



AGENDA

Audit, Facilities & Finance Committee

January 25, 2022 – 2:30 PM

James River Board Room- PlanRVA

Members of the public may observe the meeting on our YouTube Channel: www.youtube.com/PlanRVA

View our complete [Public Participation Guide](#) for other ways to participate.

Register to attend the meeting virtually at: https://planrva-org.zoom.us/webinar/register/WN_GvOSAsQHR6ygs0vtWdFHJg

- 1. **Welcome, Roll Call and Introductions**
- 2. **Administrative Items**
 - a. **November Meeting Minutes**..... **page 2**
- 3. **Finance Report**
 - a. **Q2 Financials through December 31, 2021** **page 5**
 - b. **Finance Staffing Proposal** **page 10**
 - c. **FY2022 Budget Review (Information item)**
- 4. **Discussion Items and Updates**
 - a. **Closed Session: Office Space Leasing**

Requested Action: Motion to enter a Closed Session for “discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body” pursuant to FOIA Sect. 2.23711(A)(3).

5. Other items

Targeted adjournment is 2:30 pm



**Audit, Facilities & Finance Committee
November 23, 2021 – 1:30 PM
Meeting Minutes**

Link to meeting recording: <https://www.youtube.com/watch?v=EPbrKuLUzME>

Members Present:

Mr. Andreas Addison, City of Richmond
Mr. Michael Byerly, Powhatan County
Mr. Jim Holland, Chesterfield County, Chair
Mrs. Patricia O’Bannon, Henrico County
Mr. Canova Peterson, Hanover County

Staff Present:

Diane Fusco, Finance Manager
Gilbrith Gogel, Administrative Assistant
Martha Heeter, Executive Director

Others Present:

Dan Van Doornik, VML VACo
Mark Rhodes, Dunham, Aukamp & Rhodes, PLC (Virtual Attendance)

Welcome and Introductions

Chairman Holland called the meeting to order at approximately 1:35 PM.

Ms. Heeter introduced Ms. Gogel as the new Administrative Assistant for PlanRVA.

Ms. Fusco conducted a roll call and confirmed a quorum was present for the meeting.

July and October Meeting Minutes

The July meeting minutes were included for approval since a quorum was not present for the October meeting. Mr. Byerly made a motion to approve the minutes and Mr. Holland seconded the motion. Ms. O’Bannon abstained.

Ms. O’Bannon made a motion to approve the October meeting minutes as presented and Mr. Holland seconded the motion. Mr. Peterson and Mr. Byerly abstained.

Draft FY2021 Audit Report

Mr. Van Doornik introduced Mr. Rhodes to present the draft audit report. Chairman Holland welcomed Mr. Rhodes and invited direct communication from the auditor to the finance committee.

Mr. Rhodes was in virtual attendance and shared his screen as he led the committee through a review of the audit report.

Ms. O'Bannon asked about the financial statements of the RRTPO. Ms. Heeter explained that as the fiduciary agent for the RRTPO the financial information for the RRTPO does appear on the RRPDC (PlanRVA) statements.

Mr. Rhodes stated there were no significant deficiencies or material weaknesses noted in the internal controls or compliance issues. Overall, he stated it was a clean audit.

Chairman Holland asked for a motion to accept the draft audit report as presented and move it forward to the Board. Mr. Peterson made the motion and it was seconded by Ms. O'Bannon.

Other Items

Ms. Heeter provided an update to the ongoing office lease negotiations and relocation activities. The market survey identified twenty properties and ten properties were visited. Mr. Addison was able to visit five properties.

The list has been narrowed down to five properties as well as the current location.

The amount of space being considered accounts for CVTA staff as well as PlanRVA staff being on site. Also, a large room for Board meetings as well as smaller meeting rooms.

Negotiations will include access to new site fifteen days before lease commencement to allow for move in and transition from current space.

Ms. Heeter agreed to send potential sites to the committee members for review. She also reviewed the locations by address for the committee. She explained some of the criteria used in identifying sites including accessibility to public transit.

The request for proposal (RFP) from selected locations were due today, November 23, 2021. Ms. Heeter agreed to distribute copies to the committee members for feedback. By the December 9th Board meeting a decision should be made if the list will be sufficient to move forward.

Ms. Heeter advised the current landlord has already ordered a space fit plan and the other properties have been asked to supply a plan as well. Expectation is for the current space cost to be decreased as space needed will be less.

Ms. Heeter said the goal is to distribute RFP results to the Finance Committee and have committee determine to best path forward. Mr. Holland asked about progress to original timeline.

Mr. Addison said the locations he viewed were attractive based on parking, accessibility and the locations being unique. He said there were locations that have the potential to represent the agency values and mission.

Ms. O'Bannon mentioned the possibility of having to break the lease if the agency were disbanded. Ms. Heeter said the terms of the lease would need to be favorable to this possibility.

Mr. Peterson asked about the schedule and when will the RFP's will be available. He mentioned the possibility of a committee meeting in January to review. Once the location is determined how long will it take for the lease to be drafted? Terms and conditions will need to be approved by the full body before starting any negotiations.

A timeframe was discussed to include consensus in December by committee on locations and a meeting in January to discuss lease negotiations. Next, present to full commission in February to make a decision.

