



Abigail Spanberger
Governor

Carrie Cheney
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Tamarah Holmes, PhD
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

May 1, 2026

MEMORANDUM

TO: Members of the Commission on Local Government

FROM: DHCD Staff

SUBJECT: Commission on Local Government Meeting – May 8, 2026

Dear Commissioners,

Enclosed is the draft agenda and information package for the Commission on Local Government regular meeting to be held on **Friday, May 8, at 1:00 p.m.** The Commission meeting will be held at the Virginia Housing Center, Glen Allen, Virginia. Lunch will be provided prior to the meeting.

Please find enclosed the following:

1. Draft Agenda for the May Regular Meeting
2. Draft Minutes of the March 26th Regular Meeting
3. Summary of Updates to the 2025 Catalog of Mandates on Local Governments
4. Draft Mandates Assessment Schedule for FY2027
5. Draft Cash Proffer Survey Instrument for FY2026
6. Proposed Town of Tangier Performance Plan
7. Auditor of Public Accounts Recommendation Letter for State Assistance for the City of Radford – March 26, 2026
8. City of Radford Fiscal Distress Designation Response

Please contact DHCD staff if you have any questions or require additional information. We can be reached at alan.jones@dhcd.virginia.gov or at 804-944-0645. We look forward to seeing you in person on May 8th.

Enclosure





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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

AGENDA

Commission on Local Government

Regular Meeting

May 8, 2026

1:00 PM

Virginia Housing Center

4224 Cox Road

Glen Allen, VA 23060

Electronic Meeting Access Information

Microsoft Teams Joining Information: [Click here to join the meeting](#)

Meeting ID: 267 456 051 253 787 | Passcode: RT6bs9EE

Call in (audio only) +1 434-230-0065 | Phone Conference ID: 724 853 055#

1. Please contact Alan Jones (alan.jones@dhcd.virginia.gov) for additional information on how to connect to the meeting electronically.
2. The Public Comment portion of the meeting will be limited to thirty (30) minutes. Each person wishing to provide comments before the Commission should limit their comments to three (3) minutes. These rules are subject to change without notice by the Commission Chair. It is encouraged to pre-register for public comment by contacting Alan Jones (alan.jones@dhcd.virginia.gov) in advance of the meeting.
3. Members of the public viewing the meeting through the Microsoft Teams option are required to mute themselves during the meeting unless called upon by the Commission Chair to speak. The Commission reserves the right to remove from its virtual meetings anyone who does not abide by these rules.
4. Access to meeting materials for members of the public is available on the corresponding meeting page of the [Virginia Regulatory Town Hall website](#) and on [Commonwealth Calendar](#).



Commission on Local Government
Regular Meeting – May 8, 2026

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| I. <u>Call to Order</u> | Chair |
| II. <u>Administration</u> | |
| a. Approval of the Draft Agenda | Chair |
| b. Approval of the Minutes: March 26, 2026 | Chair |
| c. Public Comment Period | Chair |
| d. Staff's Report | Staff |
| III. <u>Fiscal Stress Methodology Review</u> | |
| a. Update on Potential Revisions to Fiscal Stress Report | Staff |
| IV. <u>Catalog of Mandates on Local Governments</u> | |
| a. Overview of Mandates Catalog Process | Staff |
| b. Presentation of 2025 Mandates Catalog Updates | Staff |
| c. Commission Deliberation and Action | Chair |
| V. <u>Assessment of Mandates on Local Governments</u> | |
| a. Overview of Mandates Assessment Process | Staff |
| b. Presentation of FY2027 Mandates Assessment Schedule | Staff |
| c. Commission Deliberation and Action | Chair |
| VI. <u>Cash Proffer Survey</u> | |
| a. Overview of Cash Proffers | Staff |
| b. Presentation of 2026 Cash Proffer Survey Instrument | |
| c. Commission Deliberation and Action | Chair |
| VII. <u>Local Fiscal Distress – Town of Tangier</u> | |
| a. Presentation of Town of Tangier Performance Plan | Staff |
| b. Commission Deliberation and Action | Chair |
| VIII. <u>Local Fiscal Distress – City of Radford</u> | |
| a. Overview of City of Radford Fiscal Distress Designation | Staff |
| IX. <u>Other Business</u> | Chair |
| X. <u>Adjournment</u> | Chair |

The next regular meeting of the Commission on Local Government is currently scheduled for July 10, 2026.



**Minutes of the
COMMISSION ON LOCAL GOVERNMENT**

March 26, 2026

1:40 pm

**Benson Educational Building
16152 Main Ridge Road
Tangier, VA 23440**

Members Present

Heather Cordasco, Vice Chair
Robert Lauterberg
Terry Payne, Chair
Edwin Rosado (Remote)
Beck Stanley (Remote)

Members Absent

None

Department of Housing and Community Development (DHCD) staff present for all or part of the meeting:

Kenrick Cameron, Jr., Policy Analyst
Joseph Dennie, Policy Analyst (Remote)
Alan Jones, Sr. Public Finance Analyst
Trisha Lindsey, Policy and Legislative Services Director (Remote)
Andrew Malloy, Sr. Policy Analyst (Remote)
Chase Sawyer, Policy and Legislative Services Manager

Call to Order

Commissioner Payne, Chair of the Commission on Local Government, called the regular meeting to order at 1:40 p.m.

Roll Call

The roll was called by Mr. Jones. Mr. Jones reported that a quorum was present.

Remote Participation

Prior to the meeting, Commissioners Rosado and Stanley were approved by the Chair to participate electronically. Commissioner Rosado participated electronically from Chesterfield, VA due to a temporary disability that prevented his physical attendance. Commissioner Stanley participated electronically from Bedford, VA for the purpose of providing care to a family member due to a medical condition.

New Commissioner Welcome

Commissioner Payne welcomed the new commissioner, Commissioner Beck Stanley. Commissioner Stanley provided a brief introduction on his occupation and interest in serving the Commonwealth in this capacity.

Approval of Agenda

A motion was made by Commissioner Cordasco and seconded by Commissioner Lauterberg to approve the draft agenda. The motion passed on a unanimous voice vote (YEAS: Cordasco, Lauterberg, Payne, Rosado, Stanley; NAYS: None).

Approval of Minutes

A motion was made by Commissioner Lauterberg and seconded by Commissioner Cordasco to approve the minutes of the January 9, 2026, regular meeting of the Commission. The motion passed on a unanimous voice vote (YEAS: Cordasco, Lauterberg, Payne, Rosado, Stanley; NAYS: None).

Public Comment

Commissioner Payne opened the floor for public comment.

Mr. Normand St-Pierre, a member of Tangier Town Council, expressed a desire to provide remarks following the Berkley Group's presentation.

Ms. Donna Biggs expressed concerns regarding her unit of local government and noted she would like to learn more about the activities and responsibilities of the Commission on Local Government.

There was general agreement amongst the Commissioners to allow for public comment from the Town of Tangier following the Berkely Group's presentation.

After seeing no additional speakers, Commissioner Payne closed public comment.

Staff's Report

Mr. Jones informed the Commission of the new gubernatorial appointees at the Department of Housing and Community Development (DHCD). Mr. Jones introduced Dr. Tamarah Holmes as the Director of DHCD, who concurrently serves as the Executive Director of the Commission on Local Government. Mr. Jones also informed Commissioners of the appointments of Cassidy Rasnick as the Chief Operating Officer and Peter Mahoney as Senior Advisor.

Mr. Jones also informed the Commission that the Virginia General Assembly adjourned the 2026 Regular Session on March 14, 2026. Mr. Jones noted that staff will provide additional information regarding the 2026 Regular Session at a future meeting.

Local Fiscal Distress — Town of
Tangier

Mr. Jones provided a brief overview of the Local Fiscal Distress process, noting that the Berkley Group's engagement with the Town of Tangier began on January 9, 2026. Mr. Jones reminded the Commission that this is the first instance of the Local Fiscal Distress process since it was codified in 2024.

Drew Williams and Craig Meadows, representatives of the Berkley Group, provided an in-depth presentation of the Town of Tangier Fiscal Distress Report. Mr. Williams presented on Virginia's fiscal distress and turnaround process, background and history of the Town of Tangier, and the methodology informing the Berkley Group's approach to Tangier's fiscal distress designation. Mr. Meadows presented an assessment of Tangier's current situation, a summary of findings and implementation, immediate next steps, and concluded the presentation with a discussion of comments/questions from Commissioners.

Commissioner Lauterberg expressed concerns about the historical and financial records that may reside in the Town's accounting software and that it may be in the Town's interest to take action to gain access to such records, should they exist. Commissioner Lauterberg asked the Berkley Group for suggestions as to how the Town may regain access to the records. Mr. Williams advised that it may be beneficial to contact the Commonwealth's Attorney and/or the Virginia State Police to secure access to the accounting software.

Commissioner Rosado stated he was shocked at the difficult situation the Town is in and the unanswered questions remaining even after the Berkley Group's report. Commissioner Rosado commended the Berkley Group's comprehensive report, as well as the residents of the Town who have been integral in helping piece together the Town's fiscal documentation.

Commissioner Stanley provided remarks on the thoroughness of the Berkley Group's report and expressed hope that Tangier will take advantage of the recommendations put forth.

Commissioner Cordasco expressed appreciation for the Town's hospitality towards the Commission during its visit and remarked that there is a lot of work to be done by Town

Council, but the Berkley Group’s report offers a roadmap for addressing these issues.

Mr. Normand St-Pierre, a member of Tangier Town Council, provided remarks on the Town’s current budgetary performance and constraints, and provided remarks related to suggestions from the Berkley Group’s report. Mr. St-Pierre stated that additional financial support is needed in order to address the outstanding debt and overdue payments of the Town.

James “Ooker” Eskridge, the Mayor of Tangier, thanked Commissioners for coming to the island and for the support extended throughout the process thus far.

A motion was made by Commissioner Cordasco and seconded by Commissioner Lauterberg to accept and transmit the Berkley Group’s report to the Governor, legislative bodies, and the Auditor of Public Accounts. The motion passed on a unanimous voice vote (YEAS: Cordasco, Lauterberg, Payne, Rosado, Stanley; NAYS: None).

A motion was made by Commissioner Lauterberg and seconded by Commissioner Cordasco to direct staff, in coordination with relevant stakeholders, to develop a performance plan and criteria for the Town of Tangier to address its fiscal distress. The motion passed on a unanimous voice vote (YEAS: Cordasco, Lauterberg, Payne, Rosado, Stanley; NAYS: None).

Adjournment

A motion was made by Commissioner Cordasco and seconded by Commissioner Lauterberg to adjourn the meeting of the Commission. The motion passed on a unanimous voice vote (YEAS: Cordasco, Lauterberg, Payne, Rosado, Stanley; NAYS: None). The meeting adjourned at 3:32 p.m.



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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

To: Commission on Local Government

From: DHCD Staff

Subject: 2025 Catalog of State and Federal Mandates on Local Governments

Date: May 1, 2026

Section 15.2-2903(7) of the Code of Virginia requires the Commission on Local Government to prepare and annually update a catalog of state and federal mandates imposed on localities. Executive Order 58 (2007) from Governor Kaine provides specificity and definitions for the process of cataloging mandates. For the purposes of this catalog, a mandate is defined as a constitutional, statutory, or administrative measure or action that places a requirement on local Governments. Mandates are classified as falling in one of the following four categories:

- I. **Compulsory Orders** are measures or actions that impose requirements with which localities must comply in the performance of their prescribed responsibilities.
- II. **Non-Discretionary Conditions of Aid** are requirements which are imposed as a condition of receiving state and/or federal financial aid for which localities are obligated or encouraged to apply.
- III. **Regulation of Optional Activities** are measures imposing state and/or federal government requirements relative to the performance of activities that are not mandated but are subject to such regulation if performed.
- IV. **State Fiscal Preemption** is a measure or action that results in a net reduction of revenues collected by a locality or restricts a locality's authority to collect such revenues.

Enclosed for the Commission's review and approval is a summary of changes to the catalog of mandates from the 2024 version, including new mandates, expanded mandates, and minor changes/other edits to existing entries.

