



**AGENDA**  
**May 14, 2020 -- 9:00 a.m.**

Please join the meeting from your computer, tablet or smartphone:

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**Call to Order & Certification of a Quorum**

**1. Welcome and Introductions** (Nelson)

**a. Statement regarding Virtual Meetings for PlanRVA ..... Page 3-4**

**b. Roll Call of Attendees** (Fusco)

**2. Public Comment Period** (Nelson)

Speakers may address the Commission for up to three (3) minutes on any matters included in this meeting agenda. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

**3. Requests for Additions or Changes to Order of Business** (Nelson)

**4. Consent Agenda** (Nelson)

**a. Minutes for the March 13, 2020 Meeting (Tab 2) ..... Page 5-8**

**b. Rural Transportation Work Program for FY21 (Tab 3) ..... Page 9**

**c. Personnel Policy Updates due to COVID-19 (Tab 4).....Page 15-20**

**Requested Action:** Motion to Approve Consent Agenda Items as presented.

**5. New Business**

**a. Executive Committee/Chairman’s Report** (Nelson)

**b. Audit, Facilities & Finance Committee Report** (Spagna)

**i. February and March 2020 Financial Statements .....Page 21-40**

**Requested Action:** Motion to accept the monthly financial reports as presented.

**ii. Financial Management Procedures (Tab 6) .....Page 41-42**

**No Action Requested.** This item is for information only; no action is requested.



**iii. FY2020 Budget Amendments ..... Page 43-44**

**Requested Action:** Motion to approve the FY2020 Budget Amendments as presented.

**c. Public Outreach and Engagement Committee Report (Nordvig)**

**i. Electronic Mtg. Procedures and Guidance Documents..... page 45-55**

**Requested Action:** Motion to approve the Electronic Meetings Procedures and Guidance Documents as presented.

**ii. Other Outreach Updates**

**No Action Requested.** This item is for information only; no action is requested.

**6. Executive Director’s Report (Heeter)**

**a. Intergovernmental and Environmental Review Summary ..... Page 56-59**

**b. Staff Report .....Page 60-63**

**7. Other Business**

**8. Public Comment Period**

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

**9. Commissioner Comments**

**10. Adjourn:** Target 10:30 am

**Requested Action:** Motion to Adjourn

## **Opening Statement for Electronic Meetings PlanRVA Regional Commission Meeting, May 14, 2020**

Since the Governor declared the state of emergency on March 12, 2020, in response to the COVID-19 pandemic, state and local governmental bodies have been providing for the continuity of government by meeting remotely by telephonic or electronic means in compliance with the Virginia Freedom of Information Act, guidance provided by the Attorney General, and their respective legal counsel.

On April 22<sup>nd</sup>, the General Assembly approved a budget amendment to authorize all public bodies, including regional bodies, such as PlanRVA, likewise to meet by electronic means, without a physical quorum assembled together, during a Governor-declared state of emergency, as long as certain conditions are met, so as to provide for the continuity of governmental operations. This new authority became effective immediately upon passage.

The 2020 COVID-19 virus makes it impractical and unsafe, even potentially life-threatening, for a quorum of this body to physically assemble in one location, pursuant to Va. Code § 2.2-3708.2(A)(3). Further, the virus makes it impractical and unsafe for the public, and the agency's staff, to gather in the same location to participate in this meeting. The health, safety, and welfare of our community is of paramount importance.

Therefore, we have determined the authority to conduct today's meeting electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor's State of Emergency Declaration for COVID-19. The matters included on the agenda address important and essential matters of continuing the work of government through this agency and therefore it is appropriate to convene during this time.

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed advisable to return to in-person meetings. At this time, we expect meetings to occur in electronic format through the current Declaration, or June 10, 2020.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on Monday May 4, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

In order to comply with the provisions of Virginia law and to improve accessibility to the discussions intended for today, this meeting will be recorded. Audio (visual) recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at [info@PlanRVA.org](mailto:info@PlanRVA.org) or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to share questions or



comments. This meeting agenda included two opportunities for members of the public to address this body. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the meeting administrator to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "AYE" when your name is called during a roll call. Staff members will be asked to identify themselves and anyone else who wishes to identify themselves following the roll call of members will be invited to do so.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

**AGENDA**  
**March 12, 2020 -- 9:00 a.m.**  
**James River Board Room**

**Members Present (A = Alternate)**

<b><u>Charles City County</u></b>		<b><u>Town of Ashland</u></b>		<b><u>Goochland County</u></b>	
William Coad		Kathy Abbott (A)	<b>X</b>	Susan Lascolette (A)	
Michelle Johnson (A)		Dr. George Spagna, Vice Chair		Neil Spoonhower	<b>X</b>
Rhonda Russell (A)					
<b><u>Chesterfield County</u></b>		<b><u>City of Richmond</u></b>		<b><u>Hanover County</u></b>	
Kevin Carroll	<b>X</b>	Nolen Blackwood (A)		Sean Davis, Secretary	<b>X</b>
Tim Davey	<b>X</b>	Kim Gray		Anne Marie Lauranzon	
Gloria Freye	<b>X</b>	Kristen Larson	<b>X</b>	Canova Peterson	<b>X</b>
Leslie Haley		Stephanie Lynch		Faye Prichard (A)	
James Holland	<b>X</b>	Dr. Cynthia Newbille, Past Chair	<b>X</b>	Randy Whittaker	<b>X</b>
Jim Ingle	<b>X</b>	Rodney Poole			
Jesse Smith (A)					
Chris Winslow	<b>X</b>				
<b><u>Henrico County</u></b>		<b><u>New Kent County</u></b>		<b><u>Powhatan County</u></b>	
Chris Archer	<b>X</b>	John Lockwood (A)	<b>X</b>	Michael Byerly	<b>X</b>
Thomas M. Branin		John Moyer		Bill Melton	
William Mackey	<b>X</b>	Patricia Paige, Treasurer	<b>X</b>	Larry Nordvig	
Tyrone Nelson, Chair	<b>X</b>				
Patricia O'Bannon	<b>X</b>				
Daniel J. Schmitt	<b>X</b>				
Randy Silber (A)					
Frank Thronton	<b>X</b>				

**Others Present**

Eric Gregory.....Hefty, Wiley & Gore, PC

**Staff Present**

Martha Heeter.....Executive Director  
 Terry Eckhout..... Director of Finance  
 Diane Fusco.....Office Manager  
 Sidd Kumar..... Project Coordinator

## **Call to Order**

Chairman Nelson called the regularly scheduled March 12, 2020 meeting to order at approximately 9:05 a.m. in the James River Board Room.

Chairman Nelson then led members in the Pledge of Allegiance to the flag of the United States of America.

Ms. Heeter certified there was a quorum present.

## **Welcome and Introductions- New and Returning Members**

Chairman Nelson confirmed Introductions were made at the last meeting and asked if there were any new members in attendance at today's meeting. Mr. Jim Ingle from the Chesterfield County Board of Supervisors, Bermuda District introduced himself. Chairman Nelson welcomed Mr. Ingle to the Board of Commissioners.

Ms. Paige pointed out the new Alternate member from New Kent was in attendance. Mr. John Lockwood introduced himself to the Board and was welcomed.

## **Requests for Additions or Changes to Order of Business**

There were no requests for additions or changes to the order of business.

## **Public Comment Period**

Since there were no requests from the public to address members of the Regional Commission, Chairman Nelson closed the public comment period.

## **Minutes for the February 13, 2020 Meeting – Mr. Davis**

Chairman Nelson confirmed minutes were included in the packets distributed and asked for a motion to approve. A motion made by Dr. Spagna and seconded by Mr. Davis which carried unanimously. Ms. O'Bannon abstained from the vote since she was absent at the February meeting.

### **1. Reports**

#### **a. Executive Committee/Chairman's Report – Chairman Nelson**

Chairman Nelson noted there will be a debriefing on the COVID-19 crisis and the agenda will be revised to accommodate Dr. Danny Avula's schedule. Dr. Avula is the Director of the City of Richmond and Henrico County Health Departments and is expected to arrive at some point during the meeting prior to another meeting he has in Henrico.

#### **b. Audit, Facilities & Finance Committee Report – Dr. Spagna**

##### **i. January 2020 Financial Statements**

Dr. Spagna provided an update on the budget and pointed out results indicate the agency is ahead of schedule for replenishing the fund balance. Substantial progress has been made and he referred specific questions to staff.

Mr. Peterson made a motion to approve the January financial statements and Mr. Holland seconded the motion which carried unanimously.

Dr. Spagna provided a debriefing on the tenant advisory group and the Executive Committee recommendation to follow advice of Audit, Facilities and Finance Committee (Finance Committee). The Finance Committee recommends proceeding with one advisory group and the Executive Committee agrees with this approach.

Ms. O'Bannon confirmed the next steps with the advisory group and Dr. Spagna confirmed what the group would be responsible for and noted some of the costs are covered by the landlord.

Chairman Nelson noted the Finance Committee is doing due diligence and asked if Commissioners are OK with accepting this recommendation. Mr. Holland concurred the Finance Committee is committed to working toward making the best decision for the agency. Ms. O'Bannon asked about cost and Mr. Holland confirmed the cost is borne by the landlord not the Commission.

Mr. Holland made a motion to accept the recommendation of the Executive Committee and Mr. Davey seconded the motion.

Mr. Peterson confirmed he agrees with the motion and noted the charter requirement regarding boundaries of office location and this needs to be considered by the tenant advisory group.

Mr. Gregory noted the charter amendments would allow greater flexibility to allow consideration of other potential locations as long as it is still centrally located. Localities have received amendments and conversations have begun. He said this process could take up to a year to implement and presently this process is in a holding pattern due to several factors.

Mr. Peterson noted parameters for location are needed if we are going to make a change. Mr. Holland said it would benefit the agency to have more flexibility.

Mr. Carroll said he feels there is a need to move forward with the charter change regarding location because of timeline with lease expiring in 2022.

Chairman Nelson confirmed there is a need to move forward with the charter change regarding location. Dr. Newbille said she thought we had already agreed to move forward with this charter change. Mr. Gregory agreed to move forward.

Ms. Heeter pointed out it may be helpful for localities to let their legal counsel know that this issue is time sensitive so this can move forward.

Ms. O'Bannon asked for a confirmation of current motion and Chairman Nelson confirmed the motion is to go forward with the recommendation of the Finance Committee to move forward with tenant advisory group. The motion carried unanimously.

At this point Chairman Nelson asked Ms. Heeter to introduce the discussion of PlanRVA Personnel and Governance Policies considering COVID-19.

