

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/84819545331?pwd=ei8vaFpKbTgxU0o0OVBURFlmRUFwZz09>

Meeting ID: 848 1954 5331

Passcode: 797345

By call-in 1 301 715 8592#

- 1. Call to Order** 7:00-7:00
 - a. Notice of Electronic Meeting and Commissioner and Public Protocol
- 2. Matters from the Public** 7:00 – 7:05
 - a. Comments by the public are limited to no more than 2 minutes per person.
 - b. Comments provided via email, online, web site, etc. (Read by Director)
- 3. Presentations** 7:05 – 7:45
 - a. FY22 Rideshare Work Program and Grant Application – Sara Pennington
 - b. FY22 Rural Transportation Work Program & Budget Draft – Sandy Shackelford
 - c. Route 29 North Corridor Study – Jessica Hersh -Ballering
- 4. * Consent Agenda** 7:45 – 7:50

Action Items:

 - a. * Minutes of February 4, 2021 Meeting
 - b. * Monthly Financial reports
 - i. January Dashboard Report
 - ii. January Profit & Loss Statement
 - iii. January Balance Sheet
 - iv. January Accrued Revenues Report
 - v. FY20 Audit Governance Letter
- 5. * Resolutions** 7:50 – 8:05
 - a. FY21 Amended Annual Operating Budget
 - b. VDOT Technical Consultant Assistance for North 29 Corridor Study
 - c. 2021 CDBG Regional Priorities
- 6. New Business** 8:05 – 8:15
 - a. Interim Executive Director – 100-day Plan
- 7. Interim Executive Director's Report** 8:15 – 8:20
 - a. Monthly Report



8. Other Business

8:20 – 8:50

- a. Roundtable Discussion by Jurisdiction
- b. Next Meeting –April 1, 2021
 - a. Items for Next Meeting:
 - i. Presentation of Draft FY22 Operating Budget
 - ii. Public Hearing – HOME Annual Action Plan
 - iii. Final FY22 Rural Transportation Work Program & Budget
 - iv. Albemarle Transit Grant Resolution

***ADJOURN**

9:00

Designates Items to be Voted On

**NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY**

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to Item 4.0-01 of the approved state budget (HB 29) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

Thomas Jefferson Planning District Commission FY-2022 RideShare Work Program

July 01, 2021 – June 30, 2022



Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's localities (Albemarle, Fluvanna, Greene, Louisa and Nelson counties and the City of Charlottesville), JAUNT, RideShare, and the Virginia Department of Rail and Public Transportation.

This scope of work has been prepared to outline the work program that will be undertaken within the scope of the RideShare funding that is allocated to the PDC. The scope of work includes operational expenses for managing the regional RideShare program, marketing, events, and time spent seeking other funding opportunities in support of the greater goals of RideShare. All activities included in the work program have to meet the Transportation Demand Management (TDM) Operating Assistance grant program requirements administered by DRPT.

The preparation of this program was financially aided through administrative funds from the FY21 Unified Planning Work Program.

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Introduction

Purpose and Objective

The CAPS Operating Assistance grant program (formerly known as the TDM Operating Assistance Grant) provides funding to support the operation of existing commuter assistance programs that serve the public, reduce single occupant vehicle trips, and increase carpool, vanpool, and transit use.

The goal of the CAPS Operating Assistance grant program is to mitigate traffic congestion, which is the elimination of single occupant vehicle (SOV) auto trips by shifting SOV trips to carpool, vanpool, and transit. The benefits of congestion mitigation are moving more people through the heavily traveled corridors without increasing the number of vehicles in those corridors, reducing pollution, conserving fuel, and saving money on commuting. CAPS Operating Assistance funds the general day-to-day operations of a commuter assistance program, including ride matching services, guaranteed ride home program, and marketing and promotion of ride matching and non-SOV travel modes.

Each year, the TJPDC applies for the CAPS Operating Assistance grant to continue operation of its RideShare program. In addition, an amount of funding the MPO receives from the Federal Highway Administration and Federal Transit Administration to support its Unified Planning Work Program (UPWP) is dedicated to supporting programs that are outside the scope of the CAPS Operating Assistance grant but still support the same goals of reducing single occupancy vehicle trips.

The CAPS Operating Assistance grant provides 80 percent funding and requires a 20 percent local match. The portion of the program funding that is supported through MPO funding sources provides 90 percent funding (80 percent federal and 10 percent state) and required a 10 percent local match.

In FY-2022 the PDC requested \$139,358 through the TDM Operating Assistance grant. The PDC will provide a local match of \$34,840 for a total program funding amount of \$174,198. In addition, the MPO's UPWP has allocated an additional \$8,500 for work supporting RideShare and TDM initiatives (\$9,000 through federal and state sources with a \$1,000 local match).

RideShare

The scope of work is established in the grant application and must comply with the DRPT grant application guidance manual, and the relevant scope of work outlined in the UPWP is approved by the MPO Policy Board.

Highlights of FY21

In FY21, the RideShare Program maintained focus on the traffic mitigation outcome, amid the COVID-19 pandemic. The program dedicated the majority of staff time and resources to Telework, which was at the request of DRPT staff. While TJPDC staff conducted its regular administration of the program and continued to provide ride-matching services, Guaranteed Ride Home services, and other TDM services to the region and its members, the following highlights the more substantive efforts.



TELEWORK!VA – As we began FY21 still in the midst of the pandemic, many non-essential workers were still remote working for safety. TJPDC and CSPDC staff have worked jointly to promote and highlight teleworking resources, including Telework!VA. The two PDCs have collaborated planning and conducting a webinar for Chamber members and regional businesses to understand why continuing telework after the pandemic is important. The two PDCs have also created common visuals and social media designs to create a cohesive message with DRPT throughout the Commonwealth. Staff was also the keynote speaker on Telework resources for the Better Business Challenge sponsored by C3. Staff also promoted Telework during March with DRPT’s annual program.

COMMUTE STORIES – Staff of the two PDCs wrote up profiles to highlight our own commuters and their commute stories. This was done as part of RideShare Week, since we couldn’t promote our normal try a new commute. We wanted to add a personal element to help foster connections during the pandemic and also showcase how our region was commuting during the pandemic.

TRANSIT APPRECIATION – In lieu of the traditional Transit Week that DRPT promotes, this year due to the pandemic, the state focused on transit safety and appreciation to the transit staff. RideShare promoted stories on local transit agencies that DRPT put together.

PROFESSIONAL DEVELOPMENT – Staff also participated in many learning opportunities through the Association of Commuter Transportation (ACT) virtual conference, tdm forum, webinars and virtual panel discussions. At the TDM Forum, Program Manager, Sara Pennington was awarded the honor of Top 40 Under 40. The program manager also began working towards the Commuter Choice Certificate, which is a two-year program through the Center for Urban Transportation Research (CUTR).

Fiscal Year 2022 Budget

The budget is broken down into two tables. The first being the allocation of costs related to staff utilization (including salaries, fringe benefits, and indirect costs), and the second being the additional operational costs that are accounted for in the TDM Operating Assistance grant request.

Staff Utilization			
	TDM	FTA	Total
1.0 Program Administration			
Coordinate budget and usage activity reports	\$ 14,000	\$ 2,000	\$ 16,000
MPO and PDC meeting participation	\$ 5,000	\$ 2,000	\$ 7,000
Database management and customer support	\$ 7,000	\$ -	\$ 7,000
Program coordination	\$ 12,000	\$ 1,000	\$ 13,000
Professional training	\$ 4,000	\$ -	\$ 4,000
2.0 Marketing and Outreach			
Participation in promotional events	\$ 41,205	\$ 2,500	\$ 43,705
Maintain on-line presence	\$ 6,000	\$ -	\$ 6,000
Advertise RideShare program	\$ 27,205	\$ -	\$ 27,205
Marketing Plan	\$ 11,000	\$ -	\$ 11,000
Explore other potential funding	\$ 2,000	\$ 1,000	\$ 3,000
TOTAL	\$ 129,410	\$ 8,500	\$ 137,910

Other Program Costs	
Communication Services	\$150
Advertising & Promotion Media	\$20,166
Dues & Subscriptions	\$2360
Education & Training	\$2,297
Guaranteed/Emergency Ride Trips	\$2,000
Printing & Reproduction	\$400
Vanpool Subsidy	\$500
Services & Maintenance Contracts	\$11,144
Supplies & Materials (Other)	\$271
Travel	\$5,500
TOTAL	\$44,788

FY2022 Scope of Work: This section of the Scope of Work details the administrative and programming tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate awareness and utilization of resources available to support TDM efforts throughout the region. The cost allocations referenced in the following section just include staff utilization. The costs shown in the “Other Program Costs” table above have already been accounted for in the CAPS Operating Grant application.

Fiscal Year 2022 Activities by Task

FY 2022 – 1.0 Program Administration

The purpose of this task is to facilitate the daily operations of the RideShare program by meeting procedural requirements and incorporating RideShare programs into overall PDC and MPO transportation planning efforts.

Task 1.1 - Coordinate budget and usage activity reports

RideShare: \$14,000

FTA: \$2,000

DESCRIPTION OF ACTIVITIES:

Prepare monthly progress reports and invoices to be submitted for reimbursement. TJPDC staff will coordinate activities, develop reports to DRPT and VDOT, and prepare invoices for review by DRPT. Run reports on ridership based on information culminated from user reporting platforms and park and ride lot inventories.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices to DRPT
- Submit 12 monthly MPO reports
- Submit an annual report for FY21.
- Submit quarterly report for TJPDC
- Quarterly inventories of park and ride lots.
- Regular reports on member-reported service usage.

Task 1.2 – MPO and PDC meeting participation

RideShare: \$5,000

FTA: \$2,000

DESCRIPTION OF ACTIVITIES:

Staff will represent RideShare on various technical committees coordinated by the TJPDC and the Charlottesville-Albemarle MPO. This includes a RideShare representative being a formal member of the Rural Technical Advisory Committee, and participation as needed at the various MPO committee meetings, including the Citizens Committee, the MPO Technical Advisory Committee, the Policy Board, as well as the Regional Transit Partnership. Staff will also represent RideShare on other related committees or inter-agency councils as requested.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Regular staff participation with the Rural Technical Advisory Committee.
- Participation as needed with the various MPO committees.
- Participation as requested with other non-profit or inter-agency committees.
- PDC meetings, including Commission presentations

Task 1.3 – Database Management & Customer Support

RideShare: \$7,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will provide maintenance of the online database as needed. This includes remaining up-to-date on any changes in the ride matching platform used, making manual edits as needed/requested, working with the state coordinators to resolve any technical issues, and providing user support services. Staff will also coordinate any requests through the Guaranteed Ride Home program.

DELIVERABLE TASKS TO BE UNDERTAKEN:

FY22 RideShare Work Program

- Ensure accuracy and reliability of the ridesharing database.
- Process Guaranteed Ride Home voucher requests.
- Process Guaranteed Ride Home registrations/renewals.

Task 1.4 – Program Coordination

RideShare: \$12,000

FTA: \$1,000

DESCRIPTION OF ACTIVITIES:

Staff will provide the ongoing administrative support to ensure that the program continues operation without any breaks in continuity.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Completed application for the TDM Operating Assistance Grant for FY23.
- DPRT grant training and meetings.
- Development of a FY23 work plan.
- Coordination with other regional transportation programs.
- Coordination with other CAPS programs in the state for peer-to-peer exchange.
- Coordination with other PDC's with CAPS program, specifically CSPDC our partner in RideShare.
-

Task 1.5 – Professional Training

RideShare: \$5,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend Association for Commuter Transportation, DRPT, FHWA, FTA training, conferences, seminars, webinars, and other events. Similarly, TJPDC staff representing RideShare and TDM interests will facilitate and participate in seminars, webinars, and stakeholder training, such as public forums, open houses and roundtable functions.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Attend ACT International Conference, TDM Forum, monthly webinars and Friday discussions panel.
- Attend trainings from state agencies.
- Participate with other stakeholders to attend Single Occupancy Vehicle listening sessions.

FY 2022 - 2.0 Marketing and Outreach

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2021. The TJPDC will assist its member localities with specific projects, which are listed under task 2.1. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

Task 2.1 – Participation in Promotional Events

RideShare: \$41,405

FTA: \$2,500

DESCRIPTION OF ACTIVITIES:

Staff will develop innovative marketing strategies to support and promote activities and events that encourage alternative transportation options. This includes planning, developing and staffing events, developing and distributing marketing materials, and collaborating with partner organizations to capitalize on existing resources. Events include: Try Transit Week, RideShare Week, Telework Week, and the Clean Commute Challenge.

FY22 RideShare Work Program

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Prepare calendar of events.
- Plan and develop each individual event, including any contests and prizes to be awarded.
- Promote events through a variety of social and traditional media outlets.
- Increase the number of partner organizations participating in events.

Task 2.2 – Maintain On-line Presence

RideShare: \$6,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will utilize technology to increase awareness about RideShare, TDM, and events that are currently being promoted. Staff will ensure information available online is current and accurate, and will work to create opportunities for increased online interaction.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Maintain RideShare website.
- Utilize social media platforms to promote RideShare and related events.
- Implement social media strategies from Marketing Plan once completed.

Task 2.3 – Advertise RideShare Program

RideShare: \$27,205

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will continue to raise awareness of RideShare through paid advertisement and earned media in a variety of media platforms.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Develop and maintain advertising contracts to promote RideShare to a wider audience.
- Assess new marketing opportunities to reach a broader range of potential users.
- Implement new marketing techniques, mediums and channels from Marketing Plan once completed.

Task 2.4 – Pursue funding opportunities to expand services

RideShare: \$2,000

FTA: \$1,000

DESCRIPTION OF ACTIVITIES:

Staff will research and begin to develop an application for either a Mobility Program grant to develop a robust employer outreach program, or a travel planning program. The goal will be to coordinate with large regional employers and continue to build off of existing successful programs, or develop a program that makes individual travel plans for area residents. In addition, staff will explore financial resources to develop a travel training service for individuals who need assistance in using the public transportation options throughout the region.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Research needs and available resources in the region.
- Identify potential funding resources.
- Prepare and submit grant applications.
- Develop a list of potential employers with whom to partner.
- Research existing programs currently undertaken by employers in the region.

