

Join Zoom Meeting:

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Meeting ID: 889 6603 9677

Passcode: 883314

By call-in 1 (301) 715-8592#

- 1. Call to Order & Roll Call** 7:00-7:00
 - a. Notice of Electronic Meeting and Commissioner and Public Protocol and Roll Call (Read by Sandy Shackelford)
- 2. Matters from the Public** 7:00 – 7:10
 - 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 Sandy Shackelford)
- 3. Presentations**
 - a. Introduction of Ryan Mickles, new Planner III – Christine Jacobs 7:10 – 7:40
 - b. New Commission Member Introduction and Orientation – Christine Jacobs
 - c. FY23 Rideshare Work Program, Grant Application – Sara Pennington
- 4. * Consent Agenda** 7:40 – 7:40

Action Items:

 - a. * Minutes of December 2, 2021 Meeting
- 5. * Resolutions** 7:40 – 7:45
 - a. FY23 Rideshare Application Resolution – Christine Jacobs
- 6. New Business** 7:45 – 8:15
 - a. 2nd Quarter Financial Report (October 2021 – December 2021) – Christine Jacobs
 - i. 2nd Quarter Dashboard Report
 - ii. October, November, and December Profit and Loss Statements
 - iii. December Balance Sheet
 - iv. December Accrued Revenues Report
 - b. FY22 Amended Budget Draft and Budget Memo– Christine Jacobs
 - c. TJPDC Grievance Policy – Christine Jacobs
 - d. Executive Director Evaluation Process – Christine Jacobs
- 7. Executive Director's Report** 8:20 – 8:30
 - a. Monthly Report
- 8. Other Business** 8:30 – 8:55
 - a. Roundtable Discussion by Jurisdiction
 - b. Items for Next Meeting –March 3, 2022 Meeting
 - i. FY22 Amended Budget – For consideration/approval
 - ii. FY23 Rural Transportation Work Program & Budget – Presentation/Draft
 - iii. Solid Waste Plan – Public Hearing
 - iv. Hazard Mitigation Update
 - v. DHCD – CDBG Regional Priorities – For consideration/approval
- *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 *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings 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.



Commissioner Orientation

TJPDC Commission Meeting February 10, 2022



Thomas Jefferson Planning District Commission

TJPDC – History

- Planning District Commissions were established by the General Assembly in 1969.
- TJPDC formally created in 1972.
- There are 21 PDCs and Regional Commissions in Virginia.
- Commissions are made up of elected officials and citizens appointed by local governments.
- The TJPDC is directed by a twelve-member board, consisting of two representatives appointed by each local governing board, more than half of whom must be local elected officials.

Thomas Jefferson Planning District Commission

TJPDC – Mission

The Thomas Jefferson Planning District Commission serves our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions.

- *Regional Vision*
- *Collaborative Leadership*
- *Professional Service*

Thomas Jefferson Planning District Commission

TJPDC – Vision

ORGANIZATIONAL VISION

TJPDC's vision is to be the intersection of ideas, partnerships and support creating a cohesive regional community.

Thomas Jefferson Planning District Commission

TJPDC – Members

- City of Charlottesville
- Albemarle County
- Fluvanna County
- Greene County
- Louisa County
- Nelson County

**Meets the 1st Thursday of every month at 7:00 pm (except July and January).*

**Annual meeting and election of officers every June.*

Thomas Jefferson Planning District Commission

Enabling Legislation

Regional Cooperation Act of 1995

- *Geographic regions established by the state*
- *Membership must be at least 51% elected*
- *Towns may be members upon request*
- *Universities may be members with legislative approval*
- *Must adopt a strategic plan (FY19-FY23)*
- *Must submit annual updates of plan*

Thomas Jefferson Planning District Commission

TJPDC – Bylaws

- Latest version – 2003 *Updated 2017*
- Establishes the name
- Members
- Meeting dates & special meetings
- Quorum is at least 7 commissioners
- Equal votes
- Officers of chair, vice chair, treasurer & secretary
- Chair and vice can not be from same local government
- May have Standing & Special Committees

Thomas Jefferson Planning District Commission

TJPDC By-Laws

- April nominating committee for officers
- Officers elected at annual meeting in June
- Executive Director is appointed to manage day to day operations and prepare annual budget
- Fiscal Year is July 1 to June 30
- Annual budget approved at or before the May regular meeting
- 2/3 vote is required to amend the by-laws

Thomas Jefferson Planning District Commission

TJPDC –

History of Programs & Projects

- JAUNT
- C-A MPO
- Thomas Jefferson Housing Improvement Corp
(Piedmont Housing Alliance)
- Thomas Jefferson Coalition for the Homeless (TJAHC)
- Central Virginia Partnership for Economic Development
(CVPED)
- Jefferson Area Board for Aging (JABA)
- TJPDC Corporation
- HOME Consortium

Thomas Jefferson Planning District Commission

TJPDC –

Commission Duties

- Support the work of the TJPDC and provide mission-based leadership and strategic governance.
- Attend meetings regularly (10 meetings/year)
- 3 consecutive absences – required to notify local government
- Read materials
- Review, participate in, and approve budget and financial reports
- Relay information to governments and stakeholders

Thomas Jefferson Planning District Commission

About – Services

TJPDC provides services of:

- *Transportation and Transit Planning*
- *Land Use Planning*
- *Community Development/Planning*
- *Environmental Program and Planning*
- *Housing Program*
- *Grant Writing and Program Management*
- *Legislative Liaison*
- *Leadership Facilitation*
- *Technical Assistance*

Thomas Jefferson Planning District Commission

About – Projects

Current TJPDC projects:

- *Transportation*
 - *2045 Long Range Transportation Plan*
 - *SMARTSCALE Applications*
 - *FY23 Unified Planning Work Program (UPWP) for the CA-MPO*
 - *FY23 Rural Work Program*
 - *Zions Crossroads Corridor Plan*
 - *North 29 Corridor Plan*
 - *Albemarle Transit Expansion Study*
 - *Regional Transit Vision Plan*
 - *Rideshare/TDM*
 - *Nelson County TAP application*
 - *Transit Governance Study (pending)*
- *Housing*
 - *Regional Housing Partnership Strategic Planning*
 - *HOME Partnership Program Administration*
 - *Housing Preservation Grant (HPG) Administration*
 - *Virginia Eviction Reduction Pilot (VERP) Implementation Grant Administration*
 - *Virginia Housing PDC Development Grant*

Thomas Jefferson Planning District Commission

About – Projects (cont.)

Current TJPDC projects (continued):

- *Environment*
 - *Watershed Improvement Plan (III)*
 - *Solid Waste Plan*
 - *Hazard Mitigation Plan*
 - *Environmental Reviews (HOME/HPG program)*
- *Other*
 - *Virginia Telecommunications Initiative (VATI) grant administration*
 - *Regional Legislative Program*
 - *Blue Ridge Cigarette Tax Board administration*
 - *Comprehensive Economic Develop Strategy (CEDS) plan application*

Thomas Jefferson Planning District Commission

Legislative Liaison

- *Directly funded service of the TJPDC*
- *Annual list of regional and local legislative priorities that are followed and promoted throughout the General Assembly*
- *Annual Legislative Forum held to interact with Commonwealth Legislators and to discuss key initiatives*
- *Members receive periodic email updates during the General Assembly and all year on key issues and legislation*

Thomas Jefferson Planning District Commission

About – Funding

TJPDC receives funding from:

- *Member local government appropriations*
- *Annual state appropriations through DHCD*
- *Program funding grants from federal & state sources*
- *Contracts for services*
- *Private grants and foundations*

Thomas Jefferson Planning District Commission

About – Financials: (Net Quick Assets)

- *TJPDC experiences fluctuating net revenues (losses) based upon amount of funded programs*
- *Usually ranges from a loss of \$50,000 to gains of \$100,000*
- *FY13 & FY14 saw net losses in excess of \$100,000 mostly due to one project and staff hires*
- *FY15 reversed with a net gain of \$49,034. Recent year gains include:*
 - *FY16 80,287*
 - *FY17 \$89,383*
 - *FY18 \$101,245*
 - *FY19 \$50,410*
 - *FY20 \$33,863*
 - *FY21 \$126,293*
- *Net Assets fluctuate from \$500,000 to \$880,000*
 - *Goal is to keep over 5 months of operating expenses (\$510,962)*