Mr. Gregory reviewed potential implications of COVID-19 on PlanRVA operations including personnel and governance policies and practices.

### **COVID-19 Briefing – Dr. Danny Avula, Richmond City and Henrico County Health Districts**

Dr. Avula provided a briefing and the presentation is attached.



COVID-19 update  
Mar 12 2020.pptx

Chairman Nelson and Ms. Heeter thanked Dr. Avula for making time to speak to the Commission.

At this point, Mr. Gregory continued and discussed direct threat scenarios. He noted he will stay in touch with Ms. Heeter and the PDC regarding the crisis.

Ms. O'Bannon asked about the plan in case of an agency shut down and the budget plan. Ms. Heeter noted this is not planned in the current budget and a shut down would affect the agency's ability to generate revenue. She would like to minimize the likelihood of exposure and time missed due to illness.

Chairman Nelson asked for suggestions on how to handle the situation realizing most everyone will be impacted by COVID-19 in one way or another.

Mr. Carroll suggested monitoring national legislation and funding packages at the national level.

### **Regional Forum: PlanRVA Environmental Program Update- Ms. Stewart**

Ms. Stewart provided an overview of activities within the Environmental Program including efforts to expand capacity of the organization and to integrate environmental and natural resource programs with Emergency Management and Transportation program areas.



March 2020 Board  
Presentation.pptx

Ms. Larson asked about the Yards of Tomorrow workshops. Ms. Stewart said these programs are targeted for residents.

Chairman Nelson adjourned the meeting at 10:30 am.



## FY 2021 Rural Transportation Planning Work Program July 01, 2020 – June 30, 2021

### Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY 2021 each planning district commission / regional commission that has rural area will receive **\$58,000** from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of **\$14,500** to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

### **FY 2021 - Program Administration (\$7,250)**

**Background and Objective:** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. **Staff Support and Facilitation of the Rural Technical Advisory Committee**  
PlanRVA staff will continue to establish regular meeting times and facilitate outreach with the Rural Transportation Advisory Committee (RTAC) over the course of the year.  
*Product: Quarterly and Annual Reports*
2. **Quarterly and Annual Reports to VDOT**  
As a condition of the grant, PlanRVA staff will prepare quarterly reports and an annual report for submission to VDOT.  
*Product: Quarterly and Annual Reports*
3. **VAPDC Rural Transportation Committee**  
PlanRVA staff will participate in the regular meetings of the Rural Transportation Committee of the Virginia Association of Planning District Commission (VAPDC) to share common experiences and seek additional information to support the Richmond region's rural transportation goals and objectives at the local and regional levels.  
*Product: Summary to be included in Quarterly and Annual Reports*



#### 4. **Coordination with VDOT Central District**

PlanRVA staff will participate in the Fall Transportation Meeting for the VDOT Richmond District and provide information to serve as outreach to the region's citizens with an emphasis on the rural portion of the Richmond region.

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SPR Funds (80%)	\$5,800
PlanRVA Funds (20%)	\$1,450
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$7,250</b>

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### **FY 2021 - Program Activities (\$65,250)**

**Background and Objective:** Address regionalized transportation issues that are identified by the RRTPO and the PlanRVA boards. Individual projects and work elements are described below:

#### 1. **Data Collection and Analysis to Support the Update of the 2040 Rural Long-Range Transportation Plan to 2045 Horizon by 2021**

PlanRVA, in cooperation with VDOT, will continue to support the statewide initiative begun in FY07 to develop and maintain regional long-range transportation plans (RLRTP) in the rural areas that complement those in the urban, metropolitan areas of the Commonwealth. During FY18, PlanRVA staff reviewed and updated the RL RTP to the horizon year 2040 and will continue to maintain the 2040 RL RTP by performing the following tasks in preparation for development of the 2045 RL RTP.

- Participate in VDOT webinars and regional meetings regarding VTrans and Smart Scale as applicable for the defined rural portion of the Richmond Region
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance as applicable for the defined rural portion of the Richmond Region
- Participate with RRTPO and VDOT staff on setting performance measure goals which pertain to the rural portion of the Richmond Region. Participate with the TPOs and VDOT on meeting performance measure goals.
- Congestion Management Process: update the CMP database with the most current traffic counts and roadway characteristics; databases that cover all aspects of the transportation system including roadway use, bridges, aviation, rail, and ACS demographic data; volumes, speeds, and congestion on rural roadways based on current year of data
- Crash Data Trends and Locations: update crash databases and shapefiles for all major roadways in the rural areas
- Freight Planning: maintain and update a database of truck volumes and percentages for roadways in rural areas
- Bridge assessment: maintain and update databases detailing the condition of bridges in the rural areas
- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.

- Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.

## 2. Provide Technical Assistance

PlanRVA staff will work with the local rural jurisdictions and VDOT to assess revisions and new information provided by the comprehensive review and update of the RL RTP to the 2045 horizon year as described above.

### Funding Opportunities

PlanRVA staff will work with the rural jurisdictions to identify and provide technical assistance as needed to actively support local funding submissions for SMART SCALE and other grant programs as needed.

### Resiliency Planning

Work with rural jurisdictions to improve regional capacity for transportation resilience planning and capacity to develop and implement new projects and policies to improve response and preparedness to events, including inundation of low-lying roads, bridges, culverts, and other susceptible public facilities. PlanRVA staff will work with regional partners to initiate a regional resilience planning effort which currently does not exist in the Richmond Region.

This effort may include the following components:

- A. PlanRVA staff developing a strategy for outreach to and coordination with stakeholders.
- B. PlanRVA staff will work with group(s) identified in Task item #1 above to identify regional resiliency needs, such as data gaps, local capacity, public knowledge gaps, etc., Staff will facilitate discussions about regional resiliency vision and goals. The vision and goals may be used in future years to identify regional priority projects.
- C. As a means of sharing information both with stakeholders and the public, a resiliency webpage will be created on the [PlanRVA website](#). Content will include existing data and resources characterizing resiliency in the region, including rural areas, depicted in forms comprehensible by the general public. Other public-facing virtual engagement opportunities may be investigated to support outreach to project stakeholders and the public. PlanRVA staff will work with environmental stakeholders to determine ways to partner on data collection and sharing.

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Guidance note: Working with the VDOT District Planner selected technical assistance projects(s) must meet one or more of the following criteria:

- To meet one of the goals in the Statewide Pedestrian Policy Plan, address gaps in pedestrian infrastructures such as missing sidewalk segments, provide a shape file with latitude/longitude locations to include whether the gap is located adjacent to the roadway.



- Assemble updates to bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile. TMPD will provide a standardized format
- To meet goals in the Virginia Strategic Highway Safety Plan, conduct a corridor study/analysis of a roadway segment(s) and identify potential improvements (including access management) to the corridor for safety and/or congestion.
- To meet goals in the Virginia Strategic Highway Safety Plan, conduct an intersection analysis of an intersection within the region and identify potential improvements for safety and/or congestion.
- Other activities that PlanRVA can complete and are appropriate given the funding sources, while being approved by the District Planner.

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SPR Funds (80%)	\$52,200
PlanRVA Funds (20%)	\$13,050
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$65,250</b>

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<b><u>FY-2021 Budget Summary</u></b>	<b>VDOT (SPR) 80%</b>	<b>PlanRVA (Match) 20%</b>	<b>Total 100%</b>
<b><u>Program Administration</u></b> <ul style="list-style-type: none"> <li>• Rural TAC Support, Quarterly Reports to VDOT, VAPDC Transportation Committee, and Coordination with VDOT Richmond District</li> </ul> <b>Total Budgeted Expenditure for Program Administration</b>	\$5,800	\$1,450	\$7,250
<b><u>Program Activities</u></b> <ul style="list-style-type: none"> <li>• Data Collection and Analysis to Support the Update of the 2040 Rural Long-Range Transportation Plan to 2045 Horizon by 2021</li> <li>• Technical Assistance</li> </ul> <b>Total Budgeted Expenditure for Program Activities</b>	\$52,200	\$13,050	\$65,250
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>



## RESOLUTION

**WHEREAS**, Federal Highway Administration’s State Planning and Research (SPR) funds are available by the Virginia Department of Transportation (VDOT) for transportation planning in rural localities; and

**WHEREAS**, the purpose of the SPR funds shall be to provide transportation planning assistance in the counties of Charles City, Goochland, New Kent, and Powhatan; and

**WHEREAS**, PlanRVA staff members have reviewed the proposed Scope of Work for this project;

**NOW, THEREFORE, BE IT RESOLVED**, that PlanRVA, officially named the Richmond Regional Planning District Commission formally accepts the responsibility to administer the SPR funds for rural transportation planning;

**BE IT FURTHER RESOLVED**, that PlanRVA staff is directed to administer the SPR funds and to provide transportation planning assistance as specified in the Scope of Work;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, on this 14<sup>th</sup> day of May, 2020, authorizes the PlanRVA staff to file an application for funding with the Virginia Department of Transportation for Federal Highway Planning and Research Funds to provide transportation planning assistance to the rural jurisdictions within the district and authorizes the Executive Director to execute all necessary documentation to carry out the intent and purpose of this resolution.

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Martha Heeter  
Executive Director

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Tyrone Nelson  
Chair



## Paid Employee Leave for COVID-19

**Effective Date:** 03/25/2020

**Ratification Date:** 04/14/2020

### **Background:**

New provisions regarding employer paid leave under the Families First Coronavirus Response Act (FFCRA) were enacted administratively on March 25, 2020. The provisions are intended to conform to the requirements of Divisions C and E of the FFCRA, specifically the Emergency Family and Medical Leave Expansion and Emergency Paid Sick Leave Acts, respectively, of the FFCRA. The Executive Director consulted with legal counsel and was advised, given the circumstances, to administratively enact the subject policies and request ratification at such time the Commission could meet. The Executive Director and Director of Finance have been monitoring guidance released from the Department of Labor and other human resource experts (including guidance provided by ADP and the Virginia Risk Sharing Association (VRSAs) and despite new information that the policies proposed herein are elective, we believe it to be in the best interest of the staff to enact the policies for the period March 25- December 31, 2020 with the option to extend should it be determined necessary. These policies are drafted based on templates provided through ADP and guidance provided by Hefty, Wiley & Gore, P.C..

### **Purpose:**

The Emergency Paid Sick Leave Act requires employers to provide to each employee paid sick time to the extent that employee is unable to work (or telework) due to a need for leave for specific reasons included in the Act (and summarized below) related to the coronavirus disease of 2019.