FY22 RideShare Work Program

Task 2.5 – Marketing Research and Implementation Plan

RideShare: \$22,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

RideShare will hire an outside marketing firm to help us update regional market research and use that information to develop a media/marketing plan that staff can implement throughout the program year. In addition to this plan, we are also seeking updated printed materials that will need to be designed and printed.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Conduct market research for the region.
- Identify key target audiences.
- Develop a brand strategy to continue program awareness.
- Create a marketing implementation plan for all mediums, including digital.
- Create a campaign marketing plan for events and special promotions.
- Design printed promotional materials.

FY23 Anticipated Work Tasks

To provide a longer-view of the RideShare and related TDM work program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY20, FY21 and FY22 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY23, staff will conduct an update to the five-year Travel Demand Management Plan. If funded, staff will also work towards the development of a robust employee outreach program and pursue an analysis of the feasibility of providing public transportation travel training services. The TJPDC will continue to operate the RideShare program.

Appendices

Appendix A: FY2022 TDM Operating Assistance Grant Application

RideShare Marketing Plan Scope of Work

Purpose: RideShare seeks a partnership with an experienced advertising/creative firm to provide strategic and innovative marketing and branding solutions, and establish non-exclusive contract for the provision of creative marketing planning and services.

Background: The purpose of RideShare, the Travel Demand Management (TDM) program at the TJPDC region, is to reduce the amount of greenhouse gas emissions in our region and overall traffic congestion. By focusing on both of these goals we can also improve population health through reduced pollution and increased physical activity through alternative transportation. Additionally, the TDM program may positively impact the financial health of individuals in the community by reducing the burden of daily travel costs and increase access to employment opportunities. The Rideshare program is a sub-program of the TDM program which aims to achieve the goals of the TDM program specifically through increase use of carpooling, vanpooling, teleworking and guaranteed ride home for regular users of any alternative transportation mode (to include transit, biking, walking, and micro mobility).

The selected firm will work in partnership with members of RideShare in the development and execution of contract deliverables.

Deliverables and services may include, but are not limited to, these categories of service:

Projects:

Project 1 – Development of brand strategy

Project Mission: To make the general public understand what your brand/product is and why it's so critical for the prospective customers and the economy as a whole.

Project Duration: 1-2 months

Task 1: Develop brand strategy to align with RideShare objectives and defined brand values

Task 2: Engage internal and external stakeholder audiences, as required (including facilitating strategic sessions and/or integrated stakeholder engagement activities)

Task 3: Align with established RideShare visual identity

Task 4: Develop of brand positioning and messaging platform (including earned media as well as paid)

Project 2 – Create a Marketing strategy and implementation plan

Project Duration: 1-2 months

Task 1: Review all overall marketing activities

Task 2: Engage in market research activities, as required

Task 3: Identify targeted audiences

Task 4: Develop strategic marketing and advertising plans (including media planning, buying and placement for print and digital)

Task 5: Provide a measurement program to outline performance metrics, targets, benchmarks, etc.

Task 6: Identify necessary tools for implementation

Project 3 – Digital marketing strategy and production

Task 1: Provide advice on digital and content strategies (including social media campaigns)

Task 2: Develop and inform SEO strategy

Task 3: Provide video production guidelines

Task 4: Create analytics reports for current state and future campaigns

Project 4 – Creative and campaign development

Task 1: Provide strategy, oversight and guidance in creative development

Task 2: Provide design and copywriting for print and digital applications

Task 3: Assist with development of message matrices for all audiences and review/audit current high-level messages (elevator pitches)

All firms are expected to:

- collaborate with the RideShare team to develop and coordinate project plans, strategize, and execute work in a timely manner.
- provide exceptional customer service and account management
- provide solutions and resources to efficiently and effectively meet creative needs while maintaining the highest quality standards
- be current with best practices and provide recommendations for effective performance on the categories outlined above
- adhere to RideShare's pre-determined approval process

DRPT Categories

State	\$ 139,358.00
Local	\$ 34,840.00
Total	\$ 174,198.00

Salaries	\$ 65,460.00
Fringe	\$ 14,425.00
Indirect	\$ 49,525.00
Total	\$ 129,410.00

Communicaiton Services (toll free number and postage)	\$ 150.00
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Supplies	\$ 271.00
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Dues and Subscriptions	\$ 2,360.00
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Advertising (brochure printing included)	\$ 20,166.00
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Education and Training	\$ 2,297.00
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Travel (includes travel for conferences)	\$ 5,500.00
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VanPool Subsidy	\$ 500.00
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GRH	\$ 2,000.00
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Contracts (Ryan/website expenses, Marketing Plan)	\$ 11,144.00
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Printing	\$ 400.00
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Total Direct Costs	\$ 44,788.00
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Total	\$ 174,198.00
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Website Scope of work for Pace Communications

Task 1: Annual Hosting- \$144

Term: July 22, 2021– July 21, 2022

- \$12/mo. billed annually
- Managed VPS hosting account
- Dedicated IP address

Task 2: Website Maintenance- \$300

- Regularly scheduled platform and security updates
- Active security monitoring
- Regularly scheduled back-up and archiving

Task 3: Content updates- \$300

- Post content related to Try Transit Week (Month)
- Post content related to RideShare Week (Month)
- Post content related to Telework Week (Month)
- Post content related to Clean Commute/Bike Month
- Post any additional content not related to events/challenges (2 times)

Total Contract Estimate- \$744



FISCAL YEAR 2022



**CAP OPERATING ASSISTANCE
SUPPLEMENTAL GRANT APPLICATION**

This supplemental grant application must be completed and attached to the CAP Operating Assistance grant application in OLGA in order for the application to be considered.

Attach this document in MSWord format.

Before submitting an application, see DRPT's [Transit and Commuter Assistance Grant Application Manual \(Blue Book\)](#) document for details on this grant program's purpose, eligibility, and other important information.

Use the text boxes to enter information.

This supplemental grant application is for OLGA Grant Application Number:

15601

PROGRAM INFORMATION

Name of applicant agency (as it appears in the OLGA account):

Thomas Jefferson Planning District Commission

Commuter assistance program name:

RideShare

What geographic area(s) does the commuter assistance program cover? (Counties, cities, towns)

We serve both the Thomas Jefferson Planning District (TJPDC), which includes, the City of Charlottesville, Albemarle County, Fluvanna County, Louisa County and Nelson County; and the Central Shenandoah Planning District (CSPDC), which includes, City of Buena Vista, City of Harrisonburg, City of Lexington, City of Staunton, City of Waynesboro, Augusta County, Bath County, Highland County, Rockbridge County, and Rockingham County. We have also sent information to Greene County for potential participation in FY22 under the TJPDC.

RideShare covers approximately 5,607 square miles with a population of almost half a million people between the two PDC's.

What is the public website, phone number and email for the commuter assistance program?

www.rideshareinfo.org

434-979-6165; 888-974-5500

rideshare@tjpcd.org

List the Facebook, Twitter and any other social media accounts used for the commuter assistance program.

RideShare/Commuter Information on Facebook- <https://www.facebook.com/rideshareinfo>

PROGRAM COMPONENTS

In this section, describe in detail the specific components of the commuter assistance program. Several common components are provided. Skip those components that are not applicable. At the end of the Program Components section, there is an area to add program components as needed to provide details on the entire program.

RIDEMATCHING

What ridematching system(s) is used and how is the system(s) used.

Through the funding and contract under DRPT we are able to offer our ridematching services with the AgileMile program. This platform can be accessed through the web and both Apple and Android applications on mobile devices. There are direct links to the RideShare specific AgileMile site from the RideShare homepage, commuter page and our social media.

Commuters can input their origin and destination from the ridematching website to get a glimpse if anyone is near them making a similar commute. In order to get the actual contact information and to set up a ride with the matches, a commuter must register with the system. Once registered, commuters can find rides based on a wide array of parameters including mode (e.g., car, van, bus), corridor (i.e., "on-the-way"), organization (employer), gender, language spoken, and more. Commuters can plan multi-modal trips with transit, bike share, car share, and other modes. The platform also contains up-to-date park-and-ride information as well as vanpools from Commute with Enterprise that are automatically included and available for commuters to join. Commuters record their greener trips and earn points which can be redeemed for rewards from local and national businesses. Points can also be redeemed for monthly drawings with higher values. All trips can entered manually and as reoccurring. Commuters can use other tracking apps to import their trips automatically, such as biking or walking. Commuters each have their own dashboard that provides them with their individual data such as, money saved, rewards redeemed, miles not driven, calories burned and emissions prevented. There is a program wide dashboard with the same data collectively for all users on the homepage of the platform.

Describe how ridematching applicants are followed up with and how the database is maintained.

Unlike the previous Commuter Connections database, AgileMile does a portion of the maintenance for us, which is very helpful. They offer incentives/rewards to those who complete their profile, which helps alleviate some of the follow up we performed previously. Twice a year follow up is conducted with the registrants whose information is incomplete, such as a missing organization. Currently this doesn't happen often, but if we see an increase, we can follow up more frequently.

What is the goal for the number of **new** applicants entered into the ridematching system for ridematching (not incentives or rewards) in FY2022?

100

Describe the operations of the commuter assistance program. What does it do? How does it do it?

TJPDC staff oversee and administer the majority of the program operations for RideShare. We maintain a ridematching system with AgileMile that will work to help commuters understand their transportation options throughout the region. This database has the ability to match commuters not only with carpools and vanpools, but to search out available transit routes, bike and walking routes and even a multimodal combination of all of the above. We will market and promote this tool throughout the region for trip planning. All AgileMile ridematching work is coordinated through the TJPDC staff.

We offer a Guaranteed Ride Home program that will help give commuters a piece of mind when taking alternative transportation to and from work. TJPDC staff maintain all program materials and registrations/renewals for the GRH program.

We market and promote the areas Park and Ride lots for commuters to use for their trips, as well as conduct a quarterly inventory of the lots in the TJPDC region. We also maintain the master inventory for the entire service region.

We work with local employers to offer trip planning services to their employees, as well as telework resources offered by Telework!VA program. In FY21 we hosted a webinar for area employers to learn about the Telework!VA opportunities for them, and continue to provide information on best practices on our social media platform.

We work with the CSPDC to help commuters who cross between jurisdictions for longer trips understand the options available to them with carpooling, vanpooling and the potential Afton Express service. We meet monthly to ensure program coordination for all commuters and programs.

TJPDC staff maintain a website that offers information about all the various transportation options in the region, and that links to the ridematching system website and apps. We also maintain and promote both a local and free long-distance telephone number where commuters can call with questions regarding trip planning in the region. We also provide information regarding all transportation options available for commuters across all modes. We maintain a Facebook page to also promote services throughout the region and to be another avenue to be contacted with questions from commuters. We hope to showcase the AgileMile drawings and reward system through our social media page in FY22.

We partner with local transit agencies to help promote and explain the importance of making non SOV trips and work together to help promote all available services. We have also partnered with the Community Climate Collaborative, and are a member for the steering committee for the Better Business Challenge, that works with area businesses to make climate friendly decisions throughout the year. We are the transportation advisor for the Better Business Challenge. TJPDC staff are also members of community organizations in all our participating localities, regional Chambers of Commerce, and the Regional Transit Partnership.

We operate with a small staff, 1 full time employee, and then support staff from the TJPDC that provide guidance, collaboration, and administrative support. We partner with local media to help promote our programs and events, this has enabled us to offer some incentives and prizes that the media companies have access to for local events and promotions. This has saved us money in having these prizes donated instead of coming directly out of our budgets. We also use free social media as a means for contacting and promoting the overall program and special events.

Impacts of COVID-19

Considering COVID-19 may continue to have a significant impact on transportation and transportation choices in fiscal year 2022, how will the program operations reflect this?

In April of 2020 we were told by DRPT to cease all promotions and encouragement for commuters to share the ride, including carpooling, vanpooling and transit due to COVID-19, out of concern for commuter safety. We then began promoting telework, since that's what many non-essential workers were doing. By ceasing promotion of 3 of our modes, we certainly saw a change in registrations in our matching databases and GRH database. We encouraged commuters who were not teleworking to either register or if they had switched modes to record their telework trips in AgileMile. As of January 2021, we have not been given permission from DRPT to promote or encourage shared rides still. We assist commuters on those modes if specifically requested, but there is no messaging going out about shared rides, and we have no anticipated date as to when we can return to promoting all alternative modes again. We will follow DRPT's guidance on when it is appropriate to promote all modes again, and will continue to offer telework resources throughout FY22 in addition to transportation options.

We believe once we have been given permission to promote shared rides, we will have quite the uphill battle in getting commuters to return to those modes, it will be much like starting over again. We imagine a large portion of the messaging will focus on safety of shared modes. We will look to DRPT to help us craft the appropriate message to our commuters and at the appropriate time. Due to this, we anticipate a slow return and do believe that will impact our registration numbers for FY22, however this means we need to do more promotion and outreach to commuters. With many employers also embracing telework from their experiences in the pandemic, we also hope to continue to provide resources and assistance.

GUARANTEED/EMERGENCY RIDE HOME PROGRAM OPERATIONS

In the text box below enter a description of the operations and administration of the GRH/ERH service, if one is operated through the commuter assistance program. If the GRH/ERH program is operated by another organization and there will not be any operating charges to this grant, please explain in the text box.

DO NOT include marketing and promotion of the GRH/ERH program in this section. Marketing and promotion should be entered in the MARKETING section of this application.