Ms. Heeter hopes to have a package out to committee by the end of the week. She agreed to keep the Executive Committee in the loop as well.

Ms. Heeter said the agency is now entering the season of local budget requests and analysis of population data is happening now. There was a reduced per capita rate for the past two years but would like support for return to pre-pandemic rates. Mr. Peterson asked for information on what is needed to cover all costs.

Mr. Van Doornik mentioned changes in fiscal year 2021 and things to do going forward. The hiring of a Finance Director is moving forward with CVTA and updates to policies and procedures to meet needs now. Budget changes are also being worked on.

Mr. Van Doornik also discussed Information systems and considerations to what drives the organization. Ms. Heeter pointed out the agency is at the end of engagement with Dunham, Aukamp & Rhodes and an RFP will be released for audit services.

Chairman Holland agreed on the improvements needed and would like an update on the status of finances at next meeting. Mr. Van Doornik agreed the meeting in January would include review of finances as of end of December 2021.

Adjourn

The meeting was adjourned at approximately 3:00 PM.

Richmond Regional PDC

Profit and Loss: Summary

July - December, 2021

Account	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total YTD	FY2022	
								Budget	% of Budget
Income									
4100 Federal Funding	139,764.86	186,942.97	196,535.75	179,844.14	156,059.37	121,836.66	980,983.75	2,183,468.24	44.93%
4200 State Funding	26,553.38	37,045.55	37,065.36	41,845.88	23,142.91	21,674.72	187,327.80	455,478.89	41.13%
4300 Local Funding	69,432.08	67,333.58	69,125.80	71,895.17	71,650.15	71,362.61	420,799.39	868,241.40	48.47%
4400 Private Funding	7,460.12	8,845.31	7,723.19	7,531.15	9,407.17	29,956.22	70,923.16	1,085,260.14	6.54%
5000 Other Income	18.38	474.94	25.17	171.93	48.74	69.37	808.53	-	
Total Income	243,228.82	300,642.35	310,475.27	301,288.27	260,308.34	244,899.58	1,660,842.63	4,592,448.67	36.16%
Expenses									
6000 Salary & Wages									
6110 Salaries	134,975.99	125,318.06	120,851.42	122,301.55	132,690.04	131,157.02	767,294.08	1,702,881.58	45.06%
6500 Benefits	43,207.56	43,572.78	39,167.67	38,992.02	43,528.00	43,556.41	252,024.44	721,505.44	34.93%
Total 6000 Salary & Wages	178,183.55	168,890.84	160,019.09	161,293.57	176,218.04	174,713.43	1,019,318.52	2,424,387.02	42.04%
7100 Professional Fees	10,333.00	10,292.50	58,582.54	36,135.00	19,249.30	21,387.50	155,979.84	190,401.00	81.92%
7200 Office Expenses	37,576.80	18,444.72	28,952.69	13,312.27	31,602.28	32,200.84	162,089.60	327,238.36	49.53%
7400 Program Expenses	16,251.08	59,916.18	10,458.23	22,813.20	48,919.23	7,460.77	165,818.69	1,335,373.06	12.42%
7600 Infrastructure	27,565.77	21,584.54	21,584.54	20,408.54	21,584.54	21,584.54	134,312.47	268,305.71	50.06%
Total Expenses	269,910.20	279,128.78	279,597.09	253,962.58	297,573.39	257,347.08	1,637,519.12	4,545,705.15	36.02%
Net Operating Income	(26,681.38)	21,513.57	30,878.18	47,325.69	(37,265.05)	(12,447.50)	23,323.51	46,743.52	49.90%
Other Expenses: Capital Projects	-	-	-	14,600.00	-	-	14,600.00	45,750.60	31.91%
Net Income	(26,681.38)	21,513.57	30,878.18	32,725.69	(37,265.05)	(12,447.50)	8,723.51	992.92	878.57%

