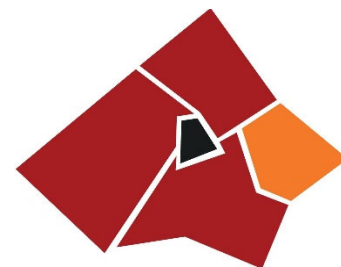


Central Virginia Planning District Commission
Meeting Agenda
October 20, 2022, 5:00 p.m.



CVPDC Offices – 828 Main Street, 12th Floor
Lynchburg, VA

Electronic connection: <https://us02web.zoom.us/j/87986111228?pwd=RFRvdE1LTFlhTkFCMHJ2N2t0bFRwZz09>

Dial In: (301) 715-8592

Meeting ID: 879 8611 1228

Passcode: 532933

- 1) Welcome & Introduction of New Members Dwayne Tuggle, CVPDC Chair
- 2) Consideration of Requests for Electronic Participation Dwayne Tuggle, Chair
- 3) Minutes of Regular Meeting, July 21, 2022 (provided under separate cover)..... Chair
- 4) Two-Year Appointments to LRBA Executive Committee Chair & Staff
- 5) Audit Engagement Letter, RFCA (attachment) Chair & Staff
- 6) Regional Cooperation Agreement with the Commonwealth of Virginia (attachment)
..... Chair & Staff
- 7) Member Local Government Contributions (attachment)..... Chair & Staff
- 8) Organizational Reports.....Staff
 - a) Financial Report, FY23, 1st Quarter (attachment) Tonya Hengeli
 - b) Executive Director's Report (presentation) Alec Brebner
 - i. US EPA Brownfields Assessment Grant
 - ii. CFPF Grant: Regional Resiliency Plan
 - iii. NFWF Grant: Middle James Preservation Plan
 - iv. Regional Housing Needs Assessment
 - v. Legislative Issues
 - vi. Upcoming Meetings
- 9) Other Business Dwayne Tuggle, Chair
- 10) Adjournment..... Dwayne Tuggle, Chair

Central Virginia Planning District Commission

Meeting Agenda Brief Sheet

October 20, 2022, 5:00 p.m.



Electronic connection: <https://us02web.zoom.us/j/87986111228?pwd=RFRvdE1LTFlhTkFCMHJ2N2t0bFRwZz09>

Dial In: (301) 715-8592

Meeting ID: 879 8611 1228

Passcode: 532933

1) Welcome & Introduction of New Members Dwayne Tuggle, CVPDC Chair
Interim County Administrator Jeremy Bryant will succeed Dean Rodgers as a representative of Amherst County.

2) Consideration of Requests for Electronic Participation Dwayne Tuggle, Chair

3) Minutes of Regular Meeting, July 21, 2022 (provided under separate cover) Chair

4) Two-Year Appointments to LRBA Executive Committee Chair & Staff
At its regular July meeting, the Commission voted to appoint Dean Rodgers of Amherst County and Wynter Benda of Lynchburg to the Executive Committee of the Lynchburg Regional Business Alliance. The Commission must now approve a replacement to fulfill Mr. Rodgers's vacated two-year term. The Alliance has asked Frank Rogers of Campbell County if he would be willing to serve and he has agreed.

The Request of the Commission is nomination of a candidate among members of both CVPDC and LRBA to serve on the LRBA Executive Committee.

5) Audit Engagement Letter, RFCA (attachment) Chair & Staff
The annual audit of the Commission commenced in August. Robinson, Farmer, Cox, & Associates asks that the Commission approve the audit engagement letter this year. The FY2022 audit includes forms to be completed by Commissioners selected by RFCA. Those Commissioners have been contacted. Your willingness to assist is appreciated!

The request of the Commission is approval of the Audit Engagement Letter.

6) Regional Cooperation Agreement (attachment) Chair & Staff
Virginia's Department of Housing and Community Development oversees planning district commissions throughout the Commonwealth. CVPDC staff submitted its annual report and, in return, is provided with its annual agreement for funding allocated by the General Assembly (\$89,971).

The request of the Commission is approval of the Regional Cooperation Agreement.

