## Imperatives for Fiscal Year 2022

<table>
<thead>
<tr>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
<th>#5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preserve our Financial Position</td>
<td>Manage Core Operations</td>
<td>Build Relevance and Demand for Services</td>
<td>Drive New Initiatives</td>
<td>Advance Special Priorities</td>
</tr>
<tr>
<td>- Achieve Successful Audit for FY2021</td>
<td>- Fulfill requirements for all grant funded programs</td>
<td>- Develop and implement a brand strategy including articulation of value proposition</td>
<td>- Promote Regional Response Fund</td>
<td>- Develop a physical presence that aligns with our mission</td>
</tr>
<tr>
<td></td>
<td>- Establish Top Notch Finance Team</td>
<td>- Deliver key Work Program priorities</td>
<td>- Determine Long Term CVTA Staffing</td>
<td>- Build Collaborative Partnerships for efficiency</td>
</tr>
<tr>
<td></td>
<td>- Build a Dynamic Financial Reporting System</td>
<td>- Build organizational capacity to meet growing needs</td>
<td>- Increase demand for services</td>
<td>- Innovate Organizational Practices and Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Increase engagement with the Board of Commissioners and locality staff</td>
<td>- Revive Regional Indicators &amp; Prepare Strategic Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Grow Emergency Management and Environmental Programs</td>
<td></td>
</tr>
</tbody>
</table>

### Summary of Activities - 2nd & 3rd Quarters

Assessment of Progress Year to Date
Imperatives for Fiscal Year 2022

# 1
Preserve our Financial Position

- Achieve Successful Audit for FY2021
- Establish Top Notch Finance Team
- Build a Dynamic Financial Reporting System

Q1 FY2022
- Successful Audit

Q2 FY2022
- Establish Finance Team

Q3 FY2022
- Build a Dynamic Financial Reporting System

Q4 FY2022

FY2021 Audit scheduled for committee review 10/26/2021
Position description and recruitment plan for lead finance role at PlanRVA; advertisement scheduled for April.
Evaluation of timekeeping system/integration with Quickbooks. Opportunity to streamline timekeeping, financial accounting and payroll services
Near completion of internal budget modeling tool to project cost allocation, revenue capture and opportunity to match new grant awards.
CEFA Reconciliation and FY2021/2022 Indirect Cost Plan Approval underway with VDOT
# Imperatives for Fiscal Year 2022

## Manage Core Operations

- Fulfill requirements for all grant funded programs
- Deliver key Work Program priorities
- Build organizational capacity to meet growing needs

### Q1 FY2022

**Program Compliance**

### Q2 FY2022

**Work Program Priorities**

Successful completion of Quadrennial Recertification for Richmond Regional Transportation Planning Organization

ConnectRVA 2045 approved 10/4/21; Regional Bicycle and Pedestrian Plan scheduled for RRTPO Policy Board Review 5/4/22 (TAC recommended approval on 4/12/22)

Emergency Management, Coastal and Rural Transportation Grants closed out.

Reg'l Prioritization Framework approved by CVTA 9/29/21; phase 2 funding scenario recommended by Finance Committee 4/13/22; open for public comment.

Regional Housing Grant Program launched with Spring Allocation round under review.

Completed recruitment for Transportation Program Coordinator, Community Engagement Manager, Administrative Assistant and Resiliency Planner. Principal Data Manager in final stages.

Succession Management Plan scheduled for approval; Title VI Projects completed. Title VI training program underway.
Imperatives for Fiscal Year 2022

# 3

Build Relevance and Demand for Services

- Develop and Implement a brand strategy including articulation of value proposition
- Increase engagement with the Board of Commissioners and locality staff
- Increase demand for services

Completed recruitment of Community Engagement Manager position

Brand Strategy delivered to Commission on March 10, 2022

Better Together Webinars continue; Local Innovation Series launched

New Commissioner Orientation Sessions offered.

Outreach meetings to increase awareness/engagement with GO Virginia; FY2023 Work Program Development including local technical assistance for small/rural localities

Data and Regional Indicators: Smart Beginnings Greater Richmond, Market Value Analysis and ForwardRVA all moving forward.

Developing training curriculum related to Title VI Compliance for federal grant administration, Equity in Planning and Collaborative Facilitation.
Imperatives for Fiscal Year 2022

# 4

Drive New Initiatives

- Promote Regional Response Fund
- Determine Long Term CVTA Staffing Arrangement
- Revive Regional Indicators & Prepare Strategic Plan
- Grow Emergency Management and Environmental Programs

<table>
<thead>
<tr>
<th>Q1 FY2022</th>
<th>Q2 FY2022</th>
<th>Q3 FY2022</th>
<th>Q4 FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response Fund</td>
<td>CVTA Support</td>
<td>Regional Strategic Plan and Indicators</td>
<td>Affordable Housing Development Grant</td>
</tr>
</tbody>
</table>

CVTA Executive Director search underway; developing MOU with CVTA for continued support in FY2023 and beyond.

ForwardRVA, new regional planning framework in coordination with peer anchor organizations (ChamberRVA, Community Foundation) evaluated for alignment with PlanRVA Scenario Planning scheduled to launch in 2022. Ongoing development of Regional Indicators project update with emphasis on economic mobility and resiliency.

Market Value Analysis Project final steering committee meeting held on March 31, 2022; Data migration to PlanRVA underway with community engagement efforts pending grant award.

Regional Housing Program launched with first disbursements scheduled for April, 2022. Spring round closed and evaluations underway.

Expansion of EMACV Website agreement executed. Local support letter process with Executive Committee in preparation for 2022 round of grant submissions.
Imperatives for Fiscal Year 2022

# 5

## Advance Special Priorities

- Develop a physical presence that aligns with our mission
- Build Collaborative Partnerships for efficiency
- Innovate Organizational Practices and Procedures

<table>
<thead>
<tr>
<th>Q1 FY2022</th>
<th>Q2 FY2022</th>
<th>Q3 FY2022</th>
<th>Q4 FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future Office Space Planning</td>
<td>Build Collaborative Partnerships</td>
<td>Monitor Trends &amp; Innovate</td>
<td></td>
</tr>
</tbody>
</table>


MOU with CVTA pending, FOLAR letter of agreement extended for FY2023; MVA migration from RMHF.


Launched new HR platform for employee file management; Performance Management module scheduled for May/June.

Initiated staff training program for Office 365 with Chesterfield County. Staff training for remote/hybrid work, completed in March.

Updated website language for inclusive purchasing program and supplier diversity objectives.

Implemented equitable recruitment strategy for recent recruitment rounds (Title VI compliance activities).

Deployed new systems to coordinate our owned and (un)earned media including social media and news media outreach and coverage.