Richmond Regional PDC

Profit and Loss

July - December, 2021

Account	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total YTD	FY2022	
								Budget	% of Budget
Income									
4100 Federal Funding									
4101 MPO FHWA/PL Funds - Fed share	79,627.00	30,374.89	119,607.00	99,451.65	68,895.00	67,155.00	465,110.54	1,244,104.42	37.39%
4102 MPO Sect 5303 Funds - Fed share	22,330.00	86,742.60	38,966.00	26,565.00	19,380.00	19,859.00	213,842.60	342,032.45	62.52%
4105 MPO Pass-Through		35,131.65					35,131.65	200,000.00	17.57%
4110 DEQ-FY18/19Coastal-TAC				-	-		-	-	
4111 FY20 Rural Coastal VA Mktg	586.77	897.07	3,875.30	150.37	250.82	280.35	6,040.68	7,617.60	79.30%
4112 FY20 Lower Chickahominy	3,613.98	2,814.20	3,170.10	6,980.04	5,075.11	4,419.50	26,072.93	85,868.00	30.36%
4113 FY20 Coastal TA & Resiliency	9,506.78	6,037.24	4,681.69	8,752.63	9,490.21	2,948.79	41,417.34	56,708.07	73.04%
4115 CBRAP - WIP3/Fed Share	5,345.44	3,727.43	2,921.37	1,784.85	2,398.82	12,314.62	28,492.53	66,342.17	42.95%
4117 DCR Floodplain Management Grant							-	19,817.93	0.00%
4120 VDEM SHSP	7,283.44	5,790.56	13,733.36	6,559.62	6,304.75	6,706.38	46,378.11	68,976.96	67.24%
4130 VDEM Pass-through grants	7,165.91	12,877.06	8,896.75		41,763.35	6,973.25	77,676.32	-	
4140 Hazard Mitigation	4,305.54	2,550.27	684.18	29,599.98	2,501.31	1,179.77	40,821.05	86,233.92	47.34%
4141 Hazard Mitigation Admin							-	5,766.72	0.00%
Total 4100 Federal Funding	139,764.86	186,942.97	196,535.75	179,844.14	156,059.37	121,836.66	980,983.75	2,183,468.24	44.93%
4200 State Funding									
4201 MPO FHWA/PL Funds - State share	9,954.00	3,796.23	14,951.53	11,717.37	8,612.00	8,394.00	57,425.13	155,513.05	36.93%
4202 MPO Sec. 5303 - State share	2,791.00	10,842.83	4,871.00	3,321.00	2,422.00	2,482.00	26,729.83	42,754.06	62.52%
4205 State MPO Pass-Through		8,782.91					8,782.91	50,000.00	17.57%
4210 VDOT Rural Planning	2,177.55	2,422.11	6,416.16	14,591.15	825.97	-	26,432.94	58,000.00	45.57%
4220 VDEM-Hazard Mitigation Plan	967.75	538.39	163.59	1,553.28	619.86	135.64	3,978.51	22,995.71	17.30%
4230 State Appropriation	10,663.08	10,663.08	10,663.08	10,663.08	10,663.08	10,663.08	63,978.48	126,216.07	50.69%
Total 4200 State Funding	26,553.38	37,045.55	37,065.36	41,845.88	23,142.91	21,674.72	187,327.80	455,478.89	41.13%
4300 Local Funding									
4301 TPO Assessment	4,233.25	4,233.25	4,233.25	4,233.25	4,233.25	4,233.25	25,399.50	50,797.25	50.00%
4310 Local Membership Dues	43,857.08	43,857.08	43,857.08	43,857.08	43,857.08	43,857.08	263,142.48	526,283.62	50.00%
4315 Service/Fee Income	20,381.39	16,362.17	20,555.29	22,364.30	19,238.21	19,430.85	118,332.21	209,666.16	56.44%
4320 Capital Region Collaborative	960.36	2,881.08	480.18	1,440.54	4,321.61	3,841.43	13,925.20	81,494.37	17.09%
Total 4300 Local Funding	69,432.08	67,333.58	69,125.80	71,895.17	71,650.15	71,362.61	420,799.39	868,241.40	48.47%
4400 Private Funding									
4410 Restricted Contributions									
4360 FOLAR Grant	6,252.50	6,252.50	6,252.50	6,252.50	6,252.50	6,252.50	37,515.00	74,950.00	50.05%
Total 4410 Restricted Contributions	6,252.50	6,252.50	6,252.50	6,252.50	6,252.50	6,252.50	37,515.00	74,950.00	50.05%
4430 Regional Housing Development						20,000.00	20,000.00	10,000.00	200.00%
4440 Regional Housing Production Grant	1,207.62	2,592.81	1,470.69	1,278.65	3,154.67	3,703.72	13,408.16	1,000,310.14	1.34%
Total 4400 Private Funding	7,460.12	8,845.31	7,723.19	7,531.15	9,407.17	29,956.22	70,923.16	1,085,260.14	6.54%
5000 Other Income									
5001 Interest Income	18.38	474.94	25.17	171.83	48.74	69.37	808.43	-	
5010 Miscellaneous				0.10			0.10	-	
Total 5000 Other Income	18.38	474.94	25.17	171.93	48.74	69.37	808.53	-	
Total Income	243,228.82	300,642.35	310,475.27	301,288.27	260,308.34	244,899.58	1,660,842.63	4,592,448.67	36.16%