7) Member Local Government Contributions (attachment)..... Chair & Staff
Member local governments will begin drafting their 2024 budgets in December and January and entertain requests for funding from public- and private-sector partners. CVPDC will make such requests in amounts suggested by the Commission. Last autumn, staff provided information for a discussion about per-capita funding increases from cities and counties and per-unit increases for towns. Staff has updated the figures in the data sheets from 2021 and offers them for current and future discussion.

No action is required at this time.

- 8) Organizational Reports..... Staff
- a) Financial Report, FY23, 1st Quarter (attachment) Tonya Hengeli
 - b) Executive Director’s Report (presentation) Alec Brebner
 - i. US EPA Brownfields Assessment Grant (\$500,000)
 - ii. CFPF Grant: Regional Resiliency Plan (\$75,000)
 - iii. NFWF Grant: Middle James Preservation Plan (\$54,000)
 - iv. Regional Housing Needs Assessment (grant: \$100,000)
 - v. Legislative Issues
 - vi. Upcoming Meetings

Staff will present items of interest to the Commission. Discussion is encouraged. No action is required on these items.

9) Other Business Dwayne Tuggle, Chair
Commissioners may address the group with items of interest to the region for discussion.

10) Adjournment Dwayne Tuggle, Chair



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

July 27, 2022

Ms. Tonya Hengeli, Finance Director
Central Virginia Planning District Commission
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

Dear Ms. Hengeli:

We are pleased to confirm our understanding of the services we are to provide Central Virginia Planning District Commission for the years ended June 30, 2022 and 2021.

Audit Scope and Objectives

We will audit the financial statements of the business-type activities, and the disclosures, which collectively comprise the basic financial statements of Central Virginia Planning District Commission as of and for the years ended June 30, 2022 and 2021. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Central Virginia Planning District Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Central Virginia Planning District Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedules related to pension and OPEB funding

CHARLOTTESVILLE OFFICE: STREET ADDRESS

530 Westfield Road
Charlottesville, Virginia 22901
Phone: (434) 973-8314
Fax: (434) 974-7363

MAILING ADDRESS

P.O. Box 6580
Charlottesville, Virginia 22906
E-mail: rfc@rfca.com
Website: www.rfca.com

Audit Scope and Objectives (Continued)

We have also been engaged to report on supplementary information other than RSI that accompanies the Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Schedule of expenditures of federal awards

Audit Objectives

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Specifications for Audits of Authorities, Boards and Commissions* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Specifications for Audits of Authorities, Boards and Commissions* and will include tests of your accounting records of Central Virginia Planning District Commission and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Auditor's Responsibilities for the Audit of the Financial Statements (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Central Virginia Planning District Commission’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

Financial Statement Preparation

We will also assist in preparing the financial statements, schedule of expenditures of federal awards (SEFA), and related notes of Central Virginia Planning District Commission in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Virginia Retirement System Examination

We will examine management’s assertion that the census data reported to the Virginia Retirement System (“VRS”) by the Central Virginia Planning District Commission during the year ended June 30, 2022, is complete and accurate. The objectives of our examination are to (1) obtain reasonable assurance about whether management’s assertion that the census data reported to the VRS is free from material misstatement based on the requirements to be met by participants in the VRS as defined by the VRS and the Board of Trustees’ plan provisions as mandated in the Code of Virginia Section 51.1-136; and (2) to express an opinion as to whether management’s assertion that the census data reported to the VRS is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, management’s records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to Central Virginia Planning District Commission and the Auditor of Public Accounts of the Commonwealth of Virginia. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

Other Services (Continued)

Virginia Retirement System Examination (Continued)

We will plan and perform the examination to obtain reasonable assurance about whether management's assertion that the census data reported to the VRS is free from material misstatement, based on the requirements to be met by participants in the VRS as defined by the VRS and the Board of Trustees' plan provisions as mandated in the Code Section of Virginia Section 51.1-136. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, known and suspected fraud, noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud, noncompliance with laws or regulations, internal control deficiencies identified during the engagement and uncorrected misstatements that come to our attention, unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the preparation of the subject matter, but the responsibility for the subject matter remains with you.