Include details of the following:

1. The operations, rules and requirements;
2. Registration and re-registration requirements and process;
3. Describe how trips are approved, paid or reimbursed; and

4. Commuter assistance program staff tasks.

1. GRH is operated in the TJPDC office for all commuters. We have one database and receive all the applications/renewals for both PDCs, conduct all the mailings and follow up with those applicants. To be eligible, one must take an alternate form of transportation (carpool, vanpool, transit, bike or walk) at least two days each week to and from work. They must give us a supervisor's contact information so that we can periodically verify the eligibility of the trip. It is also necessary that the applicant give us their home address and place of work and a way to contact them. The trip can only be used in emergency situations, that could not be predicted or known in advance. For example, one carpooled to work and then became ill and needed to leave before the end of the day. A prescheduled doctor's appointment, however, would not be eligible because it was known about in advance. The trip can only be from a commuter's place of employment to a commuter's home, or where their car resides (such as a Park and Ride lot.) Once a trip has been completed, the commuter has 10 business days to return the survey provided in their packet. Once the survey has been received by staff, a new voucher and survey will be sent. Each commuter is eligible for up to 5 GRH rides per year. New rides begin after their yearly renewal is completed.
2. Registrants for GRH are entered and maintained in Access, which is a separate database from the carpool applications. Commuters can submit an application from the RideShare website and it is received by staff via email, or a printed version can be mailed. Applications are processed by the staff monthly. The process includes verifying that the commuter application is complete and gives us all the information to verify eligibility. Once verified the information is entered into Access and the commuter is assigned a GRH member number. A packet including, a membership card, letter, voucher for taxi ride or rental car, and survey to be completed upon use of a ride, are mailed to each commuter. The membership card has the id number and the expiration date for the registration. Registration renewal emails are sent out to confirm if a commuter would like to renew, and they complete the same form and information is verified again by staff for eligibility, we renew their membership for another year. If necessary, renewal vouchers and surveys can be mailed. Requirements for renewal are the same for initial registration.
3. RideShare has a contract with Yellow Cab in Charlottesville that allows them to accept the vouchers from the commuter and then bill RideShare for the cost of the trip. The commuter would then only be responsible for any gratuity they wished to compensate. We have a similar arrangement with Enterprise Rental Car; however, due to the high turn over in staffing, they do not always keep their staff informed of this program. In the case that Yellow Cab Charlottesville isn't a provider that one can use (trip originates from the CSPDC area) then the commuter can either use Enterprise, Uber or Lyft and be reimbursed for their trip. They would then submit the receipt for the trip and the survey to be reimbursed via check from the TJPDC office. Trips are not approved prior to being taken, but once staff has received the paperwork and survey. If it is found that any rides were misused, the commuter is contacted with reasoning and asked to reimburse the program for the costs if already billed to RideShare. Commuters who misuse the GRH program are then removed from the program and barred from rejoining for a full calendar year.
4. RideShare staff at the TJPDC are tasked with all program duties for GRH, this includes receiving and processing applications monthly, renewals of existing members, mailing out all registration packets and renewals. Staff also review all trips taken, voucher and surveys from trips, and mailing additional vouchers and surveys. All communication and follow up with commuters is conducted by the TJPDC RideShare staff, as well as marketing and promotions for the GRH program.

Impacts of COVID-19

Considering COVID-19 may continue to have a significant impact on transportation and transportation choices in fiscal year 2022, how will the operations of the GRH/ERH program reflect this?

We anticipate the affects of COVID-19 to still be impacting shared rides, which in turn impacts GRH use and registrations. It is our hope that if the Afton Express is able to launch in FY22 that we will see the service embraced over time as commuters become more comfortable taking transit to and from work. We anticipate many riders of the Afton Express to qualify to use GRH, and therefore have estimated an increase in both registrations and trips taken for FY22.

Similar to the carpool/vanpool though, we anticipate these increases to build over time and potentially be tempered by the slow return to shared rides as commuters feel safe to return both to work and shared rides.

Enter the number of GRH/ERH trips provided in Fiscal Year 2020:

Estimated number of GRH/ERH trips in Fiscal Year 2022:

Enter the number of GRH/ERH registrants as of July 1, 2020:

Enter the total number of estimated registrants for Fiscal Year 2022:

MARKETING

In this section, describe the marketing efforts, both specific campaigns and ongoing efforts, and the messaging that will be conducted in FY2022.

Considering COVID-19 may continue to have a significant impact on transportation and transportation mode decisions in fiscal year 2022, include in each response in this section how COVID's impacts will be addressed.

In the text box below, describe the specific marketing campaigns to be conducted. Include a detailed description of the campaign, the purpose, specific messaging, the marketing materials and advertising that will be used, how those items will be created, ad placement, and the dates of each campaign.

In FY22 we anticipate having a specific marketing campaign for Guaranteed Ride Home. With the Afton Express potentially coming to fruition in the early part of the fiscal year, this is an opportune time to capitalize on new transit riders. The Crozet Connect and 29 Connect are also still operating to provide commute trips as well. While promoting GRH to these new and existing riders, we may also be able to capture those who weren't already in the AgileMile system, which can help give an accurate snapshot of the commuting patterns in the region. The messaging will focus on the benefits of GRH as a transit user, how taking the transit can save commuters money and the ease of having someone else do the driving each day. We will use the campaign on social media, with printed materials on the buses, radio advertisements, and with press releases to local media. The dates for this campaign are tentatively scheduled for July-September, but that is subject to change if the launch date for the Afton Express changes. There will also be ongoing marketing to the other transit providers in the region.

Describe ongoing marketing efforts.

We will continue to market the AgileMile app and trip planning and their rewards system throughout the year, as well as the GRH benefit. By encouraging trip logging through the app, we hope to get better data on commuter patterns in the region.

RideShare has two main events that we market through traditional media, RideShare Week and Clean Commute. Each event has a participation element that qualifies the person to be entered to win prizes. (example- take an alternative form of transportation to work one day during the period.) We use radio commercials and digital spots on the station's websites, print ads and digital ads for The Daily Progress and Cville Weekly, and social media to advertise these special programs.

Depending on the pricing, an event's marketing campaign can run from one week to a month.

RideShare always promotes Try Transit Week and Telework Week through social media channels and sometimes direct messages to our registered commuters. Now that we have the AgileMile platform, we will be using targeted messaging promoting their rewards program, monthly drawings and hope to utilize their capability to run challenges. They offer an attractive rewards program and we can coordinate with their staff to ensure the drawings are local prizes that our commuters can actually benefit from receiving.

A consistent struggle for RideShare is overall awareness of the program and what services are offered for the region. Having part of our service area based in university towns lends to a high turn over rate in population. In addition to the radio and digital ads for special events we promote, we run complementary campaigns on local radio station to support, raise awareness and remind commuters of our services. We also keep a consistent ad campaign through Google Adwords so that we are appearing when individuals search for transportation options in the region. We also boost facebook posts on a periodic basis to attempt to reach new potential commuters through social media channels.

RideShare is also seeking services for a marketing contract to help capitalize on new opportunities to share their services to the most receptive audiences. They work of the firm will take place in early FY22 so that we may begin implementing their plan during the second half the fiscal year.

How will the marketing efforts will lead to more ridematching applicants being entered into the ridematching database and more SOVs off the road?

It has been proven that to incite behavior change individuals need to be exposed to an idea or product at minimum of seven times before taking action. Also keeping in mind Transtheoretical Model (also called the Stages of Change Model), developed by Prochaska and DiClemente in the late 1970s, there are six stages involved in change, precontemplation, contemplation, determination, action, relapse and maintenance. We believe that the message of RideShare is crucial during all of these stages, but particularly in the three that proceed action. By continuing marketing efforts throughout the year, we believe that more individuals will consider and hopefully act on this behavior change.

RideShare often asks for participants to try a form of alternative transportation for any of our special events and promotions. Often making a behavior change can seem overwhelming to people, so by asking them to try it just once, they are beginning with a small commitment that seems slightly easier and less stressful. By demonstrating how the behavior can be modified we hope to encourage repeating the behavior with other incentives, such as the rewards system in AgileMile. We want to help people understand the options available to them, how to use them, and why it's so important for them as an individual and for their overall community.

How will each marketing campaign and ongoing marketing efforts be measured for success?

We will use both database registration and use as one indicator of success. We will also track social media analytics, inquiries through phone and email to look at the success of our marketing efforts.

How will marketing efforts be coordinated with those conducted by DRPT, MWCOG, VDOT, NVTC, other commuter assistance programs, and other local, regional or national organizations? (E.g. Commuter Connections and Commuter Connections Guaranteed Ride Home, 'Pool Rewards, Carpool Now App, Flextime Rewards, and incenTrip; DRPT's statewide Try Transit Week, Telework Week, Bike to Work Week, etc.)

We will promote all DRPT marketing efforts through consistent messaging and graphics given to us by DRPT for all programs and initiatives.

CONTESTS AND COMMUTER CHALLENGES

Compete this section only if the commuter assistance program will use contests and/or commuter challenges.

Considering COVID-19 may continue to have a significant impact on transportation and transportation mode decisions in fiscal year 2022, include in each response in this section how COVID's impacts will be addressed.

In the text box below, describe the contests and challenges, if any, which will be conducted. Include the following in the response.

1. The name and description of each contest and challenge;
2. Dates of each contest and challenge; and
3. Description, including the value, of all prizes.

Afton Express

1. Ride the Express Challenge will encourage commuters to take advantage of a new service offered in FY22. Participants will be asked to ride the Afton Express a specific number of times during the month of September to be eligible. Once the service is up and running we will determine how the riders can show proof of their rides for this challenge.
2. September 2021- barring that service is active.
3. We will give away 3 prizes from the number of eligible entries, each prize will be valued at under \$100 and will be donated or used through the AgileMile drawings for the month of September.

RideShare Week

1. RideShare Week is a time to encourage commuters to share the ride, including carpooling and vanpooling. We will run a challenge for commuters to earn an entry for each day they share the ride, and will draw 1-3 random entries for prizes.
2. October 18-24, 2021
3. Prizes will come from our partnership with local media, total estimated value is \$500 or less.

Telework Month

1. We will run a challenge for Telework participants, they will need to log their telework days for the entire month. Since this is a DRPT event, additional details have not been shared with the program staff at this time to use for contest design.
2. March 2022
3. We will give away 3-5 prizes to eligible participants, most likely through a random drawing. We will get all prizes donated or used through the AgileMile drawing and the total estimated value will be under \$500.

Clean Commute

1. We will run a challenge for all modes of alternative transportation. This challenge will run through the AgileMile platform the challenge included in our software contract. Participants will be asked to record trips to be eligible for prizes at the end the challenge. We will select a winner from each mode, carpool/vanpool, transit, bike/walk, and telework.
2. May 2022
3. Prizes will come from our partnership with local media and donations, total estimated value is \$800 or less.

Will prizes be purchased through this grant? What efforts were made to secure prize donations and paid sponsors?

RideShare requests \$300 to potentially purchase prizes for these contests, in case we run into issues obtaining donations. We will partner with local media to promote at least two of the events and through that partnership we will secure prizes. We will also reach out to a local bike shop, movie theater, restaurants, retail establishments for additional prize donations.

What is the purpose and goal of each contest and challenge?

The purpose and goal of all of the contests/challenges is to encourage commuters to choose non-single occupancy trips whenever possible, which will cut down on congestion and greenhouse gas emissions, meeting our two main program goals. We have scheduled contests and challenges around all alternative modes to give the majority of commuters a chance to enter at least once during the year. We feel if the challenges are able to be held this could be an engaging way to help commuters come back to these alternative transportation choices, which we feel will be a struggle in the early part of FY22 due to COVID-19. We hope to bolster some excitement on what is an everyday, mundane choice for many commuters.

Describe the eligibility requirements and rules and how this information is published to the public.
Attach rules, entry forms, etc. to the application in OLGA.

All eligibility requirements and rules will be published on our website, in AgileMile and social media. A copy of the rules previously used for contests are attached in a separate document in Olga.

How are the contest or challenge winners selected and how is this documented?

Most contest winners will be drawn at random using an online number generator. Each entry will be assigned a number as it is put into the system. It will be stated in the rules how each contest will be chosen.

Explain how DRPT's and/or Commuter Connections' contests and challenges are going to be used.

We hope to capitalize on Try Transit Week with the Afton Express Challenge, and will share all of DRPT's materials during the promotion, and the same for the Telework Month Challenge. We will continue to promote all DRPT programming and initiatives in FY22.

Describe how each contest and challenge will lead to more ridematching applicants being entered into the ridematching database and ultimately SOVs off the road.

While some of the contest/challenge participants will already be in the system, we are hoping to capture more commuters through these contests as well, especially the Afton Express Challenge since that will be a new service offered with new riders. The majority of the contests involve logging trips through AgileMile, so participants will have to set up an account in the database to enter and log the trip. Each contest is also asking commuters to use something other than SOV, it is our hope that commuters will continue choosing non-SOV modes after the contest has ended.

How will each contest and challenge be measured for success?

We will monitor registrations during the time periods designated for the contests/challenges, we will collect information from the participants to see the mode shifts. We will also use digital analytics to see the effectiveness of the marketing campaigns that promote the contests/challenges.

Describe the research conducted to ensure that each contest and challenge meets the local, state and federal legal requirements, and confirm that the contests and challenges to be charged to this program are meeting these legal requirements.

All events have been reviewed to meet the requirements set forth in the DRPT's Blue Book and Purple Book. As a government agency, we have also reviewed that all contests follow the rules and requirements for Planning District Commissions.

INCENTIVES & REWARDS

Complete this section only if the commuter assistance program will use incentives and/or rewards.

Considering COVID-19 may continue to have a significant impact on transportation and transportation mode decisions in fiscal year 2022, include in each response in this section how COVID's impacts will be addressed.

Explain how incentives and rewards offered by or through DRPT, VDOT, DRPT's statewide ridematching and rewards system, and/or Commuter Connections will be used.