Enclosures



Changes in Mandates Since the Publication of the 2024 Edition of the Catalog

New Mandates

Compulsory Orders

Education, Department of

School-Issued Devices Policies and Procedures

SOE.DOE192

Schools are required to provide parents with information about the specific data that is collected and tracked by technology/software vendors about their student and provide when requested a log of the information that they have monitored or tracked on a student. Schools must reimage/permanently delete student data on a school issued device when it is turned in to be sold or repurposed. Schools must develop policies that only allow a technology department or school administration to monitor a school issued device for proctoring exams, educational tasks, or ensuring there is no violation of the student code of conduct.

Educational Opportunities for Children of Federal Employees

SOE.DOE193

School divisions must ensure that school-age children of federal employees serving under orders pursuant to Title 22 or 50 of the United States Code are provided seamless educational transitions between state to state, from foreign countries, and within divisions in the Commonwealth.

Guidelines and Policies on Student-Athlete Extreme Heat Safety and Protection

SOE.DOE194

Each school board shall develop and update, in accordance with the guidelines developed by the Board of Education, policies on student-athlete extreme heat safety and protection that: (i) are consistent with any heat guidelines based on Wet Bulb Globe Temperature (WBGT) levels developed by an organization or entity whose purpose it is to regulate or govern interscholastic athletics programs in the Commonwealth; (ii) establish tiered heat-acclimatization and modification procedures for outdoor athletics practices or games based on the WBGT levels to reduce the risks associated with extreme heat faced by student-athletes; (iii) require student-athletes to be given unhindered access to hydration at all times; (iv) include procedures relating to preventing, recognizing, and addressing heat-related illnesses; and (v) establish a process for reporting and investigating any instance in which a student-athlete experiences a heat-related illness requiring emergency medical treatment or resulting in death.

Athletic Safety

SOE.DOE195

School boards shall require that students in middle or high school who wish to participate in interscholastic athletics must submit a Preparticipation Physical Evaluation form finding the student to be physically fit for athletic competition. Middle and high school student physical

Changes in Mandates Since the Publication of the 2024 Edition of the Catalog

examinations must have been administered within 14 months. Middle and high schools are prohibited from becoming a member of any organization or entity whose purpose it is to regulate or govern interscholastic programs that does not deem eligible for participation a student who has submitted a signed Preparticipation Physical Evaluation form to the school principal attesting that such student received a physical examination and was found to be physically fit for athletic competition no more than 14 calendar months prior to the date on which such report was signed.

School boards must require students in middle and high school trying out for and participating in school athletic teams or squads to submitted to the school principal a signed report from a licensed physician, a licensed advanced practice registered nurse practicing, or a licensed physician assistant attesting that such student has been examined, within the preceding 12 months, received a physical examination and was found to be physically fit for athletic competition no more than 14 calendar months prior to the date on which such report was signed. Middle and high schools are prohibited from becoming a member of any organization or entity whose purpose it is to regulate or govern interscholastic programs that does not deem eligible for participation a student who has submitted a signed report to the school principal attesting that such student received a physical examination and was found to be physically fit for athletic competition no more than 14 calendar months prior to the date on which such report was signed.

School-Connected Student Overdose Policies

SOE.DOE196

Each school board shall adopt policies consistent with guidelines developed by the Board of Education requiring that each principal or his designee is required to notify parents within 24 hours of law enforcement or medical personnel confirming a school-connected student overdose or, the principal having knowledge of a suspected school-connected student overdose. The notification must include the name or any identifiable features of the controlled substance; whether the overdose took place on school grounds during school hours or during school sanctioned activities. Each school board, division superintendent, elementary or secondary schools shall take necessary steps to ensure the protection of the privacy and dignity of any students involved in such incidents.

Bell-to-Bell Student Cell Phone & Smart Device Possession

SOE.DOE197

School boards shall develop and schools shall implement age-appropriate and developmentally appropriate policies relating to the possession and use of cell phones and smart devices by students on school property from bell to bell. The policies must (i) restrict, to the fullest extent possible, student cell phone and smart device possession and use in the classroom from bell to bell; (ii) aim to reduce or prevent any distraction in or disruption to the learning environment, including bullying or harassment; (iii) ensure that implementation and enforcement of the policy is the responsibility of the administration, minimizes, to the extent possible, any conflict with the instructional responsibilities of teachers or any disruption to instructional time, and does not

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involve any school resource officer; (iv) include exceptions to such policies permitting any student, pursuant to an Individualized Education Plan or Section 504 Plan or if otherwise deemed appropriate by the school board, to possess and use a cell phone or smart device on school property, including in the classroom, from bell to bell to monitor or address a health concern; and (v) expressly prohibit any student from being suspended, expelled, or removed from class as a consequence of any violation of such policies. School boards are prohibited from suspending or expelling students solely for violations of the cell phone policy.

Indoor Air Quality, Inspection and Evaluation

SOE.DOE198

Local school divisions shall at least once every two years, provide for a uniform inspection and evaluation program of the indoor air quality in each public-school building in the local school division, including a review, inspection or evaluation of the requirements outlined in the Code. The results of such inspection and evaluation shall be posted in a publicly available location. Divisions shall, at least once every four years, provide an industry-recognized uniform inspection and evaluation of the heating, ventilation, and air conditioning system in each public school building in the division.

Parental Notification of Student at Imminent Risk of Suicide

SOE.DOE199

Any person licensed as administrative or instructional personnel by the Board of Education and employed by a local school board who in the scope of his employment has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide to, in addition to contacting at least one of such student's parents to provide notice of the student's mental state, provide to the parent materials on suicide prevention that (i) shall include information on the requirements set forth § 18.2-56.2 relating to the safe storage of firearms in the presence of minors and (ii) may include guidance on best practices and strategies for limiting a student's access to lethal means, including firearms and medications. Any such materials on suicide prevention must be selected in accordance with the guidelines developed by the Board of Education.

Elections, Department of

Ascertaining Results of Elections

SOA.ELECT023

Each electoral board shall meet at the clerk's or general registrar's office of the county or city for which they are appointed at or before 5:00 p.m. on the day after any election. The board may adjourn to another room of sufficient size in a public building to ascertain the results, and may adjourn as needed, not to exceed 10 calendar days from the date of the election unless an extension has been granted to accommodate a risk-limiting audit conducted pursuant to § 24.2-671.2. Written directions to the location of any room other than the clerk's or general registrar's office where the board will meet shall be posted at the doors of the clerk's and general registrar's

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offices prior to the beginning of the meeting. The board shall open the returns delivered by the officers and ascertain from the returns the total votes in the county or city, or town in a town election, for each candidate and for and against each question and complete the abstract of votes cast at such election, as provided for in § 24.2-675.

For any office in which no person was elected by write-in votes, and for which the total number of write-in votes for that office is less than (i) 10 percent of the total number of votes cast for that office and (ii) the total number of votes cast for the candidate receiving the most votes, the electoral board shall ascertain the total votes for each write-in candidate for the office within one week following the election. For offices for which the electoral board issues the certificate of election, the result so ascertained, signed, and attested, shall be conclusive and shall not thereafter be subject to challenge except as specifically provided in the Code.

Once the result is so ascertained, the secretary of the electoral board shall deliver one copy of each statement of results to the general registrar to be available for inspection when his office is open for business. The secretary shall then return all pollbooks, any printed inspection and return sheets, and one copy of each statement of results to the clerk of court. A report of any changes made by the local electoral board to the unofficial results ascertained by the officers of election or any subsequent change to the official abstract of votes made by the local electoral board shall be forwarded to the State Board of Elections and the explanation of such change shall be posted on the State Board website.

Reporting Election Results

SOA.ELECT024

The general registrar shall report to the Department for each precinct in their locality the number and results of absentee ballots cast by voters assigned to such precinct. Results from absentee voting and voting at the precinct on election day shall be reported separately. In-person absentee voting will be reported separately from mail-in absentee voting. Additionally, the general registrar shall report to the Department for each precinct in their locality the total number of provisional ballots cast, the number of those provisional ballots determined to be valid by the electoral board, and the results of such valid provisional ballots by voters assigned to such precinct. Results from provisional voting and voting at the precinct on election day shall be reported separately. Results are to be posted on the Department's website no later than 5:00pm on tenth day following the election day for a general, by the sixth day following a primary, or by the seventh day for a special election.

Campaign Finance for Local and Constitutional Officers

SOA.ELECT025

General registrars are responsible for reviewing local or constitutional candidate campaign finance reports. A candidate for local office or for director of a soil and water conservation district may seek an exemption from the general registrar from the requirements for filing

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campaign finance disclosure reports for certain independent expenditures, for statement of organization, and or filing a final report. The request for an exemption shall be filed with the general registrar of the county or city where the candidate resides on a form prescribed by the State Board and in accordance with instructions by the State Board for the time for filing and the process for approval by the general registrar. Any candidate who has qualified for an exemption from reporting requirements shall not be permitted to qualify for any office, enter upon the duties thereof, or receive any salary or emoluments therefrom until a final report has been filed that details all financial activity of the candidate's campaign and states that all reporting for the nomination and election is complete and final.

It is the duty of the general registrar of a county or city to report any violation relating to the filing of campaign finance reports required to be filed with the general registrar to the attorney for the Commonwealth for the county or city in which the general registrar has jurisdiction. The general registrar in accordance with the instructions of the State Board, (i) shall assess and collect the civil penalties and (ii) if unable to collect the penalty, shall report the violation to the appropriate attorney for the Commonwealth for enforcement. The general registrar in accordance with the instructions of the State Board, shall notify, no later than 21 days after the report due date, any person submitting an incomplete report of the need for additional information and may request additional information to correct obvious mathematical errors and to fulfill the requirements for information on the reports. Upon notice of a violation, the general registrar shall within 90 days of the report deadline notify the appropriate attorney for the Commonwealth, who shall initiate civil proceedings to enforce the civil penalties assessed by the general registrar. Any civil penalties collected pursuant to action by a general registrar shall be payable to the treasurer of the locality for deposit to its general fund. No local entity has the authority to waive or reduce penalties assessed in accordance with the uniform schedules created by the State Board of Elections for civil penalties for local and constitutional candidates.

No electoral board shall issue a certificate of election to any person determined to be elected to any local office, until copies of the required campaign finance reports have been filed. For candidate campaign committees, the general registrar shall file and preserve such reports and keep them as part of the office's records for at least one year after the final report is filed, or through the next general election for the office to which they pertain, whichever is later or in the case of a candidate who has not filed a final report and seeks election to the same office in a successive election, through the next general election for the office to which they pertain. For political committees, the general registrar shall file and preserve such reports as part of the office's records for at least four years after the reporting deadline or one year after the final report is filed.

Environmental Quality, Department of
Hazardous Substances Facilities
SNHR.DEQ051

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Local governments that have regulated aboveground storage tank facilities that 1) have a maximum quantity onsite of 1,000 times the reportable quantity of a federal Clean Water Act hazardous substance, 2) are within 0.5 miles of a navigable water or conveyance, and 3) have experienced a reportable discharge of a Clean Water Act hazardous substance that reached navigable waters within the last five years, or have the ability to adversely impact a public water system, or have the ability to cause injury to fish, wildlife and sensitive environments, or have the ability to cause injury to public receptors are required to submit a facility response plan in accordance with the U.S. Environmental Protection Agency's (EPA's) Clean Water Act Hazardous Substances Facility Response Plans regulations, 40 C.F.R. Part 118. Facility response plans are due three years after the effective date of the final rule, which was published on March 28, 2024.

Facility response plans must also be recertified every five years. Local governments that have qualifying regulated aboveground storage tank facilities that are required to submit a facility response plan to EPA pursuant to the federal rule are also required to 1) submit evidence of an EPA approved facility response plan to DEQ within 30 days of approval by EPA, 2) comply with such plan, 3) report any discharges of a hazardous substance that enters into or upon any land, storm drain system, or state waters that exceeds the reportable quantity for that hazardous substance to DEQ and the local director or coordinator of emergency services, and 4) maintain records relating to compliance for at least five years and to make those records available to DEQ and the local director of emergency services.