Management is responsible for the presentation of the census data described above in accordance with the requirements described above; and for selecting the criteria and determining that such criteria are appropriate for your purposes. Management is responsible for, and agree to provide us with, a written assertion about whether the presentation of the census data described above is presented in accordance with the requirements described above. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you

Responsibilities of Management for the Financial Statements (Continued)

are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Central Virginia Planning District Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the granting agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Matthew A. McLearen is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in August 2022 and to issue our reports upon approval and receipt of required signed representations.

Our fee for these services for the year ended June 30, 2022 will be as follows:

| | | |
|-----------------------------------------------------|----|---------------|
| Central Virginia Planning District Commission Audit | \$ | 13,000 |
| Implementation of GASB 87 | | 2,000 |
| Total | \$ | <u>15,000</u> |

Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Central Virginia Planning District Commission's financial statements. Our report will be addressed to management and those charged with governance of Central Virginia Planning District Commission. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Reporting (Continued)

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on

the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Central Virginia Planning District Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Central Virginia Planning District Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



Matthew A. McLearen
Certified Public Accountant
Member

RESPONSE:

This letter correctly sets forth the understanding of Central Virginia Planning District Commission.

| | |
|-----------------------------------|------------------------------------------------------|
| By: _____ | By: _____ |
| Title: _____ Management Signature | Title: _____ Board of Directors/Governance Signature |

**COMMONWEALTH OF VIRGINIA
FINANCIAL ASSISTANCE CONTRACT
NUMBER 111-23**

July 1, 2022 to June 30, 2023

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department") and the CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION (herein called the "Commission"), WITNESSETH THAT:

WHEREAS, the Commission has been organized by the governing authorities within its boundaries pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number 11 by planning, encouraging, and assisting governmental subdivisions to plan for the future; and

WHEREAS, the Commission desires to secure financial support from the Department under the terms of the Regional Cooperation Act; and

WHEREAS, the Department is empowered to provide state financial support to Planning District Commissions to help them achieve the aforementioned objectives;

NOW, THEREFORE, the parties hereto mutually agree as follows:

COMPENSATION

1. Based upon the Appropriation Act of the Commonwealth of Virginia for the 2022-2024 Biennium, as amended, the Department agrees to pay to the Commission for the fiscal year beginning July 1, 2022, and ending June 30, 2023, eighty-nine thousand nine hundred seventy-one (\$89,971.00), subject to the provisions of any budget reduction plan approved by the Governor and provided that the Commission shall meet the requirements listed below.

METHOD OF PAYMENT

2. The Department shall distribute funds on a quarterly basis, with the total allocation being divided into four (4) equal payments, after receipt of the required annual report, related materials, and executed contract. In the event that any budget reductions are approved by the Governor, the Department will make appropriate reductions in the quarterly payments to the Commission beginning with the first quarter after such reductions are approved by the Governor and communicated to the Department.

SCOPE OF SERVICES

3. The Commission shall furnish to the Department the following items during the term of this Contract, or as specified below:
 - a. An annual report, as required by Va. Code Section 15.2-4215, submitted no later than September 1, 2022. This report shall include, at a minimum, the following information:
 1. A description of the activities conducted by the Commission during the preceding fiscal year, describing how the Commission met the provisions of Va. Code Section 15.2-4208 of the Regional Cooperation Act.

2. A summary of the sources and amounts of funding provided to the Commission.
 3. A copy of the annual work program proposed for the fiscal year of this Contract.
 4. A description of regional strategic plan development and implementation activities.
 5. A summary description highlighting achievements of special merit with regard to regional cooperation.
 6. A current list of Commission members by jurisdiction and staff by title or function.
- b. A copy of the Commission's annual audit as prepared by a Certified Public Accountant in accordance with the Office of Management and Budget Circular A-133. This item shall be submitted within a thirty day period after its acceptance from the CPA.
 - c. A copy of any amendment to the Commission's Charter and/or by-laws. This item shall be submitted upon ratification of any such amendments.
 - d. Copies of all Commission publications completed during the term of the contract, which may be provided in electronic format.