Richmond Regional PDC

Profit and Loss

July - December, 2021

Account	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total YTD	FY2022	
								Budget	% of Budget
Expenses									
6000 Salary & Wages									
6110 Salaries FT Chargeable	86,861.29	88,457.18	88,794.11	90,793.61	80,000.49	67,417.49	502,324.17	1,296,617.44	38.74%
5100 Fringe Benefit Pool	42,863.48	45,754.21	46,430.24	43,914.56	39,932.74	38,696.78	257,592.01	-	
5105 Fringe Benefits Applied	(42,863.48)	(45,754.21)	(46,430.24)	(43,914.56)	(39,932.74)	(38,696.78)	(257,592.01)	-	
5400 Indirect Costs Pool	85,817.72	94,466.12	92,932.06	88,746.54	79,184.31	74,623.52	515,770.27	-	
5410 Indirect Costs Applied	(85,817.72)	(94,466.12)	(92,932.06)	(88,746.54)	(79,184.31)	(74,623.52)	(515,770.27)	-	
6100 Salaries - Local	17,289.66	13,517.04	16,738.90	14,754.62	15,805.74	18,475.06	96,581.02	110,543.01	87.37%
6101 Leave Wages	20,782.89	15,148.81	9,507.80	10,722.64	30,707.84	40,007.69	126,877.67	202,211.68	62.74%
6102 Leave Paid Out							-	10,000.00	0.00%
6105 Salaries - PT Chargeable	10,042.15	8,195.03	5,810.61	6,030.68	6,175.97	5,256.78	41,511.22	83,509.45	49.71%
Total 6110 Salaries FT Chargeable	134,975.99	125,318.06	120,851.42	122,301.55	132,690.04	131,157.02	767,294.08	1,702,881.58	45.06%
6200 Payroll Taxes	10,069.91	9,178.67	8,993.68	9,085.45	9,921.89	11,503.38	58,752.98	129,505.44	45.37%
6500 Benefits									
6512 Healthcare	19,605.60	17,910.60	16,252.60	15,423.60	18,739.60	17,081.60	105,013.60	300,000.00	35.00%
6530 Retirement									
6531 VRS Retirement Contribution	11,337.00	11,006.16	11,212.46	11,212.46	11,806.74	12,187.57	68,762.39	168,000.00	40.93%
6532 VRS Employee Contribution	121.43	(73.44)	251.47	251.47	242.57	64.66	858.16	-	
6533 ICMA - 401	1,153.11	1,167.93	1,167.93	1,167.93	1,167.93	1,167.93	6,992.76	19,000.00	36.80%
6534 ICMA - 457	(714.70)	(714.70)	(714.70)	(714.70)	(714.70)	(714.70)	(4,288.20)	-	
6535 Hybrid 401 A	1,286.30	1,313.41	1,193.48	1,193.48	1,222.66	1,273.10	7,482.43	7,000.00	106.89%
6536 HYBRID 457	-	-	-	-	-	-	-	-	
Total 6530 Retirement	13,183.14	12,699.36	13,110.64	13,110.64	13,725.20	13,978.56	79,807.54	194,000.00	41.14%
6540 Life & Disability									
6541 LTD	849.23	906.83	804.07	1,005.91	883.61	883.61	5,333.26	14,000.00	38.09%
6542 Hybrid VRS ST & LT Disability	220.44	237.73	218.98	198.40	198.40	259.73	1,333.68	2,750.00	48.50%
6543 AFLAC	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(0.12)	-	
Total 6540 Life & Disability	1,069.65	1,144.54	1,023.03	1,204.29	1,081.99	1,143.32	6,666.82	16,750.00	39.80%
6550 FSA/HSA Section 125 Plans	(991.76)	(1,142.97)	(646.67)	(13.35)	(250.92)	(350.33)	(3,396.00)	2,750.00	-123.49%
Total 6500 Benefits	32,866.63	30,611.53	29,739.60	29,725.18	33,295.87	31,853.15	188,091.96	513,500.00	36.63%
6580 Payroll Fees	171.02	182.58	169.10	161.39	165.24	174.88	1,024.21	3,500.00	29.26%
6590 Training	100.00	3,600.00	265.29	20.00	145.00	25.00	4,155.29	75,000.00	5.54%
Total 6000 Salary & Wages	178,183.55	168,890.84	160,019.09	161,293.57	176,218.04	174,713.43	1,019,318.52	2,424,387.02	42.04%
7100 Professional Fees									
7720 Legal Fees									
7721 General Counsel	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	15,000.00	15,000.00	0.00%
Total 7720 Legal Fees	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	15,000.00	45,000.00	33.33%
7730 Contracted Services	7,833.00	7,792.50	56,082.54	33,635.00	16,749.30	18,887.50	140,979.84	145,401.00	96.96%
Total 7100 Professional Fees	10,333.00	10,292.50	58,582.54	36,135.00	19,249.30	21,387.50	155,979.84	190,401.00	81.92%