We are not requesting any funds for incentives at this time. RideShare doesn't currently see the benefit of the maximum \$5 incentive for changing behavior for carpooling and are not in a position to offer transit incentives. We will use in kind donations for prizes for our events and the incentives already built into AgileMile for this fiscal year. AgileMile has a drawing scheduled for each month with a total monthly value of \$100.

If additional incentives or rewards are being requested as part of this grant, describe the incentives or rewards in the text box below. Include a description of each incentive or reward, including the value.

n/a

What is the purpose and goal of each incentive or reward (what will it achieve and how will it achieve it).

n/a

Describe the eligibility requirements and rules and how this information is published to the public.

n/a

How will the recipients of each incentive or reward be selected and how that is documented.

n/a

Describe how each incentive will lead to more ridematching applicants being entered into the ridematching database and SOVs off the road.

n/a

How will each incentive or reward be measured for success?

n/a

Describe the research conducted to ensure that each incentive meets the applicable local, state and federal legal requirements for the distribution of incentives and confirm that the incentives to be charged to this program meeting the legal requirements.

n/a

ADDITIONAL PROGRAM COMPONENTS AND INFORMATION

Use the text box below to add information on program operations not included in the above sections and/or add additional information that may help demonstrate this application is a good investment for the Commonwealth or help DRPT evaluate this application.

We also market and inventory the Park and Ride lots in the RideShare area (TJPDC and CSPDC) quarterly. We provide information regarding the lots on our website, have printed materials that are distributed at employer sites/events and community events. During the inventory, we count all cars and survey the lot to determine the condition. If we see an issue with the condition of the lot, we either report that information to VDOT or the owner of the lot. We have in the past left surveys or other promotional information on vehicles at Park and Ride lots as a way to reach those who are already opting for an alternative transportation.

RideShare will continue to partner with all the local transit agencies and the Regional Transit Partnership to promote multimodal systems in the region. When trip planning, we promote biking, walking and transit in addition to carpooling and vanpooling. As the possibility for the Afton Express commuter bus becomes more of a viable option for the region, RideShare will work with the CSPDC to promote that option as well.

PROGRAM STAFF AND CONTRACTORS

APPLICANT'S ORGANIZATION'S STAFF

In the table below, enter the names and position titles of your organization's staff that will work on this program. Include the percentage of the total annual salary or wages of the position that is being charged to the program.

Staff Name and Position	Work to be Performed of This Grant (Provided specifics, details and justification.)	% of Total Annual Salary or Wages Charged to Grant
Sara Pennington, TDM Program Manager	Provides overall program management and administration, strategic planning, budget development and management, marketing, outreach both to community members and employers, customer service, management of commuter and GRH databases, reporting of all program activity, quarterly Park and Ride lot inventory and reports, and full administration of the carpool program.	90%
Christine Jacobs, TJPDC Interim Executive Director and Chief Operating Officer	Completes funding requests to the localities for match funds, and overall budget preparation and administration. As Interim Executive Director of the agency they will also provide guidance for the administration and strategic planning of the program.	3%
Jessica Hersh-Ballering, Transportation Planner	Provides transportation planning and expertise in other areas of alternative transportation, such as transit and bike and pedestrian programs in the region.	7%
Sandy Shackleford, TJPDC Director of Planning and Transportation	Provides administrative support and guidance for the program in areas of invoicing, development of work plan, and program direction.	3%

Provide information on which staff noted above are new to this Operating Assistance grant from what was approved by DRPT in FY2020.

Sandy Shackleford- Planning and Transportation Director, many of the tasks that were previously completed by the Executive Director, such as program guidance and support with administration and planning have been moved to this Director position as the TJPDC has grown.

Christine Jacobs- Chief Operating Officer, was in FY21 grant, as this position oversees the financials of the agency. Ms. Jacobs will also be acting as Interim Executive Director for FY22, and the Executive Director position was including in the FY20 and FY21 grants.

Indicate which staff above is charging a higher percentage of their annual salary or wages to the grant from FY2020. Explain the amount of the percentage increase (e.g. 25% to 50%) and why.

No staff is charging a higher percentage of time than in FY20.

Provide details if a raise, including merit, cost of living raises or bonuses, is projected in FY2022 to any of the staff charging time to this project. Include the amount or percentage increase.

The TJPDC Executive Staff and Commission do not have information for salary increases available at this time for FY22, those decisions are not made until late May or June of each year and any recommended increases by staff must be approved by the Commission.

What is the total increase to salaries and wages from FY2020 actual expenses? Provide the FY2020 actual numbers in the response.

Total salaries and wages in FY20 was \$67,126.96; FY21 \$67,828

Total salaries and wages requested for FY22 are \$65,460.00, so no increase is planned.

Provide details if a salary or wage raise occurred in FY2020 or FY2021.

CONTRACTOR STAFF

In the table below, enter the names and position titles of **contractor staff** that conduct work on behalf of your organization and will be charged to this grant program. Include staff that acts as an agent of your organization and not staff from a contractor that is hired to produce a product for your organization.

[illegible]

CONTRACTOR WORK

Use the text box below to describe work that will be performed by a contractor. Include the name(s) of each contractor. **Attach a scope of work for each contractor to the application in OLGA.**

1. Website- Pace Communications maintains our website for RideShare (and the TJPDC). They oversee any website changes, updates, designs, full maintenance, and hosting. Scope of work is attached as a separate document.
2. Marketing Research, Implementation Plan, and Printed Media Design- We are seeking a marketing firm to help us update regional market research and use that information to develop a media/marketing plan that RideShare staff can implement throughout the program year. In addition to this plan, we are also seeking updated printed materials that will need to be designed and printed. A contractor has not been selected for this yet as the grant has not yet been awarded. Scope of work attached as a separate document.



CAP Operating Assistance

Application Status:	(Submitted)
Applicant:	Thomas Jefferson Planning District Commission
Application Number:	15601
Fiscal Year:	2022
Last Updated:	01/30/2021 by Sara Pennington

Program Information

Program Name: RideShare

Program Description:

RideShare works in the region to promote traffic reduction and increase awareness of the transportation options available, including car and vanpooling, transit, biking, walking, teleworking, and schedule alternatives. The program provides carpool and vanpool matching services for commuters who live or work in the Thomas Jefferson or Central Shenandoah Planning Districts, provides commuter benefits tools to employers, assists in the development and inventory of Park and Ride lots, and provides a Guaranteed Ride Home Program for those individuals commuting via transit, carpools, vanpools, walking or biking. RideShare serves as the transportation information center for the Commuter Information Team, which includes RideShare, JAUNT, Charlottesville Area Transit, University Transit Service and Greene County Transit. In addition, RideShare works to incorporate TDM into regional planning as a voting member on urban and rural transportation committees.

Program Justification:

CAP Operating Assistance

RideShare will continue to promote existing services by expanding the number of employer partners, increasing word of mouth through member involvement and social networking, and expanding on integrated marketing efforts that stress the ease of using RideShare's services.

RideShare will also continue to provide a website, Facebook page and customer service for the Commuter Information Team. Additional outreach activities will concentrate on community involvement and events, including Clean Commute Day, Earth Day, Chamber of Commerce expos, various city/county sponsored events and representation in non-profit inter-agency councils across the district. RideShare offers carpool matching, vanpool coordination, guaranteed ride home, employer services, TDM planning and promotes the regions Park and Ride lots.

RideShare is a valuable resource to the region, with over 900 members in the ridematching database and over 200 in the Guaranteed Ride Home database, our absence would be felt by many commuters. We are continuously searching for partners and opportunities to support alternative transportation services, for example surveying commuters on the potential use of co-working spaces, partnering with CSPDC on the Afton Express to move commuters across Afton Mountain during peak travel hours, and working with the City of Charlottesville to promote bike month.

Technical Capacity:

Sara Pennington
TDM Program Manager
434-979-1066
spennington@tjpdcc.org

Total Revenues:	\$0
Total Federal Aid:	\$0
Federal Fund Source:	None

Program Information

Federal:	\$0
Source:	0
Description:	
Other:	\$0
Source:	
Total Revenues:	\$0

CAP Operating Assistance

Expense Item	Account	Amount	List of Expenses
Advertising & Promotion Media	2360	\$20,166	The Daily Progress (print and digital) Cville Weekly (print and digital) Monticello Media (radio and digital) Charlottesville Radio Group (radio and digital) NBC29 (tv and digital) CBS19 (tv and digital) Facebook ads (digital) Google Adwords (digital) Printing new brochures
Communication Services	2320	\$150	Toll free phone number Postage
Dues & Subscriptions	2380	\$2,360	Membership Dues for ACT- \$575 Charlottesville Chamber of Commerce- \$585 Louisa Chamber of Commerce- \$100 VTA- \$600 Central Virginia Partnership for Economic Development- \$500
Education & Training	2130	\$2,297	ACT International Conference Sara Pennington (includes the option for a Sunday professional development session) ACT TDM Forum- Dates and locations TBD Sara Pennington ACT Emerging Mobility Summit- Dates and locations TBD Sara Pennington Chamber of Commerce Conference Telework Certificate CUTR ACT Chesapeake Chapter events (2 per year)
Fringe Benefits	2120	\$14,425	Includes medical, dental, vision, disability and life insurance. Participation in the Virginia State Retirement program.
Guaranteed/Emergency Ride Trips	2631	\$2,000	Cover trips through FY22
Indirect Costs	2460	\$49,525	This covers rent, utilities, HR and accounting services provided by the TJPDC Indirect rate determined by our audit is 66%
Printing & Reproduction	2340	\$400	Printing and copying in-house documents Pledge cards Letters, surveys and ID cards for GRH Printing Park and Ride maps

CAP Operating Assistance

Salaries and Wages	211 0	\$65,4 60	Sara Pennington- 90% Christine Jacobs- 3% Sandy Shackelford- 3% Jessica Hersh-Ballering- 7%
Services & Maintenance Contracts	244 0	\$11,1 44	Contract to host and maintain website, website content updates Contract to develop marketing plan and printed materials design
Supplies & Materials (Other)	224 0	\$271	General office supplies needed
Travel	231 0	\$5,50 0	Mileage for Park and Ride Inventory Mile for travel to meetings and trainings Per diem for conferences Lodging for conferences Airfare for conferences Ground transportation for conferences Parking costs Mileage or rail cost for ACT Chapter events
Vanpool Subsidies/Stipends/Incentives	272 0	\$500	VanStart and VanSave
	Total:	\$174, 198	

Requested Grant Amount: \$139,358

Local Match Required: \$34,840

Program Schedules

Start Date: 7/1/2021

End Date: 6/30/2022

Date	Milestone / Event
07/01/2021	Notice to Proceed - DRPT Grant
08/08/2021	RFB/IFB Out For Bid - Marketing Contract
09/15/2021	Try Transit Week Event
09/20/2021	Contractor/Consultant Hired - Marketing Consultant
09/30/2021	Contract Awarded - Marketing Contract
10/18/2021	Promotional Event - RideShare Week

CAP Operating Assistance

03/01/2022	Promotional Event - Telework Month
05/01/2022	Bike To Work Day Event - Will look at partnering with City of Charlottesville on their program
05/06/2022	Promotional Event - Clean Commute

Thomas Jefferson Planning District Commission FY-2021 Rural Transportation Planning Work Program

July 01, 2021 – June 30, 2022

DRAFT



Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

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

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 16th, 2021 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 4, 2021 meeting and approved the final FY22 Rural Transportation Planning Work Program on April 1, 2021.

The preparation of this program was financially aided through administrative funds from the FY21 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

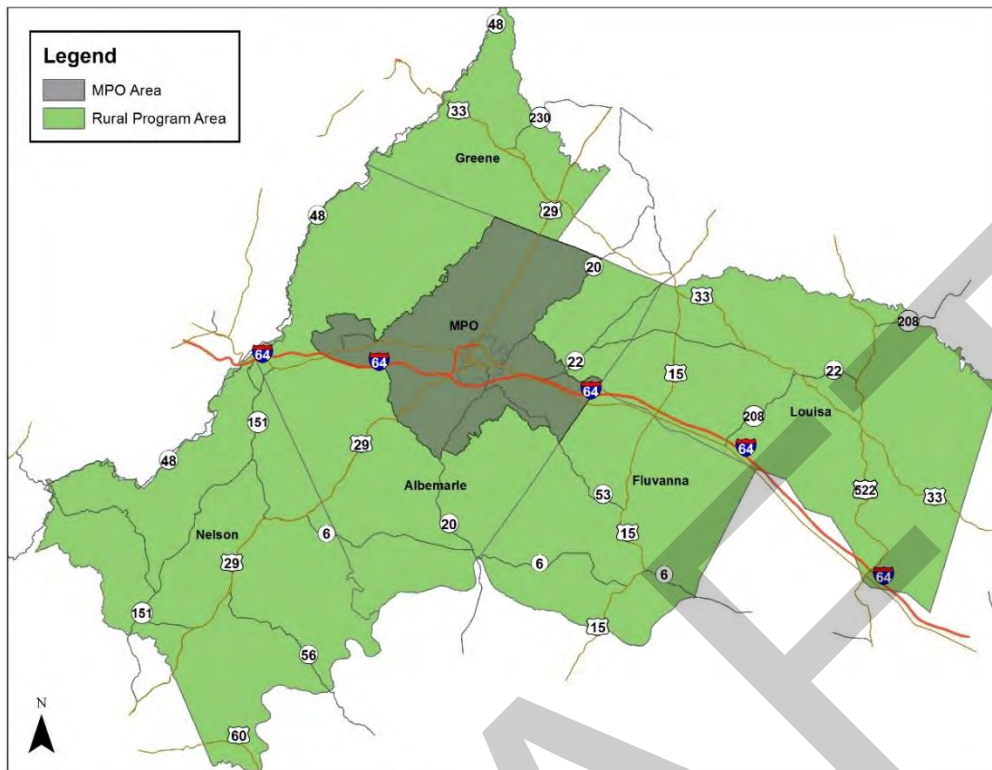
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling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

In FY-2022, each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

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

Rural Transportation Program

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



Highlights of FY21

In FY21, the Rural Transportation Program focused on a variety of outcomes. The program dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

ZION CROSSROADS GATEWAY PLAN – Work continued in FY21 on a joint, collaborative planning project across two of the PDC's localities, Fluvanna and Louisa County. The plan will help the two localities develop a vision for growth and investment in the Zion Crossroads U.S. Highway 15 corridor off of Interstate 64.



SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. The TJPDC continues to support its localities with Smart Scale submittal assistance. The TJPDC assisted Nelson County in submitting three projects and submitted three on behalf of Albemarle County.

FY22 RTP Work Program

TOWN BICYCLE AND PEDESTRIAN INFRASTRUCTURE ASSESSMENT— This study assessed the existing bicycle and pedestrian infrastructure in the incorporated towns and developed recommendations for future bicycle and pedestrian infrastructure supporting the broader goals of the localities.

Fiscal Year 2022 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$12,800	\$3,200	\$16,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	\$45,200	\$11,300	\$56,500
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

FY2022 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2022 Activities by Task

FY 2022 – 1.0 Program Administration - \$16,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process (*the 3 C's approach*). The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Reporting and Compliance with Regulations - \$5,500

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY22.
- Maintain the FY22 Rural Work Program
- Prepare the FY23 Rural Work Program

Task 1.2 - Staff committee meetings - \$5,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

FY22 RTP Work Program

- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - \$5,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide/review data as requested by VDOT.
- Participate with the MPOs and VDOT on setting performance measure goals.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.
- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.).
- The RTAC and Commission will continue to include public comment periods in its meeting agendas.
- Provide social media informational articles through TJPDC social media pages.
- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.
- Host VDOT work sessions at the TJPDC Water Street Center or virtually.

Administration Budget

SPR Funds (80%)	\$12,800
PDC Funds (20%)	\$ 3,200
Total Budgeted Expenditure for Program Administration	\$16,000

FY 2022 - 2.0 Planning & Local Technical Assistance - \$56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2022. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Route 29 North Corridor Study with Urban Component - \$30,000

DESCRIPTION OF ACTIVITIES:

Roadway improvements are complete or scheduled for construction along US Highway 29 North in Albemarle County and in Greene County. Traffic concerns continue in areas that are both urban and rural north of Airport Road in Albemarle County to the Ruckersville area of Greene County. The MPO working with the TJPDC Rural Transportation will initiate a study for safety & congestion along the unimproved areas of US 29. This project will also be funded in MPO's 2022 Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Work with VDOT contracted consultant to assess transportation performance through the corridor.
- Identify transportation system improvement priorities based on public feedback and system performance analysis.
- Coordinate with other planning efforts along this corridor to incorporate recommendations and findings.
- Develop alternative solutions for consideration.

FY22 RTP Work Program

- Develop recommended solutions based on public feedback.

Task 2.2 – Prepare transportation infrastructure grant applications - \$5,000

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Regional Bicycle / Pedestrian Plan.
- Assist the region's counties, towns, and villages with grant applications related to transportation improvements.
- Pursue grants for implementation of RLRP projects.
- Provide Assistance for Smart Scale grant applications upon request.

Task 2.3 – Provide assistance to local and state partners as requested - \$5,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies.
- Develop and provide GIS information, as requested.

Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - \$10,000

DESCRIPTION OF ACTIVITIES:

There are a number of regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts.
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users.
- Support efforts to develop the Three Notch'd Trail, an inter-regional multi-use trail that will provide an extension from the Virginia Capital Trail from Richmond through the TJPDC region west of Charlottesville.
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives.

Task 2.5 – Rural Work Program Strategic Plan - \$6,500

DESCRIPTION OF ACTIVITIES:

Staff will work with the Rural Transportation Technical Committee, Thomas Jefferson Planning District Commissioners, and local officials to develop a strategic plan to determine project and programming priorities. This will establish a framework to develop future work programs and more efficiently utilize rural transportation program resources. It will also provide an opportunity to discuss potential changes to the MPO boundary that may impact the rural areas.

FY22 RTP Work Program

TASKS TO BE UNDERTAKEN:

- Develop a list of stakeholders that need to be engaged in the strategic planning process.
- Develop topics/programs of interest to the rural areas for discussion.
- Conduct surveys and/or stakeholder interviews to prioritize project selection.
- Review the Rural Work Programs in other regional planning organizations to provide benchmarking and determine best practices.
- Identify opportunities for collaboration with the MPO, transit providers, Rideshare, and other regional planning organizations.
- Develop a strategic plan that will guide future work plan development.

Planning & Technical Assistance Activities Budget

SPR Funds (80%)	\$45,200
PDC Funds (20%)	\$ 11,300
Total Budgeted Expenditure for Program Activities	\$56,500

FY23 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY21, FY22 and FY23 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY23, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will begin to discuss the Rural Long Range Transportation Plan 5-year update.

The Charlottesville Albemarle MPO is anticipating a boundary increase after the 2020 Census. The TJPDC, in FY23 will continue to assess the impact of any movement of current rural boundaries into the MPO area.

Appendices

Appendix A: FY-2022 Budget Summary

Appendix A: FY-2022 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Reporting and Compliance with Regulations	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.2 – Staffing Committees	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.3 - Information Sharing	\$4,000.00	\$1,000.00	\$5,000.00
Total Budgeted Expenditure for Program Administration	\$12,800.00	\$3,200.00	\$16,000.00
Program Activities			
Task 2.1 – Route 29 North Corridor Study	\$24,000.00	\$6,000.00	\$30,000.00
Task 2.2 – SMART SCALE	\$4,000.00	\$1,000.00	\$5,000.00
Task 2.3 – Support Local and State requests for assistance as needed	\$4,000.00	\$1,000.00	\$5,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	\$8,000.00	\$2,000.00	\$10,000.00
Task 2.5 – Strategic Plan	\$5,200.00	\$1,300.00	\$6,500.00
Total Budgeted Expenditure for Program Activities	\$45,200.00	\$11,300.00	\$56,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

Memorandum

To: Planning District Commission
From: Jessica Hersh-Ballering, Transportation Planner
Date: March 4, 2021
Reference: Route 29 Corridor Study Overview

Purpose: To give a brief overview of the Route 29 Corridor Study to be completed with funding from both the MPO and the Rural program in FY21 and FY22.

Background: The Route 29 Corridor Study intends to develop transportation recommendations that complement the existing land use designations in the study area (Airport Road to Route 33). These recommendations will guide and support future transportation funding requests. At the request of Albemarle County and Greene County planning and economic development staff, the corridor study recommendations will focus on 1) the connections between housing and employment/education opportunities and 2) road user safety. The study will consider transit, bicycle, and pedestrian travel, in addition to other road users.

The Route 29 Corridor Study will take place over the course of about 18 months in both FY21 and FY22. The study will conclude in June 2022. In FY21, the MPO has approximately \$30,000 budgeted for this study and the rural program has approximately \$20,000 budgeted for this study. Funding for this study in FY22 is yet to be determined.

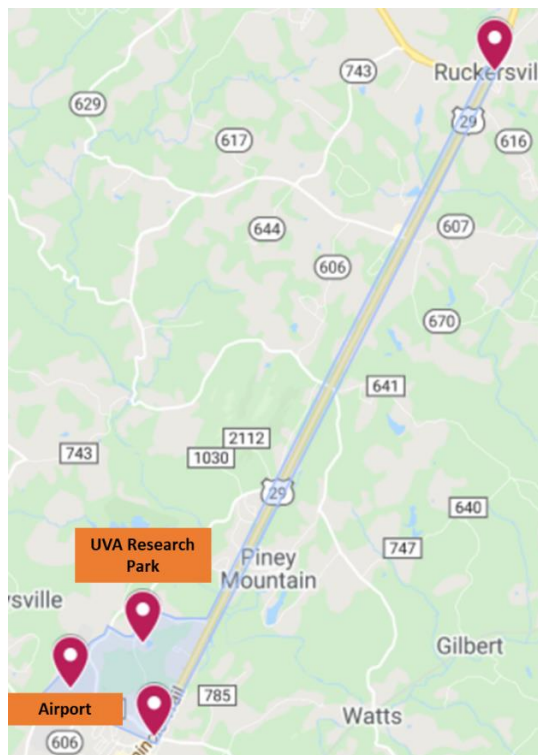
Study area: The study area extends from Airport Road to Route 33 in Ruckersville and includes the Charlottesville-Albemarle Airport and UVA Research Park on the southern end. (See next page.)

Staff efforts: TJPDC staff have met with planning and development staff from Albemarle and Greene counties to discuss study goals. TJPDC staff also met with VDOT staff to discuss possible VDOT-funded technical assistance in roadway data collection and identify metrics of interest (such as roadway volumes, level of service, queue length at intersections, and safety analyses). TJPDC staff also identified potential organizations to be represented on a technical advisory group for the project, such as staff and elected officials from Albemarle and Greene counties, major employers, and transit agencies.

Next steps: In the coming months, TJPDC staff will work with staff from Albemarle and Greene counties to finalize membership for the technical advisory group. We will also work with VDOT to formally request technical assistance to collect roadway data. The technical advisory group and interested members of the public will review the data collected as a means of better understanding how the corridor functions for various roadway users and where the greatest safety concerns might be. Staff and the technical advisory group will then create a scope of work for the remaining components of the corridor study based on the data and public input. The scope of work will clarify how staff and the advisory group will identify priorities for the corridor and make recommendations to address those priorities.

Action Items:

- Consider a resolution to request technical assistance from VDOT for this project is included in this packet.



The study area extends along Route 29 from Airport Road to Route 33 in Ruckersville. It includes the airport and the UVA Research Park.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 4, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Chip Boyles, Executive Director	x
Michael Payne*	x	David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg	x	Christine Jacobs, Chief Operating Officer / Housing Director	x
Albemarle County		Don Reed, Finance Director	
Ned Galloway*	x	Sandy Shackelford, Planning/Transportation Director	x
Donna Price	x	Jessica Ballering, Planner II	
Fluvanna County		Shirese Franklin, Planner II	
Tony O'Brien		Dominique Lavorata, Planner I/Legislative Aide	
Keith Smith, Treasurer	x	Nick Morrison, Planning/Environ. Program Manager	
Greene County		Sara Pennington, TDM/Rideshare Program Manager	x
Dale Herring, Chair	x	Lucinda Shannon, Transportation Program Manager	
Andrea Wilkinson	x	Gretchen Thomas, Administrative Assistant	
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok	x	Sean Tubbs, Independent Journalist, Citizen	x
Tommy Barlow	x	Allison Wrabel, Daily Progress	x
Nelson County			
Jesse Rutherford, Vice Chair	x		
Dylan Bishop	x		

*Michael Payne and Ned Galloway arrived at approximately 7:10 pm prior to the vote on the Resolution for the Rideshare Funding Application.

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on February 9, 2021 at https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab_channel=TJPDC-MPO.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Dale Herring, presided and called the meeting to order at 7:00 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.



Chair Herring called for an amendment to the agenda to recognize a staff member. The motion was made by Andrea Wilkinson and seconded by Rory Stolzenberg.

2. MATTERS FROM THE PUBLIC:

- a. **Comments by the Public:** None
- b. **Comments provided via email, online, web site, etc.:** None

3. PRESENTATIONS:

- a. **Introduction of Commission Members:**
Tommy Barlow is returning to the Commission representing Louisa County.

4. CONSENT AGENDA: Action Items

- a. **Minutes of December 3, 2020 Meeting**

Motion/Action: On a motion by Andrea Wilkinson, seconded by Dylan Bishop, the Commission approved the minutes of the December 3, 2020 meeting by vote of 7-0. Donna Price and Tommy Barlow abstained.

- b. **Calendar Year 2021 Schedule**

Motion/Action: On a motion by Donna Price, seconded by Jesse Rutherford, the Commission unanimously approved the Calendar Year 2021 schedule amended to include a meeting date on June 3rd, 2021 and removing the meeting date in July.

5. RESOLUTIONS:

- a. **Submission of FY22 Rideshare Funding Application**

Motion/Action: On a motion by Donna Price, seconded by Keith Smith, the Commission unanimously approved a resolution of support for the FY22 Rideshare Funding Application.

- b. **Regional Transit Visioning Plan Grant**

Motion/Action: On a motion by Donna Price, seconded by Jesse Rutherford, the Commission unanimously approved a resolution of support for the Regional Transit Visioning Plan Grant.

- c. **Albemarle Transit Planning Grant**

Motion/Action: On a motion by Donna Price, seconded by Keith Smith, the Commission unanimously approved a resolution of support for the Albemarle Transit Planning Grant.

6. NEW BUSINESS:

- a. *** Quarterly Financial Reports**
 - i. **December Dashboard Report**
 - ii. **December Profit & Loss Statement**

- iii. **December Balance Sheet**
- iv. **December Accrued Revenue Report**

Motion/Action: On motion by Andrea Wilkinson, seconded by Michael Payne, the Commission unanimously approved the quarterly financial report.

b. Presentation of Draft FY21 Amended Final Budget

Ms. Jacobs reviewed the draft Amended FY21 Budget, which the Commission will be asked to consider at their meeting in March. This budget incorporates changes to revenue and expense assumptions from the FY21 Budget adopted at the Commission meeting in May of 2020, adjusted to include changes that have occurred during the first half of FY21.

c. Presentation of CDBG Regional Priorities Due March 26, 2021

Ms. Jacobs notified the Commission that the TJPDC had received notice from DHCD to submit a signed Letter of Interest or Commitment prioritizing regional project types/activities and identifying a list of Community Improvement Grant proposals that may be submitted from the Planning District in 2021. Ms. Jacobs requested that localities notify TJPDC staff of any additional projects that may be requested in 2021 by February 15.