The Emergency Family and Medical Leave Expansion Act (Division C of FFCRA) adds a new qualifying use of FMLA leave in addition to what the current law already provided. The new category, known as "Public Health Emergency Leave" expands eligibility to employees who are unable to work (or telework) due to a need for leave to care for a son or daughter under 18 years of age if their school or place of care has closed, or if the child care provider is unavailable, due to a COVID-19 emergency declaration by federal, state or local government authorities (FMLA Section 102(a)(1)(F)).

The policies described below are intended to fulfill the intent and requirements of both acts and provide a mechanism for employees of PlanRVA to seek relief pursuant to FFCRA should they require it.

**Basic Leave Entitlement:**

Through December 31, 2020<sup>1</sup>, employees are entitled to expanded leave benefits due to COVID-19.

Full-time employees are entitled to up to 80 hours of Emergency Paid Sick Leave for qualifying reasons. Part-time employees are entitled to paid sick leave in the amount of the average number of hours they work over a two-week period. There is no waiting/probationary period to be eligible for Emergency Paid Sick Leave.

Employees with more than 30 days of employment are also eligible to use up to 12 weeks of job-protected leave to care for their child under 18 years of age if their school or place of care has been closed, or their childcare provider is unavailable, due to a public health emergency. This protected leave may be taken at a reduced rate of pay.

**Qualified Use of Emergency Paid Sick Leave:**

Employees are entitled to use the leave when they are unable to work (or telework) because of the following reasons<sup>2</sup>:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or is caring for an individual who is subject to such an order.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 or is caring for an individual who has been advised to self-quarantine.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual or advised to quarantine or isolation.
5. The employee is caring for a son or daughter if their school or place of care has been closed, or their childcare provider is unavailable, due to COVID-19 precautions.

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<sup>1</sup> Emergency Paid Sick Leave provided for during this time does not carry over into another calendar year.

<sup>2</sup> Employees won't be required to use other paid leave before they use Emergency Paid Sick Leave. Employees may use the provided 80 hours of Emergency Paid Sick Leave prior to using their own accrued/earned leave for absences<sup>2</sup>. Additionally, employees won't be required to find a replacement to cover their hours during time off.



6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

### **Pay During Leave:**

During the Emergency Paid Sick Leave provided by this policy, employees will generally be paid their regular rate of pay or the applicable minimum wage, whichever is higher, up to a maximum of \$511 per day (and a total of \$5,110) in cases where the leave is taken to address reasons 1, 2, and 3 above.

Leave for reasons 4, 5, and 6 listed above may be taken as Emergency Paid Sick Leave but will be compensated at 2/3 of the employee's regular rate of pay, up to a maximum of \$200 per day (and a total of \$2,000).

Employees who elect to take leave under the expanded FMLA (Emergency Family and Medical Leave Expansion Act) may take an additional 10 weeks (not to exceed a total of 12 weeks<sup>3</sup>) of leave at a rate of 2/3 of normal pay. The first 10 days of expanded FMLA may be unpaid, or the employee may elect to substitute any accrued paid leave, including Emergency Paid Sick Leave, during this period.

### **Protection of Group Health Insurance Benefits:**

During leave under this policy, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **Employee Notice:**

After the first workday (or portion thereof) an employee receives paid sick time under this policy, the employee must generally follow regular procedures for providing notice of an absence. Employees must limit disclosure of COVID-19 or "like" symptoms to the Director of Finance or Executive Director. In order to comply with Americans with Disabilities Act, information regarding the employee's medical condition shall not be discussed with anyone, including the employee's supervisor. If an employee calls in sick, a referral should be made immediately to the Executive Director or Director of Finance to inquire further to

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<sup>3</sup> These provisions assume no other leave taken under FMLA in a 12-month period. In order to qualify for the expanded FMLA benefit, no other usage must have occurred in a 12-month period.

determine eligibility under the provisions of Emergency Paid Sick Leave or Emergency Family and Medical Leave Expansion Acts.

While a doctor's note is not required to access leave under these provisions, the employee will be asked to complete a form documenting and self certifying eligibility.

Employees requesting leave are entitled to receive written notice telling them whether they are eligible for expanded FMLA and, if not eligible, the reasons why they are not eligible. When eligible for leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) designation of leave as expanded FMLA-qualifying or non-qualifying, if not expanded FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

### **Job Restoration:**

Upon expiration of the leave under this policy, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment. PlanRVA may be exempt from this requirement if it has fewer than 25 employees and:

- The employee's position doesn't exist after leave under the expanded FMLA due to economic conditions or other changes in operating conditions that affect employment and were caused by a public health emergency during the period of leave;
- PlanRVA makes reasonable efforts to restore the employee to a position equivalent to the position the employee held before the leave; and
- PlanRVA makes reasonable efforts to contact the employee if an equivalent position becomes available within the next year.

### **Retaliation Prohibited:**

PlanRVA will not take adverse action against an employee for exercising their rights under the law.

<b><u>COVID-19 Childcare or Sick Leave Authorization</u></b> Families First Coronavirus Response Act	
I, _____, confirm, by signing below that, as an employee of _____, I need leave for the following reason (check any of the following that apply):	
<b>1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19. <input type="checkbox"/></b>	
<i>Name of government entity ordering quarantine:</i>	
<b>2. I have been advised by a health care provider to self-quarantine due to COVID-19 concerns. <input type="checkbox"/></b>	
<i>Name and address of health care provider advising quarantine:</i>	
<i>Attach any applicable documentation provided by health care provider.</i>	
<b>3. I am experiencing COVID-19 symptoms and seeking medical diagnosis: <input type="checkbox"/></b>	
<i>These symptoms include:</i>	
<i>Describe efforts to seek medical diagnosis and attach documentation from health care provider:</i>	
<i>Attach any applicable documentation provided by health care provider.</i>	
<b>4. I am caring for an individual who is in care or quarantine for COVID-related purposes. <input type="checkbox"/></b>	
<i>Name of individual:</i>	<i>Relationship to employee:</i>
<i>Name and address of health care provider advising quarantine:</i>	
<i>Attach any applicable documentation provided by health care provider.</i>	
<b>5. My child's school is closed or my regular childcare provider is unavailable, and I must stay at home to care for my child. <input type="checkbox"/></b>	
<i>Name of child:</i>	<i>Age:</i>

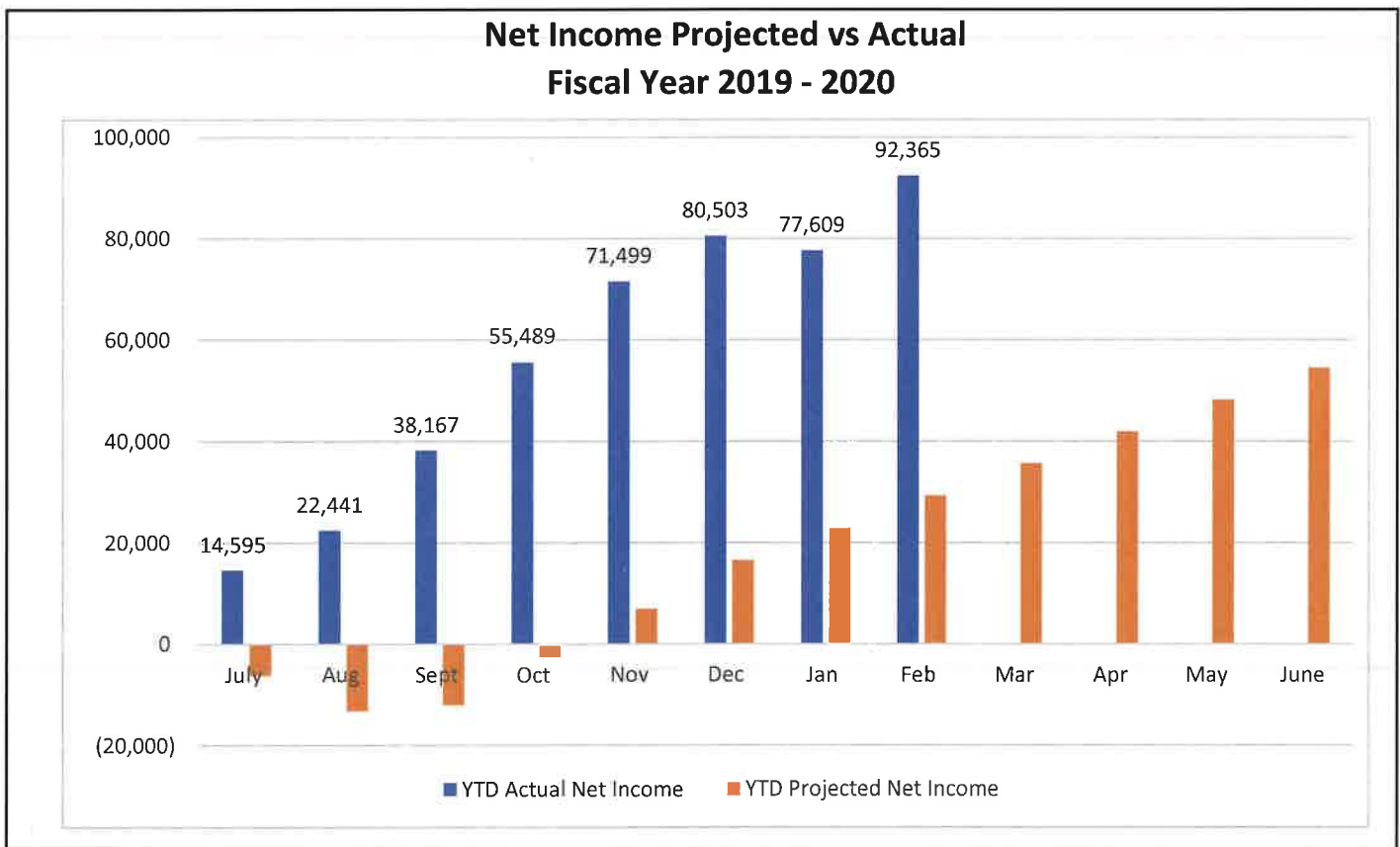


<p><i>(If more than one, use comment section below to list all children's names, ages, and schools).</i></p>	
<p>Name of school or regular child care provider:</p>	
<p>If my child is older than 14 years of age, the following special circumstances exist requiring me to provide care during daylight hours:</p>  <p>By checking this box, I am representing that no other suitable person is available to care for my child during the period of this leave.</p>	
<p>Due to the reason for leave checked above, I am unable to work, including by telework if that is a reasonable option by my employer.</p>	
<p><b>Dates:</b> I am requesting leave for or through the following dates:</p>	
<p>I am allowed to take intermittent leave under the following conditions (not permitted for reasons 1-4 unless employee is teleworking):</p>	
<p><b>Other Comments:</b></p>   	
<p>I represent that the information I have provided herein and any other information related to my leave request that I have provided my employer is true and accurate to the best of my knowledge. I further represent that should any of the above information or my circumstances change, I will notify my employer immediately.</p>	
<p><b>Date:</b></p>	<p><b>Employee's Signature:</b></p>
<p><b>Date:</b></p>	<p><b>Supervisor's Signature:</b></p>