Richmond Regional PDC

Profit and Loss

July - December, 2021

Account	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total YTD	FY2022	
								Budget	% of Budget
7200 Office Expenses									
7220 Computer Operations									
7221 Virtual Desktop Operations	8,676.32	9,429.01	9,211.99	9,000.90	9,191.36	9,644.43	55,154.01	120,000.00	45.96%
7222 Software	9,201.33	472.97	16,498.34	935.93	569.39	1,479.75	29,157.71	38,738.36	75.27%
7223 Broadband/network/telephone	1,019.24	1,017.61	1,017.61	1,016.09	1,021.13	1,091.09	6,182.77	18,000.00	34.35%
7224 Desktops & Support	392.97						392.97	20,000.00	1.96%
7225 Computer Supplies	9,293.76	389.97	88.79	(29.11)	3,512.84		13,256.25	-	
7226 Technology services		176.05	135.00				311.05	10,000.00	3.11%
Total 7220 Computer Operations	28,583.62	11,485.61	26,951.73	10,923.81	14,294.72	12,215.27	104,454.76	206,738.36	50.53%
7230 Printing	2,745.42	2,461.40	121.15	2,030.86		3,839.21	11,198.04	29,000.00	38.61%
7235 Supplies	1,500.49	2,946.31	1,053.94	191.14	1,305.57	88.74	7,086.19	14,000.00	50.62%
7236 Meeting Expenses	377.11	454.82	572.12	(3.54)	209.50	193.44	1,803.45	-	
7245 Postage	11.00	128.59	100.00	100.00	100.00	106.80	546.39	10,000.00	5.46%
7250 Public Outreach/Advertisements	3,537.36	508.03	52.75		15,404.05	13,732.90	33,235.09	50,000.00	66.47%
7280 Staff Engagement	136.80				169.44	1,857.52	2,163.76	-	
7290 Miscellaneous Expenses	600.00						600.00	15,000.00	4.00%
7295 Bank Fees	85.00	459.96	101.00	70.00	119.00	166.96	1,001.92	2,500.00	40.08%
Total 7200 Office Expenses	37,576.80	18,444.72	28,952.69	13,312.27	31,602.28	32,200.84	162,089.60	327,238.36	49.53%
7400 Program Expenses									
7410 Organizational Dues	11,931.95				6,249.50		18,181.45	20,000.00	90.91%
7420 Travel - Board							-	7,000.00	0.00%
7425 Travel - Agency	135.72	116.06	1,561.48	2,313.20	669.18	624.72	5,420.36	40,000.00	13.55%
7430 Books & Periodicals	26.00				100.00		126.00	1,500.00	8.40%
7450 Pass-through and Matching funds									
7451 Pass Through Funds - MPO		43,914.56					43,914.56	250,000.00	17.57%
7452 Pass Through Funds (VDEM)							-	-	
7454 Pass Through Funds Lower Ck							-	85,000.00	0.00%
7456 Pass - Through Funds - SHSP	4,157.41	15,885.56	8,896.75		41,900.55	6,836.05	77,676.32	-	
7457 Pass-Thru Hazard Mitigation				20,500.00			20,500.00	-	
7459 Other Pass Through Awards							-	931,873.06	0.00%
Total 7450 Pass-through and Matching funds	4,157.41	59,800.12	8,896.75	20,500.00	41,900.55	6,836.05	142,090.88	1,266,873.06	11.22%
Total 7400 Program Expenses	16,251.08	59,916.18	10,458.23	22,813.20	48,919.23	7,460.77	165,818.69	1,335,373.06	12.42%
7600 Infrastructure									
7210 Rent	20,875.77	21,584.54	21,584.54	21,584.54	21,584.54	21,584.54	128,798.47	258,305.71	49.86%
7240 Insurance	6,690.00			(1,176.00)			5,514.00	10,000.00	55.14%
Total 7600 Infrastructure	27,565.77	21,584.54	21,584.54	20,408.54	21,584.54	21,584.54	134,312.47	268,305.71	50.06%
Total Expenses	269,910.20	279,128.78	279,597.09	253,962.58	297,573.39	257,347.08	1,637,519.12	4,545,705.15	36.02%
Net Operating Income	(26,681.38)	21,513.57	30,878.18	47,325.69	(37,265.05)	(12,447.50)	23,323.51	46,743.52	49.90%
Other Expenses									
7900 Capital Expense Projects				14,600.00			14,600.00	45,750.60	31.91%
Total Other Expenses	-	-	-	14,600.00	-	-	14,600.00	45,750.60	31.91%
Net Other Income	-	-	-	(14,600.00)	-	-	(14,600.00)	(45,750.60)	31.91%
Net Income	(26,681.38)	21,513.57	30,878.18	32,725.69	(37,265.05)	(12,447.50)	8,723.51	992.92	878.57%

Richmond Regional PDC

Balance Sheet Governmental Funds

	12/31/2021 (Unaudited)	06/30/2021 (Audited)	Net Change
ASSETS			
Cash and cash equivalents	1,084,447	496,669	587,779
Grants receivable			
Accounts receivable	166,926	506,750	(339,825)
Accrued revenue	505,779	505,173	606
Due from CVTA	72,557	68,379	4,178
Total Grants receivable	<u>745,261</u>	<u>1,080,302</u>	<u>(335,041)</u>
Prepaid expenses	-	8,938	(8,938)
Total Assets	<u><u>1,829,709</u></u>	<u><u>1,585,909</u></u>	<u><u>243,800</u></u>
LIABILITIES			
Accounts payable	51,306	98,112	(46,806)
Accrued salaries	72,049	64,784	7,265
Deferred revenue	359,376	84,759	274,617
Security deposit	2,665	2,665	-
Total Liabilities	<u>485,395</u>	<u>250,319</u>	<u>235,076</u>
FUND BALANCE			
Nonspendable	-	8,938	(8,938)
Unassigned	<u>1,344,314</u>	<u>1,326,652</u>	<u>17,662</u>
Total Fund Balance	<u>1,344,314</u>	<u>1,335,590</u>	<u>8,724</u>
Total Liabilities and Fund Balance	<u><u>1,829,709</u></u>	<u><u>1,585,909</u></u>	<u><u>243,800</u></u>
	-	-	-

**Director of Finance
Full Time, Exempt**

The Crater (CPDC) and Richmond Regional (PlanRVA) Planning District Commissions are seeking candidates to fulfil financial oversight responsibilities for both organizations through a shared recruitment and engagement process. We will review submittals seeking employment through a shared staffing arrangement or proposals from firms that would be jointly engaged to provide full time financial management services to the two organizations.