Thomas Jefferson Planning District Commission

About –

Financials: (Pass-Throughs)

- Funding revenues that “pass-through” the TJPDC do not financially benefit the PDC.
- They are contractual obligations to pass funds from the state/fed for local uses
- Total FY21 revenues were \$4,183,206 with \$2,308,837 in “pass-throughs” (56.9%).
- Historically, the housing program has the greatest number of “pass-throughs” due to the HOME Partnership, Housing Preservation Grant, Emergency Rent and Mortgage Relief, VA Housing PDC Development Grant, and Virginia Eviction Reduction Pilot (VERP)

Thomas Jefferson Planning District Commission

About –

Financials: (Review Process)

- Monthly, staff provides the Commission the following under the consent agenda:
 - Financial Dashboard of established goals compared to financial activities
 - Profit & Loss Statement
 - Balance Sheet
 - Grants/Contracts Revenue as Accrued
 - Compares contracted revenues to average monthly expenses
- Quarterly presentations are provided for detailed discussion with the Commission

Thomas Jefferson Planning District Commission

About –

Financials: (Annual Budget)

- *TJPDC completes an annual operating budget in May of every year*
- *In February staff submits an amended current year's budget with updated revenues and expenses for March approval*
- *In October, a Projected budget is submitted estimating the next year's operating budget. This projected budget establishes the local government funding requests for the upcoming fiscal year*

Thomas Jefferson Planning District Commission

About –

Financials: (Annual Audit)

- *TJPDC completes an outside audit every year*
- *Performed by Robinson Farmer Cox Associates*
- *We provide copies to all funding agencies*
- *Copies of audit are posted on web site in agenda packets for November*
- *FY21, again, received an Unmodified (Very good) report*

Thomas Jefferson Planning District Commission

Financials

Annual Budget

- Each budget includes the past year's actual revenues & expenses, current approved and amended revenues & expenses and recommended budget for upcoming year
- FY 22 Amended Operating budget estimates a net gain of \$75,672.
- FY 21 Actual budget produced a net gain of \$126,293 (due to staff leadership transitions and vacant positions)
- Future Year projected budgets are always balanced to no gain or loss

Thomas Jefferson Planning District Commission

FY22 Local Contributions by Program

	7/1/20 Estimates			0.62	Local	Local	Local	0.4							75%	25%
	Pop.	% Pop.	Per Capita	Ride-Share	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Total Contribution	Per Capita	Rural	MPO	Haz Mitig.	Balance	Regional	Local
Charlottesville	\$49,181	19.10%	30,492	7,331	2,540	1,337	19,672	25,000	86,373	30,492	-	(11,759)	-	18,734	14,050	4,683
Albemarle	\$109,722	42.62%	68,028	15,876	5,560	6,210	43,889	25,000	164,562	68,028	(2,620)	(20,492)	-	44,915	33,686	11,229
Fluvanna	\$27,038	10.50%	16,764	3,999	1,370	1,897	10,815	-	34,845	16,764	(3,261)	-	-	13,503	10,127	3,376
Greene	\$20,097	7.81%	12,460	2,997	1,030	1,056	8,039	-	25,582	12,460	(2,472)	-	-	9,988	7,491	2,497
Louisa	\$36,620	14.22%	22,704	5,274	-	-	14,648	-	42,626	22,704	(4,278)	-	-	18,427	13,820	4,607
Nelson	\$14,794	5.75%	9,172	2,335	-	-	5,918	-	17,425	9,172	(1,869)	-	-	7,303	5,477	1,826
	\$257,452	100.00%	159,620	37,812	10,500	10,500	102,981	50,000	371,413	159,620	(14,500)	(32,251)	-	112,869	84,652	28,217
											\$14,500	\$32,251				

Thomas Jefferson Planning District Commission

About – Funding

FY21 Actuals

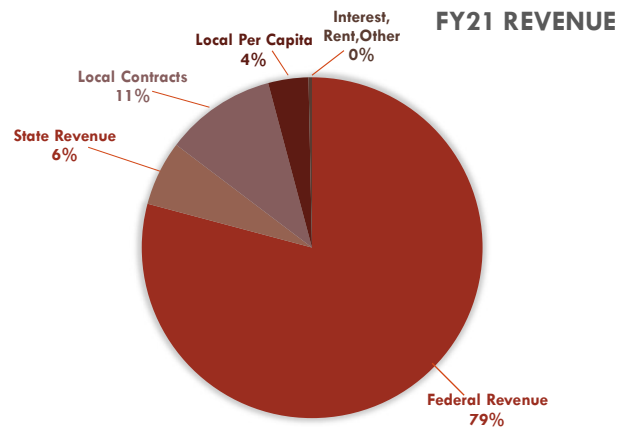
Total Revenues	\$4,183,206	100%
Federal Revenues	\$3,311,545	79.2%
State Revenues	\$256,898	6.1%
Local Contracts	\$441,561	10.6%
Local Member Per Capita	\$158,365	3.8%
Rent & Interest Income	\$14,837	0.3%
Total Expenses	\$4,057,294	100%
Personnel (11 Employees)	\$963,326	23.7%
Rent	\$97,269	2.4%
Pass-Through	\$2,308,837	56.9%
Contractual	\$393,537	9.7%
Other Operating	\$294,325	7.3%
FY21 Net Gain	\$126,293	

Thomas Jefferson Planning District Commission

Financial Return –

\$1.00 Per
Capita
Contribution
Creates \$25.41
Return

\$1.00 Local
Contribution
(Contracts + Per
Capita)
leverages
\$5.95 in State
and Federal
Revenue



Thomas Jefferson Planning District Commission

About – Ethics & Conflict of Interests

- *Local elected officials and planning commissioners are required to file state disclosures on Ethics and potential Conflicts of Interest in their corresponding jurisdictions.*
- *Citizen appointees file if designated to do so by their appointing locality.*

Thomas Jefferson Planning District Commission

Staff

Name	Title	Email Address	979-7310 Extension	Direct Dial
Ian Baxter	Planner II	ibaxter@tjpd.org	117	434-422-4082
David Blount	Deputy Director, Legislative Liaison	dblount@tjpd.org	103	434-422-4820
Shirese Franklin	Planner II	sfranklin@tjpd.org	116	434-422-4080
Christine Jacobs	Executive Director	cjacobs@tjpd.org	112	434-979-1597
Dominique Lavorata	Legislative Aid / Planner	dlavorata@tjpd.org	101	434-422-4825
Ryan Mickles	Planner III	rmickles@tjpd.org	119	434-422-4208
Isabella O'Brien	Planner I	iobrien@tjpd.org	102	434-422-4824
Sara Pennington	TDM Manager, RideShare	spennington@tjpd.org	107	434-979-1066
Don Reed	Finance Director (PT)	dreed@tjpd.org	105	434-979-0492
Sandy Shackelford	Director of Planning	sshackelford@tjpd.org	108	434-422-4823
Lucinda Shannon	Transportation Manager	lshannon@tjpd.org	113	434-979-0654
Gretchen Thomas	Administrative Assistant	gthomas@tjpd.org	106	434-979-0114
Vacant	COO/Program Director			
Vacant	Cigarette Tax Compliance Agent			
Vacant	VATI Support (pending)			

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

Christine Jacobs
434-979-1597
cjacobs@tjpdcc.org





FISCAL YEAR 2023

CAP OPERATING ASSISTANCE APPLICATION

PROJECT INFORMATION

Name of applicant agency:

CAP project name (the name marketed to the public):

Project Description:

Project Justification:

Project Purpose:

Project Manager and Contact Information:

What geographic area(s) does the project cover? (List county(s), city(s) and town(s). If service area covers only part of the county or city, provide specific details on the service area boundaries. Provide a map, if needed.)

What is the public website, phone number and email for the project?

List the Facebook, Twitter and any other social media accounts used for the project:

FINANCIAL STATEMENT

Attach a financial statement of the program's FY21 final expenses and revenues to this application. The financial statement attached as a separate document.

The financial statement should show the actual total expenses by line item for the commuter assistance program in FY21.

Check with your respective DRPT project manager if you have any questions regarding the financial statement.

PROGRAM COMPONENTS

In this section, describe in detail the specific components of the commuter assistance program. Several common components are provided below. 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.