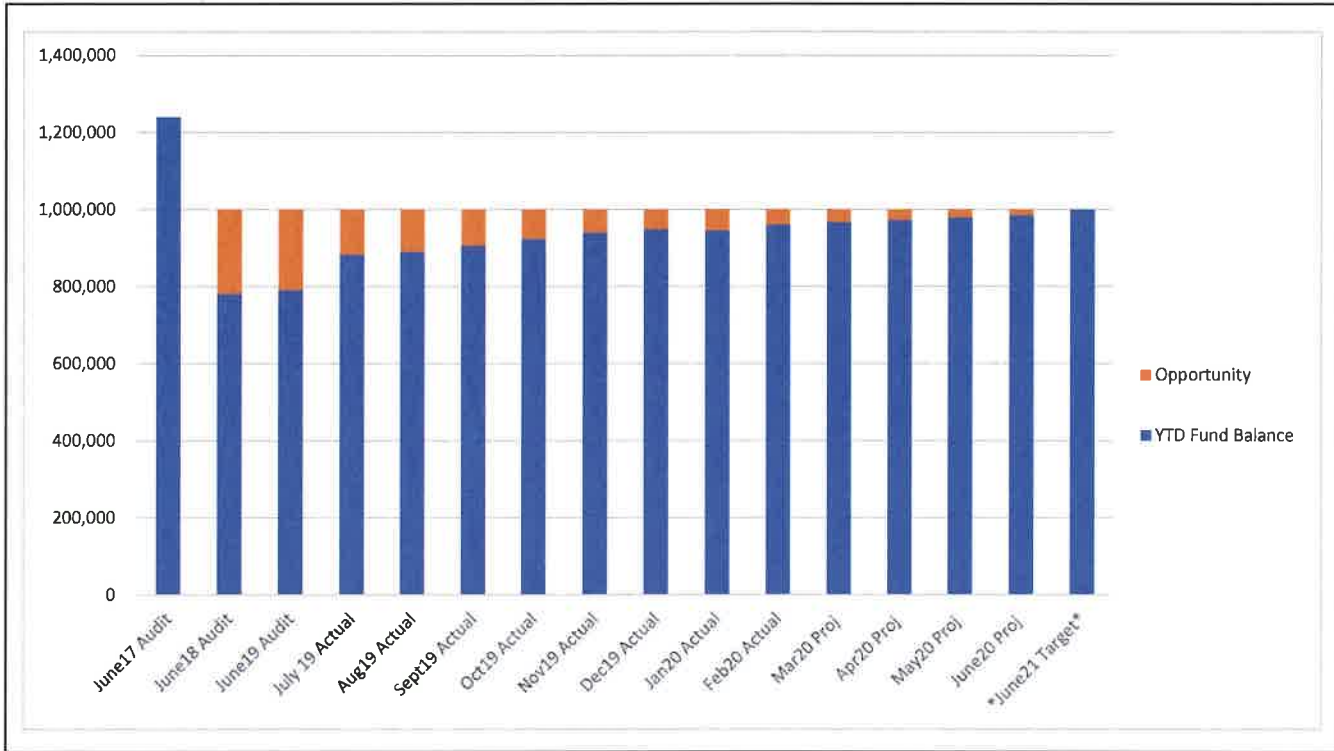
**PlanRVA**  
**Statement of Revenues and Expenses - Budget and Actual**  
**February 29, 2020**

	<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>	<b>275,980</b>	<b>2,138,027</b>	<b>2,170,138</b>	<b>32,111</b>	<b>1%</b>
<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>	<b>\$261,223</b>	<b>2,045,662</b>	<b>2,140,926</b>	<b>\$95,264</b>	<b>4%</b>
<b>Net Income</b>	<b><u>\$14,757</u></b>	<b><u>\$92,365</u></b>	<b><u>\$29,212</u></b>	<b><u>\$63,153</u></b>	

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



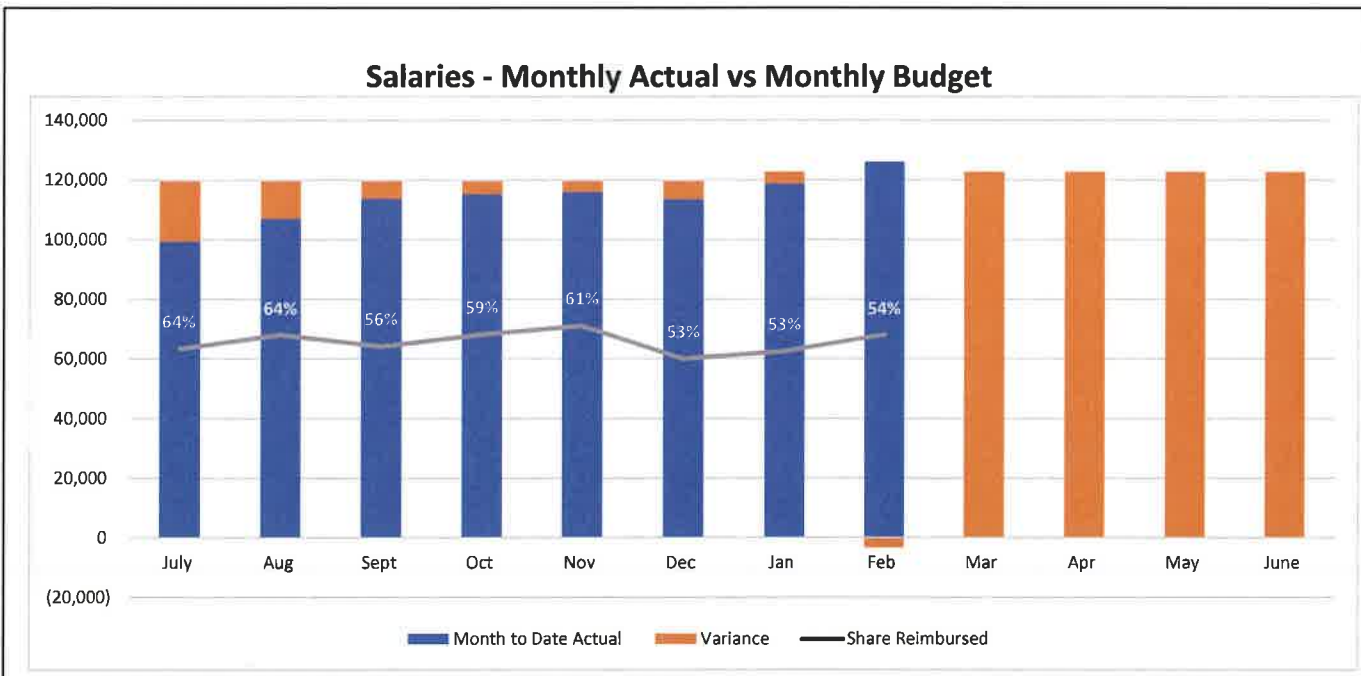
### Plan RVA Fund Balance Projection Fiscal Year 2019-2020



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

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

<b>Total Checking/Savings</b>	<b>858,131</b>	<b>858,131</b>
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**Accounts Receivable**

1200 · Accounts Receivable	100,584	100,584
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<b>Total Accounts Receivable</b>	<b>100,584</b>	<b>100,584</b>
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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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<b>Total 1600 · Miscellaneous A/R-EE</b>	<b>750</b>	<b>750</b>
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<b>Total Other Current Assets</b>	<b>372,907</b>	<b>372,907</b>
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<b>Total Current Assets</b>	<b>1,331,622</b>	<b>1,331,622</b>
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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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<b>Total Fixed Assets</b>	<b>122,332</b>	<b>122,332</b>
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<b>Other Assets</b>	<b>239,467</b>	<b>0</b>
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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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<b>Total Accounts Payable</b>	<b>63,427</b>	<b>63,427</b>
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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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<b>Total Other Current Liabilities</b>	<b>377,786</b>	<b>307,892</b>
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<b>Total Current Liabilities</b>	<b>441,213</b>	<b>371,319</b>
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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>	<b>685,890</b>	<b>0</b>
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<b>Total Liabilities</b>	<b>1,127,103</b>	<b>371,319</b>
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**\*\*Fund Balance (see proposed restatement below)**

<b>Fixed Asset</b>	<b>122,332</b>	<b>122,332</b>
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<b>Other Unrestricted Reserve</b>	<b>443,985</b>	<b>960,302</b>
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<b>Total Fund Balance</b>	<b>566,317</b>	<b>1,082,634</b>
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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  
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	960,302 replace "other unrestricted"
	<u>566,317</u>	<u>1,082,634</u>	

Change will align language to annual audited financial statements



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>
	<u>8,970</u>	<u>6,934</u>	<u>2,036</u>	<u>129.36%</u>
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>	<u>275,979</u>	<u>271,267</u>	<u>4,711</u>	<u>101.74%</u>
<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