The solicited role is responsible for financial oversight PlanRVA the Crater Planning District Commission and affiliated organizations as needed in accordance with generally accepted accounting principles issued by the Governmental Accounting Standards Board, the Securities and Exchange Commission and the US Office of Management and Budget and other regulatory and advisory organizations offering best practices in financial management techniques appropriate within the agencies. General responsibilities include formation and monitoring of the agencies' annual operating and pass-through budgets and support to the Executive Directors of the respective agencies in supervising, controlling, and interpreting their fiscal operations.

Essential Functions- CPDC

- **Budget Management.** Assist the Executive Director in operating and pass-through budget development, revisions and monitoring of monthly comparisons of planned to actual performance.
- **Grants Management.** Responsible for grants management including contract review for execution, oversight of recording of transactions and submission for reimbursement. Preparation of annual direct and indirect cost allocation plans.
- **General Accounting & Supervision.** Monitors internal accounting controls and supervises bookkeeping functions. Makes recommendations for improving procedures, practices, and systems.
- **Financial Reporting.** Responsible for preparation of all required monthly, quarterly, and annual financial reports including coordination of the annual external audit and submittal of audited financial statements and opinion to reporting agencies (APA, Federal Clearinghouse, etc).
- **Loan Fund Management.** Responsible for oversight of lending and portfolio management of the Crater Revolving Loan Fund program. Demonstrated experience with commercial lending, including cash flow analysis, financial ratios, and creditworthiness is desirable.

Essential Functions- PlanRVA

- **Budget Management.** Assist the Executive Director in operating and pass-through budget development, revisions and monitoring of monthly comparisons of planned to actual performance.
- **Grants Management.** Responsible for grants management including contract review for execution, oversight of recording of transactions and submission for reimbursement. Preparation of annual direct and indirect cost allocation plans.
- **General Accounting & Supervision.** Monitors internal accounting controls and supervises bookkeeping functions. Makes recommendations for improving procedures, practices, and systems.

- **Financial Reporting.** Responsible for preparation of all required monthly, quarterly, and annual financial reports including coordination of the annual external audit and submittal of audited financial statements and opinion to reporting agencies (APA, Federal Clearinghouse, etc).
- **Procurement and Contract Compliance.** Serve as lead contact on all contract negotiations and manage procurement process. Responsible for ensuring compliance with grant agreement and contract requirements.
- **Additional Support to Affiliate Organizations.** Maintain financial records for the Richmond Regional Transportation Planning Organization (RRTPO) and Central Virginia Transportation Authority (CVTA) pursuant to administrative support agreements with PlanRVA. Coordinate regional Finance Directors Working Group to inform financial policy decisions of PlanRVA and CVTA and manage engagements with financial advisors for credit/debt management, investment strategy and other specialty services. Coordinate with partner agencies to accurately compute revenue projections and other financial forecasts germane to the organizations.

Competencies

- **Technical Skills,** including applying sound accounting principles and best practices, proficiency with financial management and accounting systems and ability to forecast, track and analyze revenue streams for the agencies. Expertise in generally accepted accounting principles, public budgeting foundations and grant compliance.
- **Attention to Detail, Timeliness and Completeness** including, quality throughout the accounting processes, evaluation of financial performance at project, program and agency levels and report development and communication and thorough analysis to inform management decisions.
- **Strong Analysis and Communications,** including ability to analyze data and provide recommended solutions for routine and complex assignments.
- **Ethical Standards** including, adherence to principles of public finance and stewardship, compliance requirements for grant funded activities and generally accepted accounting principles.
- **Project Management and Teamwork,** including ability to manage multiple projects and deadlines with emphasis on coordination with a variety of stakeholders and team members to complete assigned tasks. Self-direction, organization, and effective project status communication to maintain progress on all projects. Experience managing vendors and technical advisors including investments and financial advisory services.

Supervisory Responsibility

Varies across supported organizations. Requires high levels of coordination in all settings with technical supervision required within the PlanRVA organization.

Position Type/ Expected Hours of Work

This is a full-time exempt position (or equivalent if contracted). Standard days and hours of work are expected during the work week, Monday through Friday, with core hours of work between at least 10:00 am 3:00 pm; flexible schedules are permitted and encouraged specially to accommodate deadline specific activities, work life balance and priorities of the supported agencies. Occasional early morning, evening and weekend work may be required for specific project deadlines and meetings as job duties demand.

Travel

Regular travel within the Central Virginia region for meetings and performance of work is expected. Limited out-of-region travel may be involved to support professional development and representation of the region in state and national events.

Required Education and Experience

A Bachelor's degree in Accounting, Business Administration, or related field with seven to ten years of progressively responsible experience, including maintaining a computerized accounting system for multi-funded programs. Experience in use of spreadsheet and database management software programs. Experience with QuickBooks and other accounting software products. Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government.

Work Environment

This job operates in professional office settings and is designed to function in multiple sites according to priority tasks. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.

Physical Demands

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle or feel and to reach with hands and arms.

The position requires the ability to occasionally lift office products, small equipment and supplies up to 30 pounds.