Provide detail and clarity so that someone unfamiliar with the program can understand what the program does and how it is operated.

GOALS

What were your goals for adding new commuters to your ridematching database in FY22?

How many new commuters were added in FY22?

How many new commuters were added in FY22?

What is the source of the data for the question above?

What is the goal for the number of new applicants entered into the ridematching system for ridematching (not incentives or rewards) in FY23?

OPERATIONS

Describe the operations of the commuter assistance program. (What does it do? How does it do it? Who are the program's target customers?)

RIDEMATCHING

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

Describe how ridematching applicants will be followed up with and how the database is maintained in FY23. (Include how many commuters are followed up with each month, in what way were they contacted, what information is asked and provided to follow ups, how and when commutes are removed from the database, etc.)

For the current year (FY22), describe how ridematching applicants are being followed up with and how the database. *(Include how many commuters were followed up with each month, in what way were they contacted, what information was obtained, what information was provided to follow ups, how and when commutes are removed from the database, etc.)*

COMMUTING INFORMATION

What is the current state of commuting patterns and mode choice? *(Cite the source of the data used to answer this question.)*

COVID'S LASTING IMPACT ON COMMUTING

Describe changes that have been made to program operations in response to COVID's impact on commuting.

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. Enter GRH/ERH marketing and promotion in the MARKETING section of this application.)

Include details of the following:

1. The operations, hours, 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.

Also, include details of any changes to the GRH/ERH program from FY21. *(Changes include those made to hours of operation, eligibility rules, trip providers, etc.)*

Enter the number of GRH/ERH trips provided in FY 21:

Estimated number of GRH/ERH trips in FY 23:

Enter the number of GRH/ERH registrants as of December 1, 2021:

Enter the estimated number of new registrants in FY23:

Enter the total number of estimated registrants for FY 23:

Provide additional information to support funding of a GRH/ERH service:

MARKETING

Describe the marketing efforts, both specific campaigns and ongoing efforts, and the messaging that will be conducted in FY 23. Provide a marketing plan and/or data to justify the marketing efforts.

In the text box below, **individually list and describe** the specific marketing campaigns to be conducted. For each marketing campaign, include:

- Detailed description
- Purpose
- Target audience
- Specific messaging
- Call to action
- Marketing materials and advertising media that will be used
- How marketing items will be created
- Ad placement
- Approximate cost
- Dates of each campaign

Detail how will each marketing campaign be measured for success?

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

Describe ongoing marketing efforts.

What is the purpose and target audience of ongoing marketing and how ongoing marketing efforts will be measured for success?

List the planned promotional events that will be attended and detail the purpose for attending, what will be done at each event, and how each event will be measured for success.

List the specific ways how the marketing efforts conducted by DRPT, MWCOG, VDOT, NVTC, other commuter assistance programs, and other local, regional or national organizations will be coordinated with the efforts of your program?

(e.g. Commuter Connections and Commuter Connections Guaranteed Ride Home, 'Pool Rewards', Carpool Now App, Flextime Rewards, and incenTrip; DRPT's statewide Transit Month/Try Transit Week, Bike to Work Week, Commute!VA, etc.)

WEBSITE AND CUSTOMER PHONE NUMBER

Provide website and phone usage data for the past two years showing the number of calls received for commute information, home page visits as specific page visits and any other data that will show customer use of the website. The data can be provided as an attachment.

CONTESTS AND COMMUTER CHALLENGES

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

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;
3. Total expense for each contest and challenge (break out); and
4. Description, including the value, of all prizes.

Justify the need for each contest and challenge. Provide data to support the need.

What prizes will be purchased through this grant and how much will those prizes cost?

What efforts were made to secure prize donations and paid sponsors rather than purchasing the prizes?

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

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

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

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

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

How will each contest and challenge be measured for success?

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.

INCENTIVES & REWARDS

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

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.

If incentives or rewards are being requested as part of this grant, justify why the existing incentives/rewards are inadequate and why the proposed incentive/reward will be more effective in reducing SOVs in the long term.

Justify why incentives are needed? Provide data to support the justification.

Describe each incentive/reward and state the purpose and goal of each (What will it achieve and how will it achieve it?)

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

How will the recipients of each incentive or reward be selected and how it will be documented?

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

How will each incentive or reward be measured for success?

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 meet the legal requirements.

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.

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

If there is an increase in Salary and Wages, Fringe or Indirect Costs from FY22's DRPT's approved budgets in the project agreement contract, provide details as to why?

If there are any changes to staff charges (adding or subtracting staff, or changes to the percent of salary charged) to this program from FY22's DRPT's approved budgets in the project agreement contract, provide details as to why?

CONTRACTOR WORK

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

PROJECT SCHEDULE

Date

Milestone

Project Start

Project End

OPERATING BUDGET (Complete the FY23 CAP Budget Sheet and attach to this application.)

Estimated revenues to be generated by this program/project:

How will these revenues be used?

What is the source of the local match funding?

PROGRAM COST EFFECTIVENESS AND EFFICIENCY

Describe the steps taken to ensure that program staff level and costs are necessary and at the most cost efficient level. (Include information on program review and analysis, if conducted, how it is determined that the program is cost effective (i.e. cost relative to the number of SOVs removed), cost savings measures or other measures used to determine that the program cost and staff level is at the minimum level for maximum value.)

APPLICATION CERTIFICATION

I certify that I have the permission of my organization's Executive Director, Chief Executive Office, Board Chair, or other accountable, authorized individual to submit this application for federal and/or state funding from the Virginia Department of Rail and Public Transportation.

Further, I certify that our organization is committing the required local match toward this project, and has those funds available now or will have the funds by July 1, 2022.

This application is complete as of this submission.

Organization Name:

Contact Name (for questions about this application):

Contact Email:

Contact Phone:

Name of Person Submitting this Application:

FY23 Commuter Assistance Program (CAP) Budget Sheet

**Use only the Budget Categories that are applicable to the program/project.
Please do not change the budget categories or add new budget categories.**

BUDGET CATEGORY	BUDGET AMOUNT
2110 Salaries and Wages	\$73,519.49
2120 Fringe Benefits	\$15,900.72
2130 Education & Training	\$1,400.00
2140 Temporary Personnel	\$0.00
2210 Cleaning Supplies	\$0.00
2230 Vehicle Supplies & Materials	\$0.00
2235 Vehicle Signs & Painting Supplies	\$0.00
2240 Supplies & Materials (Office Supplies)	\$30.00
2250 Data Processing Supplies	\$0.00

2310 Travel	\$3,800.00
2320 Communication Services	\$270.00
2330 Utilities	\$0.00
2340 Printing & Reproduction	\$250.00
2350 Contracted Repair & Maintenance	\$0.00
2360 Advertising & Promotion Media	\$16,323.00
2380 Dues & Subscriptions	\$2,360.00
2390 Management Fee	\$0.00
2399 Obligations & Services	\$0.00
2410 Rental of Real Property	\$0.00

2420 Rental of Data Processing Equip.	\$0.00
2430 Rental of Other Equipment	\$0.00
2440 Services & Maintenance Contracts	\$9,164.00
2450 Insurance & Bonding	\$0.00
2460 Indirect Costs	\$49,180.29
2470 Lease of Vehicles	\$0.00
2610 Purchased Transportation Services	\$0.00
2631 Guaranteed/Emergency Ride Trips	\$1,500.00
2700 Professional Services (Staff Time Only)	
2710 Promotional Items	\$0.00
2720 Vanpool Subsidies/Stipends/Incentives	\$500.00
2730 Incentives for Transit	\$0.00
2740 Incentives for Bikeshare	\$0.00
2750 Incentives for Carpool	\$0.00
TOTAL BUDGET	\$174,198
DRPT Grant Amount (max)	\$139,358
Local Match Required from Applicant	\$34,840

Thomas Jefferson Planning District Commission FY-2023 RideShare Work Program

July 01, 2022 – June 30, 2023



WWW.RIDESHAREINFO.ORG

Track Your
Rides & Earn
Rewards!
Download
the Smart
Phone App
Today!

ACCESS THROUGH YOUR APP
STORE BY SEARCHING
"RIDESHARE - RIDES & REWARDS"

A woman sitting at a desk with a laptop, holding a pen. The teleworkva logo and rideSHARE logo are overlaid on the image. Below the image is a blue banner with white text and a red banner with white text.