											TOTAL		
	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>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	845,298	854,946	(9,648)	98.87%	
4102 · MPO Sect 5303 Funds - Fed share	63,299	19,359	21,174	17,369	19,877	20,954	32,022	16,841	210,894	258,281	(47,387)	81.65%	
4105 · MPO Pass-Through	0	0	0	0	0	0	0	0	0	53,333	(53,333)	0.0%	
4110 · DEQ-Coastal	5,270	5,270	(3,660)	12,195	14,320	8,893	11,316	7,557	61,161	58,067	3,094	105.33%	
4120 · VDEM SHSP	7,179	7,179	10,536	7,671	8,114	7,654	8,635	7,125	64,092	59,492	4,600	107.73%	
4130 · VDEM Pass-through grants	21,074	13,088	36,656	5,428	28,096	46,053	36,522	1,429	188,345	129,190	59,155	145.79%	
<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>1,369,790</b>	<b>1,413,309</b>	<b>(43,519)</b>	<b>96.92%</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	105,662	106,868	(1,206)	98.87%	
4202 · MPO Sec. 5303 - State share	7,912	2,420	2,647	2,171	2,485	2,619	4,090	17,017	41,361	32,285	9,076	128.11%	
4205 · State MPO Pass-Through	0	0	0	0	0	0	0	0	0	13,333	(13,333)	0.0%	
4207 · DEQ WIP3 Funding	7,886	5,523	(3,819)	2,070	517	981	2,554	1,859	17,572	7,167	10,405	245.18%	
4210 · VDOT Rural Planning	7,417	0	3,330	6,622	5,836	3,059	535	1,436	28,236	38,667	(10,431)	73.02%	
4230 · State Appropriation	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	75,933	75,933	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>268,764</b>	<b>274,253</b>	<b>(5,489)</b>	<b>98.0%</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	33,168	33,168	(0)	100.0%	
4310 · Local Membership Dues	49,242	49,242	49,242	49,242	49,242	49,242	49,242	49,242	393,937	393,937	0	100.0%	
4320 · Capital Region Collaborative	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%	
<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>427,105</b>	<b>427,105</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	55,471	55,471	(0)	100.0%	
4410 · Restricted Contributions - Other	0	1,207	19	343	1,162	637	1,798	2,036	7,203	0	7,203	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>62,674</b>	<b>55,471</b>	<b>7,203</b>	<b>112.99%</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>62,674</b>	<b>55,471</b>	<b>7,203</b>	<b>112.99%</b>	
<b>5000 - Other Income</b>													
5001 · Interest Income	324	214	1,316	1,076	1,079	2,414	995	1,148	8,566	0	8,566		
5010 · Miscellaneous	0	0	0	1,128	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>9,695</b>	<b>0</b>	<b>9,695</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>2,138,027 #</b>	<b>2,170,138</b>	<b>(32,111)</b>	<b>98.52%</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>2,138,027</b>	<b>2,170,138</b>	<b>(32,111)</b>	<b>98.52%</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	909,460	962,341	(52,881)	94.51%	

PlanRVA  
Profit Loss Budget Performance  
YTD February 2020

									TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20	Budget	Variance	% of Budget
6200 · Payroll Taxes	6,979	7,553	8,109	8,454	8,492	8,902	10,977	10,908	70,375	73,604	(3,229)	95.61%
6500 · Benefits									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%
6530 · Retirement									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)	(203)			
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			
Total 6530 · Retirement	7,578	7,797	8,701	8,677	8,610	8,674	9,258	8,789	68,084	64,945	3,139	104.83%
6540 · Life & Disability												
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)			
Total 6540 · Life & Disability	705	807	454	824	1,171	1,065	1,062	1,216	7,305	6,735	570	108.46%
6550 · FSA/HSA Section 125 Plans	395	1,267	(372)	451	451	571	952	(182)	3,534	904	2,630	390.93%
6500 · Benefits - Other	0	0	0	0	0	0	0	0	0	6,095	(6,095)	0.0%
Total 6500 · Benefits	23,392	23,903	23,341	27,180	27,460	26,581	25,412	29,486	206,754	217,971	(11,217)	94.85%
6580 · Payroll Fees	462	38	328	273	153	229	424	160	2,067	4,267	(2,200)	48.45%
6590 · Training	3,250	17,435	225	1,763	194	369	16,428	3,602	43,267	22,667	20,600	190.88%
Total 6000 · Salary & Wages	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%
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	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%
Total 7720 · Legal Fees	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	16,000	19,333	(3,333)	82.76%
7730 · Contracted Services	14,310	6,600	0	1,275	7,100	5,225	0	0	34,510	38,373	(3,863)	89.93%
Total 7100 · Professional Fees	16,310	8,600	2,000	3,275	9,100	7,225	2,000	2,000	50,510	57,706	(7,196)	87.53%
7200 · Office Expenses												
7280 · Staff Engagement	0	0	86	0	275	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	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

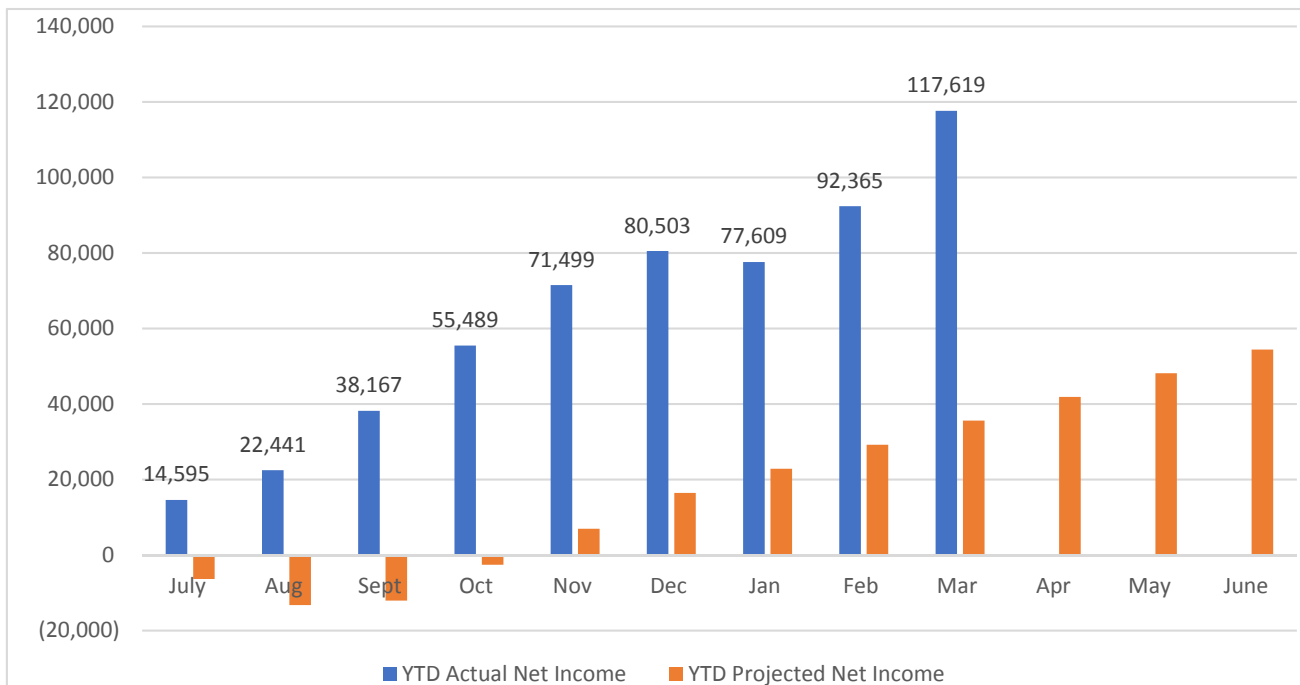
	TOTAL										Budget	Variance	% of Budget
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20				
<b>Total 7220 · Computer Operations</b>	8,731	12,622	10,274	9,876	11,427	10,833	11,412	11,245	86,421	103,728	(17,307)	83.32%	
7225 · Computer Supplies	0	0	0	0	0	0	235	0	235	0			
7230 · 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>	13,331	18,889	14,242	20,272	16,203	14,268	16,622	16,080	129,907	145,580	(15,673)	89.23%	
<b>7400 · Program Expenses</b>													
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%	
<b>7450 · Pass-through and Matching funds</b>													
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 (FEMA)	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>	76,257	13,957	38,976	60,419	81,853	62,622	57,088	49,211	440,382	455,000	(14,618)	96.79%	
7400 · Program Expenses - Other	0	0	517	0	0	0	0	0	517	0	517	100.0%	
<b>Total 7400 · Program Expenses</b>	77,312	24,787	41,395	61,558	88,441	65,419	61,006	52,260	472,177	455,000	17,177	103.78%	
<b>7600 · Infrastructure</b>													
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>	20,060	20,060	20,060	20,060	20,060	20,060	20,060	20,723	161,146	165,120	(3,974)	97.59%	
<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>261,225</b>	<b>2,045,663</b>	<b>2,140,925</b>	<b>(95,262)</b>	<b>95.55%</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>14,755</b>	<b>92,365</b>	<b>29,213</b>	<b>63,152</b>	<b>316.18%</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%	
<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>0.0%</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>0.0%</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>14,755</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**

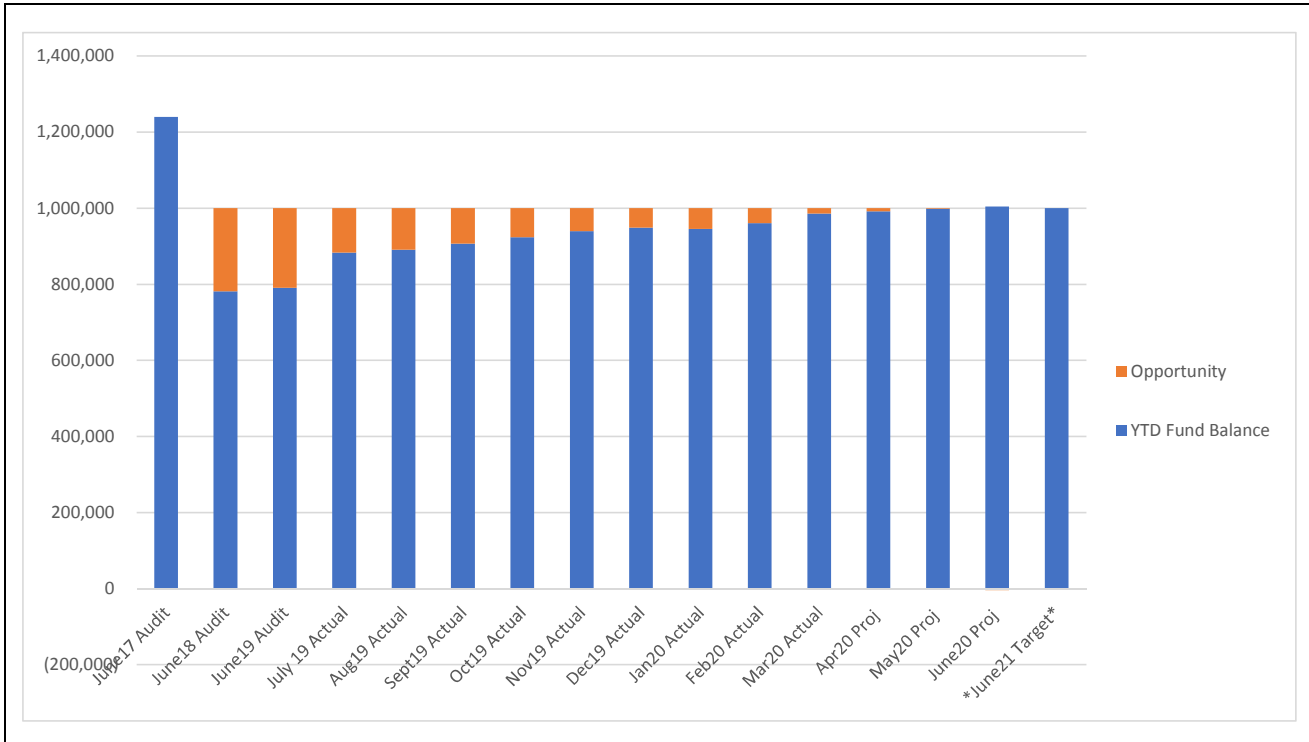
	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Year to Date <u>Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
<b>Income/Funds:</b>					
Federal	\$193,826	\$1,563,617	\$1,589,973	\$26,356	2%
State	23,927	292,691	308,535	15,844	5%
Local	53,388	480,493	480,493	0	0%
Private	6,963	69,636	62,404	(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\*\*

