245</b>	<b>265,761</b>	<b>268,273</b>	<b>275,980</b>	<b>279,928</b>	<b>2,417,954</b>	<b>2,441,406</b>	<b>(23,452)</b>	<b>99.04%</b>	
<b>Expense</b>														
<b>6000 · Salary &amp; Wages</b>														
6100 · Wages	99,379	106,988	113,771	115,242	115,900	113,488	118,687	126,006	117,708	1,027,168	1,084,981	(57,813)	94.67%	
6200 · Payroll Taxes	6,979	7,553	8,109	8,454	8,492	8,902	10,977	10,908	8,768	79,143	82,805	(3,662)	95.58%	
<b>6500 · Benefits</b>														
6512 · Healthcare	14,713	14,032	14,557	17,228	17,228	16,269	14,139	19,663	17,951	145,782	156,702	(10,920)	93.03%	
<b>6530 · Retirement</b>														
6531 · VRS Retirement Contribution	6,057	6,358	7,141	7,033	7,033	7,033	7,324	7,337	7,354	62,670	73,063	(10,393)	85.78%	
6532 · VRS Employee Contribution	89	(6)	73	0	(4)	12	142	(4)	(1)	302				
6533 · ICMA - 401	153	888	1,528	1,528	248	888	125	863	1,153	7,373				
6534 · ICMA - 457	660	(75)	(715)	(715)	565	(75)	575	(425)	(1,118)	(1,321)				
6535 · Hybrid 401 A	619	632	673	457	394	782	1,319	1,406	1,267	7,549				