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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 must 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 2023 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 FY22

In FY22, the RideShare Program maintained focus on the traffic mitigation outcome, amid the ongoing COVID-19 pandemic. The program dedicated the majority of staff time and resources to promoting the app/rewards program, guaranteed ride home services, and transit services. DRPT staff have requested for more general promotions, rather than carpool/vanpool during the pandemic. 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.



MARKETING GUIDANCE – RideShare hired Hive Creative through an RFP process to assess and determine some marketing guidance for the program. They conducted research of other programs, two focus groups of stakeholders, as well as reviewed our communication/promotion materials and branding. They sent recommendations for target audiences and messaging, and potential mediums to use. They also strongly recommended that we create a media content library, which includes creating and producing videos for the program. Video messaging has a 95% retention rate, which is the highest of all message types. Per their recommendations, we have applied to use funds in the FY23 grant to achieve many of these tasks.

TRANSIT APPRECIATION – In lieu of the traditional Transit Week that DRPT promotes, RideShare partnered with CAT, Jaunt, and UTS to promote “Discover Transit Month” in October. Together we produced videos that addressed some of the perceptions and barriers to riding transit. The videos were shared on all participants social media accounts and with community partners. We hope to continue this promotion and similar ones in the future.

AFTON EXPRESS COMMUTER BUS SERVICE – In conjunction with CSPDC, RideShare has been heavily involved in promotion of the new commuter bus service that links the Central Shenandoah Valley with the City of Charlottesville and Albemarle County. Staff have developed and implemented several marketing and outreach efforts throughout the year, including promotion of the AgileMile app/rewards program and GRH services to riders.

TELEWORK!VA – As we began FY22 still in the midst of the pandemic, many non-essential workers were still remote working for safety. TJPDC and CSPDC staff continue to work jointly to promote and highlight teleworking resources, including Telework!VA. The focus has shifted to promoting the use of the AgileMile app and rewards program for those who continue to telework.

PROFESSIONAL DEVELOPMENT – Staff also participated in many learning opportunities through the Association of Commuter Transportation (ACT) International conference, TDM virtual forum, webinars and virtual panel discussions. Program Manager, Sara Pennington, presented at the October ACT Chesapeake Chapter program on the value of attending the ACT International conference. Ms. Pennington received a scholarship for the chapter to attend the event.

Fiscal Year 2023 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	\$ 8,000	\$ -	\$ 8,000
Program coordination	\$ 14,000	\$ 1,000	\$ 15,000
Professional training	\$ 5,000	\$ -	\$ 5,000
2.0 Marketing and Outreach			
Participation in promotional events	\$ 42,205	\$ 2,500	\$ 43,705
Maintain on-line presence	\$ 7,000	\$ -	\$ 7,000
Advertise RideShare program	\$ 30,611	\$ -	\$ 27,205
Media Content Library	\$ 11,000	\$ -	\$ 11,000
Explore other potential funding	\$ 2,000	\$ 1,000	\$ 3,000
TOTAL	\$ 138,816	\$ 8,500	\$ 137,910

Other Program Costs	
Communication Services	\$270
Advertising & Promotion Media	\$17,000
Dues & Subscriptions	\$2440
Education & Training	\$1400
Guaranteed/Emergency Ride Trips	\$1500
Printing & Reproduction	\$250
Vanpool Subsidy	\$500
Services & Maintenance Contracts	\$11,164
Supplies & Materials (Other)	\$30
Travel	\$3800
TOTAL	\$38,354

FY 2023 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 2023 Activities by Task

FY 2023 – 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 FY22.
- 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: \$8,000

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.

FY23 RideShare Work Program Draft

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Ensure accuracy and reliability of the ridesharing database.
- Process Guaranteed Ride Home voucher requests.
- Process Guaranteed Ride Home registrations/renewals.
- Follow up with commuters in database

Task 1.4 – Program Coordination

RideShare: \$14,000

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 FY24.
- DPRT grant training and meetings.
- Development of a FY24 work plan.
- Development of CAPS Strategic Plan scope and grant application for FY24.
- 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, Future of Commuting Summit, ACT Chesapeake Chapter events, monthly webinars, and Friday discussions panel.
- Attend trainings from state agencies.
- Participate with other stakeholders to attend Single Occupancy Vehicle listening sessions.

FY 2023 - 2.0 Marketing and Outreach

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2023. 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: \$42,405

FTA: \$2,500

FY23 RideShare Work Program

Draft

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.

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: \$7,000

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: \$30,611

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.

Task 2.5 – Media Content Library

RideShare: \$11,000

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:

- Create and produce video content for promotional use.
- Create a photo content library for use in all promotional/advertising.
- Create a video content library for future use by staff.
- Design printed promotional materials.

FY24 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 FY21, FY22 and FY23 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY24, staff will conduct an update to the five-year Commuter Assistance Programs Strategic Plan. If funded, staff will also work towards the development of a robust strategic plan that will cover 5 years. The plan is a requirement from DRPT and will be data driven. The TJPDC will continue to operate the RideShare program.

Appendices

Appendix A: FY2023 TDM Operating Assistance Grant Application

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, December 2, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	x
Michael Payne	x	David Blount, Deputy Director/Legislative Director	x
Rory Stolzenberg	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway	x	Ian Baxter, Planner II	
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien	x	Lucinda Shannon, Senior Regional Planner	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	x
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok	x	Ernie Reed, Nelson County Board of Supervisors	
Tommy Barlow	x	Sean Tubbs, Independent Journalist	
Nelson County		Samir Assaf	
Jesse Rutherford, Chair	x	Elizabeth Elondo	
Dylan Bishop	x		

Note: The City of Charlottesville has declared a local 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 in the city. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § [2.2-3708.2](#). A recording of the meeting was made available to the public at <https://www.youtube.com/channel/UCOuHJzpRDV6rnplep2Lxj0Q>.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Jesse Rutherford, 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.

2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

a. Introduction of New Planner I

Christine Jacobs introduced Isabella O'Brien to the Commission. Ms. O'Brien will be working in the environmental and transportation programs.

b. 2021 Legislative Update

David Blount provided an overview of the 2022 General Assembly schedule. The change in power of statewide elected officials and new GOP majority in the House of Delegates will lead to changes in committee leadership and membership. There is no information at this time of changes in rules or bill limits from the previous session. The governor will introduce FY22 budget amendments and FY23/24 budget proposal on December 16. Significant additional state revenues are expected for all three years. It is likely that the House and Senate budget amendments mid-session may look significantly different. Additionally, \$1.1 billion in ARPA funding remains to be appropriate by the General Assembly.

Mr. Blount reviewed the state budget projections for FY22, FY23, and FY24; budget pressures; and budget risks.

Mr. Blount also provided updates on the VATI broadband application and recent initiatives on the Blue Ridge Cigarette Tax Board.

4. CONSENT AGENDA: Action Items

a. Minutes of November 4, 2021

Motion/Action: On a motion by Bob Babyok, seconded by Dale Herring, the Commission unanimously approved the minutes of November 4, 2021 as presented.

b. Monthly Financial Report

- i. October Dashboard Report
- ii. October Profit & Loss Statement
- iii. October Balance Sheet
- iv. October Accrued Revenues Report

Motion/Action: On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously accepted the monthly financial report as presented.

5. RESOLUTIONS:

a. Resolution of Appreciation for Commissioner Babyok

Vice-Chair Herring read a Resolution of Appreciation for Bob Babyok thanking him for his service to Louisa County and the Thomas Jefferson Planning District Commission.

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the resolution of appreciation for Bob Babyok.

6. NEW BUSINESS:

a. 2022 Calendar Year Meeting Schedule

Ms. Jacobs reviewed the meeting schedule and tentative topics that will be addressed at each meeting in 2022 and reminded the Commission that there would be no meeting in January.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report: Christine Jacobs provided updates on: ongoing recruitment for the transportation planner position; staff bonuses provided to employees in December; the Regional Housing Partnership's held its second housing series for FY22; participation of Supervisor Galloway and Mr. Smith in the Governor's Housing Conference; applications for the Virginia PDC Housing Grant; the Regional Housing Partnership's Strategic Plan process is underway; continued progress on two transit grants, development of SMART SCALE project applications, and next steps for the Zion Crossroads small area plan.