**Net Income Projected vs Actual**  
**Fiscal Year 2019 - 2020**



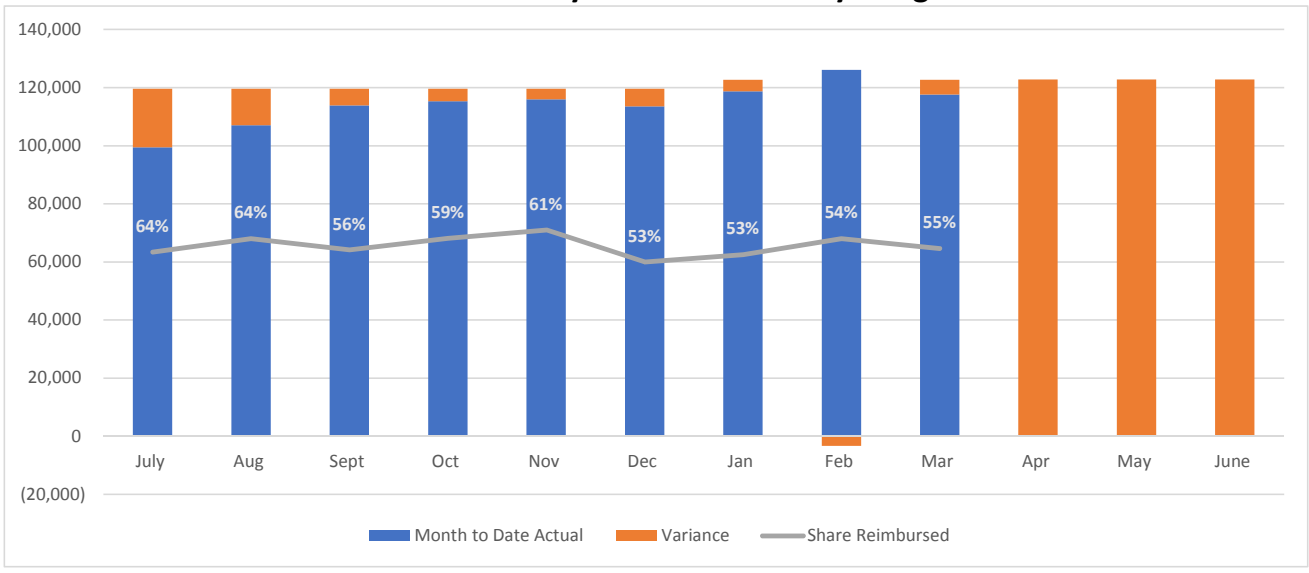
### Plan RVA Fund Balance Projection Fiscal Year 2019-2020



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) March YTD 2020</b>	117,619
<b>Special Assessments FY20</b>	77,317
<b>Unrestricted Reserve - 3/31/20</b>	<b>985,556</b>

### 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>	<b>674,405</b>	<b>674,405</b>
-------------------------------	----------------	----------------

**Accounts Receivable**

1200 · Accounts Receivable	582,698	582,698
----------------------------	---------	---------

<b>Total Accounts Receivable</b>	<b>582,698</b>	<b>582,698</b>
----------------------------------	----------------	----------------

**Other Current Assets**

1150 · Prepaid Expenses	14,563	14,563
-------------------------	--------	--------

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>	<b>600</b>	<b>600</b>
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<b>Total Other Current Assets</b>	<b>33,066</b>	<b>33,066</b>
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<b>Total Current Assets</b>	<b>1,290,169</b>	<b>1,290,169</b>
-----------------------------	------------------	------------------

**Fixed Assets**

1300 · Property & Equipment	339,292	339,292
-----------------------------	---------	---------

1350 · Accumulated Depreciation	(216,961)	(216,961)
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<b>Total Fixed Assets</b>	<b>122,331</b>	<b>122,331</b>
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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>
---------------------	------------------	------------------

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	66,564	66,564
-------------------------	--------	--------

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

2050 · Accrued Expenses	53,197	53,197
-------------------------	--------	--------

2500 · Compensated Absences	62,811	(7,083)
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2525 · Deferred Revenue	189,271	189,271
-------------------------	---------	---------

2600 · Security Deposit	2,665	2,665
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<b>Total Other Current Liabilities</b>	<b>307,943</b>	<b>238,049</b>
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<b>Total Current Liabilities</b>	<b>374,507</b>	<b>304,613</b>
----------------------------------	----------------	----------------

**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>	<b>685,890</b>	<b>0</b>
------------------------------------	----------------	----------

<b>Total Liabilities</b>	<b>1,060,397</b>	<b>304,613</b>
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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
-------------------------	---------	---------

<b>Total Fund Balance</b>	<b>591,570</b>	<b>1,107,888</b>
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<b>TOTAL LIABILITIES &amp; Fund Balance</b>	<b>1,651,967</b>	<b>1,412,501</b>
---	------------------	------------------

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>	77,317
<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  
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
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>



## 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 Local Government Investment Pool (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.

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

## 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.



## 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.



## Procedures for Electronic Meetings

### **Notice of Meetings**

Notice of meetings of public bodies supported by PlanRVA will be given in accordance with applicable law and the bodies' Bylaws. In general, notice will be provided at least 10 days prior to the scheduled meeting and include the proposed agenda and meeting materials, as well as confirmation of the date and time and instructions to access the meeting. This notice will be posted on the PlanRVA website, links to which will be distributed to all members, alternates, interested parties, and our media contact lists, assuring that members of the body and the public are notified concurrently.

Contents of the Notice will include:

- a. Date and time of the meeting
- b. Electronic means by which the meeting will be held and instructions for joining the meeting as a participant or observer
- c. Method by which the meeting agenda and materials can be accessed
- d. Public participation process for meetings including the method(s) by which comments may be provided by members of the public before, during and after the meeting

•

### **Public Participation**

Members of the public are invited to participate in public meetings of PlanRVA, the RRTPO, and their respective committees. The following are new ways members of the public can participate in and follow the business of PlanRVA and the RRTPO during this time:

Anyone wishing to participate as an observer in a public meeting may do so. They should register with PlanRVA staff to get access to the meeting instructions and may sign on online or dial in by phone. Anyone wishing to submit comments prior to the meeting may do so by email. Comments received by 5 pm the business day preceding the meeting will be provided to members of the public body and included in the administrative record.

Members of the public may use the chat feature in the online platform to submit questions or comments during the meeting. These will be recorded and included in the administrative record.

Finally, agendas will be modified to offer two opportunities for members to address the bodies during the meeting: at the beginning to address members regarding agenda items and at the end to raise any other issues not included in the day's meeting agenda, as is customary.

### **Agenda Format**

In order to clearly communicate the electronic means by which the meeting will occur, the Agenda itself will include the following information, in addition to the regular order of business and discussion/action items:



- a. Notification of the electronic means for hosting the meeting including access information
  - i. *The meeting scheduled for [Month Day, Year] of the [Public Body] will be held via [Online Platform] pursuant to provisions of Virginia Code Section [§2.2-3708.2](#) and in light of the Governor's March 12, 2020 State of Emergency Declaration for COVID-19.*
- b. Public Announcement made by the presiding officer, administrator or clerk/secretary at the beginning of the meeting (template script enclosed)
- c. Certification that the procedures were followed to adequately notify the public (following certification of quorum agenda item)
- d. Roll call of those participating as a member of the body in the call and invitation to others to identify themselves
- e. Statement concerning public comments submitted via e-mail or via online meeting platforms will be shared with members of the public body and included in the agency's administrative record.
- f. Open the floor for any member of the public to address the body regarding any matter included on the agenda for the meeting
- g. *All planned agenda items*
- h. Open the floor for any member of the public to address the body regarding any matter germane to the body but not specifically included in the agenda

### **Voting**

At the appropriate time, the Chair will call upon members of the body to introduce a motion addressing the action item. Following a motion and a second, discussion may ensue, ultimately resulting in a call for a vote. Each vote taken during an electronic meeting must be a roll call vote, with each member's name and vote recorded in the minutes of the meeting.

### **Minutes**

Minutes of each meeting shall conform to the normal standards of minutes recorded for the body. Additional documentation should include:

- a. The fact that the meeting was held as an electronic meeting pursuant to the authority and reference the specific disaster Declaration;
- b. The type of electronic means by which the meeting was held; and

- c. Each member of the public body who participated in the meeting. Other participants in the meeting as observers may identify themselves and if so, will be included in the record.

In addition to written record of the meeting, audio/video recording will be posted within 48 hours of the meeting's conclusion on the PlanRVA website (along with the written records, once approved).

The body may approve the minutes of an electronic meeting at a subsequent electronic meeting or one that is held in person.

### **Expiration**

Procedures shall only take effect in the event of a State of Emergency Declaration pursuant to VA Code whereby electronic means of hosting meetings of the public body is the only practicable way to continue the conduct of the organization and achieve other objectives to protect the health, safety and welfare of the community and the body's members and staff.

## Opening Statement for Electronic Meetings

Virginia law requires and authorizes local and regional governing bodies and other public entities to conduct their meetings during a public disaster or emergency in manners which are consistent with providing continuity of government and operations in a safe and healthy manner, with the public safety, health and welfare in mind for the governing body and all attendees/interested parties, in compliance with open government requirements.

The convening of the \_\_\_\_\_ today has been determined necessary in order to continue the necessary business of the organization. We believe the matters included on the agenda address important/essential matters of continuing the work of government and therefore it is appropriate to convene during this time.

The bylaws of the \_\_\_\_\_ define a quorum of the body to be \_\_\_\_\_ of the \_\_\_\_\_ total members. The 2020 COVID-19 virus makes it impractical and unsafe, even potentially life-threatening, for a quorum of this size to physically assemble in one location, pursuant to [Va. Code § 2.2-3708.2\(A\)\(3\)](#). Further, the virus makes it impractical and unsafe, as well as potentially life-threatening, for the public, and the agency's staff, to gather in the same location to participate in this meeting. The health, safety, and welfare of our community is of paramount importance.