COMMONWEALTH OF VIRGINIA
Department of Housing and
Community Development

Central Virginia Planning District
Commission
Planning District Number 11

By: _____

Director
Department of Housing and
Community Development

By: _____
Chair

Date: _____

Date: _____

By: _____
Executive Director

Date: _____

CVPDC Membership Contributions

Background

For 2021-2022, local government membership contributions totaled \$158,835, which was 17.5% of CVPDC's budgeted operating expenses. Contributions totaling \$167,796 have been collected in the current fiscal year, 17.7% of budgeted operating expenses. The balance of needed revenues comes from contracts for services, program revenues from state and federal sources, and the General Assembly.

CVPDC uses membership contributions to match state and federal programs and grants. The remainder not tied to a grant or program provides flexibility that allows CVPDC to work with localities to develop new projects and to respond to unplanned requests.

Prior to Fiscal Year 2022, the Commission increased the suggested membership contribution by \$0.01 to \$0.585 per capita for the City and Counties and a proportionate amount for Towns. In FY22, the Commission voted to raise the suggested membership contribution by \$0.03 to \$0.615 per capita from the City and Counties with a proportionate increase from the Towns in Fiscal Year 2023. A table below details the increases.

Future Considerations

At its October 2021 meeting, the Commission reviewed documentation about membership contributions which included forecasted growth in the per capita rate from the current year to Fiscal Year 2029. At that point, the per-capita rate for membership dues would reach \$0.795 if it rose three cents each year (exhibit, following page).

Then-executive director Gary Christie asked the Commission to contemplate the three-cent increase as a step in a six-year plan to increase local government membership contributions closer to the average rate received by nearby PDCs in Virginia (\$0.898). A \$0.03 increase per year for six years builds incrementally to an amount with which CVPDC can supplement staff, begin new initiatives, and match state and federal grants. The capacity to respond quickly to state and federal funding opportunities is a powerful tool to attract new revenues to the region for innovative initiatives.

History of Contributions by Fiscal Year:

2010: \$0.65 per capita
2011-2021: \$0.575 per capita
2022: \$0.585 per capita
2023: \$0.615 per capita

Comparison Regions*

| | | | |
|------------------------------------|----------------|-----------------------------------------------------|--------|
| West Piedmont (Danville) | \$0.55 | Southside (South Hill) | \$1.25 |
| CVPDC | \$0.615 | New River Valley | \$1.27 |
| Thomas Jefferson (Charlottesville) | \$0.62 | Commonwealth (Farmville): \$19,000 per jurisdiction | |
| Central Shenandoah | \$0.70 | | |
| Roanoke/Alleghany | \$1.00 | *As of October 2021 | |

Local Membership Contributions Match State and Federal Grants

| | |
|---------------------------------------------------|------------------|
| VDOT/DRPT (Metropolitan Transportation Planning) | \$33,048 |
| VDOT (Rural Planning and Research) | \$14,500 |
| RideSolutions (Commuter Assistance Program) | \$12,269 |
| SS4A (Comprehensive Safety Action Plan) | \$70,000 |
| US EDA (Strategic Planning) | \$30,000 |
| GO Virginia (Career & Technical Education) | \$84,284 |
| DEQ (Chesapeake Bay Water Quality Implementation) | <u>\$14,500</u> |
| <i>Total</i> | <i>\$258,601</i> |

Impact of a \$0.03 Increase for FY23 and Hypothetically, FY24

State and federal revenues budgeted for CVPDC initiatives in FY23: \$1,898,070 (does not include revenues for the construction of infrastructure received through grant applications).

| Locality | FY22 Billing @ \$.585 per capita | FY23 Billing @ \$0.615 per capita | Hypothetical FY24 @ \$0.645 per capita | Difference FY23 – FY24 |
|--------------------|-------------------------------------------|-----------------------------------------|-------------------------------------------------|---------------------------|
| Amherst County | \$18,583 | \$19,588 | \$20,312 | \$724 |
| Appomattox County | \$9,254 | \$9,840 | \$10,453 | \$613 |
| Bedford County | \$45,970 | \$48,575 | \$51,513 | \$2,938 |
| Campbell County | \$32,456 | \$34,224 | \$35,915 | \$1,691 |
| Lynchburg City | \$47,258 | \$49,979 | \$51,635 | \$1,656 |
| Town of Altavista | \$1,063 | \$1,118 | \$1,172 | \$64 |
| Town of Amherst | \$1,063 | \$1,118 | \$1,172 | \$64 |
| Town of Appomattox | \$1,063 | \$1,118 | \$1,172 | \$64 |
| Town of Bedford | \$1,063 | \$1,118 | \$1,172 | \$64 |
| Town of Brookneal | \$1,063 | \$1,118 | \$1,172 | \$64 |
| <i>Total</i> | <i>\$158,835</i> | <i>\$167,793</i> | <i>\$175,688</i> | <i>\$7,895</i> |
| | | | | <i>4.7%</i> |