Juvenile Justice, Department of *Juvenile Photographs, Fingerprints, and Palm Prints* SPSHS.DJJ021

When possible, the fingerprints and photographs law-enforcement officers must obtain when taking juveniles into custody and charging them with delinquent acts must be electronic. The scope of the statute is broadened to apply equally to palm prints, meaning that when possible, law-enforcement officers must obtain electronic palm prints with accompanying distal prints, if available; that palm prints must be maintained separately from adult records; that copies of palm prints must be destroyed in cases that do not result in a petition or warrant being filed against a juvenile; and that all copies of the palm prints must be destroyed in a delinquency charge other than a violent juvenile felony or ancillary offense resulting in an adjudication of nonguilt or any other case resulting in a disposition for which fingerprints need not be forwarded to the CCRE. Additionally, photographs taken in connection with this statute must be maintained separately from adult records, and copies of fingerprints, palm prints, and photographs filed with the juvenile court must contain the document control number. Law-enforcement officers must file a copy of the fingerprints, palm prints, or photographs when taken electronically, when possible, to the state police. Finally, the police authority that obtained the fingerprints, palm prints, or photographs must instruct the state police electronically, when possible, to destroy their records, which must be done as soon as possible upon receiving the notification. These requirements will take effect on July 1, 2026.

Changes in Mandates Since the Publication of the 2024 Edition of the Catalog

Social Services, Department of *Criminal Background Checks Required* SHHR.DSS083

Local Departments of Social Services are required to submit fingerprints and personally identifiable information to the Central Criminal Records Exchange and the Federal Bureau of Investigation of each employee, contractor, or final candidate for employment for the purposes of obtaining criminal background information.

Regulations of Optional Activity

No State Oversight *Local Foundation and Soil Management Fund* NSO.198

Any locality may be ordinance create a local Foundation and Soil Management Fund using local funds for the purpose of granting money to an owner of private property or a common interest community for foundation management and soil settlement repairs on previously developed land.

Tree Canopy Funds NSO.199

Localities may be ordinance establish a tree canopy fund to collect, maintain, and distribute fees from developers that cannot provide for full tree canopy requirements where the development project is situated.

Sale of Vacant and Blighted or Derelict Property NSO.200

A locality where certain vacant and blighted or derelict property is located may petition the circuit court to appoint a special commissioner to execute the necessary deed or deeds to convey the real estate, in lieu of a sale at public auction, to the locality, to the locality's land bank entity, or to an existing nonprofit entity designated by the locality to carry out the functions of a land bank.

Reimbursement of Water and Sewer Fees NSO.201

Any locality may, by ordinance or policy, provide for the full or partial reimbursement of water and sewer connection fees, capital recovery charges, and availability fees remitted by an applicant in connection with any new residential development.

Expanded Mandates

Compulsory Orders

Education, Department of *Felony/Child Abuse/Molestation/Crime of Moral Turpitude Offense Certification Required* SOE.DOE003

Changes in Mandates Since the Publication of the 2024 Edition of the Catalog

Every school board shall require on its application for employment certification of whether the applicant has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of §19.2-392.02 provided, however, that any school board may employ such an individual if (i) such felony conviction does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense; (ii) such an individual (a) has had his civil rights restored by the Governor; (b) has completed all terms of supervision and has been released from supervision for more than 20 years; (c) is, in the opinion of the school board, of upstanding character; and (d) has demonstrated commitment to public or community service and rehabilitation after completing all terms of supervision; and (iii) the school board certifies in writing that such an individual meets the requirements set forth in this subsection. Any offense involving the sexual molestation, physical or sexual abuse, or rape of a child; or any crime of moral turpitude. School boards must determine whether the applicant was the subject of a founded case of abuse and neglect by searching the in-state registry maintained by DSS, and take reasonable steps to determine whether the applicant was the subject of a founded case in another state. An applicant or employee who is the subject of a founded complaint of child abuse or neglect shall be denied employment and the school board must provide a copy of the information obtained from the registry to the applicant when so denied. Prior to awarding a contract for services that requires a contractor or his employees to have direct contact with students, school boards must require the contractor and said employee to certify that he has not been convicted of a felony involving the sexual molestation, physical or sexual abuse, or rape of a child, and whether he has been convicted of a crime of moral turpitude. Local school boards must adopt policies that prohibit providing assistance in obtaining a new job to an employee of a local school board believed to have engaged in sexual misconduct with a minor or student.

Teacher License Required

SOE.DOE004

School divisions may only employ as teachers those persons who hold licenses or provisional licenses issued by the State Board of Education. Teachers employed under federal Title I programs must be fully licensed and teaching in their areas of endorsement. To be eligible for a license or certain endorsements, candidates must complete all of the relevant training and educational requirements as provided in the Code. Requirements vary according to license type and endorsement area. No public elementary or secondary school teacher shall be required to participate more frequently than once within six months of employment with the applicable school board and once every five years thereafter in any non-academic training.

Use of Approved Textbooks

SOE.DOE024

School divisions must select and use textbooks and high-quality instructional materials approved by the Board of Education, except that school divisions may use textbooks and high-quality instructional materials not approved by the Board provided such textbooks and high-quality instructional materials are selected in accordance with regulations promulgated by the Board. Every school must have a copy of the list of textbooks prescribed for use in that division.

Changes in Mandates Since the Publication of the 2024 Edition of the Catalog

School Transportation

SOE.DOE037

School divisions must comply with Federal Motor Vehicle Safety Standards and State laws and regulations for school buses, equipment, insurance, and driver qualifications if transportation is provided for children. School buses may display decals of the U.S. flag, or relating to safety, and decals, posters, and stickers advertising hiring bus drivers. Persons under age 18 are not permitted to drive school buses. Bus drivers must have written employment agreements and substitute bus drivers must meet the same requirements as regular drivers. Bus drivers must not use any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Two-way radio devices and hands-free wireless devices authorized by the owner of the school bus are allowed. Schools must conduct drills in leaving buses in emergencies within 90 days of the start of the school term. Any new bus placed into service after July 1, 2007 must be equipped with certain warning devices and all buses must have a mechanical or electrical device for cleaning snow, rain, moisture, or other matter from the windshield. School buses must be painted yellow with the words "School Bus" on the front and rear in letters at least eight inches high. School divisions must ensure certain minimum amounts of vehicle liability insurance. The locality or school board shall be subject to action up to, but not beyond, the limits of valid and collectible insurance. School divisions must provide proof of required vehicle insurance to the Superintendent of Public Instruction in order to receive state school funds. If a school board sells or transfers school buses to another school division or purchases a used school bus, the buses must conform to construction and design specifications effective in the Commonwealth on the date of manufacture and have a valid Virginia State Police inspection. Buses sold or purchased must not have reached the end of useful life according to the school bus replacement schedule utilized by the Department of Education. Each school board that provides for the transportation of students and that has established a rule, regulation, or policy to exclude certain students who reside within a certain distance from the school at which they are enrolled from accessing such transportation shall establish a process for waiving , on a case-by-case and space-available basis, such exclusion given certain conditions. The school board of any school division may enter into agreements, meeting the conditions described in Code, with certain entities providing for the use of the school buses of such school division for certain public and private uses. Any school board that governs a school division with a total fall membership enrollment of fewer than 4,500 students may enter into agreements with school boards of contiguous divisions, comprehensive community colleges or contract with privately owned and operated entities to provide student transportation until July 1, 2027.

Program of Instruction for Grades K-12

SOE.DOE044

School divisions must develop and implement a program of instruction and adopt a curriculum that is aligned to the Standards of Learning for grades K through 12, as prescribed by the Code of Virginia, and that meets or exceeds the requirements of the Board of Education. The program of instruction shall emphasize essential knowledge and skills, concepts and processes, and the development of the ability to apply such skills and knowledge to the preparation for eventual employment or appropriate training and lifelong learning. Each local school board shall provide

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a program of literacy instruction that is aligned with science-based reading research and provides evidenced-based literacy instruction to students in kindergarten through grade eight. In addition, school divisions must implement middle school career exploration opportunities, career and technical education; educational objectives in middle and high school that emphasize economic education and financial literacy; early identification, diagnosis and assistance for students with reading and math problems; art, music, and physical education in the elementary instruction program; a program of physical fitness; a program of student services; and a program of instruction in the high school Virginia and U.S. Government course on all information and concepts contained in the civics portion of the U.S. Naturalization Test. Effective July 1, 2022, all kindergarten programs must be full-time and include 990 instructional hours. School divisions must also collect and analyze data to evaluate and make decisions about instructional programs. Each school board must adopt a policy that sets forth the criteria for students in grades five through eight to be eligible to enroll in advanced or accelerated mathematics and requires each such policy to provide for (i) the automatic enrollment of any student in advanced or accelerated mathematics who receives a score on an end-of-year Standards of Learning mathematics assessment that is in the statewide, grade-level upper quartile, subject to course offerings and availability and the opportunity for parental opt-out; (ii) multiple additional pathways to student enrollment in advanced or accelerated mathematics; and (iii) an annual parental notification relating to mathematics coursework. The bill also requires each school board to report and the Department of Education to post on its website certain data relating to advanced or accelerated mathematics participation and performance.

Local school boards must provide a specified amount of instructional time in English, mathematics, science, and social science to students in elementary and middle school.

Special Education Program Standards

SOE.DOE074

School divisions are required to follow the special education program standards that specify criteria for class size maximums and the operations of programs for students with disabilities. In addition, school divisions must meet criteria for special education teacher endorsements, educational interpreters for students with hearing impairments, training on assistive technology devices for personnel instructing or supporting students using such devices, and student placements. In developing IEPs for children with disabilities, in addition to any other requirements established by the Board, each local school board shall ensure that IEP teams consider the guidelines established by the Department of Education. Each public high school in the Commonwealth shall publicly identify on its official website the faculty member responsible for special education transition planning and coordination at such high school.

Prevention of Violence and Crime on School Property

SOE.DOE086

School divisions are required to develop programs to prevent violence and crime on school property and at school-sponsored events. Each local school board is required to adopt policies for the establishment of threat assessment teams, consisting of the statutorily-enumerated membership, and to meet mandated reporting requirements. New threat assessment team

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members shall complete an initial threat assessment training and all threat assessment team members shall be required to complete refresher threat assessment training every three years. Threat assessment teams shall immediately report its determination that a student poses a threat of violence or physical harm to self or others to the division superintendent or his designee. The division superintendent or his designee shall immediately attempt to notify the student's parent or legal guardian. The division superintendent or his designee shall provide, materials on recognition of and strategies for responding to behavior indicating that a student poses a threat of violence or physical harm to self or others that shall include information on the legal requirements set forth in § 18.2-56.2 relating to the safe storage of firearms in the presence of minors.

School Crisis, Emergency Management, and Medical Emergency Response Plan SOE.DOE090

School divisions are required to conduct safety audits in all public schools in accordance with a list of audit items developed by the Virginia Center for School and Campus Safety, and must develop a written school crisis, emergency management, and medical emergency response plan and shall include certain community stakeholders in the development of such plan. As part of each such audit, the school board shall create a detailed and accurate floor plan for each public school building in the local school division or shall certify that the existing floor plan for each such school is sufficiently detailed and accurate. Division superintendent or his designee and the school safety audit committee may meet annually on the grounds of any public school in the local school division with the chief law-enforcement officer of the locality or a designee from the local law-enforcement agency to discuss the school safety audit completed for such school. The local school board must require its schools to collaborate with the chief law-enforcement officer of the locality or his designee when conducting required school safety audits. The local school board, or designee, and required stakeholders must also annually review the written school crisis, emergency management, and medical emergency response plans. The school division must certify this review in writing. Every public school must conduct fire drills during the school session in accordance with the requirements of the Statewide Fire Prevention Code. Every public school must conduct one lock-down drills during the first 20 days of school and one additional lock-down drill after the first 60 days of the school year. Pre-kindergarten and kindergarten students shall be exempt from mandatory participation in lock-down drills during the first 60 days of the school session. Local school boards shall develop policies to implement such exemption. Notwithstanding the foregoing provisions of this subsection, each pre-kindergarten and kindergarten student shall participate in each lock-down drill after the first 60 days of each school session. Every public school shall provide the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. In addition to safety drills, school boards shall develop training on safety procedures in the event of an emergency situation on school property. Such training shall be delivered to each student and employee in each school at least once each school year. Each school safety audit committee must conduct a school inspection walk-through using a standardized checklist and make the checklist available to the chief law-enforcement officer of the locality upon request. A copy of all school safety audits must be made available for public review, and copies of such audits must be submitted to the

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Virginia Center for School Safety by the division superintendent no later than August 31st of each year.