Therefore, we have determined the appropriateness and eligibility to conduct today's meeting of the \_\_\_\_\_ electronically pursuant to the provisions of Virginia Code [§ 2.2-3708.2](#) and related legislation approved by the General Assembly of Virginia, and in light of the Governor's March 12, 2020 State of Emergency Declaration for COVID-19. While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed advisable to return to in person meetings. At this time, we expect meetings to occur in electronic format through the current Declaration, or June 10, 2020.

In order to uphold our commitment to the requirements and intent of the Virginia Freedom of Information Act, we have taken care to provide notice of this meeting and the means by which we are virtually gathered to members of the public. Notice was provided on \_\_\_\_\_ through posting on the PlanRVA website and \_\_\_\_\_ distribution of email notification to members, alternates, and known interested parties, including the media.

In order to comply with the provisions of Virginia Code and to improve accessibility to the discussions intended for today, this meeting will be recorded. Audio (visual) recordings of the meeting will be posted on the PlanRVA website within 48 hours of this meeting.

Any members of the public wishing to address the \_\_\_\_\_ were invited to submit comments via email until the close of business one day prior to the meeting in order to be reviewed and addressed during this meeting. Anyone participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at \_\_\_\_\_ or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to address the \_\_\_\_\_ with their questions or comments. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses will be provided and posted on the PlanRVA website.

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the administrator to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the chair. Those who have signed in to the online platform may request acknowledgement by using the "raise hand" feature in the application. Staff will be monitoring the chat and raise hand functions throughout the meeting to assure we do not overlook anyone wishing to participate in the discussion.

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Now, please indicate your presence by saying "AYE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

## COVID-19 Public Engagement Update

As we all learn to navigate new challenges presented during the COVID-19 pandemic, PlanRVA is aware of potential limitations for public engagement. Traditional methods for the public to become both aware of and participate in the activities of the agency are not always possible during this time of physical distancing.

At PlanRVA, we are aware of that and have been working for some time to provide means by which the public can engage in our work. We see this as an opportunity to look at public engagement with a fresh lens. There are many ways to be a part of the planning process for the Richmond region and many of those allow participation remotely, via electronic or telecommunications means, which have not been available or as widely utilized in the past.

The Richmond Regional Transportation Planning Organization, which is staffed by PlanRVA, updated its Public Engagement Plan in late 2019 and it includes many ways to get involved that don't require direct contact with the staff and elected officials or travel to a singular location for a meeting. This Plan serves as a roadmap for all activities of PlanRVA intended to raise public awareness and engagement. Appendix B of the Plan identifies a variety of techniques to make sure YOU can stay involved in our work.

We hope to continue the rollout of new options for the public to be energized and engage in our planning efforts. Our goals are to:

1. Provide Robust and Creative Opportunities to Engage;
2. Inform and Educate the Public; and to
3. Foster Continuous Evaluation and Improvement

We continue to value public engagement and encourage our partners to provide feedback on our work. Our goal is to evaluate the best tools available for maximum participation and accessibility to our meetings and provide those to the public in a transparent manner.

Following action taken by the General Assembly on March 22, 2020, we're launching a new way to follow what's happening with the business of PlanRVA and the RRTPO. Effective immediately, all meetings of public bodies supported by PlanRVA will occur virtually, though the online GoToMeeting or GoToWebinar platforms.

Any member or alternate of the PlanRVA Regional Commission, its subcommittees, the RRTPO and its subcommittees will be provided information via Outlook calendar invite to participate in your respective meeting online.

Members of the public, including our interested parties and media contacts are also invited to participate as an observer. Recordings of all meetings will be posted within 48 hours of the conclusion of the meeting.

Here are a few pro tips to be sure everyone is practicing good etiquette for online meetings:

- When you join the meeting, please mute yourself in order to keep background noise and feedback to a minimum. You can always unmute yourself to ask questions or speak when called upon by the facilitator.
- Feel free to use the chat feature liberally for comments and questions: it's a helpful tool to feel connected and makes communication easy.
- When interacting with the facilitator or other participants verbally or via the chat feature, address them by name, for the sake of clarity.
- Identify yourself when speaking. This will help us assure our records are accurate.
- We will not record the meeting without first making an announcement. All meetings, whether recorded via audio-visual or other electronic communications means, are subject to the Freedom of Information Act and may be posted online or provided upon request to anyone who requests it.
- Dress however you're most comfortable. Be aware that the video feature does capture your image as well as your physical setting.

#### Other Tips

- If your connection is poor, try logging off and re-joining the meeting. Sometimes everyone joining at the same time slows transfer of audio and video data. Be aware not all connection speeds are the same among participants so delays might occur.
- Use the menus to adjust settings for sound, background features, etc.

See the reverse page for more tips on how to sign into a meeting online or by phone.

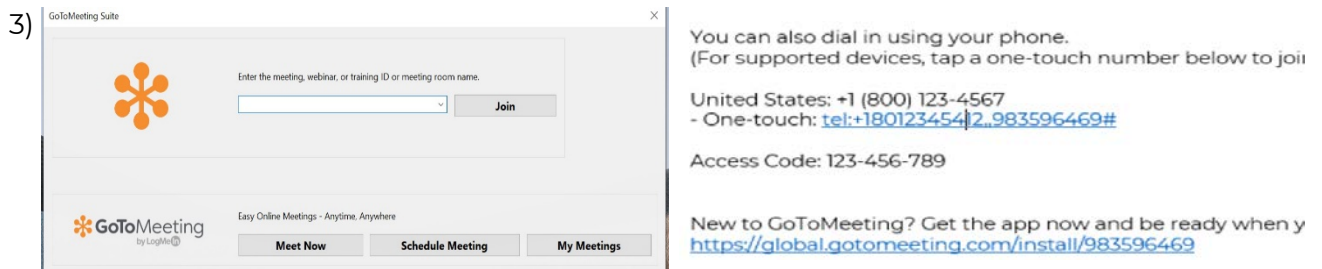
**GoToMeeting Quick Guide for Attendees**

A few things you need to know before joining your first GoToMeeting online meeting:

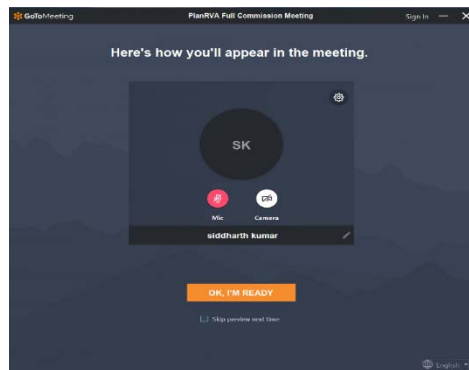
- 1) Download the GoToMeeting app or go to the website below and click join meeting at the top right corner



- 2) Be prepared and join the meeting a few minutes early to make sure you have everything you need. Check if your audio and video works.



- 4) Join the meeting by opening the app and entering the meeting ID you received in an email from the meeting organizer. The invitation will also include instructions for using the phone or your computer’s mic and speakers (VoIP) for audio.
- 5) If the option to dial-in is offered and you’d like to use it, call in using the telephone number and access code shown. Enter the **audio PIN if provided**.
- 6) Interacting during the meeting: you can mute yourself when you’re not speaking. If you dialed in using a phone, you’ll need to use the **audio PIN, if provided** to mute your line via the GoToMeeting controls. If you are muted or don’t want to interrupt the speaker, you can use the chat feature to communicate.
- 7) If you are using the app you will see this screen below. You have the option to click mic off or camera off below during the meeting.



If you have any questions, please refer to this youtube video or the support page below:

[GoToMeeting - How to Join a Meeting](#)

[Support page](#)

## Environmental & Intergovernmental Reviews

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

**Environmental reviews** can include:

- **Environmental Assessments and Impact Reports** - Virginia code requires state agencies to prepare an environmental impact report (EIR) for each major state project.
- **Coastal Consistency Determinations and Certifications** - Due to receipt of Federal funds or permits, proposed projects must prove consistency with the enforceable policies of Virginia's Coastal Zone Management Program.
- **Groundwater Withdrawal Permits** - PlanRVA staff receives notice of Groundwater Withdrawal Permits in the Eastern Virginia Ground Water Management Area (GWMA). The eastern portion of PlanRVA is located in the Eastern Virginia GWMA. All jurisdictions in the Eastern Virginia GWMA are notified of pending permits as part of this process, therefore PlanRVA receives review requests for projects outside of the Richmond region. For more information about the Eastern Virginia GWMA see <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterWithdrawalPermittingandCompliance.aspx>.
- **Virginia Water Protection (VWP) Permits** - DEQ issues VWP Permits for activities related to the quality of surface waters in the Commonwealth including the filling, dredging, draining or excavation of wetlands, streams, or other state waters. Surface water withdrawals are also permitted through VWP permits.
- **Virginia Pollutant Discharge Elimination System (VPDES) Permits** – DEQ issues VPDES permits to any person who discharges any pollutant into surface waters of the Commonwealth from a point source.

**Intergovernmental reviews** can include:

- State Agency grant applications for Federal funding, including:
  - CERCLA grant funds from US EPA (Superfund programming and site remediation)
  - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
  - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA
  - Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

For additional information on the reviews, please go to the following:

<https://planrva.org/environment/reviews/>.





# Environmental and Intergovernmental Reviews

March - April 2020

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

## Located within the Richmond Region

### **Modification 3 Nutri-Blend Inc-Charles City County**

*Charles City*

Nutri-Blend Inc. has submitted an application to modify their existing Virginia Pollution Abatement (VPA) Permit No. VPA00828 to add a total of 1,366.9 acres of agricultural and silvicultural land at 3 sites in Charles City County for the land application of Class B biosolids and water treatment plant (WTP) residuals at a controlled rate protective of water quality and human health, in accordance with the VPA Permit Regulation, 9VAC25-32.

### **Richmond Executive Chesterfield County Airport (FCI) Terminal Apron Rehabilitation**

*Chesterfield*

This project is proposed for the purposes of maintaining a safe and efficient airfield to safely and effectively serve the flying public. The proposed project is rehabilitation of the main apron at FCI. Project design is anticipated to begin in fall 2020; project construction is anticipated to begin as early as fall 2021 and last approximately 60 days.

Air pollution resulting from the projects is expected to be minor and temporary in nature and would principally consist of minor fugitive dust emissions from construction activities as well as emissions from construction vehicles utilized during the construction.

The proposed project does not include significant land disturbance or an increase in impervious surfaces. A project-specific National Pollutant Discharge Elimination System (NPDES), Stormwater Pollution and Prevention Plan (SWPPP), and erosion and sediment control plan is to be prepared, as appropriate and as required.