July 1, 2020 Population Estimates for Virginia and its Counties and Cities

Published on January 27, 2020 by the Weldon Cooper Center for Public Service Demographics Research Group <https://demographics.coopercenter.org>

ATTACHMENT 7b

| Locality | April 1, 2010 Census | July 1, 2017 Estimate | July 1, 2018 Estimate | July 1, 2019 Estimate | July 1, 2020 Estimate | July 2019 Billing using July 1, 2017 Population Estimate @ \$.575 per | July 2020 Billing using July 1, 2018 Population Estimate @ \$.575 per | July 2021 Billing using July 1, 2019 Population Estimate @ \$.585 per | July 2022 Billing using July 1, 2020 Population Estimate @ \$.585 per | \$ Change from prior year | % Change from prior year | FY23 W/ \$.03 Increase | FY24 W/ \$.03 Increase | FY25 W/ \$.03 Increase | FY26 W/ \$.03 Increase | FY27 W/ \$.03 Increase | FY28 W/ \$.03 Increase | FY29 W/ \$.03 Increase |
|-------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Amherst County | 32,353 | 31,982 | 31,867 | 31,766 | 31,851 | \$18,389.65 | \$18,323.53 | \$18,583.11 | \$18,632.84 | \$49.73 | 0.27% | \$19,588.37 | \$20,543.90 | \$21,499.43 | \$22,454.96 | \$23,410.49 | \$24,366.02 | \$25,321.55 |
| Appomattox County | 14,973 | 15,536 | 15,679 | 15,818 | 16,000 | \$8,933.20 | \$9,015.43 | \$9,253.53 | \$9,360.00 | \$106.47 | 1.15% | \$9,840.00 | \$10,320.00 | \$10,800.00 | \$11,280.00 | \$11,760.00 | \$12,240.00 | \$12,720.00 |
| Bedford County# | 74,898 | 77,807 | 78,329 | 78,581 | 78,984 | \$44,739.03 | \$45,039.18 | \$45,969.89 | \$46,205.64 | \$235.75 | 0.51% | \$48,575.16 | \$50,944.68 | \$53,314.20 | \$55,683.72 | \$58,053.24 | \$60,422.76 | \$62,792.28 |
| Campbell County | 54,842 | 55,503 | 55,425 | 55,480 | 55,648 | \$31,914.23 | \$31,869.38 | \$32,455.80 | \$32,554.08 | \$98.28 | 0.30% | \$34,223.52 | \$35,892.96 | \$37,562.40 | \$39,231.84 | \$40,901.28 | \$42,570.72 | \$44,240.16 |
| Lynchburg City | 75,568 | 80,380 | 81,339 | 80,783 | 81,266 | \$46,218.50 | \$46,769.93 | \$47,258.06 | \$47,540.61 | \$282.55 | 0.60% | \$49,978.59 | \$52,416.57 | \$54,854.55 | \$57,292.53 | \$59,730.51 | \$62,168.49 | \$64,606.47 |
| Town of Altavista | | | | | | \$1,045.00 | \$1,045.00 | \$1,063.00 | \$1,063.00 | \$0.00 | 0.00% | \$1,117.51 | \$1,172.03 | \$1,226.54 | \$1,281.05 | \$1,335.56 | \$1,390.08 | \$1,444.59 |
| Town of Amherst | | | | | | \$1,045.00 | \$1,045.00 | \$1,063.00 | \$1,063.00 | \$0.00 | 0.00% | \$1,117.51 | \$1,172.03 | \$1,226.54 | \$1,281.05 | \$1,335.56 | \$1,390.08 | \$1,444.59 |
| Appomattox town | | | | | | \$1,045.00 | \$1,045.00 | \$1,063.00 | \$1,063.00 | \$0.00 | 0.00% | \$1,117.51 | \$1,172.03 | \$1,226.54 | \$1,281.05 | \$1,335.56 | \$1,390.08 | \$1,444.59 |
| Town of Bedford | | | | | | \$1,045.00 | \$1,045.00 | \$1,063.00 | \$1,063.00 | \$0.00 | 0.00% | \$1,117.51 | \$1,172.03 | \$1,226.54 | \$1,281.05 | \$1,335.56 | \$1,390.08 | \$1,444.59 |
| Town of Brookneal | | | | | | \$1,045.00 | \$1,045.00 | \$1,063.00 | \$1,063.00 | \$0.00 | 0.00% | \$1,117.51 | \$1,172.03 | \$1,226.54 | \$1,281.05 | \$1,335.56 | \$1,390.08 | \$1,444.59 |
| | 252,634 | 261,208 | 262,639 | 262,428 | 263,749 | \$155,419.61 | \$156,242.45 | \$158,835.39 | \$159,608.17 | \$772.78 | 1.66% | \$167,793.20 | \$175,978.24 | \$184,163.27 | \$192,348.31 | \$200,533.34 | \$208,718.37 | \$216,903.41 |
| | | | | | | | | | | | New Rate | 0.615 | 0.645 | 0.675 | 0.705 | \$0.735 | \$0.765 | \$0.795 |
| | | | | | | | | | | | \$ Change | \$8,957.81 | \$8,185.03 | \$8,185.03 | \$8,185.03 | \$8,185.03 | \$8,185.03 | \$8,185.03 |
| | | | | | | | | | | | % Change | 105.1% | 104.9% | 104.7% | 104.4% | 104.3% | 104.1% | 103.9% |