PlanRVA  
Profit Loss Budget Performance  
YTD March 2020

										TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	Variance	% of Budget
6536 · HYBRID 457	0	0	0	373	374	34	(227)	(388)	(198)	(32)			
<b>Total 6530 · Retirement</b>	<b>7,578</b>	<b>7,797</b>	<b>8,701</b>	<b>8,677</b>	<b>8,610</b>	<b>8,674</b>	<b>9,258</b>	<b>8,789</b>	<b>8,457</b>	<b>76,541</b>	<b>73,063</b>	<b>3,478</b>	<b>104.76%</b>
6540 · Life & Disability													
6541 · LTD	568	585	615	644	991	886	883	992	974	7,138	7,577	(439)	94.2%
6542 · Hybrid VRS ST & LT Disability	138	0	160	180	180	180	180	205	205	1,427			
6543 · AFLAC	(0)	222	(322)	(0)	(0)	(0)	(0)	19	(37)	(118)			
<b>Total 6540 · Life &amp; Disability</b>	<b>705</b>	<b>807</b>	<b>454</b>	<b>824</b>	<b>1,171</b>	<b>1,065</b>	<b>1,062</b>	<b>1,216</b>	<b>1,142</b>	<b>8,447</b>	<b>7,577</b>	<b>870</b>	<b>111.48%</b>
6550 · FSA/HSA Section 125 Plans	395	1,267	(372)	451	451	571	952	(182)	1,276	4,810	1,017	3,793	472.96%
6500 · Benefits - Other	0	0	0	0	0	0	0	0	0	0	6,857	(6,857)	0.0%
<b>Total 6500 · Benefits</b>	<b>23,392</b>	<b>23,903</b>	<b>23,341</b>	<b>27,180</b>	<b>27,460</b>	<b>26,581</b>	<b>25,412</b>	<b>29,486</b>	<b>28,826</b>	<b>235,580</b>	<b>245,217</b>	<b>(9,637)</b>	<b>96.07%</b>
6580 · Payroll Fees	462	38	328	273	153	229	424	80	153	2,140	4,800	(2,660)	44.59%
6590 · Training	3,250	17,435	225	1,763	194	369	16,428	3,602	100	43,367	25,500	17,867	170.07%
<b>Total 6000 · Salary &amp; Wages</b>	<b>133,462</b>	<b>155,917</b>	<b>145,773</b>	<b>152,913</b>	<b>152,198</b>	<b>149,569</b>	<b>171,929</b>	<b>170,082</b>	<b>155,555</b>	<b>1,387,398</b>	<b>1,443,303</b>	<b>(55,905)</b>	<b>96.13%</b>
7100 · Professional Fees													
7720 · Legal Fees													
7721 · General Counsel	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	18,000	18,000	0	100.0%
7722 · Legal Fees - Other	0	0	0	0	0	0	0	0	0	0	3,750	(3,750)	0.0%
7720 · Legal Fees - Other	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total 7720 · Legal Fees</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>18,000</b>	<b>21,750</b>	<b>(3,750)</b>	<b>82.76%</b>
7730 · Contracted Services	14,310	6,600	0	1,275	7,100	5,225	0	0	0	34,510	40,045	(5,535)	86.18%
<b>Total 7100 · Professional Fees</b>	<b>16,310</b>	<b>8,600</b>	<b>2,000</b>	<b>3,275</b>	<b>9,100</b>	<b>7,225</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>52,510</b>	<b>61,795</b>	<b>(9,285)</b>	<b>84.98%</b>
7200 · Office Expenses													
7280 · Staff Engagement	0	0	86	0	275	0	0	0	0	361			
7220 · Computer Operations													
7221 · Virtual Desktop Operations	6,880	7,057	7,956	7,700	7,564	8,194	8,046	9,180	8,756	71,334	63,000	8,334	113.23%
7222 · Software	0	0	0	228	819	339	339	386	240	2,351	18,595	(16,244)	12.64%
7223 · Broadband/network/telephone	100	1,236	567	1,127	1,293	549	1,264	858	569	7,563	5,526	2,037	136.86%
7224 · Desktops & Support	1,751	1,751	1,751	1,751	1,751	1,751	1,763	1,752	1,752	15,775	13,099	2,676	120.43%
7226 · Technology services	0	2,577	0	0	0	0	0	0	0	2,577	14,438	(11,861)	17.85%
7220 · Computer Operations - Other	0	0	0	(931)	0	0	0	(931)	0	(1,862)	0	(1,862)	100.0%
<b>Total 7220 · Computer Operations</b>	<b>8,731</b>	<b>12,622</b>	<b>10,274</b>	<b>9,876</b>	<b>11,427</b>	<b>10,833</b>	<b>11,412</b>	<b>11,245</b>	<b>11,317</b>	<b>97,738</b>	<b>114,658</b>	<b>(16,920)</b>	<b>85.24%</b>
7225 · Computer Supplies	0	0	0	0	0	0	235	0	20	255	0		
7230 · Printing	3,943	2,968	2,891	2,469	3,103	2,619	2,700	2,816	2,629	26,138	28,050	(1,912)	93.18%
7235 · Supplies	201	1,656	592	961	771	473	659	263	951	6,527	7,215	(688)	90.46%
7245 · Postage	316	0	0	0	316	0	316	500	0	1,447	2,070	(623)	69.89%
7250 · Advertisements	0	0	0	0	0	0	0	0	516	516	3,750	(3,234)	13.76%
7290 · Miscellaneous Expenses	17	1,512	303	3,070	722	243	714	1,156	257	7,993	3,750	4,243	213.16%
7295 · Bank Fees	124	132	95	85	85	100	90	100	90	901	2,250	(1,349)	40.04%
7200 · Office Expenses - Other	0	0	0	3,812	(495)	0	495	0	0	3,812	0	3,812	100.0%
<b>Total 7200 · Office Expenses</b>	<b>13,331</b>	<b>18,889</b>	<b>14,242</b>	<b>20,272</b>	<b>16,203</b>	<b>14,268</b>	<b>16,622</b>	<b>16,080</b>	<b>15,780</b>	<b>145,687</b>	<b>161,743</b>	<b>(16,056)</b>	<b>90.07%</b>
7400 · Program Expenses													
7410 · Organizational Dues	499	6,988	499	594	2,155	1,253	3,131	1,360	560	17,041	11,250	5,791	151.47%
7420 · Travel - Board	0	0	0	0	0	0	0	0	0	0	4,875	(4,875)	0.0%
7425 · Travel - Agency	556	3,813	1,375	517	4,212	1,502	744	1,340	960	15,019	24,375	(9,356)	61.62%
7430 · Books & Periodicals	0	28	28	28	221	42	42	349	84	823	750	73	109.7%
7450 · Pass-through and Matching funds													
7451 · Pass Through Funds - MPO	55,182	0	3,500	54,991	53,757	16,569	20,567	47,782	33,017	285,364	366,537	(81,173)	77.85%
7452 · Pass Through Funds (FEMA)	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
7456 · Pass - Through Funds - SHSP	21,074	13,674	35,758	5,428	28,096	46,053	36,522	1,429	26,078	214,112	145,341	68,771	147.32%