Additional Eligibility Qualifications

The position requires completion of a criminal and financial background check.

This position description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the position. Duties, responsibilities, and activities may change at any time with or without notice.

PlanRVA strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability, or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.

Issue Date:

RFP: CBDCRRPDC1

Title: Accounting Services for Crater Planning District Commission (CPDC) and Richmond Regional (Plan RVA) Planning District Commission

Commodity Code: 94611

Issuing Agency: Name and address of issuing agency

Initial Period Of Contract: (Initial 1 Years) From Date of Award (with (4) one year renewal options).

Sealed Proposals Will Be Received Until (fill in date and time)

All Inquiries For Information Should Be Directed To: (fill in name and email address, date and time questions are due) Response to all inquiries will be issued in the form of an addendum to the original solicitation.

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

* Virginia Contractor License No. _____

* DSBSD-certified Small Business No. _____

Name And Address Of Firm:

_____	Date: _____
_____	By: _____
_____	(Signature In Ink)
_____ Zip Code: _____	Name: _____
Email Address: _____	(Please Print)
Telephone Number _____	Title _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation to provide financial management services and financial oversight responsibilities for both the Crater Planning District Commission ([CPDC](#)) and the Richmond Regional Planning District Commission ([PlanRVA](#)) through a shared staffing arrangement. It is anticipated that the shared services will be on an 80/20 basis with 80 percent of hours being spent servicing ~~RRPDC~~ [PlanRVA](#) and 20 percent of the hours being spend servicing CPDC.

The solicited role is responsible for financial oversight for the [Crater CPDC](#) and [Richmond Regional Planning District CommissionsPlanRVA](#) and affiliated organizations as needed in accordance with generally accepted accounting principles issued by the Governmental Accounting Standards Board, the Securities and Exchange Commission and the US Office of Management and Budget and other regulatory and advisory organizations offering best practices in financial management techniques appropriate within the agencies. General responsibilities include formation and monitoring of the agencies' annual operating and pass-through budgets and support to the Executive Directors of the respective agencies in supervising, controlling, and interpreting their fiscal operations.

II BACKGROUND:

The Crater Planning District Commission (CPDC) is a regional planning agency with major emphasis in the areas of transportation, economic and small business development, the environment, and serving as the convener for major military-related discussions among the region's communities. As a certified economic development district by the U.S. Economic Development Administration, the Commission oversees development of the district's five-year Comprehensive Economic Development Strategy (CEDS) which is updated annually. The CPDC encompasses the localities of Charles City, Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg, Prince George, Surry and Sussex Counties. Crater Planning District Commission is located at 1964 Wakefield Street, Petersburg, VA.

The Richmond Regional Planning District Commission (PlanRVA) is a regional convener, planning agency and provider of essential services to the localities of the Richmond Region [with emphasis in the program areas of Community Development, Emergency Management, the Environment and Transportation](#). ~~They are an organization comprising nine local governments for the purpose of encouraging collaboration to address regionally significant issues and opportunities. The Richmond Regional Planning District Commission (RRPDC)PlanRVA encompasses-serve~~ the localities of Ashland, Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Richmond. [The Richmond Regional Planning District Commission, also known as](#) PlanRVA, is located at 9211 Forest Hill Avenue, Richmond, VA.

Both CPDC and PlanRVA convenes community representatives to build relationships and capacity across the region; provides technical assistance to member jurisdictions; serves as a liaison between local, state, and federal governments; and implements services when requested by members.

III. STATEMENT OF NEEDS:

The CPDC and PlanRVA have a mutual need ~~to contract~~ for financial oversight services. CPDC and PlanRVA wish to enter into a contract where the financial services need is satisfied by one ~~contract~~ engagement in a shared arrangement. We are looking for contractors to provide a solution to accommodate the need for one full time person-equivalent shared by the two planning district commissions ~~on a weekly basis~~.

The position will require contractor personnel to work onsite in professional office setting and must be able to function in multiple sites according to priority tasks. It is anticipated the split between CPDC and PlanRVA will be 1 day a week at CPDC ~~and 4 days~~ in their Petersburg office and 4 days a week at PlanRVA in their Richmond office.

The assigned personnel will be required on a full-time basis. Standard days and hours are expected during the work week, Monday through Friday, with core hours between at least 10:00 am and 3:00 pm. Flexible schedules are permitted and encouraged specially to accommodate deadline specific activities, work life balance and priorities of the supported agencies. Occasional early morning, evening and weekend work may be required for specific project deadlines and meetings as job duties demand.

Regular travel within the Central Virginia region for meetings and performance of work is expected.

Required Education and Experience of assigned staff: A Bachelor's degree in Accounting, Business Administration, or related field with seven to ten years of progressively responsible experience, including maintaining a computerized accounting system for multi-funded programs. Experience in use of spreadsheet and database management software programs. Experience with QuickBooks and other accounting software products. Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government.

Assigned personnel staff must complete a criminal and financial background check. Proof of successful completion of the criminal and financial background checks for all assigned personnel prior to the start date of the contract. No substitution of personnel will be permitted without written notice and approval by both CPDC and PlanRVA.