Possession and Self-Administration of Inhaled Asthma Medications, Seizure Medications, and Epinephrine

SOE.DOE112

School divisions must develop and implement a policy permitting a student with a diagnosis of asthma or anaphylaxis, or both, to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, while at school, at school-sponsored activities, or on a school bus or other school property. Each policy shall include the development of an individualized student health care plan. In addition, school boards shall have written policies for the possession and administration of epinephrine in every school, to be administered by certain employees who are authorized by a prescriber and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction. Such policies shall require that at least one school nurse, employee of the school board, employee of a local governing body, or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine has the means to access at all times during regular school hours any such epinephrine that is stored in a locked or otherwise generally inaccessible container or area. Each local school board shall adopt and implement policies for the possession and administration of undesignated stock albuterol inhalers and valved holding chambers in every public school in the local school division, to be administered by any school nurse, employee of the school board, employee of a local governing body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication. School boards may adopt policies permitting students who have a diagnosis of a condition causing seizures to possess seizure rescue medications if the student's parent has submitted a seizure management and action plan and the school nurse has been notified or for the administration of seizure rescue medications to any student who has a diagnosis of a condition causing seizures, consistent with the provisions of subsection BB of § 54.1-3408.

Enrollment of Children Placed in Foster Care

SOE.DOE125

School divisions are required to cooperate in facilitating the enrollment of a child placed in foster care when the placement occurs across jurisdictional boundaries and to expedite the transfer of the school records of the affected foster child. School Boards must redact foster parent addresses upon request when providing student records to the parent. In addition, school divisions must jointly determine with local departments of social services whether it is in the best interest of the child to remain enrolled at the school where he was previously enrolled prior to the most recent foster care placement. Certain reimbursement requirements between school divisions apply when a child has been relocated between school divisions in situations involving foster care, a licensed child-caring institution, or a group home placement.

Hiring of Teachers, Contracts

SOE.DOE133

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Local school divisions must hire teachers using a contract form prescribed by the Board of Education, and follow criteria upon not renewing a contract. Temporary teachers must be at least 18 years of age and shall hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education. Temporary teachers employed to fill a teacher vacancy for more than 90 teaching days for any course other than a course for which a technical professional license is required shall hold a baccalaureate degree, not meet the qualifications for a provisional license and have a professional development plan. Separate contracts meeting prescribed standards must be used for employees in coaching positions or extracurricular activity sponsorships.

School Health, Training, and Reporting

SOE.DOE141

Each local school board shall ensure that a specific number of staff in school buildings with an instructional and administrative staff have current certification or training in emergency first aid, cardiopulmonary resuscitation, the use of an automated external defibrillator, and training in the administration of insulin and glucagon if one or more students is diagnosed with diabetes. Each local school board shall develop a plan for the placement, care, and use of an automated external defibrillator in every public elementary and secondary school in the local school division and shall place an automated external defibrillator in every public elementary and secondary school in the local school division. Each local school board must also permit each enrolled student diagnosed with diabetes and having parental consent and prescriber approval: to carry and use supplies and equipment for immediate treatment of high and low blood glucose levels and to self-check blood glucose levels on a school bus, on school property, and at a school-sponsored activity. No school board shall be required to suspend or expel any student who holds a valid written certification for the possession or use of cannabidiol oil or THC-A in accordance with the student's individualized health plan and in compliance with a policy adopted by the school board. School divisions must provide training to school personnel having direct contact with students on the effects of blood-borne pathogens or certain other infections. School division superintendents shall report to their local health director any incident in which any employee is involved in a possible exposure-prone incident. With such funds appropriated each school board shall develop and implement a cardiac emergency response plan or athletic emergency action plan, and a bleeding control program including stocking bleeding control kits in each school building. School boards may develop policies and provide school-based mental health teletherapy services through nationally recognized school-based telehealth providers.

Open Enrollment for Military Students

SOE.DOE159

A local school board of a school division in which a military installation or other military housing is located must establish and implement policies to provide for the enrollment to any school of any student residing on a military installation or in military housing within the school division upon the request of his parent if space in the school is available. A copy of the school division's policies for enrollment for students residing on a military installation or in military housing within the school division must be posted on the division's website and shall be available to the public upon request. School boards may establish policies providing for the enrollment of

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any student, upon request of such student's parent, (i) who does not reside within the applicable school division, and (ii) whose parent is a full-time active-duty member of the uniformed services of the United States. The policies may provide for the denial of any such enrollment request if the school board can demonstrate that it lacks the resources or capacity.

Attendance Records

SOE.DOE185

Teachers must keep an accurate daily record of attendance, including by class periods, of all children in accordance with regulations prescribed by the Board of Education. Principals must report student enrollment information to the division superintendent within 10 days of the start of school.

Elections, Department of

Voter Applications Received by the General Registrar

SOA.ELECT015

General registrars are responsible for receiving and processing voter registration applications of qualified individuals. Voter registrations may be received year-round; however, voter registration applications cannot be processed by a general registrar in the ten days prior to a primary or general election, cannot be processed in the six days prior to a special election called by the Governor, Speaker of the House of Delegates, or President pro tempore of the Senate, or ten days prior to any other special election. General registrars must mail notices required by federal and state laws, enter applications to register and vote absentee, administer absentee voting including absentee voter satellite offices and drop-off locations and maintain accurate records using a federally mandated centralized computer database, the Virginia Voter Registration System. On receipt of an application from an applicant who indicated that he will require assistance due to a visual impairment or print disability, the general registrar must offer to provide to the applicant a ballot marking tool with screen reader assistive technology. If electronic correspondence is used to forward absentee voting materials, the general registrar must use the official email address or fax number that is published on the Department of Elections website. The general registrar must provide access to information required under election laws and the Virginia Freedom of Information Act, and the National Voter Registration Act.

General Services, Department of

Standardization of Police Equipment

SOA.DGS005

Equipment or electrical devices used by law enforcement to monitor the speed of any vehicle or to determine the decibel level of sound must meet or exceed the standards created by the Department of General Services. Automatic license plate recognition systems used by law enforcement must also meet or exceed the standards created by the Department of General Services.

No State Oversight

Preliminary Plats

NSO.089

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Localities must designate an agent employed or authorized by the locality to review and act on plats. This agent may only be the local planning commission if the locality has a population of 5,000 or fewer residents. If approval of a feature or features of a preliminary plat by a state agency is necessary, the designated agent shall forward the preliminary plat to the appropriate state agency or agencies for review within five business days of receipt of such preliminary plat. Localities may only require a preliminary subdivision plat submission for plats involving 50 or fewer lots; however, a landowner shall be permitted to submit a preliminary plat involving 50 or fewer lots at their option. Designated agents are prohibited from delaying the official submission of any proposed plat, site plan, or plan of development by requiring presubmission conferences, meetings, or reviews. If a locality does not approve the preliminary plat, they must provide in writing all deficiencies in the plat that that caused the disapproval and identify modifications or corrections needed.

Virginia Freedom of Information Act NSO.114

Local governments must comply with the Virginia Freedom of Information Act by providing ready public access to records in the custody of public officials and by allowing free entry to meetings of public bodies, including those held through electronic communication means, where public business is being conducted. Local governments with a population of more than 250 must post a FOIA rights and responsibilities document on their website and must designate and identify a local FOIA officer that is well versed in provisions of FOIA and undergo an annual training. Any legal counsel for a public body who is also designated as its FOIA officer must complete a training session or online course offered or approved by the FOA Council. Information about the FOIA officer must also be available on their website. Local governments must publish a written policy explaining how the public body assesses charges for accessing requested records and note the current fees charged. Each local elected official, the executive director and members of each industrial development authority and economic development authority, as created by the Industrial Development and Revenue Bond Act, and members of any boards governing any authority established pursuant to the Park Authorities Act (§ 15.2-5700 et seq.) shall complete regular FOIA training sessions.

Virginia Information Technologies Agency *Information Technology Access Act* SOA.VITA001

Local governments must ensure individuals with disabilities have full access to information and communications technology. Any technology purchased, acquired, or developed with Commonwealth funds for public or employee use must be accessible.

Virginia Retirement System *Local Disability Program* IND.VRS004

Local employees participating in the Virginia Retirement System (VRS) hybrid retirement program described in § 51.1-169 and who are not otherwise eligible for the disability program pursuant to Chapter 11 shall be covered under the Virginia Local Disability Program described in

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Chapter 11.1 of the Code of Virginia, unless the employer submitted an irrevocable resolution by January 1, 2014 indicating that the employer provided a comparable disability coverage for employees. Beginning July 1, 2026, emergency dispatchers who are not members of the hybrid retirement plan will become participants in the Virginia Local Disability Program for hybrid plan members or the comparable disability program provided by their employer. Dispatchers in service before July 1, 2025 will be given a one-time opportunity, until March 31, 2026, to elect to remain in their existing disability program.

Virginia State Police

Criminal Street Gang Reporting

SPSHS.VSP010

State and local law enforcement agencies, regional jails, the Department of Corrections, the Department of Juvenile Justice, and regional multi-jurisdictional law enforcement task forces are required to enter the names of persons who have been determined to be a member of a gang into the Virginia Criminal Information Network and the National Crime Information Center.

Protective Order Reporting

SPSHS.VSP015

State and local law enforcement agencies are required to enter valid protective order and substantial risk order information into the Virginia Criminal Information Network upon receipt.

Community Policing

SPSHS.VSP019

Each time a law-enforcement officer or State Police officer stops a driver of a motor vehicle, stops and frisks a person based on reasonable suspicion, or temporarily detains a person during any other investigatory stop, such officer shall collect the following data based on the officer's observation or information provided to the officer by the subject: (i) the race, ethnicity, age, gender of the person stopped, and whether the person stopped spoke English; (ii) the reason for the stop; (iii) whether a notification from an automatic license plate recognition system, as defined in § 2.2-5517, was received for the motor vehicle prior to such stop, and if so, the specific reason for the notification as set forth in subsection D of § 2.2-5517; (iv) the location of the stop; (v) whether a warning, written citation, or summons was issued or whether any person was arrested; (vi) if a warning, written citation, or summons was issued or an arrest was made, the warning provided, violation charged, or crime charged; (vii) whether the vehicle or any person was searched; and (viii) whether the law-enforcement officer or State Police officer used physical force against any person and whether any person used physical force against any officers. Law enforcement agencies are required to post the data on a website that is available to the public, or in a manner that clearly describes how the public may access such data. The data shall be sent to, and aggregated by, the Department of State Police for review and dissemination to DCJS.

DCJS shall create a report concerning the data to be transmitted to the Governor, Office of the Attorney General, and General Assembly.

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Critically Missing Child, Adult, and Senior Reporting

SPSHS.VSP021

State and local law enforcement agencies must, within two hours of receipt of the missing persons report, enter reports of critically missing children, adults, and seniors into the Virginia Criminal Information Network and the National Crime Information Center Systems, forward the report to the Department of State Police, notify all other law-enforcement agencies in the area, and initiate an investigation of the case.

Non-Discretionary Conditions of Aid

Fire Programs, Department of

Fire Programs Fund – Aid to Localities

SPHS.DFP001

Approximately 75% of the Fire Programs Fund goes directly to counties, cities and incorporated towns within the Commonwealth as Aid to Localities (ATL). ATL provides Virginia cities, towns and counties with funds to pay for training, construction of training centers, firefighting equipment and protective clothing. Allocations are population-based. In collecting fire programs funding, local governments must file an annual report on the prior fiscal period's fund usage and disbursement agreement specifying uses for the current funding period. Localities are also subject to the Agency's audit policy requirements. Beginning July 1, 2026, localities must ensure fire departments are reporting emergency incidents to the National Emergency Response Information System (NERIS) to receive funds.

Regulations of Optional Activity

Department of Environmental Quality

Medical Waste Management

SNHR.DEQ017

Local governments electing to generate, transport, and/or treat, store, or dispose of regulated medical waste (RMW) must meet certain minimum regulatory standards. Generators must ensure that their regulated medical waste is appropriately handled. Local governments that operate RMW treatment and disposal facilities are required to have a permit from the Department of Environmental Quality to ensure proper siting, design, and operation; and must provide financial assurance to cover the cost of closure of the facility.