#2010 Census Estimate Includes numbers for Bedford City

Central Virginia Planning District Commission
Budget to Actual for FY22
Actual as of September 30, 2022

| | <u>FY 23</u> <u>Approved</u> <u>Budget</u> | <u>Actual</u> <u>as of</u> <u>09/30/22</u> | <u>Balance of</u> <u>Budget</u> <u>Available</u> | <u>% of Budget</u> <u>Used Y-T-D</u> |
|----------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------------|-----------------------------------------|
| <u>OPERATIONS FUND (EXPENDITURES)</u> | | | | |
| <u>SALARY</u> | | | | |
| ADMINISTRATION | 156,162 | 45,276 | 110,886 | 28.99% |
| FINANCE | 132,788 | 32,475 | 100,313 | 24.46% |
| OPERATIONS | 269,154 | 33,497 | 235,657 | 12.45% |
| | 558,104 | 111,247 | 446,857 | 19.93% |
| PART TIME HELP | 19,890 | 4,560 | 15,330 | 22.92% |
| | | | | |
| Total Salaries & Wages | 577,994 | 115,807 | 462,187 | 20.04% |
| | | | | |
| EMPLOYER COST FICA | 44,216 | 12,840 | 31,376 | 29.04% |
| EMPLOYER COST V R S | 24,205 | 4,999 | 19,206 | 20.65% |
| EMPLOYER COST HEALTH INS | 106,756 | 26,489 | 80,267 | 24.81% |
| EMPLOYER COST LIFE INS | 7,733 | 2,168 | 5,565 | 28.03% |
| WORKERS COMP | 1,900 | 1,255 | 645 | 66.07% |
| UNEMPLOYMENT COMPENSATION | - | 1,923 | (1,923) | |
| Total Fringe Benefits | 184,810 | 49,674 | 137,059 | 26.88% |
| | | | | |
| <u>OFFICE EXPENSES</u> | | | | |
| AUDITING SERVICES | 7,000 | 2,522 | 4,478 | 36.03% |
| PAYROLL ACCOUNTING SERVICES | 7,400 | - | 7,400 | 0.00% |
| LEGAL SERVICES | 3,000 | 605 | 2,395 | 20.17% |
| LIABILITY INSURANCE | 1,000 | 943 | 57 | 94.31% |
| CONTRACTUAL SERVICES | 30,000 | 1,212 | 28,788 | 4.04% |
| ADVERTISING | 1,500 | 484 | 1,016 | 32.30% |
| POSTAGE | 500 | 42 | 458 | 8.46% |
| TELEPHONE | 6,000 | 1,042 | 4,958 | 17.36% |
| INTERNET SERVICES | 1,000 | 372 | 628 | 37.22% |
| OFFICE SUPPLIES | 6,000 | 665 | 5,335 | 11.09% |
| PRINTING & BINDING | 1,000 | 118 | 882 | 11.79% |
| TRAVEL | 10,000 | 1,173 | 8,827 | 11.73% |
| SPECIAL MEETINGS | 7,000 | - | 7,000 | 0.00% |
| EDUCATION & TRAINING | 10,000 | - | 10,000 | 0.00% |
| DUES, SUBSCRIPTIONS | 9,500 | 2,471 | 7,029 | 26.01% |
| PUBLICATIONS | 500 | - | 500 | 0.00% |
| MISCELLANEOUS EXPENSES | 1,000 | - | 1,000 | 0.00% |
| FURNITURE & FIXTURES | 1,000 | - | 1,000 | 0.00% |
| RENTAL OFFICE EQUIPMENT | 4,000 | 487 | 3,513 | 12.17% |
| OFFICE RENT | 62,668 | 14,361 | 48,307 | 22.92% |
| PARKING | 1,200 | 300 | 900 | 25.00% |
| COMPUTER EQUIP/SOFTWARE | 12,000 | 2,608 | 9,392 | 21.73% |
| Total Office Expenses | 183,268 | 29,406 | 153,863 | 16.05% |
| | | | | |
| Total Operations Expenses | 946,072 | 194,886 | 753,109 | 20.60% |