The anticipated essential functions required at both CPDC and Plan RVA are listed below. Duties, responsibilities, and activities may change at any time at the discretion of the CPDC and PlanRVA Executive Directors.

- **Budget Management.** Assist the Executive Directors in operating and pass-through budget development, revisions and monitoring of monthly comparisons of planned to actual performance.

- **Grants Management.** Responsible for grants management including contract review for execution, oversight of recording of transactions and submission for reimbursement. Preparation of annual direct and indirect cost allocation plans.
- **General Accounting & Supervision.** Monitors internal accounting controls and supervises bookkeeping functions. Makes recommendations for improving procedures, practices, and systems.
- **Financial Reporting.** Responsible for preparation of all required monthly, quarterly, and annual financial reports including coordination of the annual external audit and submittal of audited financial statements and opinion to reporting agencies (APA, Federal Clearinghouse, etc).
- **Procurement and Contract Compliance.** Serve as lead contact on all contract negotiations and manage procurement process. Responsible for ensuring compliance with grant agreement and contract requirements.
- **Additional Support to Affiliate Organizations.** Maintain financial records for the Richmond Regional Transportation Planning Organization (RRTPO), Central Virginia Transportation Authority (CVTA), Tri-Cities Area Metropolitan Planning Organization, and Commonwealth Center for Advanced Logistics Systems pursuant to administrative support agreements with PlanRVA and CPDC, respectively. Coordinate regional Finance Directors Working Group to inform financial policy decisions of PlanRVA and CVTA and manage engagements with financial advisors for credit/debt management, investment strategy and other specialty services. Coordinate with partner agencies to accurately compute revenue projections and other financial forecasts germane to the organizations.

Competencies

- **Technical Skills,** including applying sound accounting principles and best practices, proficiency with financial management and accounting systems and ability to forecast, track and analyze revenue streams for the agencies. Expertise in generally accepted accounting principles, public budgeting foundations and grant compliance.
- **Attention to Detail, Timeliness and Completeness** including, quality throughout the accounting processes, evaluation of financial performance at project, program and agency levels and report development and communication and thorough analysis to inform management decisions.
- **Strong Analysis and Communications,** including ability to analyze data and provide recommended solutions for routine and complex assignments.
- **Ethical Standards** including, adherence to principles of public finance and stewardship, compliance requirements for grant funded activities and generally accepted accounting principles.
- **Project Management and Teamwork,** including ability to manage multiple projects and deadlines with emphasis on coordination with a variety of stakeholders and team members to complete assigned tasks. Self-direction, organization, and effective project status communication to maintain progress on all projects.

IV. Proposal Preparation and Submission Instructions

A. GENERAL INSTRUCTIONS: Proposals can be mailed to [REDACTED] Proposals shall be received to the deadline date and time. Late proposal will not be considered for award.

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP.

2. Proposal Preparation:

a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

3. Oral Presentation:

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

“Proposals should be as thorough and detailed as possible so that the CPDC and PlanRVA may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

1. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
3. A written narrative statement to include:
 - a. Experience in providing the goods/services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the project

c. Resumes of staff to be assigned to the project.

4. Specific plans for providing the proposed goods/services including:

a. What, when and how the service will be performed.

b. Describe similar projects you have performed on with a similar scope of work / shared contract arrangement?

c. Explain your project plan to meet the needs of both CPDC and PlanRVA and how assigned personnel will prioritize workload and communicate with Executive Directors from both commissions so that all tasks are completed accurately and on time and accurately meeting the needs of both CPDC and PlanRVA.

d. What is your backup plan if the assigned personnel become unavailable to provide services and that position must be backfilled immediately.

5. Attachment A State Corporation Commission Form

6. Attachment B Proposed pricing sheet

7. Attachment C Vendor Data Sheet

V. EVALUATION AND AWARD CRITERIA:

- A. EVALUATION CRITERIA: "Proposals shall be evaluated by the CPDC and Plan RVA using the following criteria
- Specific plans or methodologies & resources for providing Services
 - Experience and qualifications of personnel, assigned to project(s)
 - Pricing
 - References from other clients- similar services provided & outcome

Attachment A

State Corporation Commission Form Virginia State Corporation Commission (SCC) registration information.

The offeror: ♦ is a corporation or other business entity with the following SCC identification number: _____ - OR

♦ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

♦ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-

♦ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1- 757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia

. ****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ♦

ATTACHMENT B

PRICING SCHEDULE

Hourly Rate _____

Weekly Rate _____

Daily Rate _____

ATTACHMENT C
VENDOR DATA SHEET

VENDOR DATA SHEET Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service: _____ Years _____ Months _____

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: _____ Contact: _____

Phone:(_____) _____ Fax: (_____) _____

Project: _____ Dates of Service:

_____ \$ Value: _____

Company _____ Contact: _____

Phone:(_____) _____ Fax: (_____) _____

Project: _____ Dates of

Service: _____ \$ Value: _____

Company: _____ Contact: _____

Phone:(_____) _____ Fax:(_____) _____

Project: _____ Dates of
Service: _____ \$ Value: _____

Company: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____

Project: _____ Dates of
Service: _____ \$ Value: _____

I certify the accuracy of this information.

Signed: _____ Title: _____