Sewage and Collection and Treatment Regulation

SNHR.DEQ035

Owners of sewage collection systems and sewage treatment works are required to provide an engineered design for any new or upgraded facility, consistent with the Commonwealth's public health and water quality objectives. The owner must provide certification from a licensed professional engineer legally qualified to practice in Virginia that the design and construction of the facility are in compliance with the design standards of the Sewage Collection and Treatment Regulations. These regulations also address operation and maintenance of facilities and requirements for operation and maintenance manuals. Localities must generally design new plants, expansions, and upgrades so that the facility has the capacity to treat septage from all

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onsite sewage disposal systems within the facility's service area. For projects funded by the Water Quality Improvement Fund, the owner must submit documents to the Department of Environmental Quality for a technical evaluation for the funded portions of the project.

A publicly owned treatment works pretreatment program shall require any industrial user of a publicly owned treatment works that receives and cleans, repairs, refurbishes, or processes any equipment, parts, or media used to treat any water or wastewater from any off-site manufacturing process that the industrial user knows or reasonably should know uses PFAS chemicals to test its wastestream for PFAS chemicals prior to and after cleaning, repairing, refurbishing, or processing such items.

Every sewage treatment works owner shall employ or contract an operator who holds a current wastewater operator license of the appropriate class or higher for the facility. If the position of the licensed operator is unexpectedly vacated for certain specified reasons the owner shall notify the Department of Environmental Quality and the Department shall temporarily waive the licensed operator requirement provided specified conditions are met. The Department may revoke the temporary waiver if continued operation pursuant to the waiver presents a public health or water quality threat due to statutory, regulatory, or permit violations.

No State Oversight

Redevelopment and Housing Authorities

A local government may establish a redevelopment and housing authority pursuant to Title 36, Chapter 1 (Housing Authorities Law) of the Code of Virginia provided a need for a housing authority has been determined. A locality that establishes such authority may name the authority an appropriate name and title. Housing Authorities are required to comply with state code sections governing their conduct, such as requirements around fees, maintenance, and nonpayment of rent.

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Summary Table of 2025 Changes

Catalog Number	Type of Mandate	Mandate Title	Change
SHHR.DSS083	CO	Criminal Background Checks Required	New Mandate
SNHR.DEQ051	CO	Hazardous Substances Facilities	New Mandate
SOA.ELECT023	CO	Ascertaining Results of Elections	New Mandate
SOA.ELECT024	CO	Reporting Election Results	New Mandate
SOA.ELECT025	CO	Campaign Finance for Local and Constitutional Offices	New Mandate
SOE.DOE192	CO	School-issues devices polices and procedures	New Mandate
SOE.DOE194	CO	Educational Opportunities for children of federal employees	New Mandate
SOE.DOE195	CO	Guidelines and policies on student-athlete extreme heat safety and protection	New Mandate
SOE.DOE196	CO	Athletic Safety	New Mandate
SOE.DOE197	CO	School-connected student overdose policies	New Mandate
SOE.DOE198	CO	Bell-to-bell student cell phone & smart device possession	New Mandate
SOE.DOE199	CO	Indoor air quality, inspection, and evaluation	New Mandate
SOE.DOE200	CO	Parental Notification of Student at Imminent Risk of Suicide	New Mandate
SPSHS.DJJ	CO	Juvenile Photographs, Fingerprints, and Palm Prints	New Mandate
NSO.198	ROA	Local Foundation and Soil Management Fund	New Mandate
NSO.199	ROA	Tree Canopy Funds	New Mandate
NSO.200	ROA	Sale of vacant and blighted or derelict property	New Mandate
NSO.201	ROA	Reimbursement of Water and Sewer Fees	New Mandate
SNHR.DCR007	NDCOA	Shoreline Erosion and Public Beach Preservation	Minor Edits (comment)
SNHR.DCR028	NDCOA	Conservation, Small Watersheds Flood Control and Area Development Fund	Minor Edits (comment)

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Catalog Number	Type of Mandate	Mandate Title	Change
SNHR.DEQ001	ROA	Water Withdrawal Report	Minor Edits (title)
SNHR.DEQ020	ROA	Virginia Pollutant Discharge Elimination System Permit	Minor Edits (abstract, authority)
SNHR.DEQ024	ROA	Surface Water Management Area Withdrawal Permit	Minor Edits (abstract, authority)
SNHR.DEQ039	CO	Virginia Erosion and Stormwater Management Programs by Localities	Minor Edits (authority)
SNHR.DEQ040	CO	Virginia Erosion and Sediment Control Programs by localities	Minor Edits (abstract)
SNHR.DWR001	ROA	Carrying Loaded Firearm on Public Road	Minor Edits (abstract)
SNHR.DWR002	ROA	Hunting Damage Stamp	Minor Edits (abstract)
SNHR.DWR003	ROA	Hunting or Trapping Near Highway	Minor Edits (abstract)
SNHR.DWR004	ROA	Local Boating Ordinances	Minor Edits (abstract)
SNHR.DWR005	ROA	Hunting Firearm Regulations	Minor Edits (abstract)
SNHR.DWR006	ROA	Model Ordinances for Hunting with Bow and Arrow	Minor Edits (abstract)
SNHR.DWR007	ROA	Restrictions on Feeding Waterfowl	Minor Edits (abstract)
SNHR.DWR008	ROA	Wildlife Displayed in Schools	Minor Edits (abstract)
SNHR.DWR009	ROA	Feeding of Deer	Minor Edits (abstract)
SOA.DHRM002	ROA	Supplement Salary Payment to State Employees by a Locality	Minor Edits (authority)
SOE.DOE013	CO	Management of Student Scholastic Records	Minor Edits (authority)
SOE.DOE042	CO	Regulation of Food and Drink Sales	Minor Edits (authority)
SOE.DOE067	CO	Career and Technical Education Student Organizations	Minor Edits (authority)
SOE.DOE180	CO	Seizure Management and Action Plans	Minor Edits (authority)
SPSHS.DFP002	ROA	Training Standards for Fire Marshals	Minor Edits (abstract)
SPSHS.DFP004	ROA	Firefighter Training on Electric Vehicle Fires	Minor Edits (abstract)

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Catalog Number	Type of Mandate	Mandate Title	Change
SPSHS.DFP005	NDCOA	Fire Programs Fund - Fire Services Grant Program	Minor Edits (authority)
SPSHS.DFP006	CO	Fire Drills in Public Schools	Minor Edits (abstract)
SPSHS.VSP003	ROA	Virginia Criminal information network	Minor Edits (authority)
SPSHS.VSP017	CO	Requirement to Report Suspected Aliens	Minor Edits (comment)
STO.DRPT003	NDCOA	Transit Administration Grants	Minor Edits (authority)
STO.DRPT015	NDCOA	Rail Preservation Program	Minor Edits (authority)
STO.VDOT002	NDCOA	Rural Transportation Planning Program	Minor Edits (abstract)
STO.VDOT003	NDCOA	VDOT Revenue Sharing Program	Minor Edits (abstract)
STO.VDOT006	NDCOA	Economic Development Access Road	Minor Edits (abstract)
STO.VDOT011	NDCOA	Urban Street Maintenance Payments	Minor Edits (abstract)
STO.VDOT013	CO	Traffic Signs, Signals, and Markings	Minor Edits (abstract)
STO.VDOT016	NDCOA	Transportation Alternatives	Minor Edits (comment)
STO.VDOT025	NDCOA	Annual Mileage and Expenditure Report	Minor Edits (abstract)
SHHR.DSS043	ROA	Supplemental Nutrition Assistance Program Employment and Training	Other Changes (abstract)
SNHR.DCR003	NDCOA	Dam Safety, Flood Prevention, and Protection Assistance Fund	Other Changes (abstract)
SNHR.DEQ021	ROA	Virginia Water Protection Permit	Other Changes (abstract)
SOE.DOE191	CO	Division Safety Official	Other Changes (abstract)
SOE.VCA005	NDCOA	Arts in Practice Grants	Other Changes (abstract)
SPSHS.DOC001	ROA	Correctional Facility Standards	Other Changes (name of agency)
SPSHS.DOC002	NDCOA	Correctional Facility Cost-Sharing	Other Changes (name of agency)

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Catalog Number	Type of Mandate	Mandate Title	Change
SPSHS.DOC005	ROA	Correctional Facility Compliance Audit	Other Changes (name of agency)
SNHR.MRC004	NDCOA	Waterway maintenance Grant Program	Other Changes (transferred to VMRC)
NSO.108	ROA	Cash Proffers, Temporary Restriction on Collection	Other Changes (abstract, comment)
IND.VRS004	CO	Local Disability Program	Expanded Mandate
SOA.DGS005	CO	Standardization of Police Equipment	Expanded Mandate
SOA.ELECT015	CO	Voter Applications Received by General Registrar	Expanded Mandate
SOA.VITA001	CO	Information Technology Access Act	Expanded Mandate
SOE.DOE003	CO	Felony/Child Abuse/Molestation/Crime of Moral Turpitude Offense Certification Required	Expanded Mandate
SOE.DOE004	CO	Teacher License Required	Expanded Mandate
SOE.DOE024	CO	Use of Approved Textbooks	Expanded Mandate
SOE.DOE037	CO	School Transportation	Expanded Mandate
SOE.DOE044	CO	Program of Instruction for Grades K-12	Expanded Mandate
SOE.DOE074	CO	Special Education Program Standards	Expanded Mandate
SOE.DOE086	CO	Prevention of Violence and Crime on School Property	Expanded Mandate
SOE.DOE090	CO	School Crisis, Emergency Management, and Medical Emergency Response Plan	Expanded Mandate
SOE.DOE112	CO	Possession and Self-Administration of Inhaled Asthma Medications, Seizure Medications and Epinephrine	Expanded Mandate
SOE.DOE125	CO	Enrollment of Children Placed in Foster Care	Expanded Mandate
SOE.DOE133	CO	Hiring of Teachers, Contracts	Expanded Mandate
SOE.DOE141	CO	School Health, Training, and Reporting	Expanded Mandate

Changes in Mandates Since the Publication of the 2024 Edition of the Catalog

Catalog Number	Type of Mandate	Mandate Title	Change
SOE.DOE159	CO	Open Enrollment for Military Students	Expanded Mandate
SOE.DOE185	CO	Attendance Records	Expanded Mandate
SPSHS.VSP010	CO	Criminal Street Gang Reporting	Expanded Mandate
SPSHS.VSP015	CO	Protective Order Reporting	Expanded Mandate
SPSHS.VSP019	CO	Community Policing	Expanded Mandate
SPSHS.VSP021	CO	Critically Missing Child, Adult, and Senior Reporting	Expanded Mandate
NSO.089	CO	Preliminary Plats	Expanded Mandate
NSO.114	CO	Virginia Freedom of Information Act	Expanded Mandate
NSO.178	ROA	Redevelopment and Housing Authorities	Expanded Mandate
SPHS.DFP001	NDCOA	Fire Programs Fund - Aid to Localities	Expanded Mandate
SNHR.DEQ017	ROA	Medical Waste Management	Expanded Mandate
SNHR.DEQ035	ROA	Sewage Collection and Treatment Regulations	Expanded Mandate



Abigail Spanberger
Governor

Carrie Cheney
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Tamarah Holmes, PhD
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

To: Commission on Local Government

From: DHCD Staff

Subject: Draft Mandates Assessment Schedule for FY2027

Date: May 1, 2026

Pursuant to Code of Virginia Section 15.2-2903(6) and Executive Order 58 (Kaine, 2007), the Commission on Local Government (the Commission) is responsible for overseeing the assessment of mandates on local governments. For the purposes of this exercise, mandates are defined as any constitutional, statutory, or administrative measure or action that places a requirement on local governments.

The Commission facilitates the assessment of mandates which is governed by [Executive Order 58 \(Kaine\)](#). The purpose of the assessments is to determine which, if any, of the mandates may be altered or eliminated. A mandate is qualified for assessment once it has been in effect for a minimum of two years. This may include new mandates, as well as those that were significantly expanded or modified and have been in effect for two years. The assessment schedule is created in coordination with the executive agencies that administer each mandate. At the conclusion of the assessment schedule, completed assessments will be presented to the Commission and submitted to the Governor, Secretary of Commerce and Trade, the Clerks of the House of Delegates and Senate, the Virginia Association of Counties, and the Virginia Municipal League.