8. OTHER BUSINESS:

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

b. There is NO January Commission Meeting

c. Next Meeting: February 3, 2022

ADJOURNMENT:

Motion/Action: On a motion by Bob Bayok, seconded by Dale Herring, the Commission unanimously voted to adjourn the November 4, 2021 Commission meeting at 8:27 pm.

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



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

**RESOLUTION TO APPROVE RIDESHARE GRANT APPLICATION
AND ANNUAL WORK PLAN**

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the need for a strong transportation demand management program, and

WHEREAS, the Commission is also aware of the need to stress transportation alternatives to the single occupant vehicles, and

WHEREAS, the Commission has been asked to include the RideShare program in its program area, and

WHEREAS, funding for such activity is available through the Virginia Department of Rail and Public Transportation,

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, for and on behalf of the Commission, hereafter referred to as THE PUBLIC BODY, to execute and file an application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as THE DEPARTMENT for a grant of financial assistance for the amount of \$139,358 to defray the costs borne by THE PUBLIC BODY for amounts as may be awarded, and to authorize Sara Pennington RideShare Program Manager to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that THE PUBLIC BODY will provide funds in the minimum amount of \$34,840, it is expected to be a match of \$37,812 which will be used to match the state funds in the ratio as required in such act, that the records of receipts of expenditures audit by THE DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to THE PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission of THE PUBLIC BODY certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 10th day of February 2022.

Christine Jacobs, Executive Director Thomas
Jefferson Planning District Commission

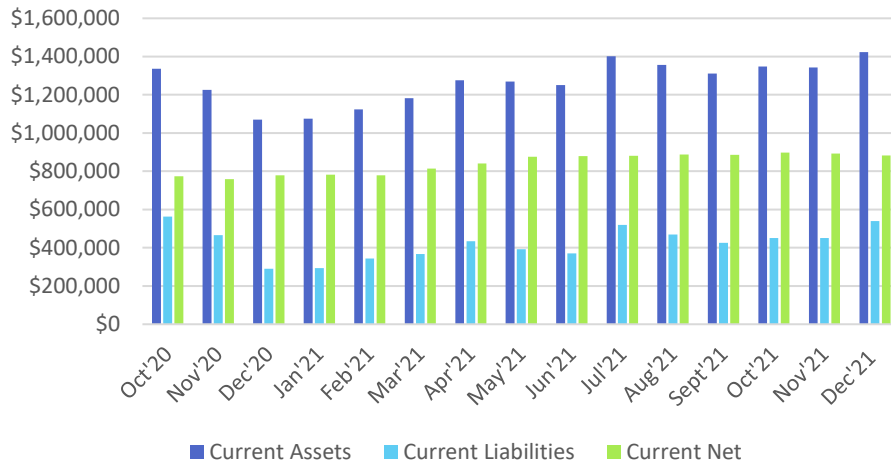
Jesse Rutherford, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

NET QUICK ASSETS

Target = \$479,290 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$95,858



MONTHLY NET QUICK ASSETS

Oct'20 = \$773,192

Nov'20 = \$759,492

Dec'20 = \$779,233

Jan'21 = \$782,692

Feb'21 = \$779,333

Mar'21 = \$814,363

Apr'21 = \$840,928

May'21 = \$876,846

Jun'21 = \$879,382

Jul'21 = \$881,176

Aug'21 = \$886,917

Sept'21 = \$886,391

Oct'21 = \$897,702

Nov'21 = \$892,289

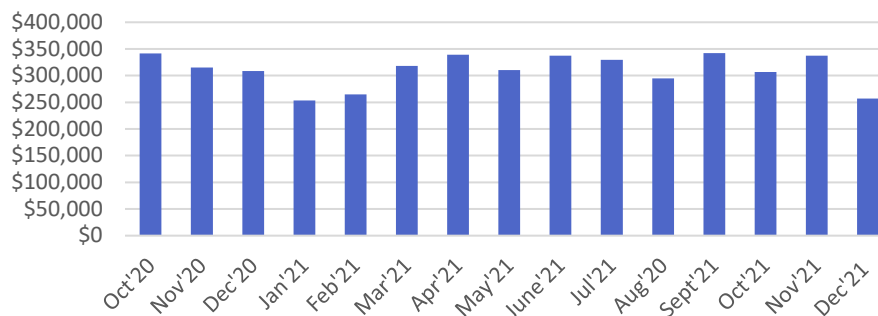
Dec'21 = \$882,982

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. As of the end of December 2021, the TJPDC had 9.21 months of operating expenses. The rolling twelve-month average operating expenses increased to \$95,858. The 3-month average of expenses is \$96,735. Actual operating expenses for December were \$108,355 compared to \$99,928 in November. Capital reserves = \$882,982 - \$479,290 = \$403,692.

UNRESTRICTED CASH ON HAND

Target = \$383,432 (4 months operating expenses)

Alarm = <\$191,716 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

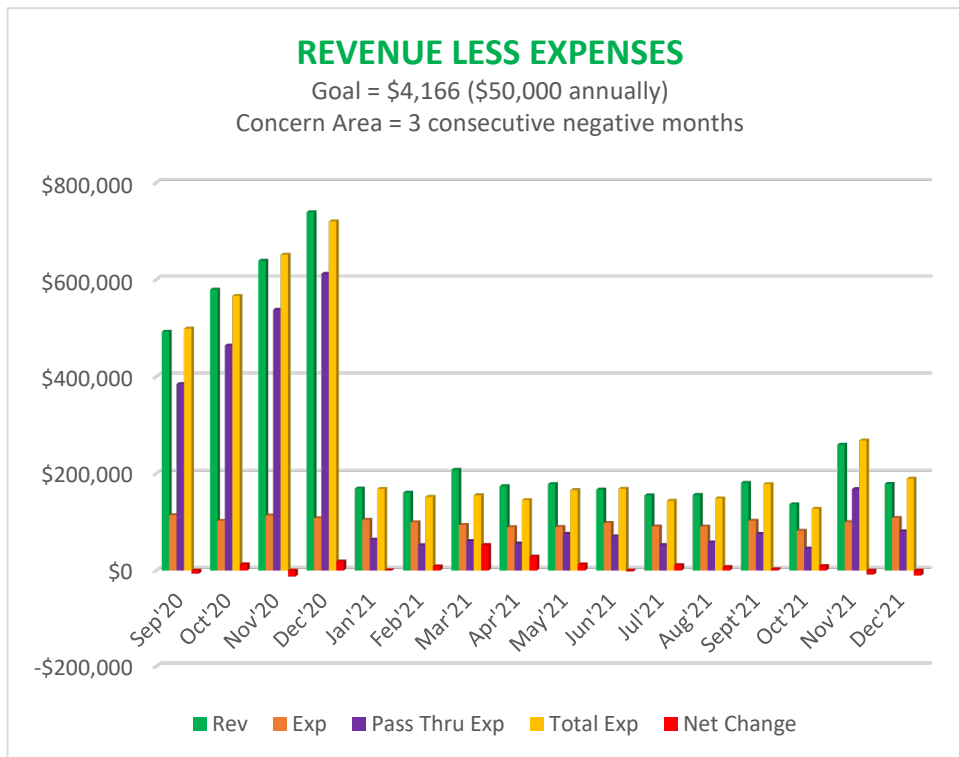
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 \$257,143 represents 2.68 months of operating expenses. Unrestricted cash has decreased from an Dec'20 level of \$308,579 to \$257,143 at the end of December 2022.

FINANCIAL DASHBOARD Through December 31, 2021



MONTHLY NET REVENUE

Oct'20 = \$12,874

Nov'20 = (\$12,407)

Dec'20 = \$18,723

Jan'21 = \$630

Feb'21 = \$8,647

Mar'21 = \$52,770

Apr'21 = \$28,784

May'21 = \$12,695

June'21 = \$(1,788)

Jul'21 = \$11,242

Aug'21 = \$7,223

Sept'21 = \$2,582

Oct'21 = \$9,237

Nov'21 = (\$8,348)

Dec'21 = (\$10,435)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus ex-

penses. The approved FY22 Budget estimated a \$0 net gain. There was a net gain in October of \$9,237, a net loss in November of \$8,348, and a net loss in December of \$10,435. It is common for there to be net losses in November and December due to audit expenses, holidays, and personal leave. Net losses in December can also be attributed to one-time end-of-year-bonuses (which can be recovered in February-June 2022). There is an overall net gain of \$11,775 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows total available funds of \$1,384,736 remaining in FY22 (\$111,559.78 per month remaining in FY22). Actual operating expenses for December were \$108,355.