| | <u>FY 23</u> <u>Approved</u> <u>Budget</u> | <u>Actual</u> <u>as of</u> <u>09/30/22</u> | <u>Balance of</u> <u>Budget</u> <u>Available</u> | <u>% of Budget</u> <u>Used Y-T-D</u> |
|------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------------|-----------------------------------------|
| Total Operations Expenses (from Page 1) | 946,072 | 194,886 | 753,109 | 20.60% |
| Direct Project Expenses | | | | |
| Altavista Comp Plan | 1,055 | - | 1,055 | 0.00% |
| Amherst CDBG - Old Town Madison Heights | - | - | - | |
| Amherst Town | - | - | - | |
| Appomattox Church Street Water Line | 300 | - | 300 | 0.00% |
| Bedford Town CDBG | 2,000 | - | 2,000 | 0.00% |
| CEDS | 49,000 | - | 49,000 | 0.00% |
| Brownfields Assessment - EPA | 3,000 | 304 | 2,696 | 10.14% |
| CVCC-CTE | 84,284 | - | 84,284 | 0.00% |
| Chesapeake Bay WIP III - DEQ | 10,000 | - | 10,000 | 0.00% |
| DHCD | 500 | - | 500 | 0.00% |
| DRPT / FTA | 86,500 | - | 86,500 | 0.00% |
| Hazard Mitigation | - | - | - | |
| Hilltop Revitalization Project | - | 350 | (350) | |
| Regional Radio Board - Campbell County | 1,000 | - | 1,000 | 0.00% |
| Regional Radio Board | 1,000 | 110 | 890 | 11.00% |
| RideSolutions | 9,875 | - | 9,875 | 0.00% |
| RideSolutions Mobility | 9,600 | - | 9,600 | 0.00% |
| VDOT - PL | 105,000 | 1,244 | 103,756 | 1.18% |
| VDOT - Rural | 5,000 | - | 5,000 | 0.00% |
| Virginia Housing | 550,000 | - | 550,000 | 0.00% |
| Virginia Housing Study Grant | 96,000 | - | 96,000 | 0.00% |
| WIOA | 544,004 | 33,973 | 510,031 | 6.24% |
| Total Direct Project Expenses | 1,558,118 | 35,981 | 1,522,137 | 2.31% |
| TOTAL OPERATING & DIRECT PROJECT EXPENSES | \$2,504,190 | \$230,867 | \$2,275,246 | 9.22% |
| Pass Thru Expenses | | | | |
| Regional Radio Board | 1,167,302 | 230,328 | 936,974 | 19.73% |
| VDOT - PL | 75,000 | - | 75,000 | 0.00% |
| WIOA | 950,000 | 257,662 | 692,338 | 27.12% |
| Total Pass Thru Expenses | \$2,192,302 | 487,990 | \$1,704,312 | 22.26% |
| Total Expenses | \$4,696,492 | \$718,857 | \$3,979,558 | 15.31% |