Enclosed is the draft mandates assessment schedule for FY2027, developed by staff in consultation with the respective state agencies. Once approved by the Commission, this draft schedule will be sent to the Secretary of Commerce and Trade and the Governor for approval. Once all approvals have been obtained, the FY2027 schedule will be distributed to the affected state agencies, as well as all other required entities. As proposed, assessments are scheduled to begin July 1, 2026.

Enclosure



STATE AND FEDERAL MANDATES ON LOCAL GOVERNMENTS
Mandates to be Assessed in FY2027 (July 2026 - June 2027)

AGENCY	Catalog Number	Assessment Period
Mandate Short Title		
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		
Blue Catfish Processing, Flash Freezing, and Infrastructure Grant Program	SAF.VDACS014	9/1/26 – 11/1/26
DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES		
Community Service Boards Information to Certain Defendants, Services Provided by Boards	SHHR.DBHDS018	9/1/26 – 11/30/27
DEPARTMENT OF CORRECTIONS		
Correctional Facility Standards	SPSHS.DOC001	7/1/26 – 9/30/26
Correctional Facility Cost-Sharing	SPSHS.DOC002	7/1/26 – 9/30/26
Correctional Facility Compliance Audit	SPSHS.DOC005	7/1/26 – 9/30/26
DEPARTMENT OF CRIMINAL JUSTICE SERVICES		
School Resource Officer and School Security Officer Grants	SPSHS.DCJ022	1/1/27 – 3/31/27
Virginia Opioid Use Reduction and Jail-Based Substance Use Disorder Treatment	SPSHS.DCJ045	1/1/27 – 3/31/27
Surveillance technology reporting by state and local law-enforcement agencies and sheriff's departments	SPSHS.DCJ046	9/1/27 – 11/30/27
Reporting of Civilian Deaths in Custody	SPSHS.DCJ047	9/1/27 – 11/30/27
DEPARTMENT OF EDUCATION		
Comprehensive Plan	SOE.DOE014	8/1/26 – 10/31/26
Provision of Free Education	SOE.DOE022	8/1/26 – 10/31/26
School Breakfast Program and National School Lunch Program	SOE.DOE043	8/1/26 – 10/31/26
Program of Instruction for Grades K-12	SOE.DOE044	8/1/26 – 10/31/26
Administration of Assessment Instruments	SOE.DOE059	8/1/26 – 10/31/26
Special Education Program Standards	SOE.DOE070	8/1/26 – 10/31/26
School Crisis, Emergency Management, and Medical Emergency Response Plan	SOE.DOE090	8/1/26 – 10/31/26
School Health, Training, and Reporting	SOE.DOE141	8/1/26 – 10/31/26
Division Safety Official	SOE.DOE191	8/1/26 – 10/31/26
DEPARTMENT OF ELECTIONS		
Voting Equipment, Systems, and Staffing Requirements	SOA.ELECT001	3/1/26 – 5/31/27
Cancelling a Primary Election	SOA.ELECT002	3/1/26 – 5/31/27
Polling Place and Registration Facilities	SOA.ELECT003	3/1/26 – 5/31/27
Vacancies to be Filled by Special Election	SOA.ELECT004	3/1/26 – 5/31/27
Cancellation of Voter Registration	SOA.ELECT005	3/1/26 – 5/31/27

Public Notification Requirements for General Registrars	SOA.ELECT007	3/1/26 – 5/31/27
Procedure for Removal of Elected and Certain Appointed Officers by the Circuit Court	SOA.ELECT012	3/1/26 – 5/31/27
Risk-limiting Audits	SOA.ELECT018	3/1/26 – 5/31/27
DEPARTMENT OF ENVIRONMENTAL QUALITY		
On-site Septic System Loans	SNHR.DEQ050	7/1/26 – 9/30/26
DEPARTMENT OF FIRE PROGRAMS		
Firefighter Training on Electric Vehicle Fires	SPSHS.DFP004	10/1/26 – 12/31/26
Fire Programs Fund – Fire Services Grant Program	SPSHS.DFP005	10/1/26 – 12/31/26
Fire Drills in Public Schools	SPSHS.DFP006	10/1/26 – 12/31/26
DEPARTMENT OF FORENSIC SCIENCE		
DNA Samples Required Upon Arrest	SPSHS.DFS004	9/1/26 – 10/31/26
DEPARTMENT OF HEALTH		
Waterworks Permits and Fees	SHHR.VDH019	7/1/26 – 9/30/26
Services for Survivors of Sexual Assault	SHHR.VDH041	3/1/27 – 5/31/27
Maintenance of Emergency Medical Services	SHHR.VDH042	10/1/26 – 12/31/26
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT		
Localities in Fiscal Distress	SOCT.DHCD025	7/1/26 – 9/30/26
Residential Land Development and Construction Fees Report	SOCT.DHCD027	7/1/26 – 9/30/26
DEPARTMENT OF JUVENILE JUSTICE		
Pretrial Services Agency Reporting	SPSHS.DJJ020	9/1/26 – 11/30/26
DEPARTMENT OF LABOR AND INDUSTRY		
Fair Labor Standards Act Overtime Requirement	SOL.DOLI008	9/1/26 – 11/30/26
DEPARTMENT OF MOTOR VEHICLES		
Collection and Reporting of Data Related to Driving Under the Influence	STO.DMV008	8/1/26 – 10/31/26
Permits for Oversize and Overweight Vehicles	STO.DMV009	8/1/26 – 10/31/26
DEPARTMENT OF SOCIAL SERVICES		
Adoption and Other Services	SHHR.DSS033	3/1/27 – 5/31/27
DEPARTMENT OF STATE POLICE		
Uniform Crime Reporting System	SPSHS.VSP005	7/1/26 – 9/30/26
Photo Speed Monitoring	SPSHS.VSP020	7/1/26 – 9/30/26

DEPARTMENT OF TAXATION		
BPOL Tax Notification	SFIN.TAX024	8/1/26 – 10/31/26
Transient Occupancy Tax Reporting	SFIN.TAX025	8/1/26 – 10/31/26
DEPARTMENT OF THE TREASURY		
Verification of Reported Public Fund Balances	SFIN.TD011	11/1/26 – 1/31/27
DEPARTMENT OF TRANSPORTATION		
Traffic Signs, Signals, and Markings	STO.VDOT013	3/1/27 – 5/31/27
Highway Safety Improvement Program (HSIP)	STO.VDOT029	3/1/27 – 5/31/27
Safe Route to School Program (RTS)	STO.VDOT035	7/1/26 – 9/30/26
VIRGINIA COMMISSION FOR THE ARTS		
Virginia Touring Grants	SOE.VCA004	7/1/26 – 9/30/26
Arts in Practice Grants	SOE.VCA005	7/1/26 – 9/30/26
VIRGINIA RETIREMENT SYSTEM		
Employer Contributions for Retirees Hired Into Covered Positions (Return to Work)	IND.VRS005	

DRAFT



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COMMONWEALTH of VIRGINIA

Tamarah Holmes, PhD
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

To: Commission on Local Government

From: DHCD Staff

Subject: FY2026 Cash Proffer Survey Instrument

Date: May 1, 2026

Section 15.2-2296 of the Code of Virginia generally authorizes local governing bodies to accept proffers through conditional zoning. A proffer, as implied by §15.2-2296 of the Code of Virginia, is a voluntary offer from a property owner and can be an act, donation of money, a product, or services that limit or qualify how the property will be used or developed.

Section 15.2-2303.2 of the Code of Virginia requires the Virginia Commission on Local Government to survey the annual acceptance of cash proffers by eligible localities. Only localities with populations larger than 3,500 are required to report. The survey is designed to assist the General Assembly in determining the amount of cash proffer revenues and expenditures of local governments and the purposes for which such expenditures were made.

Enclosed for the Commission's review and approval is the cash proffer survey instrument that will be sent to localities to provide information for the annual cash proffer report.

Enclosures



Virginia Commission on Local Government: Fiscal Year 2026 Cash Proffer Survey

Section [15.2-2303.2](#) of the *Code of Virginia* requires the Virginia Commission on Local Government to annually survey the acceptance and use of cash proffers by eligible localities. The objective of the survey is to assist the General Assembly in determining the amount of cash proffer revenues and expenditures of local governments and the purposes for which such expenditures were made during Fiscal Year 2026 (July 1, 2025 - June 30, 2026). Accordingly, the Commission is asking the chief administrative officer or other appropriate official in each affected county, city, and town to provide essential information about the locality's acceptance and use of cash proffers.

Please respond to this online questionnaire by September 30, 2026. Please ensure that only one response is generated for your locality.

Information about the survey is also available on the Department of Housing and Community Development's [website](#). The data that you furnish is essential for the preparation of a report that the Commission is required to submit to the General Assembly by November 30, 2026.

If you have any questions concerning these matters, please contact Alan Jones at alan.jones@dhcd.virginia.gov. Thank you for your cooperation.

Please provide your contact information: *

Contact Name	<input type="text"/>
Position/Title	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address	<input type="text"/>

Locality Information

Please provide the following information:

Is the locality a county, city, or town? *

Locality Name *

A cash proffer is (i) any money voluntarily proffered in writing signed by the owner of property subject to rezoning, submitted as part of a rezoning application and accepted by a locality pursuant to the authority granted by Va. Code Ann. § [15.2-2303](#), or § [15.2-2298](#), or (ii) any payment of money made pursuant to a development agreement entered into under authority granted by Va. Code Ann. § [15.2-2303.1](#). This does NOT include cash contributions imposed through conditional/provisional/special use permits as authorized by § [15.2-2286](#) (A)(3).

Did the locality accept cash proffers at any time during FY2026?

If "No" for FY2026, additional information is not needed. *

-- Please Select -- ▾

Enter the total amount of cash proffer revenue collected by the locality during FY2026:

This is the total dollar amount of revenue collected from cash proffers in the specified fiscal year regardless of the fiscal year in which the cash proffer was accepted. Unaudited figures are acceptable.

Enter the estimated amount of cash proffers pledged during FY2026 by which payment is conditioned only on time:

These are cash proffers conditioned only on time (i.e. linked to a specific date or specified time following rezoning approval but NOT an unknown date such as at the time of certificate of occupancy) approved by the locality as part of a rezoning case. Unaudited figures for the specified fiscal year are acceptable.

Did the locality expend cash proffer revenue at any time during FY2026?

If "No" for FY2026, additional information is not needed. *

-- Please Select -- ▾

Enter the total amount of cash proffer revenue expended by the locality during FY2026:

This is the total dollar amount of public projects expended with cash proffer revenue in the specified fiscal year. Unaudited figures are acceptable.

Indicate the purpose(s) and amount(s) (in whole numbers) for which the expenditures in the previous question were made: *

The Total amount at the bottom should equal the amount reported in the cash proffer revenue expended box above.

Schools

Roads and Other Transportation Improvements

Fire and Rescue/Public Safety

Libraries

Parks, Recreation, and Open Space

Water and Sewer Service Extension

Community Centers

Stormwater Management

Special Needs Housing

Affordable Housing

Miscellaneous

Total : 0

Please share any additional comments regarding any unique circumstances surrounding the information provided in this survey.

This is the only page of the survey. After clicking the "Next" button, you will have the opportunity to review your responses before submission.

DRAFT



Abigail Spanberger
Governor

Carrie Cheney
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Tamarah Holmes, PhD
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

To: Commission on Local Government

From: DHCD Staff

Subject: Town of Tangier Performance Plan

Date: May 1, 2026

The Virginia Acts of Assembly and Code of Virginia direct the Commission on Local Government to serve in an oversight capacity to the state-appointed intervention staff (fiscal turnaround specialist) for a locality deemed in fiscal distress (§15-2512.1).

On January 9, 2026, the Commission on Local Government began its oversight of the fiscal turnaround specialist for the Town of Tangier. On March 26, 2026, the Commission was presented with the fiscal turnaround specialist's assessment and financial turnaround plan for the Town of Tangier. The report prepared by the fiscal turnaround specialist (Town of Tangier Fiscal Distress Report) outlines the scope of the issues identified and the recommendations to address them.