7. EXECUTIVE DIRECTOR'S REPORT:

- a. General Report:** Ms. Jacobs provided an update on: an overview of major programs and initiatives of the TJPDC staff, an update on operations and organizational changes, ongoing investigation into establishing a regional cigarette tax, Smart Scale project awards recommendations from the Commonwealth Transportation Board, a summary report of the Rent and Mortgage Relief Program, and an update on the Porchlight affordable housing locator through the Regional Housing Partnership.

8. OTHER BUSINESS:

STAFF RECOGNITION: CHAIR HERRING READ A RESOLUTION OF RECOGNITION AND APPRECIATION FOR MR. BOYLES' LEADERSHIP OF THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Staff recognition: Chair Herring read a resolution of recognition and appreciation for Mr. Boyles' leadership of the Thomas Jefferson Planning District Commission during his tenure.

Motion/Action: On motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously and enthusiastically approved the resolution of recognition and appreciation for Mr. Boyles.

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.

- b. Next Meeting:** March 4, 2021

9. CLOSED SESSION:

- a. Discussion of an individual employee:** Using the attached closed session minutes forms, prepared by Sandy Shackelford, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.
- b. Public Session Resumes:** Per the attached closed session minutes, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

9. APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR:

- a. Motion/Action:** On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously approved a resolution appointing Christine Jacobs as the Interim Executive Director effective February 15, 2021, thereby ending the term of the previous Executive Director.

ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously voted to adjourn the February 4, 2021 Commission meeting at 9:39 pm.

Commission materials and meeting recording may be found at www.tjpd.org

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Session Draft Minutes, February 4, 2021

Minutes prepared by Sandy Shackelford, TJPDC

Commissioners Present:

Bob Babyok, Dylan Bishop, Ned Gallaway, Rory
Stolzenberg, Dale Herring, Michael Payne, Donna
Price, Jesse Rutherford, Keith Smith, Andrea
Wilkinson, Tommy Barlow

Closed Session:

1. **Motion to Enter Closed Session:** I, Jesse Rutherford, move that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss an individual employee assignment. Motion seconded by Bob Babyok.

Roll call vote:

Aye _____ (Aye) (Nay) Bob Babyok
Aye _____ (Aye) (Nay) Dylan Bishop
Aye _____ (Aye) (Nay) Ned Gallaway
Aye _____ (Aye) (Nay) Tommy Barlow
Aye _____ (Aye) (Nay) Dale Herring
_____ (Aye) (Nay) Tony O'Brien
Aye _____ (Aye) (Nay) Michael Payne
Aye _____ (Aye) (Nay) Donna Price
Aye _____ (Aye) (Nay) Jesse Rutherford
Aye _____ (Aye) (Nay) Keith Smith
Aye _____ (Aye) (Nay) Rory Stolzenberg
Aye _____ (Aye) (Nay) Andrea Wilkinson

Motion Passed.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

2. **Motion to Exit Closed Session:** I, Jesse Rutherford, move that the Commission exit closed session. Motion seconded by Andrea Wilkinson for the committee to exit closed session.
-

Motion Passed.

3. **Motion to Certify:** I, Donna Price, move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Dylan Bishop to Certify.
-

Roll call vote:

Aye _____ (Aye) (Nay) Bob Babyok
Aye _____ (Aye) (Nay) Dylan Bishop
Aye _____ (Aye) (Nay) Ned Gallaway
Aye _____ (Aye) (Nay) Tommy Barlow
Aye _____ (Aye) (Nay) Dale Herring
_____ (Aye) (Nay) Tony O'Brien
Aye _____ (Aye) (Nay) Michael Payne
Aye _____ (Aye) (Nay) Donna Price
Aye _____ (Aye) (Nay) Jesse Rutherford
Aye _____ (Aye) (Nay) Keith Smith
Aye _____ (Aye) (Nay) Rory Stolzenberg
Aye _____ (Aye) (Nay) Andrea Wilkinson

Motion Passed.

Certified:  Sandy Shackelford
Feb 11, 2021

Closed Meeting Certification 2.04.2020

Final Audit Report

2021-02-11

Created:	2021-02-11
By:	Christine Jacobs (cjacobs@tjpd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdvO1Hn_sIIB7CNtmG4n-67HpF0ZDLmat

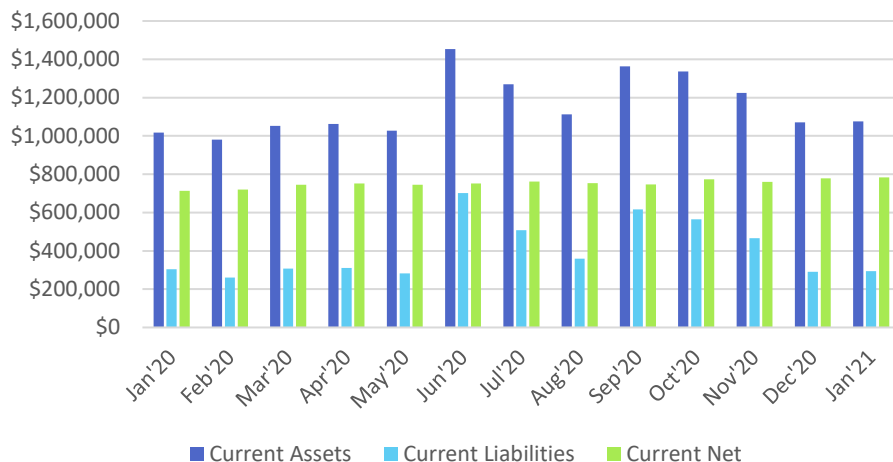
"Closed Meeting Certification 2.04.2020" History

-  Document created by Christine Jacobs (cjacobs@tjpd.org)
2021-02-11 - 7:35:37 PM GMT- IP address: 216.30.186.162
-  Document emailed to Sandra M Shackelford (sshackelford@tjpd.org) for signature
2021-02-11 - 7:36:11 PM GMT
-  Email viewed by Sandra M Shackelford (sshackelford@tjpd.org)
2021-02-11 - 7:56:01 PM GMT- IP address: 216.24.101.18
-  Document e-signed by Sandra M Shackelford (sshackelford@tjpd.org)
Signature Date: 2021-02-11 - 7:56:43 PM GMT - Time Source: server- IP address: 216.24.101.18
-  Agreement completed.
2021-02-11 - 7:56:43 PM GMT

FINANCIAL DASHBOARD Through January 31, 2021

NET QUICK ASSETS

Target = \$538,265 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$107,653



Monthly Net Quick Assets

Jan'20= \$713,207

Feb'20= \$719,287

Mar'20= \$744,936

Apr'20= \$752,299

May'20= \$744,520

Jun'20= \$751,339

Jul'20= \$761,878

Aug'20= \$753,340

Sep'20= \$746,274

Oct'20= \$773,192

Nov'20= \$759,492

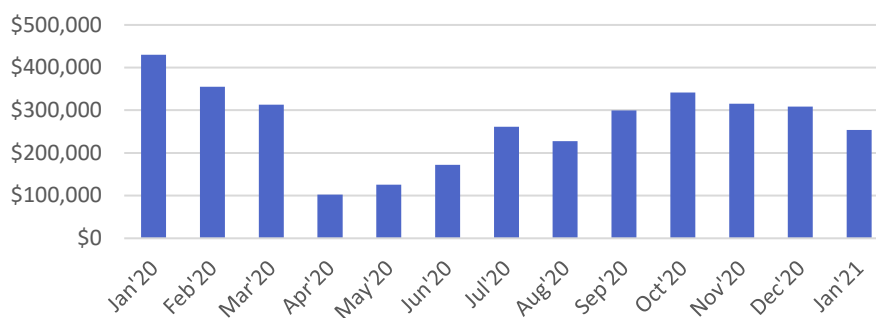
Dec'20= \$779,233

Jan'21= \$782,692

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 7.27 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$107,653. The 3-month average of expenses is \$108,764. Actual operating expenses for January were \$104,616 compared to \$108,094 in December. Capital reserves = \$782,692 - \$538,265 = \$244,427.

Unrestricted Cash on Hand

Target = \$430,612 (4 months operating expenses)
Alarm = <\$215,306 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

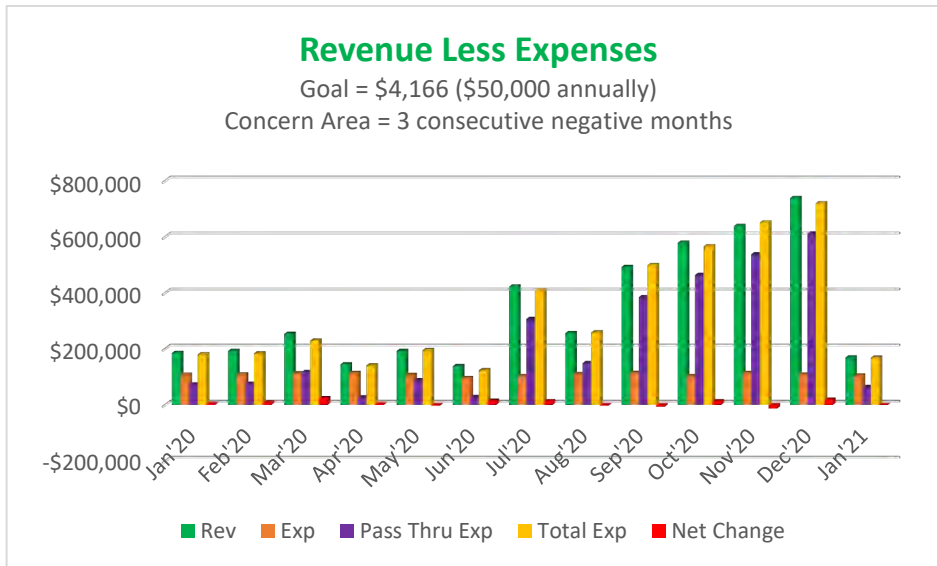
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received.

The end of month level of Unrestricted Cash on Hand of \$253,567 represents 2.36 months of operating expenses. Unrestricted cash has increased from an April level of \$102,049 to \$253,567 at the end of January.

FINANCIAL DASHBOARD Through January 31, 2021



Monthly Net Revenue

Jan'20=\$4,862
Feb'20=\$8,863
Mar'20=\$24,130
Apr'20=\$3,722
May'20=(\$2,591)
Jun'20=\$14,870
Jul'20=\$12,974
Aug'20=(\$2,388)
Sep'20=(\$6,222)
Oct'20=\$12,874
Nov'20=(\$12,407)
Dec'20=\$18,723
Jan'21=\$630

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY21 Budget adopted is estimating a \$ 0 net gain. There was a net gain in January of \$603 resulting in a net gain of \$34,981 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). Revenues and Expenses no longer include the RMRP Cares Act grant that began in July and ended December 30, 2020. The Accrued Revenue Report shows available funds of \$117,633 per month for FY21. Actual operating expenses for January were \$104,616.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
January 2021

8:46 AM

02/23/21

Accrual Basis

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	98,659	97,131	2,869,811	679,915	1,165,569
4120 · State Funding Source	20,947	29,552	148,839	206,862	354,622
4130 · Local Source	36,184	41,204	205,360	288,431	495,278
4131 · Event Sponsors & Fees	0		0	0	0
42000 · Local Match Per Capita	13,152	12,891	90,509	103,315	158,365
4280 · Interest Income	89	833	1,022	5,833	10,000
Total Income	169,031	181,611	3,315,541	1,284,357	2,183,834
Gross Profit	169,031	181,611	3,315,541	1,284,357	2,183,834
Expense					
61000 · Personnel	85,559	84,748	594,860	592,794	1,032,784
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	446	159	1,423	1,111	1,904
62392 · Subscriptions, Publications	0	46	298	321	550
62393 · Supplies	44	979	3,614	6,558	11,200
62394 · Audit -Legal Expenses	0	0	15,551	16,500	16,500
6240 · Advertising	310	1,936	2,830	13,554	24,061
62404 · Meeting Expenses	0	857	1,119	6,000	10,286
62410 · TJPDC Contractual	6,242	3,988	35,355	28,066	46,100
6281 · Dues	990	818	5,220	5,728	9,820
62850 · Insurance	481	282	3,368	1,927	3,336
62890 · Printing/Copier	174	387	3,122	2,708	4,642
63200 · Rent Expense	7,940	7,860	57,571	55,019	94,319
63210 · Equipment/Data Use	1,378	1,483	18,018	10,383	17,800
63220 · Telephone Expense	322	489	3,976	3,420	5,862
63300 · Travel-Vehicle	421	1,828	4,705	12,847	22,080
6345 · Janitorial Service	64	827	1,743	5,787	9,920
6390 · Professional Development	246	1,495	1,993	10,467	17,944
Total Expense	104,616	108,182	754,765	773,190	1,329,108
Net Ordinary Income	64,415	73,430	2,560,775	511,167	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	58,175	48,356	373,078	338,495	580,277
8399 · Grants Contractual Services	5,610	22,871	2,152,716	160,095	274,449
Total Other Expense	63,785	71,227	2,525,794	498,590	854,726
Net Other Income	(63,785)	(71,227)	(2,525,794)	(498,590)	(854,726)
Net Income	630	2,202	34,981	12,577	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	528,462.76	482,206.06	46,256.70
1189 · Capital Reserve	244,427.00	214,217.00	30,210.00
Total Checking/Savings	772,889.76	696,423.06	76,466.70
Accounts Receivable			
1190 · Receivable Grants	277,759.57	285,310.23	-7,550.66
Total Accounts Receivable	277,759.57	285,310.23	-7,550.66
Other Current Assets			
1310 · Prepaid Rent	1,666.67	2,083.32	-416.65
1330 · Prepaid Insurance	14,405.59	13,454.79	950.80
1360 · Prepaid Other	9,219.34	16,789.27	-7,569.93
Total Other Current Assets	25,291.60	32,327.38	-7,035.78
Total Current Assets	1,075,940.93	1,014,060.67	61,880.26
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	0.00	9,175.61
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	123,885.29	111,737.79	12,147.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-117,325.97	-123,198.07	5,872.10
Total Fixed Assets	20,932.43	5,121.22	15,811.21
TOTAL ASSETS	1,096,873.36	1,019,181.89	77,691.47
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	11,723.75	34,653.67	-22,929.92
Total Accounts Payable	11,723.75	34,653.67	-22,929.92
Credit Cards			
2155 · Accounts Payable Credit Card	1,493.26	3,565.71	-2,072.45
Total Credit Cards	1,493.26	3,565.71	-2,072.45
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	0.00	0.00
2800 · Deferred Revenue	280,032.43	265,556.64	14,475.79
Total Other Current Liabilities	280,032.43	265,556.64	14,475.79
Total Current Liabilities	293,249.44	303,776.02	-10,526.58
Long Term Liabilities			
2200 · Leave Payable	50,488.10	34,358.30	16,129.80
Total Long Term Liabilities	50,488.10	34,358.30	16,129.80
Total Liabilities	343,737.54	338,134.32	5,603.22
Equity			
3000 · General Operating Fund	473,727.42	477,947.61	-4,220.19
3100 · Restricted Capital Reserve	244,427.00	214,217.00	30,210.00
3600 · Net Investment in Fixed Assets	0.00	934.38	-934.38
Net Income	34,981.40	-12,051.42	47,032.82
Total Equity	753,135.82	681,047.57	72,088.25
TOTAL LIABILITIES & EQUITY	1,096,873.36	1,019,181.89	77,691.47