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
October 2021

10:33 AM
11/22/21
Accrual Basis

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	25,802	96,109	212,656	409,388	1,193,070
4120 · State Funding Source	62,238	39,524	187,423	161,592	479,636
4130 · Local Source	35,270	40,417	176,679	161,666	484,999
42000 · Local Match Per Capita	13,303	6,566	53,213	42,987	159,620
4280 · Interest Income	62	167	242	667	2,000
Total Income	136,675	182,782	630,212	776,300	2,319,325
Gross Profit	136,675	182,782	630,212	776,300	2,319,325
Expense					
61000 · Personnel	65,137	77,449	276,814	327,096	940,173
62391 · Postage Expense	422	170	911	678	2,254
62392 · Subscriptions, Publications	0	46	0	183	550
62393 · Supplies	482	614	2,243	2,453	7,364
62394 · Audit -Legal Expenses	0	0	7,787	8,250	16,500
6240 · Advertising	1,479	2,373	5,724	9,155	27,798
62404 · Meeting Expenses	55	500	55	1,999	5,996
62410 · TJPDC Contractual	1,524	9,297	22,710	37,633	112,312
6281 · Dues	738	985	3,775	4,139	12,016
62850 · Insurance	521	278	2,085	1,112	3,336
62890 · Printing/Copier	229	518	949	2,032	6,060
63200 · Rent Expense	8,249	8,171	32,068	32,686	98,058
63210 · Equipment/Data Use	1,122	1,950	5,448	7,009	21,037
63220 · Telephone Expense	442	489	2,459	1,954	5,862
63300 · Travel-Vehicle	754	2,261	1,703	9,125	27,253
6345 · Janitorial Service	390	743	1,115	2,973	8,920
6390 · Professional Development	379	1,721	2,179	6,885	20,654
Total Expense	81,923	107,563	368,024	455,364	1,316,143
Net Ordinary Income	54,753	75,219	262,188	320,936	1,003,182
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	0	50,746	77,177	202,985	608,954
8399 · Grants Contractual Services	45,515	32,852	154,651	131,409	394,228
Total Other Expense	45,515	83,599	231,829	334,394	1,003,182
Net Other Income	(45,515)	(83,599)	(231,829)	(334,394)	(1,003,182)
Net Income	9,237	(8,380)	30,360	(13,458)	0

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
November 2021

8:09 AM

12/23/21

Accrual Basis

	Nov 21	Budget	Jul - No...	YTD Bu...	Annual B...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	116,131	110,920	328,786	520,308	1,193,070
4120 · State Funding Source	67,887	41,376	256,175	202,968	479,636
4130 · Local Source	62,302	40,417	239,196	202,083	484,999
42000 · Local Match Per Capita	13,303	7,917	66,516	50,904	159,620
4280 · Interest Income	66	167	307	833	2,000
Total Income	259,688	200,796	890,981	977,096	2,319,325
Gross Profit	259,688	200,796	890,981	977,096	2,319,325
Expense					
61000 · Personnel	66,949	91,519	343,763	418,616	940,173
62391 · Postage Expense	77	390	988	1,068	2,254
62392 · Subscriptions, Publications	31	46	31	229	550
62393 · Supplies	1,139	614	3,382	3,066	7,364
62394 · Audit -Legal Expenses	7,750	8,250	15,537	16,500	16,500
6240 · Advertising	416	2,445	7,200	11,600	27,798
62404 · Meeting Expenses	79	500	134	2,498	5,996
62410 · TJPDC Contractual	5,821	9,697	28,531	47,331	112,312
6281 · Dues	1,238	985	5,013	5,123	12,016
62850 · Insurance	521	278	2,606	1,390	3,336
62890 · Printing/Copier	209	505	1,159	2,538	6,060
63200 · Rent Expense	8,249	8,171	40,316	40,857	98,058
63210 · Equipment/Data Use	1,033	1,700	6,481	8,709	21,037
63220 · Telephone Expense	564	489	3,024	2,443	5,862
63300 · Travel-Vehicle	1,169	2,261	2,892	11,386	27,253
6345 · Janitorial Service	0	743	1,115	3,717	8,920
6390 · Professional Development	4,682	1,721	6,860	8,606	20,654
Total Expense	99,928	130,313	469,032	585,677	1,316,143
Net Ordinary Income	159,761	70,483	421,949	391,419	1,003,182

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
November 2021

8:09 AM
12/23/21
Accrual Basis

	<u>Nov 21</u>	<u>Budget</u>	<u>Jul - No...</u>	<u>YTD Bu...</u>	<u>Annual B...</u>
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	78,148	50,746	155,326	253,731	608,954
8399 · Grants Contractual Services	89,960	32,852	244,611	164,262	394,228
Total Other Expense	<u>168,109</u>	<u>83,599</u>	<u>399,937</u>	<u>417,993</u>	<u>1,003,182</u>
Net Other Income	<u>(168,109)</u>	<u>(83,599)</u>	<u>(399,937)</u>	<u>(417,993)</u>	<u>(1,003,182)</u>
Net Income	<u>(8,348)</u>	<u>(13,115)</u>	<u>22,012</u>	<u>(26,573)</u>	<u>0</u>

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
December 2021

12:07 PM

02/03/22

Accrual Basis

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	70,659	96,109	399,644	616,417	1,193,070
4120 · State Funding Source	42,213	39,524	298,390	242,492	479,636
4130 · Local Source	52,515	40,417	291,710	242,500	484,999
42000 · Local Match Per Capita	13,302	12,239	79,818	63,143	159,620
4280 · Interest Income	82	167	389	1,000	2,000
Total Income	178,771	188,455	1,069,951	1,165,551	2,319,325
Gross Profit	178,771	188,455	1,069,951	1,165,551	2,319,325
Expense					
6260 · COGS	5,028		5,028		
61000 · Personnel	78,150	77,381	421,912	495,997	940,173
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	121	170	1,109	1,237	2,254
62392 · Subscriptions, Publications	0	46	31	275	550
62393 · Supplies	383	614	3,765	3,680	7,364
62394 · Audit -Legal Expenses	0	0	15,537	16,500	16,500
6240 · Advertising	1,209	2,184	8,409	13,785	27,798
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	0	500	134	2,998	5,996
62410 · TJPDC Contractual	9,474	9,022	38,005	56,353	112,312
6281 · Dues	1,213	985	6,226	6,108	12,016
62850 · Insurance	730	278	3,336	1,668	3,336
62890 · Printing/Copier	751	503	1,909	3,041	6,060
63200 · Rent Expense	8,249	8,172	48,565	49,029	98,058
63210 · Equipment/Data Use	1,701	1,700	8,182	10,409	21,037
63220 · Telephone Expense	473	489	3,496	2,931	5,862
63300 · Travel-Vehicle	336	2,302	3,228	13,688	27,253
6345 · Janitorial Service	72	743	1,186	4,460	8,920
6390 · Professional Development	465	1,721	7,325	10,327	20,654
Total Expense	108,355	106,809	577,387	692,486	1,316,143
Net Ordinary Income	70,416	81,646	492,563	473,066	1,003,182

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
 December 2021

12:07 PM

02/03/22

Accrual Basis

	<u>Dec 21</u>	<u>Budget</u>	<u>Jul - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	38,200	50,746	193,526	304,477	608,954
8399 · Grants Contractual Services	42,651	32,852	287,263	197,114	394,228
Total Other Expense	<u>80,851</u>	<u>83,598</u>	<u>480,788</u>	<u>501,591</u>	<u>1,003,182</u>
Net Other Income	<u>(80,851)</u>	<u>(83,598)</u>	<u>(480,788)</u>	<u>(501,591)</u>	<u>(1,003,182)</u>
Net Income	<u>(10,435)</u>	<u>(1,952)</u>	<u>11,775</u>	<u>(28,525)</u>	<u>0</u>