### **Mary Mother of the Church Abbey STP**

*Goochland*

Benedictine Society of Virginia has applied for reissuance of a permit for the private Mary Mother of the Church Abbey Sewage Treatment Plant. The applicant proposes to release treated sewage wastewater at a rate of 15,000 gallons per day into a water body. Sludge from the treatment process will be disposed by hauling offsite for further treatment and disposal. The facility proposes to release the treated sewage wastewater in the James River in Goochland County. The permit will limit the following pollutants to amounts that protect water quality: organic matter and solids.

### **Wegmans**

*Hanover*

Wegmans Food Markets, Inc. has applied for a new permit for the Wegmans Distribution Center. The project site is located south of Ashcake Road (Route 657), northwest of Sliding Hill Road (Route 656), and east of Egypt Road (Route 741) in Hanover County, Virginia. The permit will allow the applicant to fill a surface water wetland to construct a regional grocery distribution center. The proposed activity would affect 5.89 acres of palustrine

## **Recyc Systems**

### *New Kent*

Recyc Systems, Inc. has applied for a permit reissuance to include 196.2 acres of agricultural land at one site, and remove 662.7 acres of currently permitted land. The permit authorizes the land application of biosolids and WTP residuals as fertilizer to a specific site in New Kent County, and limits the application of nutrients, metals, and pathogens contained in these materials to amounts that protect water quality and human health.

## **Located outside - but potentially impacting - the Richmond Region**

### **Poole's Mobile Home Park**

#### *Surry*

Poole's Mobile Home Park, LLC has applied for a new permit for the Poole's Mobile Home Park Water System in Surry County, Virginia. The permit would allow the applicant to withdraw an average of 9,863 gallons per day. The ground water withdrawal will support the residential connections within the mobile home park. The proposed withdrawal will utilize the Potomac aquifer at a depth between 370 feet to 443 feet below the land surface at the withdrawal site.

**Executive Director's Report  
May 4, 2020**

***Transitioning PlanRVA to Remote Operations***

Beginning March 16, 2020 PlanRVA initiated remote work for all members of staff. Overall, the transition has gone fairly well. Staff members have remained positive, flexible and productive through this transition and for that I am very grateful. For the most part, staff assignments have remained as they were pre-COVID; everyone has been asked to fill in any freed time from meeting cancellations or reduced demands on time by virtue of remote work with webinars and other learning opportunities.

We transitioned to a Voice over IP (VOIP) telephone system during our second week of remote work. While all previously published phone numbers have not changed, this new system provides each staff member with a direct dial line they can use through a mobile device or telephone. This transition was on our technology “to do” list but was moved up in priorities given our current situation. The system also provided subscription (at no additional fee) to the GoToMeeting platform which allows us to convene virtual internal and external meetings.

We have increased the number of touchpoints with each staff over the course of the work day and week and tried to provide some more casual opportunities for staff members who don't directly work together to still connect. I provide regular updates to changes in procedures or updates to the agency's resources and information. While we are fortunate that no members of our staff (or their immediate families/household) have contracted the virus, Terry Eckhout and I have been working to update policies and procedures related to sick leave and the provisions of new guidance provided by the Federal Government as a result of the CARES Act. This has been a challenging time for everyone and every member of the Leadership Team (Parsons, Bittner, Eckhout, Aryal, Busching, Jacocks and Stewart) has been working hard to assure we're adequately supporting our staff during this time.

It feels like we have found a rhythm for working remotely, having fully transitioned from “crisis management” to maintenance of operations in this new setting. Over the last two weeks, I have noticed a shift in staff members' concerns. They are less concerned about how to function now, and more concerned about what our future will look like- return to work, convening meetings, workspace and protocols and most importantly continuing to complete the work of the agency. I think much of this is due to the resolution from the General Assembly on April 22<sup>nd</sup> with the authority granted to conduct virtual meetings of regional public bodies. But like everyone, it's also the reality of a “new normal” setting in and it should be no surprise that as planners, our staff members are thinking about the future, the impacts of COVID-19 on the community, their work and the agency's role in recovery.

Over the next few weeks, I've planned a series of sessions where our staff can talk about the changes we will need to make in our agency related to our work program and projects planned for next year, the way we think about meetings and other gatherings and how we can most effectively fulfill our public outreach and engagement objectives. In the

meantime, it's been a comfort that most of our work continues. And while it seems like there are days where there's nothing to talk or think about except COVID-19, we are still working to move our projects forward to be ready to proceed when appropriate.

**Intersections of COVID-19 and the work of PlanRVA**

While not engaged in many of the same ways local governments are dealing with the public health and now economic crisis, I do see areas of significant intersection between our work and the response efforts in the community.

PlanRVA has played an integral role in the activation of the COVID-19 Relief Fund established through partnership between the Emergency Management Alliance of Central Virginia (EMACV) and Community Foundation for a Greater Richmond (CF). We coordinated the launch of the fund's landing page on the web: [www.TogetherOneRegion.org](http://www.TogetherOneRegion.org) and have been assisting CF staff in needs assessment throughout the region. Katie Moody, Regional Emergency Management Coordinator represents PlanRVA on the Fund's advisory committee. To date, the committee has allocated more than \$2 million of the \$4.6 million dollars raised for projects supporting food, health related and educational needs in our region:

Locality	Award Amount	Focus Area(s)
Ashland	\$10,000	Food
Charles City	\$10,000	Food
Chesterfield	\$115,000	Food, Health Related, Schools
Colonial Heights	\$5,000	Food
Goochland	\$95,000	Food, Health Related
Hanover	\$137,500	Food, Health Related
Henrico	\$17,500	Food
Hopewell	\$24,500	Food, Schools
Louisa	\$25,000	Food
Petersburg	\$21,000	Food
Powhatan	\$75,000	Food, Health Related
Richmond	\$746,000	Food, health Related, Housing, Schools
Regional Programs	\$973,414	Food, Health Related, Housing, Other (\$100)
Virginia/Statewide Programs	\$3,500	Health Related
<b>Total</b>	<b>\$2,258,464</b>	

We're also facilitating a weekly call of the Education Foundations serving the Counties of Chesterfield, Goochland, Hanover, Henrico and the City of Richmond in conjunction with the Central Virginia Incident Management Team (IMT) Finance Division. Each week, the group reviews data for the localities and discusses the opportunities to coordinate resources. We use this information to inform the Funding community about current and emerging needs and work to share information through the EMACV network about opportunities for the localities outside the IMT to coordinate or share information.

We've been working with our regional and state partners to represent our member jurisdictions during this time as well. From informational calls with Congressman Whittman and Senator Kaine to participating in input sessions with VEDP and DHCD, we're working to make sure that state and federal policy makers understand the challenges our localities are facing in helping families meet basic needs during this time and what it will take to recover from the significant revenue losses over the last 7 weeks. We are participating in regular calls with the funding community providing input on needs shared with us from the local perspective and working to connect local projects with funding sources.

### ***Looking Forward***

All of this is possible because of the partnerships we've built over the years. Our staff members have built a strong reputation and solid relationships that are invaluable right now.

PlanRVA is currently working with ChamberRVA and the Community Foundation to launch a regional reopening and recovery strategy. We've enlisted the help of John Martin and SIR and will have more updates soon. In the meantime, we're working to coordinate with our partners at Retail Merchants Association, Richmond Region Tourism and Greater Richmond Partnership and many, many others to support our local governments in navigating the phases of reopening our community, businesses and economy. We're leveraging the existing partnerships formed through the Capital Region Collaborative and building new ones with the goal of forming an inclusive and comprehensive regional strategy. This coming week, I'll be participating in an informational call convened by Richmond Region Tourism to consider opportunities around branding for the region as we prepare for reopening the economy. Over the coming weeks, we'll be supporting this regional partnership in many ways, including information sharing from our member jurisdictions and data, research and analysis.

### ***Keeping our Programs Going***

In the midst of all of this, our staff is doing a phenomenal job of moving the agency's work forward. We continue to work toward the June presentation of the FY2021 Budget and Work Program and are navigating the new processes for virtual meetings. We hosted two committee meetings last week and will host the first virtual meeting of the RRTPO on Thursday.

We are also working to step up our social media presence during this time- promoting virtual opportunities for members of the community to get involved in local planning efforts and to assure public input is strongly encouraged during this time.

### ***Community Development***

We launched the regional Analysis of Impediments to Fair Housing project last month with our consultant Root Policy. This effort serves Henrico, Chesterfield, Richmond, Hopewell, Petersburg, Colonial Heights. The joint effort in meeting requirements of federal funding (CDBG and HOME) will result in a regional Assessment of fair housing impediments.



### Emergency Management

Later this month we'll be submitting requests through Virginia's Homeland Security Program on behalf of member localities and the Emergency Management Alliance of Central Virginia. Projects are estimated to total approximately \$350,000 to support regional projects focusing on Public Outreach, Mass Care equipment and planning, Regional Recovery Exercises and Training, Emergency Management Training and general planning support for the EMACV.

### Environment

Flexibility is the major theme in our Environmental Program right now- transitioning our large in person meetings planned for this Summer to alternative formats, we're continuing to work with our state partners at Coastal Zone Management and DEQ to meet program deliverables. At least two significant events will likely shift to a virtual format and we're re-imagining our Litter Prevention Campaign as issues around litter, refuse and debris management has shifted dramatically in the last 4 weeks.

Our Coastal Zone Management grant proposals for next year were submitted in late March and include some really exciting activities including launch of an online platform for stakeholder engagement, ecotourism infrastructure plan, and continued cross program area coordination to support resiliency planning. The Environmental Program continues to grow; this year anticipating a total of \$175,000 in new awards next year.

### Transportation

Despite some delays in project funding, staff is working now to recover lost time in preparing for May and June meetings of the RRTPO. Our goal is to be ahead of the curve in state processes for TIP amendments and revisions/updates to the Six Year Improvement Program. Our goal is to be sure funding for local and regional transportation priorities remains as accessible as possible. We submitted all pre-applications for SMART Scale projects for evaluation and will await response and offer technical assistance to advance all of the regional priorities.

The input process on regional transportation issues in support of the updates to our regional Long-Range Transportation Plan known as ConnectRVA 2045 closed on April 15<sup>th</sup>. Staff is compiling all the input and working to create a map representing the feedback with next steps to include prioritization based on reported needs.

The Transit Vision Plan will be shared with the GRTC board later this month and many staff members have continued in virtual form to raise awareness of the work of the RRTPO and regional transportation planning.

### ***In Conclusion...***

Our staff is fantastic: productive and positive. Please don't hesitate to reach out with any questions, concerns or suggestions.