| | <u>FY23</u> <u>Approved</u> <u>Budget</u> | <u>Actual as of</u> <u>09/30/22</u> | <u>Budget</u> <u>Balance</u> <u>Available</u> | <u>% Of</u> <u>Budget</u> <u>Received</u> |
|-------------------------------------------------------|-------------------------------------------------|----------------------------------------|-----------------------------------------------------|-------------------------------------------------|
| Revenues | | | | |
| OPERATIONS FUND (REVENUE) | | | | |
| Dues | 167,793 | 167,796 | (3) | 100.00% |
| Miscellaneous Revenue | 11,000 | 0 | 11,000 | 0.00% |
| Total Operations Revenue | 178,793 | 167,796 | 10,997 | 93.85% |
| Direct Project Revenues | | | | |
| Amherst County - Old Town Madison Heights | - | - | - | |
| Altavista Comprehensive Plan | 10,542 | - | 10,542 | 0.00% |
| Amherst Town | - | - | - | |
| Appomattox Church Street Water Line | 10,000 | - | 10,000 | 0.00% |
| Bedford Town CDBG | 12,500 | - | 12,500 | 0.00% |
| CEDS | 30,000 | - | 30,000 | 0.00% |
| Brownfields - EPA | 11,000 | - | 11,000 | 0.00% |
| Chesapeake Bay WIP III - DEQ | 58,000 | - | 58,000 | 0.00% |
| DHCD | 89,971 | 6,811 | 83,160 | 7.57% |
| DRPT / FTA | 199,138 | - | 199,138 | 0.00% |
| Hazard Mitigation | - | - | - | |
| Regional Radio Board - Campbell County | 8,000 | 1,751 | 6,249 | 21.89% |
| Regional Radio Board | 32,000 | - | 32,000 | 0.00% |
| Region 2000 Services Authority | 175,000 | 69,301 | 105,699 | 39.60% |
| RideSolutions | 50,882 | 7,579 | 43,303 | 14.90% |
| Ride Solutions Mobility | 10,000 | - | 10,000 | 0.00% |
| VDOT-PL | 179,579 | - | 179,579 | 0.00% |
| VDOT-Rural | 58,000 | - | 58,000 | 0.00% |
| Virginia Housing | 600,000 | - | 600,000 | 0.00% |
| Virginia Housing Study Grant | 100,000 | - | 100,000 | 0.00% |
| WIOA | 609,004 | 25,035 | 583,969 | 4.11% |
| Total Direct Project Revenues | 2,243,616 | 110,477 | 2,133,139 | 4.92% |
| Interest - LGIP | 600 | 1,770 | (1,170) | 294.93% |
| TOTAL OPERATIONS & DIRECT PROJECT REVENUES | 2,423,009 | 280,043 | 2,142,966 | 11.56% |
| Surplus/(Use of Fund) Balance | (81,181) | 49,176 | (132,280) | -60.58% |
| Funding from Fund Balance | | | | |
| CVCC-CTE | 84,284 | - | 84,284 | 0.00% |
| CEDS | 30,000 | - | 30,000 | 0.00% |
| Funding from Fund Balance | 114,284 | - | 114,284 | 0.00% |
| | \$33,103 | \$49,176 | (\$17,996) | 148.55% |
| Pass Thru Revenue | | | | |
| Regional Radio Board | 1,239,343 | 869,774 | 369,569 | 70.18% |
| VDOT - PL | 75,000 | - | 75,000 | 0.00% |
| WIOA | 950,000 | 378,272 | 571,728 | 39.82% |
| Total Pass Thru Revenues | \$2,264,343 | \$1,248,046 | \$1,016,297 | 55.12% |
| Total Revenue | 4,801,636 | 1,528,089 | 3,273,547 | 31.82% |
| Net Surplus/(Use of Fund) Balance | 105,144 | 809,231 | (704,087) | |
| Current Balance of LGIP Fund | \$328,725.68 | | | |