Enclosed for the Commission's review and approval is the proposed Performance Plan for the Town of Tangier. The purpose of the performance plan is to assist the Commission on Local Government in its oversight capacity and serve as a guide for the Commission to determine whether the locality has taken appropriate action to address the issues that led to the locality's fiscal distress designation. Adherence to the performance plan will ensure immediate remediation of high-risk issues, implementation of foundational management and financial controls, and the development of sustainable practices to support ongoing organizational effectiveness

Enclosures



Town of Tangier Performance Plan

Executive Summary

Effective municipal governance requires adherence to established best practices that promote transparency, accountability, and responsible stewardship of public resources. While smaller localities often operate with limited staffing and financial capacity, they remain subject to the same fiduciary and operational standards as larger jurisdictions. In many cases—including the Town of Tangier—financial challenges are closely linked with organizational and leadership issues. Addressing both dimensions is essential for achieving long-term stability and recovery.

The Town of Tangier is currently facing a combination of financial, administrative, and structural vulnerabilities that threaten its ability to function effectively as a municipal entity. To support the Town Council and staff in navigating these challenges, the financial turnaround plan prepared by the Berkley Group (*Town of Tangier Fiscal Distress Report, March 2026*) outlines a focused set of implementation strategies designed to stabilize operations and lay the groundwork for sustainable recovery. These strategies concentrate on three core areas: **general government management, legal support, and financial stability**. Together, they form an actionable roadmap that prioritizes immediate needs while acknowledging the necessity of long-term planning.

The purpose of the performance plan is to assist the Commission on Local Government in its oversight capacity and serve as a guide for the Commission to determine whether the locality has taken appropriate action to address the issues that led to the locality's fiscal distress designation. Adherence to the performance plan will ensure immediate remediation of high-risk issues, implementation of foundational management and financial controls, and the development of sustainable practices to support ongoing organizational effectiveness. The Tangier Performance Plan is organized across the same three primary focus areas: Government Management, Legal Support, and Financial Stability.

Government Management priorities center on establishing core administrative capacity and governance structures. Initial actions include completion of an emergency checklist, development of written financial policies, and engagement of a part-time Town Manager. Additional requirements include providing budget assistance, developing standard operating procedures for core functions, and delivering council and staff training. These efforts are intended to restore basic operational functionality and accountability. Longer-term objectives include development of a Capital Improvement Plan to support strategic planning and infrastructure investment.

Legal Support actions are designed to mitigate immediate legal and compliance risks. Required measures include implementing legal holds on accounts, authorizing emergency procurement processes, conducting attorney contract review, and coordinating with financial institutions through formal communications. These steps are necessary to ensure legal compliance, protect organizational interests, and support financial recovery efforts.

Financial Stability represents the most critical component of this plan and requires immediate and sustained attention. Initial actions include securing bank access and freezing discretionary spending to prevent further financial risk. This is followed by a forensic audit, monthly account reconciliations, and stabilization of payroll administration, including potential outsourcing. Additional requirements include completion of an emergency budget amendment, implementation of cash flow forecasting, and procurement of an appropriate accounting system. Longer-term actions focus on restoring audit cadence, reconciling water billing systems, and ensuring ongoing financial transparency and accountability.

The Tangier Performance Plan will be implemented according to the following phased timeline:

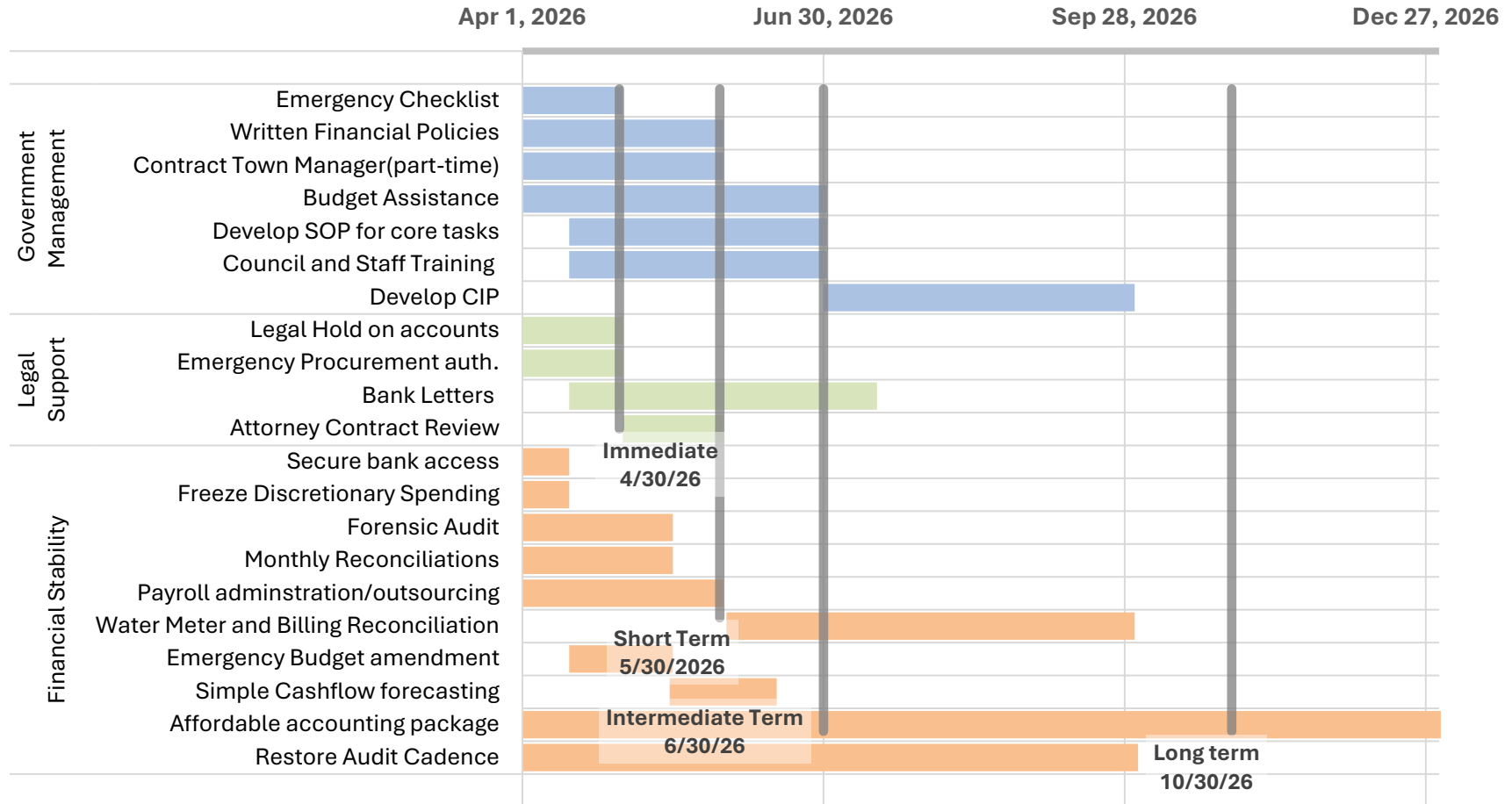
- **Immediate Phase (through April 30, 2026):** Execution of urgent stabilization actions, including financial controls, legal safeguards, and emergency management measures
- **Short-Term Phase (through May 30, 2026):** Establishment of foundational policies, contracts, and administrative support structures
- **Intermediate Phase (through June 30, 2026):** Implementation of operational improvements, including procedures, training, and financial systems
- **Long-Term Phase (through October 30, 2026 and beyond):** Achievement of sustained operational and financial stability through strategic planning, system optimization, and audit restoration

Progress will be monitored through regular reviews aligned with these milestones. Demonstrated improvement will be measured by the timely completion of assigned tasks, adherence to established policies, and the successful implementation of financial and administrative controls, as evidenced by surveys provided to the Town.

DHCD has provided initial technical support through connecting with Accomack County, the Auditor of Public Accounts, and additional stakeholders to facilitate the successful completion of this performance plan. Achieving financial recovery will require sustained commitment and ongoing vigilance. The action items identified in this performance plan represent the critical first steps toward restoring stability. However, as identified in the Berkley Group's report, the Town does not currently possess the financial or human resources necessary to complete these tasks independently. Additional external support—through technical assistance, contracted expertise, or intergovernmental partnerships—will be essential to implementing these recommendations and securing Tangier's long-term success

Successful completion of the Tangier Performance Plan will require consistent execution, accountability, and measurable progress across all identified focus areas. Continued adherence to these standards will be expected beyond the performance plan's conclusion to ensure long-term organizational stability.

Performance Plan Timeline



Town of Tangier - Performance Plan

	<i>Task</i>	<i>Priority</i>	<i>Time frame</i>	<i>Length</i>
General Government				
1.1	Issue emergency governance checklist & calendar (monthly reviews, budget calendar, public reporting)	High	Immediate	0-30 days
1.2	Adopt simple written financial policies: procurement thresholds, emergency spending limits, approval matrix	High	Short term	30-60 days
1.3	Contract with professional part-time Town Manager	High	Short term	30-60 days
1.4	Hire outside assistance to develop FY27 budget template and guide Town through process	High	Short term	30-60 days
1.5	Document critical processes & create one-page SOPs for core tasks (bank recs, deposits, payroll run, vendor payment)	High	Short term	30-60 days
1.6	Council and staff training offered through VML.	High	Short term	30-60 days
1.7	Develop and adopt Capital Improvement Program	Medium	Intermediate term	60-90 days
Legal Support				
2.1	Issue legal hold and secure forensic copies of former manager files and key systems	High	Immediate	0-30 days
2.2	Have part-time Town Attorney review high-risk contracts & leases and prepare standard contract template	High	Short term	30-60 days
2.3	Draft emergency procurement authorization language and advise Council on emergency spending limits	High	Short term	30-60 days
2.4	Assist in preparation of demand/confirmation letters to banks and lenders if needed	Medium	Intermediate term	60-90 days
Financial Stability				
3.1	Secure bank access: change online credentials, remove ex-signatories, request bank confirmations	High	Immediate	0-30 days
3.2	Freeze discretionary project spending on grant-impacted items; require pre-approval for draws	High	Immediate	0-30 days
3.3	Engage External CPA (short contract) to perform a) forensic bank reconciliation, b) rebuild basic trial balance, and c) prioritize audit backlog	High	Short term	30-60 days
3.4	Start monthly bank reconciliations with independent reviewer and simple journal entry approval log	High	Short term	30-60 days
3.5	Validate payroll roster and implement direct deposit and payee verification; consider outsourcing payroll	Medium	Short term	30-60 days
3.6	Recommission meters and begin a phased meter-reading & billing reconciliation program	Medium	Intermediate term	60-90 days
3.7	Adopt emergency budget amendments to accurately separate funds and identify restricted grant revenues	High	Short term	30-60 days
3.8	Implement simple cash-flow forecasting (monthly); 90-day rolling projections; link to payment calendar for debt services	High	Short term	30-60 days
3.9	Plan for medium-term: select affordable accounting package or stable outsourced processing (3–12-month plan)	Medium	Intermediate term	60-90 days
3.1	Restore audit cadence: engage auditor for FY2026 and backlog years as feasible	High	Long term	90-180 days

LOCALITY**PERFORMANCE QUESTIONNAIRE PACKAGE(DRAFT)**

Submit completed past performance questionnaire package
 by **DATE Eastern Time to: Alan Jones**

Email to:

(1) Name of Locality questionnaire is being completed for:

(10) Name of agency/department completing questionnaire:

(11) Name of person completing questionnaire:

(12) Email address of person completing questionnaire:

(13) Title of person completing questionnaire:

(14) Phone number of person completing questionnaire:

(15) Date questionnaire is being completed:

(8) Description of service:

(i) Have there been any significant changes in performance between the last survey and now?

No

Yes, answer question (iii) below

(ii) Have you experienced challenges in implementing the performance plan?

Yes, provide details of changes in (iii) below

No

(iii) Comments to answer questions (i) and (ii) :

RATING SCALE: Please use the following ratings to answer the questions on page 2.

Rating	Definition
Completed	The task has been completed and fully implemented
Near Complete	Locality has made advanced progress on where a majority of the components are finished, but final documentation/implementation is required
Moderate Progress	Consistent progress on the task is being made, but not in the final stages, and may be trailing behind the original schedule
Marginal Progress	Very limited advancement of the task. Slow or minimal improvement that is insufficient to meet the deadline
Negligible Progress	No meaningful progress has been made or progress made has been minimal.
No progress	No progress has been made on the task
N/A	(Not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation

NOTE: For statements indicating less than "Satisfactory", please provide a brief explanation in the comments section of the survey.