PlanRVA  
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	TOTAL												
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	Variance	% of Budget
7459 · Other Pass-thru expenses	0	283	(283)	0	0	0	0	0	0	0	0	0	0.0%
<b>Total 7450 · Pass-through and Matching funds</b>	<b>76,257</b>	<b>13,957</b>	<b>38,976</b>	<b>60,419</b>	<b>81,853</b>	<b>62,622</b>	<b>57,088</b>	<b>49,211</b>	<b>59,095</b>	<b>499,477</b>	<b>511,878</b>	<b>(12,401)</b>	<b>97.58%</b>
7400 · Program Expenses - Other	0	0	517	0	0	0	0	0	0	517	0	517	100.0%
<b>Total 7400 · Program Expenses</b>	<b>77,312</b>	<b>24,787</b>	<b>41,395</b>	<b>61,558</b>	<b>88,441</b>	<b>65,419</b>	<b>61,006</b>	<b>52,260</b>	<b>60,699</b>	<b>532,876</b>	<b>553,128</b>	<b>(20,252)</b>	<b>96.34%</b>
<b>7600 · Infrastructure</b>													
7210 · Rent	19,528	19,528	19,528	19,528	19,528	19,528	19,528	20,190	20,190	177,076	181,050	(3,974)	97.81%
7240 · Insurance	533	533	533	533	533	533	533	533	533	4,793	4,793	(1)	99.99%
7610 · Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total 7600 · Infrastructure</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,060</b>	<b>20,723</b>	<b>20,723</b>	<b>181,868</b>	<b>185,843</b>	<b>(3,975)</b>	<b>97.86%</b>
<b>Total Expense</b>	<b>260,476</b>	<b>228,254</b>	<b>223,471</b>	<b>258,078</b>	<b>286,003</b>	<b>256,541</b>	<b>271,616</b>	<b>261,145</b>	<b>254,757</b>	<b>2,300,339</b>	<b>2,405,811</b>	<b>(105,472)</b>	<b>95.62%</b>
<b>Net Ordinary Income</b>	<b>14,595</b>	<b>7,846</b>	<b>15,726</b>	<b>17,322</b>	<b>16,242</b>	<b>9,221</b>	<b>(3,344)</b>	<b>14,835</b>	<b>25,171</b>	<b>117,615</b>	<b>35,595</b>	<b>82,020</b>	<b>330.43%</b>
<b>Other Income/Expense</b>													
<b>Other Expense</b>													
7900 · Capital Expense Projects	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
	<b>14,595</b>	<b>7,846</b>	<b>15,726</b>	<b>17,322</b>	<b>16,242</b>	<b>9,221</b>	<b>(3,344)</b>	<b>14,835</b>	<b>25,171</b>	<b>117,615</b>	<b>35,595</b>	<b>82,020</b>	<b>330.43%</b>

## Budget Preparation Guidelines

(last updated 1/29/20)

Propose adding a note to required supplementary information section in the annual audit report:

### **Note 1. Budgets and Budgetary Accounting**

The following procedures are used by the Commission in establishing the budgetary date reflected in the financial statements:

- 1) Prior to June 30<sup>th</sup>, the budget is approved by the Commission through passage of a resolution. The Commission may, from time to time, amend the budget, providing for additional expenditures and the means for financing them.
- 2) Formal budgetary integration is employed as a management control device during the year.
- 3) Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
- 4) All budget data presented in the accompanying financial statements includes the original and revised budgets as of June 30<sup>th</sup>.

### Principles to follow when developing budget

- Prior year unspent (carryover) funding is to be reprogrammed for all grants/programs to be adopted in May each year before new fiscal year.
- New grant awards will require a resolution prior to spending funds.
- The indirect cost rate determined by year-end audit is to be used for developing next budget; VDOT, the cognizant agency, provides the final approved rate within 12 months of prior fiscal year audit.
- A line item budget is maintained, however funds are to be managed by category groups or “buckets.”