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

Grant or Contract	GRANT- CONTRACT	GRANT- CONTRACT	GRANT- CONTRACT													ESTIMATED BUDGET		GRANT- CONTRACT		NOTES		
	START DATE	END DATE	TOTAL	JULY FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	YEAR TO DATE FY21	PREVIOUS YEARS	AMOUNT FOR FY22	GRANT TO DATE		REMAINING FY21	
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802	9,138	6,223	5,937	9,367						59,722			59,722	42,902	MPO FTA Transit Planning	
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137	15,077	15,088	13,302	14,094						110,786			110,786	76,840	MPO PL Transp Planning	
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101	4,195	3,524	1,065	3,889						27,566	9,047		27,566	27,862	HUD HOME Housing Grants Admin	
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531	51,807	44,498	21,895	58,175						365,285			365,285	214,992	HUD HOME Housing Grants Construction	
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256	811	416	662						7,894			7,894	20,762	USDA Housing Repair Admin	
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550		14,713		13,475	5,610						46,487			46,487	144,556	USDA Housing Repair Construction	
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331	6,331	6,331	6,331						44,316			44,316	31,655	State funding to TJPDC General	
RIDESHARE	07/01/20	06/30/21	141,477	10,121	10,263	8,865	9,904	9,124	10,007	10,431						68,715			68,715	72,762	Rideshare TDM Program Marketing & Management	
Pass Through	07/01/20	06/30/21	26,913													0			0	26,913	Potential contract for marketing plan	
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113	2,144	828	3,648						22,753			22,753	35,247	VDOT Rural Transp Planning	
RTP-TDM	07/01/20	06/30/21	50,000	726	2,850	2,644	6,642	1,381	1,919	1,840						18,002	0		18,002	31,998	Regional Transit Partnership	
RTP Pass Through	07/01/20	06/30/21	0													0			0	0	Grant Match if needed	
LOVINGSTON	11/01/18	06/30/21	20,168	2,234	470	1,355	424	215	315	30						5,043	15,125	0	20,168	0	CDBG Downtown Plan Grant	
LOVINGSTON PASS THRU	11/01/18	06/30/21	13,735			13,385										13,385	350	0	13,735	0	Consultant Design Costs	
NELSON CARES 2020	08/12/20	12/31/20	15,000			4,910	5,143	3,622	1,325							15,000			15,000	0	CARES Business Grants Admin	
Pass Thoroughs	08/12/20	12/31/20	335,000				123,113	81,887	130,000							335,000			335,000	0	CARES Business Grants Pass Through	
TJPDC CORPORATION	07/01/20	06/30/21	0													0			0	0	Non-profit Arm	
LEGISLATIVE LIAISON	07/01/20	06/30/21	102,171	6,581	7,134	9,940	6,967	6,798	7,232	9,454						54,106			54,106	48,065	David & Dominique Legis Operations	
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,324	4,262	4,167	4,167	4,282	4,167						29,536			29,536	20,464	Contract for Admin Services	
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329	161	59	25	659						1,896		0	1,896	8,604	Contract for annual reporting	
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449	8,155	3,473	9,257	1,859						31,966	33,165	0	65,131	22,333	Regional River Plan	
RRBC	07/01/20	06/30/21	10,500	933	967	969	444	165	42	57						3,577			3,577	6,923	Rivanna Commission	
WIP PHASE IV			58,000							4,129						4,129	0	29,000	4,129	24,871		
WIP PHASE III	06/01/18	12/30/20	52,000	2,801	3,144	2,761	2,786	2,761								14,253	0	0	14,253	37,747	Chesapeake Watershed Assistance to DEQ	
Hazard Mitigation		06/30/21	31,920						1,760	2,103						3,863			3,863	28,057	24 month planning project resiliency	
Haz Mit Pass Through		06/30/21	0													0	0		0	0	0	
TJCLT	10/19/17	01/31/21	83,645	7,508	7,911	3,996	3,914	3,453	2,918	9,129						38,829			38,829	44,816	Full Time TJCLT ED Services beginning 1/1/21	
AFFORDABLE HSG	07/01/20	06/30/21	42,077					7,200	28,442	6,435						42,077			42,077	0	Regional Housing Partnership	
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302	4,009	1,974	1,797	3,222						20,023	55,823	0	75,846	20,029	Regional Housing Plan Grant	
RHP PASS-THROUGH	10/31/18	06/30/21	54,125													0	54,125			54,125	0	Housing Plan Contract with others
MEMBER PER CAPITA	07/01/20	06/30/21	158,365	9,946	9,946	18,010	13,152	13,152	13,152	13,152						90,510			90,510	67,855	Local Govt Annual Contributions	
WATER STREET CENTER	07/01/20	06/30/21	0													0			0	0	Rental Fees	
OFFICE LEASES - RENT	07/01/20	06/30/21	13,230	950	600	1,300		1,000	200	200						4,250			4,250	8,980	Rental Fees	
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682	258	86		299						2,080	17,856	0	19,936	5,564	VDOT Streetscape Contract	
RMRP	04/01/20	12/31/20	90,838	14,457	4,847	8,045	9,862	15,487	31,578							84,276	6,562		90,838	0	Regional Rent Relief Grants COVID Admin	
RMRP Pass Through			1,735,229	213,729	121,047	283,527	274,321	411,374	431,231							1,735,229			1,735,229	0	RMRP Pass Through Grants	
5TH STREET TAP	11/16/16	10/01/20	37,697													0	20,731	16,966	20,731	0	VDOT Bike Path Grant	
5th STREET TAP Pass Through	11/16/16	10/01/20	162,303													0	88,758	0	88,758	73,545	VDOT Bike Path Design & Constr	
REGIONAL TRANSIT GRANT	01/01/21	06/30/22	40,650															24,000	0	16,650		
Regional Pass Through	01/01/21	06/30/22	309,350															209,450	0	99,900		
ALBEMARLE TRANSIT GRANT	01/01/21	12/31/21	10,835															7,100	0	3,735		
Albemarle Transit Pass Through	01/01/21	12/31/21	95,380															63,745	0	31,635		
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171	182	138	106	89						1,022			1,022	1,078	Investment Pool Savings Income	
TOTAL			5,250,719	422,462	253,663	492,214	579,234	646,135	738,837	169,031	0	0	0	0	0	3,301,576	292,495	359,308	3,594,071	1,297,340		
			Op Expenses	12 month average			\$107,653										Pass-through funds				\$591,541	
				3 month average			\$108,764										Contract funds					
				last month			\$104,616										TJPDC Available Funds				\$705,799	
																	Available funds per month				\$117,633.17	



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Communication with Those Charged with Governance

To the Audit Committee of
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission ("Commission") for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and Uniform Guidance as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted in 2020. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Commission's financial statements were:

Management's estimate of depreciation is based on established guidelines and experience. Pension and OPEB estimates were determined by a valuation performed by an actuary hired by the State. We evaluated the key factors and assumptions used to develop depreciation expense and pension-related items in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management November 25, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules related to pension funding for the Virginia Retirement System, Management's Discussion and Analysis, and the Budget and Actual Schedule for Governmental Funds, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Audit Committee, Commissioners and management of the Thomas Jefferson Planning District Commission and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Kamm, Cox Associates

Charlottesville, Virginia
November 25, 2020



*Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.*

RESOLUTION

APPROVING THE FISCAL YEAR 2021 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION AMENDED ANNUAL OPERATING BUDGET

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners; and

WHEREAS, the Commission prepares an annual operating budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the Commission may amend the previously approved operating budget to account for unexpected changes in revenues and expenses; and

WHEREAS, the Commission originally approved the Fiscal Year 2021 Annual Operating Budget of \$2,183,833 in Revenues and \$2,183,333 in Expenses on May 7, 2020; and

WHEREAS, the Interim Executive Director now recommends to the Commission for the Fiscal Year 2021 an Amended Operating Budget of \$4,389,308 in Revenues and \$4,286,214 in Expenses, resulting in an expected Net Income of \$103,094; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2021 Amended Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of March 4, 2021.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Interim Executive Director is hereby authorized upon review by the Executive/Finance Committee to administer to the financial affairs of the TJPDC including custody and investment of short- and longer-term deposits of all public funds belonging to or handled by the TJPDC as provided in Sect. 2.2-4501 of the Code of Virginia, 1950 as amended. Funds of the TJPDC shall be invested in accordance with the Code of Virginia, Investment of Public Funds Act, Chapter 45 Title 2.2 Sections 2.2-4500-4518 and the Virginia Security for Public Deposits Act, Chapter 44 Title 2.2, Sections 2.2-4400-4411.

BE IT FURTHER RESOLVED, that the Interim Executive Director may authorize grant agreements, contracts and purchases as included within the approved budget line items except as defined by ARTICLE IX Section 7 in the Thomas Jefferson Planning District Planning Commission Bylaws as amended March 2, 2017 requiring specific Commission approval for any items in excess of \$100,000.

ADOPTED by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of March 4, 2021 in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs
Interim Executive Director

Dale Herring
Commission Chair

Date

Date

3/4/2021

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY20 Actual</u>	<u>FY21 Projected</u>	<u>FY21 Operating</u>
Federal	\$1,170,710	\$1,165,569	\$3,368,299
State	\$276,948	\$354,622	\$344,648
Local	\$390,375	\$495,278	\$491,467
Local per capita	\$156,717	\$158,365	\$158,365
Interest Income	\$10,983	\$10,000	\$2,000
Rent Income	\$0	\$0	\$10,000
Grant & Reserves Transfer	\$0	\$0	\$14,529
Total Revenue	\$1,940,812	\$2,183,834	\$4,389,308
Operating Expenses			
Personnel Costs			
Salaries			\$797,959
Fringe and Release			\$203,699
Total Personnel	\$966,262	\$1,032,784	\$1,001,658
Other Costs			
Postage	\$1,298	\$1,904	\$1,776
Subscriptions	\$1,525	\$550	\$650
Supplies	\$9,424	\$11,200	\$8,128
Audit-Legal	\$15,525	\$16,500	\$18,000
Advertising	\$20,042	\$24,061	\$15,458
Meeting Expenses	\$8,741	\$10,286	\$6,459
TJPDC Contractual	\$50,921	\$46,100	\$95,770
Dues	\$10,654	\$9,820	\$9,915
Insurance	\$4,281	\$3,336	\$3,336
Printing/Copy	\$4,887	\$4,642	\$7,287
Rent	\$92,604	\$94,319	\$94,820
Equip/Data Use	\$20,796	\$17,800	\$26,100
Capital & Leases	\$0	\$0	\$0
Telephone	\$7,426	\$5,862	\$7,742
Travel-Vehicle	\$15,002	\$22,080	\$19,802
Janitorial	\$6,961	\$9,920	\$9,920
Professional Development	\$18,651	\$17,944	\$8,516
Total Other Costs	\$288,738	\$296,324	\$333,679
TOTAL OPERATING EXPENSES	\$1,255,000	\$1,329,108	\$1,335,337
Net Ordinary Income - Pass Through \$	\$750,733	\$854,726	\$3,053,971
Other			
HOME Pass Thru	\$612,065	\$580,277	\$580,277
HazMit, RRBC, TDM, Lovingston, Nelson CARES, Rideshare, MPO Set Aside	\$104,804	\$274,449	\$2,138,388
HPG & RTP (Transit Grants)	\$0	\$0	\$232,212
Total Other Expenses	\$716,869	\$854,726	\$2,950,877
Net Other Income	-\$716,869	-\$854,726	-\$2,950,877
Net Income	\$33,864	\$0	\$103,094

FY21 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Locality and State Revenue							\$0
Charlottesville				\$30,554			
Albemarle				\$67,356			
Fluvanna				\$16,549			
Greene				\$12,375			
Louisa				\$22,333			
Nelson				\$9,198			
Legislative Liaison			\$102,171				
State Contribution - DHCD		\$75,971					
WSC & Offices						\$10,000	
Interest Income					\$2,000		
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	\$91,221	\$11,403					
PL Funding	\$161,178	\$19,447					
RTP			\$50,000				\$0
Albemarle Transit Plan		\$1,867	\$1,867				
Regional Plan		\$8,325	\$8,325				
Rideshare							
Rideshare VDPRT		\$110,982	\$27,745				\$2,834
Clean Commute Day			\$0				
TJPD Rural Transportation							
Rural Admin	\$11,600						
Rural Transportation Planning	\$46,400						
Other Programs							
Stanardsville			\$7,644				
CEDS Regional	\$0		\$0				\$0
VAPDC			\$50,647				
Nelson CARES	\$15,000						
Housing and Non-Profit							
HOME Consortium Admin	\$64,475						
Housing Preservation	\$17,769						
TJCLT			\$83,645				
Regional Housing Plan		\$26,063					
Lovingston CDBG	\$4,698		\$1,927				
Rental Assistance	\$84,278						
Affordable Housing	\$16,000	\$5,300	\$0				
Environment							
RRBC			\$4,033				
Solid Waste			\$10,500				\$7,000
Haz Mit Grant	\$25,200	\$6,720	\$0				
Rivanna Committee Alb Cville			\$54,834				
WIP DEQ	\$50,997						
Pass Through Revenue							
Consortium HOME Pass Through	\$580,277						
Housing Preservation Pass Thru	\$100,677						
RRBC			\$6,468				
Rental Assistance Grants	\$1,735,229						
RTP			\$0				\$0
Alb Transit		\$15,817	\$15,817				
Regiona Transit Vision		\$49,950	\$49,950				
Nelson CARES	\$335,000		\$0				
MPO	\$5,600	\$1,400	\$0				\$0
Solid Waste			\$0				
Rideshare TDM		\$11,403	\$2,851				
Lovingston CDBG	\$13,700		\$0				
Affordable Housing Program	\$9,000		\$13,043				\$4,695
Total Revenues by Category	\$3,368,299	\$344,648	\$491,467	\$158,365	\$2,000	\$10,000	\$14,529
Sum Total of Revenues							\$4,389,308



To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Interim Executive Director
Date: March 4, 2021
Re: Final Amended Budget FY21

Purpose: To present the final amended FY21 budget, to be used as the basis for financial reports and auditing for the year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget for approval in March, to serve as the budget for financial reports through the year. At the March 4, 2021 meeting, the Commission will consider the amended budget for FY21.