PERFORMANCE QUESTIONNAIRE PACKAGE(DRAFT)

N/A

Neutral

Unsatisfactory

Marginal

Satisfactory

Very Good

Exceptional

a.) General Government Management

(1) The Locality has issued an emergency governance checklist and calendar(monthly reviews, budget calendar, public reporting)

(2) Adopted simple written financial polices, procurement thresholds, and emergency spending limits,

(3) Contract with a professional part-time Town Manager

(4) Hire outside assistance to develop the FY27 Budget template and guide through the process

(5) Document critical processes and create 1-page SOP for core tasks

(6) Council and staff training with VML or a similar organization

(7) Develop a capital improvement plan

c.) Legal Support

(1) Issue legal holds and secure forensic copies of former manager files and key systems

(2) Have the attorney review high-risk contracts and leases, and prepare a standard contract template.

(3) Draft emergency procurement authorization language and advise council on spending limits

(4) Assist in the preparation of demand/confirmation letters to banks and lenders if needed

d.) Financial Stability

(1) Secure back access: Change online credentials, remove ex-signatories, request bank confirmations

(2) Freeze discretionary project spending on grant-impacted items: require pre-approval for draws

(3) Engage an external CPA to perform forensic bank reconciliation, rebuild basic trial balance, and prioritize the audit backlog

(4) Start monthly bank reconciliations with an independent reviewer and simple journal entry approval log

(5) Validate payroll roster and implement direct deposit payee verification: consider outsourcing payroll.

(6) Recommission meters and begin a phased meter reading billing reconciliation program

(7) Adopt emergency budget amendments to accurately separate funds and identify restricted grant revenues

(8) Implement simple cash-flow forecasting (monthly); 90-day rolling projections; link to payment calendar or debt service.

9) Plan for medium term; select an affordable accounting package or stable outsourced processing

10) Restore audit cadence: engage audit for FY2026 and backlog years as feasible

COMMENTS:



Abigail Spanberger
Governor

Carrie Chenery
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Tamarah Holmes, PhD
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

To: Commission on Local Government

From: DHCD Staff

Subject: APA City of Radford Fiscal Distress Designation and Response

Date: May 1, 2026

The Virginia Acts of Assembly and Code of Virginia direct the Commission on Local Government to serve in an oversight capacity to the state-appointed intervention staff (fiscal turnaround specialist) for a locality deemed in fiscal distress (§15-2512.1).

On March 26, 2026, the Auditor of Public Accounts notified the Governor and respective legislative committees of the determination that the City of Radford meets the criteria for fiscal distress.

Enclosed is the letter from the Auditor of Public Accounts, as well as a response from the City of Radford. No action is required of the Commission at this time.

Enclosures





COMMONWEALTH of VIRGINIA

Auditor of Public Accounts

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, VA 23218
(804) 225-3350

March 26, 2026

The Honorable Abigail D. Spanberger
Governor of Virginia

The Honorable Mark D. Sickles
Secretary of Finance

The Honorable Luke E. Torian, Chair
House Appropriations Committee

The Honorable L. Louise Lucas, Chair
Senate Finance and Appropriations Committee

The Honorable Dan Helmer, Chair
House Counties, Cities, and Towns Committee

The Honorable Lashrecse D. Aird, Chair
Senate Local Government Committee

David Horton, Mayor
City of Radford

Todd Meredith, City Manager
City of Radford

The Virginia Acts of Assembly and Code of Virginia direct the office of the Auditor of Public Accounts (Office) to establish a prioritized early warning system and annually monitor data and information from this system to determine whether a locality may meet the defined criteria for fiscal distress. Based on the results of our annual monitoring process, the Office may identify a locality as needing additional follow-up review, at which point we send written notification to inform the locality's governing body and management of our determination. If a locality chooses to participate in the follow-up review process, we further evaluate the locality using our financial assessment questionnaire. The Office's follow-up process involves a more in-depth review and discussion with local officials to better understand certain budgetary, financial, and operational aspects of the locality and any specific factors contributing to the locality's financial position. The primary objective of this review is to determine whether a locality is experiencing fiscal distress that warrants further assistance, oversight, or intervention from the Commonwealth. If the locality's governing body or chief executive officer requests assistance or the Office concludes that a locality is fiscally distressed, statute requires that we notify the Governor, certain legislative committees, and the local governing body regarding the specific indicators of fiscal distress and our recommendation for state assistance to further assess, stabilize, or remediate a locality's situation.

As part of the Office's 2025 monitoring process, we identified the City of Radford (Radford) for additional follow-up review. Based on our follow-up review conducted with the city, the Office has concluded that Radford meets the criteria for fiscal distress within the framework of the Commonwealth's early warning system. Pursuant to § 15.2-2512.1 of the Code of Virginia, the Office provides this notification as our formal recommendation that the Commonwealth consider providing state assistance to further assess the city's situation and to support Radford's efforts to remediate the underlying factors contributing to fiscal distress.

As part of the Office's ongoing evaluation of Radford over the past three years, we have analyzed leading financial indicators through ratio analysis using data from the city's audited financial statements and evaluated other non-financial and qualitative factors. During the Office's 2025 monitoring process, we noted that the city's ratio analysis showed further downward trends and cumulative ratio points exceeding our established evaluation threshold. In addition, the Office evaluated other external factors and qualitative indicators for Radford related to ongoing fiscal issues and budgetary challenges, including risks related to the city accumulating unpaid liabilities to American Electric Power (AEP) for its wholesale purchase of electricity and recent budgetary challenges attributable to overestimated revenue projections throughout multiple budget periods. In November 2025, [the Office corresponded](#) with Radford's governing body and management (officials) and inquired whether the city desired to participate in our follow-up review process based on the results of the ratio and qualitative analyses. The city agreed to participate and provided the completed financial assessment questionnaire and other information to facilitate the Office's review. Further, upon completion of the follow-up review process, Radford officials specifically requested that the Commonwealth consider providing assistance to support the city's efforts to address its current fiscal challenges.

In January 2026, the Office had further discussions with Radford officials to obtain a better understanding of the city's current fiscal situation. Based on the Office's review and discussions with city officials, we observed two primary conditions that indicate the city's situation meets the defined criteria for fiscal distress. The first condition relates to Radford's challenges with sustaining a structurally balanced budget, driven by shortcomings in revenue projections and uncertainty in billing and revenue collections. Radford officials communicated that during the fiscal year 2026 budgeting process, they identified inaccuracies in the city's revenue estimation process, resulting in overly optimistic revenue projections throughout multiple prior budget periods. City officials have since implemented changes to reflect more realistic and conservative revenue projections that exceed planned expenses, along with measures to increase tax rates and utility fees and reduce overall spending. However, city officials communicated continued uncertainty about whether additional structural budgetary issues remain and whether challenges with the city's revenue projections have been fully addressed. One primary factor contributing to the city's budgetary challenges is its unique tax base that includes Radford University. Additionally, Radford officials indicated that the city manager and finance department face limitations in effectively monitoring billing and revenue collections and obtaining necessary revenue data for budgetary estimates. These limitations relate to the city's organizational structure, as billing and revenue collection responsibilities fall under the purview of the independently elected Treasurer, whose office operates on an older, standalone financial system. City officials noted that ongoing efforts are underway to transition the Treasurer's office to the city's modern financial system.

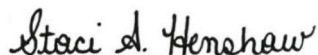
The second condition relates to Radford accumulating unpaid liabilities to AEP for the purchase of wholesale electricity, further strained by external factors impacting the future sustainability of the city's electric operations. At the time of our review, city officials communicated that the city was approximately six months in arrears on payments to AEP, primarily due to significant increases in wholesale power costs over recent budget periods. Further, the city had previously relied on short-term financing through a revenue anticipation note acquired in 2023 to cover budgetary shortfalls; however, the city's reliance on this financing was not reflected in the budgetary process. This resulting budgetary gap also contributed to the city's accruing balance of unpaid liabilities to AEP.

Radford officials also communicated that the city has seen considerable changes in its electric operations over recent years due to broad shifts in the wholesale electricity market, marked by rising wholesale power costs and a concurrent decline in the city's customer base. City officials anticipate an additional future decline in its customer base and a notable decrease in revenues in the electric fund once Radford University completes its Co-Generation project, a combined heat and power facility that will allow the university to produce its own electricity and reduce its dependence on the city's electric operations.

Should the Governor and legislative committees approve a plan for state assistance for Radford, the Office recommends the Commonwealth provide assistance that includes procuring consulting and advisory services to address the two primary conditions noted above. These contracted services would support city officials in identifying key diagnostic actions and developing a plan to stabilize the city's financial condition. Ideally, the contracted consulting and advisory services would include personnel with knowledge and experience in Virginia local government, local operations and business processes, and governmental accounting and financial reporting. Specifically, the consulting services would assist city officials in identifying additional structural issues in the city's revenue projections and overall budgetary process, as well as opportunities to restructure the city's finances. Consulting services would also support the city's administration and the Treasurer's office in establishing key internal control and monitoring processes for billing and revenue collections and provide necessary technical assistance to effectively integrate the Treasurer's office into the city's financial system. Finally, the Office recommends state assistance that includes consulting and advisory services that provide expertise to support city officials' further analysis of budgetary and fiscal decisions affecting the electric fund and evaluation of the continued operations and long-term sustainability of Radford's electric operations.

We would like to express our appreciation to the City of Radford for its responsiveness and cooperation during our follow-up review process. Should you have any questions or require any further information, please contact me at (804) 225-3350 or Staci.Henshaw@apa.virginia.gov.

Sincerely,



Staci A. Henshaw
Auditor of Public Accounts

cc: Seth Gillespie, Vice Mayor, City of Radford
Kellie Artrip, Council Member, City of Radford
Jessie Foster, Council Member, City of Radford
Guy Wohlford, Council Member, City of Radford
Patricia Cox, Chief Financial Officer, City of Radford
James Heo, Deputy Secretary of Finance
Dr. Tamarah Holmes, Director, Department of Housing and Community Development
Terry Payne, Chair, Virginia Commission on Local Government
Delegate Jason S. Ballard, Virginia House of Delegates 42nd District
Senator T. Travis Hackworth, Virginia State Senate District 5



PRESS RELEASE

City of Radford

Contact: Kim Repass / Communications
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For Immediate Release
March 27, 2026

City of Radford Response to Auditor of Public Accounts (APA) Fiscal Monitoring Determination

Radford, VA - The City of Radford has been notified by the Virginia Auditor of Public Accounts (APA) that it meets the criteria for fiscal distress under the Commonwealth's early warning system.

City leadership appreciates the collaborative and transparent process conducted by the Auditor's Office and welcomes the opportunity to continue working with state partners to strengthen Radford's financial position and ensure long-term stability.

The City of Radford has already taken proactive steps to address the challenges identified in the report:

- The City has engaged The Berkley Group to provide consulting services focused on improving financial operations and long-term planning.
- Radford has contracted with Brown Edwards to conduct forensic audit services, enhancing financial transparency and accountability.
- The City has strengthened its financial leadership team through the hiring of a new Chief Financial Officer, Assistant Finance Director, and Accounts Payable Clerk.
- The City Treasurer and Commissioner of Revenue Offices are in the midst of migrating their financial operations to Munis, the City's Enterprise Resource Planning (ERP) software, which will improve financial reporting, internal controls, and coordination across departments.
- The City has implemented improved and more conservative methodologies for revenue forecasting to ensure more accurate and sustainable budgeting practices moving forward.

In addition, the City has made measurable progress in addressing its obligations related to wholesale electricity costs. At present, Radford has reduced its outstanding balance with American Electric Power (AEP) from six months to three months, reflecting ongoing efforts to stabilize the City's electric fund and meet its' financial commitments.

City officials remain fully committed to resolving structural budget challenges, improving operational coordination, and ensuring the long-term sustainability of municipal services. The City also supports the Commonwealth's consideration of targeted assistance and advisory services, which will complement the actions already underway.

The City will continue to provide updates to residents and stakeholders as additional progress is made.