For example, Total Salaries and Wages includes individual line item budgets for benefits, salaries and training. The budget may not be overspent within the whole budget category; a budget transfer will need to be requested and approved by Commissioner.

- Establish a contingency line item for budget transfers; this will allow for changes to interim planning while improving transparency in financial reporting and budgeting.

## Cash Disbursement Procedures - Proposed

(last updated 1/29/20)

### Background Information

The current Bylaws require the Treasurer to approve payments greater than \$3,000 and the Executive Director may process payroll without review.

The Executive Director authorizes the final payment of invoices, however the Program Director reviews and approves the invoice for expenditure.

The Director of Finance processes invoices for payment on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Cash projections are calculated, and a disbursement list is provided to Executive Director for approval. Next, the approved list is emailed to the Treasurer for approval.

The Treasurer changes periodically and will be provided an orientation concerning the cash disbursement guidelines.

Review of disbursement by Treasurer can raise the following questions:

- Does the agency have funds to pay expenditures?
- Has the agency worked with this vendor before? Do we know this organization?
- Are there any concerns regarding the amount and costs of the expenditure?

A SunTrust agency credit card is being used to process routine invoices to reduce accounts payable processing costs.

The SunTrust credit card is paying 1% upon purchase plus an additional 10% when redeemed and transferred into operating account. The LGIP investment is paying 1.72% per year which is considerably less than the SunTrust credit card yield.

The use of ACH allows for flexible cash management and maximizes investment earnings in LGIP while adding an additional layer of fraud protection. SunTrust offers Fraud Inspector for no additional costs and allows 24 hours to review disbursements before clearing the operating account. The agency is setting up as many vendors on ACH as possible, and there are dual controls established by Executive Director and Director of Finance.

## **Request for FY19-20 Budget Amendments**

### **Partnership for Affordable Housing \$10,000**

In FY19, the Partnership for Affordable Housing (PHA) provided funding to support work products and services to PHA to produce the following:

- Identify available services to individuals and families in the Richmond region who are at risk of losing their housing;
- Document these available services and determine alignment with records included in the VA 211 database;
- Explore opportunities to partner with community organizations and initiatives to maintain this data and coordinate services to assure greater access to resources among individuals and families before they reach a crisis point.

Contract Period: June 1, 2019 thru Dec 31, 2019 Funding: \$10,000 Allocation: 100% Private Funding

Work is to be completed by existing staff.

### **Analysis of Impediments to Fair Housing \$125,000**

The Fair Housing Act and related amendments require localities that participate in the Community Development Block Grant (CDBG) Program and/or administer federal public housing and/or Housing Choice Voucher programs promote fair housing by performing an Analysis of Impediments to fair housing choice (the "Analysis"). In our region, the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, and the Counties of Chesterfield and Henrico are subject to this requirement. PlanRVA will coordinate the first regional Analysis of Impediments to Fair Housing for the participating localities.

Contract Period: November 14, 2019 – June 30, 2020 Funding: \$125,000 Allocation: 100% Federal Funding passed through from Participating Localities

Work is to be completed through procurement of contractor services and managed by existing member. PlanRVA will receive \$15,000 for project management costs. The remainder of the revenue is passed through for consultant fees.

### **Chesapeake Bay Regulatory and Accountability Program (CBRAP)**

In continuance of the Chesapeake Bay Phase III Watershed Implementation Plan (WIP) development, the Virginia Department of Environmental Quality, in cooperation with the Chesapeake Bay Program Partnership and other state and federal partners, has made grant funds available as authorized in the federally-

funded 2019 Commonwealth of Virginia Chesapeake Bay Regulatory and Accountability Program (CBRAP) Work Plan approved by EPA. Funds are intended to support non-MS4 localities of the Richmond Region in developing strategies to support the Chesapeake Bay WIP III Plan.

Contract Period: Dec 1, 2019 thru Dec 31, 2020 Funding: \$65,000 Allocation: 80% Federal/20% Local PlanRVA Match

Work is to be completed by existing staff.

**Requested Action:** Motion to advance budget amendments with recommendation for approval to the May 14, 2020 Executive Committee and Full Commission meetings.