In your agenda packet is the Recommended Amended FY21 Budget. For your reference, the FY20 Actual, FY21 Original and FY21 Recommended Amended operating budgets are included.

Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final Amended FY21 Budget:

The Recommended Amended FY21 Budget incorporates changes to revenue and expense assumptions from the FY21 Budget adopted at the May 2020 meeting and adjusted to include changes that have occurred during the first half of FY21. Further, there are a number of minor adjustments to the recommended draft Amended FY21 Budget presented in February, 2021.

1. Changes to revenues in the Amended FY21 Budget (compared to the draft presented in February 2021) include:

- Removal of local revenue in program 189-Clean Commute in the amount of \$825 to account for program changes in FY21.
- Reduction in program 193-Rideshare TDM revenue (state and local) by \$11,984 due to budget amendments from the Department of Rail and Public Transportation (DRPT) for FY21.
- Addition of \$7,000 reserve transfer (from deferred revenue) to program 303-Solid Waste to complete the FY21 work on the 5-year Solid Waste Plan.

Change in Total Revenue: \$(6,400)

2. Changes to expenses in the Amended FY21 Budget (compared to the draft presented in February 2021) include:

- Removal of expenses in program 189-Clean Commute in the amount of \$825 to account for program changes in FY21.
- Minor adjustment of multiple programs' direct expenses, resulting in a net \$176 difference.

Change in Total Operating Expenses: \$176

3. Changes to 'pass-thru' expenses in the Amended FY21 Budget (compared to the draft presented in February 2021) include:

- Moved \$5,165 from 'pass-thru' expense to personnel time for program 303-Solid Waste to account for the development of the 5-year Solid Waste Plan to be completed by October 2021.
- Removal of \$11,984 in 'pass-thru' expenses from program 193-Rideshare TDM due to budget amendments from DRPT.

Total change in 'pass-thru'/other expenses: \$(17,824)

Overall, we expect revenues to exceed expenditures by \$103,094 for the year. This is a positive change of \$11,248 in net income compared to the draft Amended FY21 Budget presented in February 2021.

Several projects will extend from FY21 into FY22. Staff is working on additional potential grant applications and projects for FY22.

Staff is working on the FY22 Budget to be delivered to you in April. The excess revenues accumulated in FY21 may be required to be used to balance the FY22 budget. I expect in FY22 and/or FY23, as federal deficits are addressed and as COVID related programs go away, federal, state and local programs will experience a decrease in funds available for programs that the TJPDC normally deliver. The regional cigarette tax program could be a sustainable program for the TJPDC to offset these other potential losses.

Recommended Motion by Commission: To approve the Final Amended FY21 Budget for use in approved expenditures, financial reporting, and auditing.



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collaborative leadership and professional service to develop effective solutions.*

RESOLUTION

APPROVING THE REQUEST FOR VDOT TECHNICAL CONSULTANT ASSISTANCE FOR NORTH 29 CORRIDOR STUDY

WHEREAS, the U.S. 29 Corridor from Airport Road in Albemarle County to U.S. 33 in Greene County is the subject of a planning study in both the Unified Planning Work Program and the Rural Transportation Work Program of the Charlottesville-Albemarle Metropolitan Planning Organization (MPO); and,

WHEREAS, this same section of the U.S. 29 Corridor includes high priority needs identified in Virginia's Office of Intermodal Planning and Investment (OIPI) multimodal transportation plan, VTRANS; and

WHEREAS, the Virginia Department of Transportation (VDOT) has funding available to conduct planning studies for high priority areas; and

WHEREAS, the success of applications for transportation project funding through processes such as Smart Scale is dependent upon having well-defined, well-researched projects where the costs and benefits can be presented clearly;

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission requests technical assistance through a VDOT consultant to support the development of the U.S. 29 North Corridor Plan.

Adopted this 4th day of March, 2021.

Christine Jacobs
Interim Executive Director

Dale Herring
Commission Chair

Date

Date



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

December 30, 2021

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2021 Virginia CDBG Program Regional Priorities

This memo serves as notice to each Planning District Commission of DHCD's progress in updating the 2021 CDBG Program Design. The regional priorities are a scoring component of the CDBG competitive review process, and applicant localities are asked to contact their respective PDC as part of the application process. A signed Letter of Interest or Commitment from the PDC should be submitted with the application. Following review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 26, 2021**:

A prioritized list of the CDBG Project Types and Activity Categories.

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.

A list of CDBG proposals expected to originate in your District in 2021.

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2021. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2021 project applications. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

**2021 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2021 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: **Thomas Jefferson Planning District Commission**

Priority (1 is highest, 3 is lowest)

#1	#2	#3	
☒	☒	☐	Comprehensive Community Development
☒	☒	☐	Housing – Housing Rehabilitation
☐	☐	☐	Community Service Facility
☐	☒	☒	Public Infrastructure
☒	☐	☒	Economic Development – Business District Revitalization

Expected 2021 CDBG Proposals:

1. Nelson County – Lovington Downtown Retaliation – Economic Development/Business District Revitalization
2. Louisa County –Planning and Infrastructure Grant – Water and sanitary sewer infrastructure for affordable housing development on county-owned property
3. Albemarle County – Acquisition and redevelopment – Affordable Housing Project
4. Scottsville – Redevelopment Project - Comprehensive Community Development

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Interim Executive Director
Date: March 4, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since February 4, 2021

Administration

o March 4, 2021 Meeting Agenda

1. Call to Order

- a. Reading of the Electronic Meeting Notice

2. Matters from the Public

- a. Comments from public
- b. Comments received via written and electronic communication

3. Presentations

- a. FY22 Rideshare Work Program and Grant Application – Sara Pennington
- b. FY22 Rural Transportation Work Program & Budget DRAFT – Sandy Shackelford
- c. Route 29 North Corridor Study – Jessica Hersch-Ballering

4. Consent Agenda

- a. Minutes of the February 4, 2021 Commission meeting
- b. January Financial Reports

Dashboard Report

Net quick assets have increased to \$782,692. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$244,427. (Net Quick Assets minus 5 months operating expenses: $\$782,692 - \$538,265 = \$244,427$)

Unrestricted Cash on Hand as of January 31, 2021 was \$253,567 or 2.36 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at \$277,760 vs \$285,310 for the same time last year.

Revenue less Expenses - We had a net Gain of \$603 for the month of January. This gives us a fiscal year to-date net Gain of \$34,981. Budgeted fiscal year gain/loss is \$0. We expect operating expenses to decrease with the personnel transitions and limited work due to COVID resulting in an amended budget net gain of \$103,094.

Profit & Loss. Total income through January is \$3,315,541. With 7 months or 58% of the fiscal year complete, we have received 150% of our total budgeted income. Total expenses are \$3,280,559 or 142% of the budgeted total expenses of \$2,183,834. The RMRP grant and its large pass-through expenses contributes to the substantial differences of income/expenses to budgeted amounts. The amended FY21 budget presented tonight for approval will reconcile and amend to more accurate projections.

Operating expenses for the same period are \$754,765 or 57% of our total budgeted operating expenses of \$1,329,108. Operating revenue through January is \$789,746 or 59.4% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of January 31, 2021, we have total current assets of \$1,075,941 and total fixed assets of \$20,932 giving total assets of \$1,096,873. Total assets are up by \$77,691 from the same time last year.

Total liabilities have increased from a year ago by \$5,603 with total liabilities as of January 31, 2021 of \$343,737.54. Total Equity has increased by \$72,088 to \$753,135 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$705,799 operating funds available in contracts and grants for the fiscal year. For the remaining 5 months, we have \$117,633 available per month for operating expenses. January operating expenses were \$104,616. The 12-month average is \$107,653. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses should decrease with staff changes that began in February.

Included in your packet is an FY20 Audit Governance Letter from the TJPDC Auditors, Robinson Farmer Cox. This letter provides a final statement of the FY20 Financial Audit reviewing the completed responsibilities, time schedule and scope of the audit. No action is required.

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. FY21 Amended Annual Operating Budget - Staff is recommending an amended budget for FY21 that reflects more accurate revenues and expenses based upon the previous 7 months experience of FY21. Upon adoption, this amended budget will become the FY21 Operating utilized for audit and reporting purposes. There are several changes within the amended budget detailed in the February 2021 commission packet to account for new or ended projects and their associated revenues and expenses. Further, there are several minor changes to the draft

Amended budget that was presented in the February commission meeting to account for updated revenues and expenses. More detail is provided in the attached Budget Memo. **Staff recommends a motion to adopt the FY21 Amended Budget as presented.**

- b. VDOT Technical Consultant Assistance for Route 29 North Corridor Study – The Route 29 Corridor Study will be completed with funding from both the MPO and Rural program across approximately 18 months in FY21 and FY22. In FY21, the MPO has budgeted approximately \$30,000 and the rural program has budgeted \$20,000. FY22 funding is yet to be determined as it will come through the FY22 Unified Planning Work Program (UPWP). The study area extends from Airport Road to Route 33 in Ruckersville and includes the Charlottesville-Albemarle Airport and the UVA Research Park. VDOT has funding available to conduct planning studies for high priority areas as identified in Virginia’s Office of Intermodal Planning and Investment (OIP10 multimodal transportation plan (VTRANS). **Staff recommends a motion to approve the request for VDOT Technical Assistance for the North 29 Corridor Study.**
- c. 2021 CDBG Regional Priorities – The Department of Housing and Community Development, who administers the Federal Community Development Block Grant program, asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asked local governments and area housing agencies for notice of anticipated CDBG application for 2021. Albemarle County, Scottsville, Nelson County, and Louisa County all sent staff anticipated projects for FY22 which are included on the Regional Priority Worksheet. **Staff recommends a motion to approve the 2021 CDBG Regional Priorities.**

6. New Business

- a. Interim Executive Director – 100-day plan

7. Interim Executive Director’s Monthly Report

- a. The draft FY22 Operating Budget will be delivered to the Commission in April for a May approval.
- b. The Urban Rivanna River Corridor Study – Staff has completed a full draft of Urban Rivanna River Corridor Study. It is currently being reviewed by Albemarle County and Charlottesville City staff. TJPDC staff anticipates finalizing recommendations by the end of the fiscal year and then soliciting public comment and review.
- c. 5-year Thomas Jefferson Solid Waste Planning Unit Update – TJPDC staff are currently working on initial data collection for the plan. A working group has been developed and they will meet monthly to guide the updates. The plan will be brought before the commission in August/September 2021 for review and consideration for approval. The plan is due to be submitted to DEQ by October 2021.
- d. Regional Housing Plan draft – TJPDC staff are diligently working on the Regional Housing Plan to incorporate a draft comprehensive plan housing chapter for each jurisdiction with recommendations for addressing housing needs. Additionally,

there will be a regional chapter, which highlights regional housing priorities and strategies. The Strategies and Analysis Committee of the Regional Housing Partnership have been instrumental in guiding the work on the plan. The final draft is expected to be completed by April 1, 2021. It will be presented to each jurisdiction for review and then go to the Regional Housing Partnership for their recommendation to the Commission for approval.

- e. Porchlight Update – Regional Affordable Housing Locator Website – As of February 23rd, PorchLightVA has had a total of 12,766 individual searches in the past 365 days, with 2,154 occurring in 2021. There are currently 197 listings in the region by 76 landlords. TJPDC staff continues to monitor the listing and search statistics and will update the Regional Housing Partnership and the Commission intermittently.
- f. Water Street Center – No public meetings have been allowed in Water Street Center since the pandemic declaration. TJPDC allows the United Way, following very strict protocols for safety and cleaning, to use the Water Street Center to provide their annual Tax Filing program for eligible families. The Water Street Center will be unavailable for any other use from February 1st through April 15th. (Unless the TJPDC Commission decides to hold in-person meetings, for which there are strict cleaning protocols for before and after the meeting.)

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is April 1, 2021. Items for next meeting include, but are not limited to: i) Presentation of Draft FY22 Operating Budget, ii) Public Hearing – HOME Annual Action Plan, iii) Final FY22 Rural Transportation Work Program and Budget, and iv) Albemarle Transit Grant Resolution.

Adjourn