Thomas Jefferson Planning District Commission Balance Sheet Prev Year Comparison

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	720,790.82	563,842.59	156,948.23
1189 · Capital Reserve	392,987.00	239,291.00	153,696.00
Total Checking/Savings	1,113,777.82	803,133.59	310,644.23
Accounts Receivable			
1190 · Receivable Grants	285,933.39	254,025.85	31,907.54
Total Accounts Receivable	285,933.39	254,025.85	31,907.54
Other Current Assets			
1310 · Prepaid Rent	1,875.00	1,875.00	0.00
1330 · Prepaid Insurance	11,724.30	14,984.22	-3,259.92
1360 · Prepaid Other	9,225.75	10,139.70	-913.95
Total Other Current Assets	22,825.05	26,998.92	-4,173.87
Total Current Assets	1,422,536.26	1,084,158.36	338,377.90
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	92,151.29	123,885.29	-31,734.00
1499 · Accumulated Depreciation	-94,133.11	-116,757.99	22,624.88
Total Fixed Assets	12,391.29	21,500.41	-9,109.12
TOTAL ASSETS	1,434,927.55	1,105,658.77	329,268.78
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	72,184.59	32,894.76	39,289.83
Total Accounts Payable	72,184.59	32,894.76	39,289.83
Credit Cards			
2155 · Accounts Payable Credit Card	3,722.37	2,693.88	1,028.49
Total Credit Cards	3,722.37	2,693.88	1,028.49
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	463,647.35	276,487.87	187,159.48
Total Other Current Liabilities	463,647.35	276,487.87	187,159.48
Total Current Liabilities	539,554.31	312,076.51	227,477.80
Long Term Liabilities			
2200 · Leave Payable	39,150.71	48,464.36	-9,313.65
Total Long Term Liabilities	39,150.71	48,464.36	-9,313.65
Total Liabilities	578,705.02	360,540.87	218,164.15
Equity			
3000 · General Operating Fund	451,460.54	478,863.42	-27,402.88
3100 · Restricted Capital Reserve	392,987.00	239,291.00	153,696.00
Net Income	11,774.99	26,963.48	-15,188.49
Total Equity	856,222.53	745,117.90	111,104.63
TOTAL LIABILITIES & EQUITY	1,434,927.55	1,105,658.77	329,268.78

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2022

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	YEAR TO DATE FY22	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY23+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY22	NOTES
110	State Support to PDC (DHCD)	07/01/21	06/30/22	89,971	6,330	6,331	9,831	7,497	7,497	7,497	44,983			44,983	44,988	State funding to TIPDC General
110	Bank Interest	07/01/21	06/30/22	750	59	64	56	62	66	82	389			389	361	Investment Pool Savings Income
170/171	Rural Transportation	07/01/21	06/30/22	58,000	7,184	4,458	3,238	2,297	2,704	2,872	22,753			22,753	35,247	VDOT Rural Transp Planning
190/195/198	MPO-PL	07/01/21	06/30/22	190,065	10,754	5,094	5,865	5,062	6,725	5,976	39,476		82,500	39,476	68,089	MPO PL Transp Planning
191/196/199	MPO-FTA	07/01/21	06/30/22	98,746	4,741	3,147	3,313	3,700	5,561	5,290	25,752		26,662	25,752	46,332	MPO FTA Transit Planning
273	Water Street Center	07/01/21	06/30/22	0	0	0	0				0			0	0	Rental Fees
273	Office Leases - Rent	07/01/21	06/30/22	11,940	1,150	2,070	3,010	1,950	1,810	1,950	11,940			11,940	0	Rental Fees
277	Legislative Liaison	07/01/21	06/30/22	102,981	6,486	6,515	7,263	5,705	8,050	5,942	39,961			39,961	63,020	David & Dominique Legis Operations
278	VAPDC-ED	07/01/21	06/30/22	50,000	4,167	4,167	4,167	4,352	4,166	4,167	25,186			25,186	24,814	Contract for Admin Services
296	Member Per Capita	07/01/21	06/30/22	159,620	13,303	13,303	13,303	13,303	13,303	13,302	79,817			79,817	79,803	Local Govt Annual Contributions
303	Solid Waste	07/01/21	06/30/22	24,156	3,724	3,864	5,051	1,483	464	990	15,576			15,576	8,580	Contract for annual reporting
315	Stanardsville TAP	04/06/15	10/01/20	37,000	530	706	367	112	551	865	3,131	21,958	5,500	25,089	6,411	VDOT Streetscape Contract
316	Cherry Avenue	07/01/20	06/30/21	0							0		0	0	0	Reimbursement - Work Change Order
329	Rivanna River Corridor Phase II	07/01/21	06/30/22	88,000	3,339	1,409	0				4,748	83,252		88,000	0	Regional River Plan
334	Nelson TAP	07/01/21	06/30/22	5,831	384	441	4,710	296			5,831			5,831	0	Livingston Transportation Alternative Grant Assistance
907	WIP Phase III	06/01/18	12/30/20	37,747							0	37,747	0	37,747	0	Chesapeake Watershed Assistance to DEQ
907	WIP Phase IV	06/01/19	12/31/21	58,000	4,779	4,189	3,005	2,465	4,136	5,982	24,556	33,464		58,020	-20	Watershed Improvement Plan
907	WIP Phase V	06/01/21	01/01/22	58,000	0	0	0	0	0		0		24,000	0	34,000	Watershed Improvement Plan
908	RRBC	07/01/21	06/30/22	20,500	1,581	2,961	2,647	1,850	2,204	1,004	12,247			12,247	8,253	Rivanna Commission
Program Code	PROGRAM COTRACTS/GRANTS With Pass-Thrus			0												
181	RTP-TDM	07/01/21	06/30/22	50,000	4,087	4,590	3,971	2,329	2,619	3,304	20,900			20,900	29,100	Regional Transit Partnership
	RTP Pass-Thru	07/01/21	06/30/22	0	0	0	0	0			0			0	0	Grant Match if needed
182	Regional Transit Grant	01/01/21	06/30/22	34,138	1,021	1,757	2,274	2,550	2,755	1,629	11,986	5,045	4,000	17,031	13,107	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	01/01/21	06/30/22	315,862	0	0	39,232		63,079	35,768	138,079		40,000	138,079	137,783	Regional Transit Vision Plan - Consultant
183	Albemarle Transit Grant	01/01/21	12/31/21	14,950	2,829	1,631	863	1,300	371	696	7,690	5,626	0	13,316	1,634	Albemarle Transit Expansion - Admin
	Alb Transit Pass-Thru	01/01/21	12/31/21	91,265	13,083	14,768	6,911	18,281	10,232	5,438	68,713	2,021	0	70,734	20,531	Albemarle Transit Expansion - Consultant
193	Rideshare	07/01/21	06/30/22	166,670	11,360	13,797	10,844	13,231	10,686	8,194	68,112	13,797		81,909	84,761	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	07/01/21	06/30/22	10,500	0	0	0		1,445	1,445				0	10,500	Potential contract for marketing plan
330	Hazard Mitigation	07/01/21	06/30/22	62,200	833	2,449	6,870	4,259	3,342	5,796	23,549	10,701	6,000	40,250	15,950	24 month planning project resiliency
	Haz Mit Pass-Thru	07/01/21	06/30/22	5,000	0	0	0	0			0			0	5,000	Technical Support/Mapping (if needed)
726	HOME ARP	10/01/21	06/30/22	25,000	0	0	0	3,034	2,301	3,595	8,930			8,930	16,070	HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	10/01/21	06/30/22	10,000	0	0	0	0	0	0	0				10,000	
727	HOME TIPDC Admin	07/01/21	06/30/22	64,661	5,904	5,908	6,673	4,655	7,276	3,943	34,359			34,359	30,302	HUD HOME Housing Grants Admin
	HOME Pass-Thru	07/01/21	06/30/22	611,954	32,414	20,529	24,234		78,148	38,200	193,525			193,525	418,429	HUD HOME Housing Grants Construction
728	Housing Preservation Grant Admin	07/01/21	06/30/22	17,673	1,502	2,267	1,678	2,200	1,757	1,476	10,880			10,880	6,793	USDA Housing Repair Admin
	HPG Pass-Thru	07/01/20	06/30/21	100,148	0	15,406	4,973		6,250		26,629			26,629	73,519	USDA Housing Repair Construction
729	Affordable Housing	07/01/21	06/30/22	4,500	2,396	604	1,000	0	0	500	4,500			4,500	0	Regional Housing Partnership
	RHP - Strategic Plan	07/01/21	06/30/22	21,000	0	0	0		10,400		0			0	21,000	Spark Mill - RHP Strategic Planning Consultant
732	VERP	07/01/21	10/30/21	10,682	2,216	558	1,645	0	0		4,419			4,419	6,263	VA Eviction Planning Grant - Admin
	VERP Pass-Thru	07/01/21	10/30/21	149,689	7,250	7,250		27,815	0		42,315			42,315	107,374	VA Eviction Planning Grant - Consultants
733	VA Housing	07/01/21	06/30/21	40,000	1,108	4,614	1,629	3,406	1,155	2,767	14,679			14,679	25,321	VA Housing PDC - Admin
	VA Housing Pass-Through	07/01/21	06/30/21	0	0	0					0			0	0	VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	07/01/21	06/30/21	77,550	437	1,450	2,123	3,481	2,081	10,101	19,673			19,673	57,877	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	07/01/21	06/30/21		0	0					0			0	0	Pass through - direct costs
	TOTAL - All Programs			2,974,748	154,951	156,297	180,746	136,675	259,689	178,771	1,056,729	323,100	205,628	1,384,384	1,384,736	TOTAL - All Programs
	Pass Thru Sub-totals			1,315,418	52,747	57,953	75,350	46,096	168,109	80,851	470,706	90,779	40,000	560,040	715,378	Pass-Thru Subtotal

Op Expenses

\$95,858
\$96,735
\$108,355

12 month average
3 month average
last month

Total Grant Funds Remaining	1,384,736
Pass-through funds	\$715,378
TIPDC Available Funds	\$669,359
Available funds per month	\$111,559.78



To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 4, 2022

Re: Draft Amended FY22 Budget

Purpose: To present the amended FY22 budget, to be used as the basis for financial reports throughout the remainder of fiscal 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) an amended operating budget for approval in March, to serve as the budget for financial reports through the year. The budget presented tonight is in draft form. At the March 3, 2022 meeting, the Commission will be present with the final amended budget for FY22 for consideration and approval.

In your agenda packet is the Amended FY22 budget. For your reference, the FY20 Actual, FY21 Actual, the FY22 Original Approved, and the FY22 Amended budgets are included for reference. Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY22 Budget: The recommended Amended FY22 budget incorporates changes to revenue and expense assumptions from the original FY22 budget adopted at the May2021 meeting and is adjusted to include changes that have occurred during the first half of FY22 and changes that are projected to occur during the second half of FY22. The amended budget includes total projected revenue of \$3,007,112 and expenditures of \$2,963,148 for an anticipated net gain of \$43,965.

Changes to revenue in the Amended FY22 budget include:

- Federal Revenues:
 - Received official HOME-ARP Award – added \$35,000 in Planning funds to stand up the new program
 - Housing Preservation Grant – FFY21 award amount increased from \$117,000 to \$156,000
- State Revenues:
 - Albemarle Transit Expansion Study – unused FY21 budgeted state funds were rolled over into the FY22 budget

- Regional Transit Expansion Study – unused FY21 budgeted state funds were rolled over into the FY22 budget
- Virginia Eviction Reduction Pilot award - \$300,000 across FY22 (\$160,370) and FY23
- Virginia Telecommunications Initiative (VATI) award - \$79 million in state funds along with \$33 million in local match. To date, *only administrative funds* are budgeted for FY22. Projected program pass-through funds will be incorporated in the final budget provided at the March meeting.
- VA Housing Strategic Planning Funds awarded in the amount of \$20,000
- Local Revenues:
 - Albemarle Transit Expansion Study – unused FY21 budgeted local funds were rolled over into the FY22 budget
 - Regional Transit Expansion Study – unused FY21 budgeted local funds were rolled over into the FY22 budget
 - The Regional Housing Partnership received sponsorships of \$4,500 to support the educational webinar series
 - The Stanardsville (STAR) TAP budget was amended to include the next phase of the project, increasing the administrative fees proportionately
 - Nelson TAP grant application support - \$5,500
 - Regional Cigarette Tax Board – Start-up costs, administrative expenses, and a reserve account were received in the amount of \$279,621. To date, only administrative funds are budgeted for FY22. Projected tax revenues (pass-through) will be incorporated in the final budget provided at the March meeting.
- Other Revenues:
 - Bank interest decreased from an anticipated \$2,000 to \$700
 - Rental space projected revenue increased from \$10,000 to \$18,000

Changes to expenses in the FY22 budget include:

- Slight increase in Salary and benefits – Chief Operating Officer position remains vacant. Both Planner I and Planner II positions have been filled. Staff received one-time bonuses at the end of the calendar year and will receive a potential one-time bonus at the end of the fiscal year, pending available funding.
- Increase in advertising expenses to account for advertising all open positions throughout the year, to include: Executive Director, Chief Operating Officer, Planner I, Planner II, Finance Director, and Cigarette Tax Compliance Agent
- Decrease in contractual expenses since the Commission did not require the use of a private search firm to fill the Executive Director role. Additionally, use of an Accountant's contract time at Hantzmon Wiebel to support a finance transition was less than anticipated.
- Decrease in printing/copy expenses due to continued remote work.
- Increase in telephone expenses due to replacing our outdated system with a new, cloud-based Nextiva system.
- Increase in Travel-Vehicle expenses due to conferences, trainings, and General Assembly returning to in-person.

- Decrease in janitorial due to less frequent use of in-person offices, requiring less cleaning.
- Decrease in professional development due to limited opportunities for paid trainings (and increased opportunities for reduced-cost virtual trainings).

Overall, we expect revenues to exceed expenditures by approximately \$43,965 for the year.

Staff is working on the FY23 budget to be delivered to you in April. The excess revenues accumulated in FY22 may be required to be used to balance the FY23 budget. I expect in FY23 and/or FY24 a need to increase staff capacity to address the additional program administration, to include for VATI, HOME-ARP, and the Cigarette Tax Board.

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY22 budget. A final will be brought to the March 2022 meeting for consideration and approval.*

	\$0.62 per capita	\$0.62 per capita	May-21 \$0.62 per capita	Feb-22 \$0.62 per capita
Revenue	<u><i>FY20 Actual</i></u>	<u><i>FY21 Actual</i></u>	<u><i>FY22 Approved</i></u>	<u><i>FY22 Amended</i></u>
Federal	\$1,170,710	\$3,311,545	\$1,193,070	\$1,272,873
State	\$276,948	\$256,898	\$479,636	\$768,560
Local	\$390,375	\$442,110	\$420,529	\$787,309
Local per capita	\$156,717	\$157,820	\$159,620	\$159,620
Interest Income	\$10,983	\$1,382	\$2,000	\$750
Rent Income	\$0	\$13,450	\$10,000	\$18,000
Grant & Reserves Transfer	\$0	\$0	\$54,470	\$0
Total Revenue	\$2,005,733	\$4,183,206	\$2,319,325	\$3,007,112
Operating Expenses				
Personnel Costs				
Salaries	\$966,262	\$793,008	\$782,686	\$822,187
Fringe and Release	\$0	\$170,318	\$157,487	\$171,585
Total Personnel	\$966,262	\$963,326	\$940,173	\$993,772
Other Costs				
Postage	\$1,298	\$1,835	\$2,254	\$2,311
Subscriptions	\$1,525	\$947	\$550	\$550
Supplies	\$9,424	\$5,470	\$7,364	\$7,570
Audit-Legal	\$15,525	\$15,936	\$16,500	\$16,500
Advertising	\$20,042	\$4,574	\$27,798	\$32,034
Meeting Expenses	\$8,741	\$1,119	\$5,996	\$406
TJPDC Contractual	\$50,921	\$58,537	\$112,312	\$77,434
Dues	\$10,654	\$9,132	\$12,016	\$11,331
Insurance	\$4,281	\$5,774	\$3,336	\$3,546
Printing/Copy	\$4,887	\$4,459	\$6,060	\$3,431
Rent	\$92,604	\$97,269	\$98,058	\$98,058
Equip/Data Use	\$20,796	\$36,280	\$21,037	\$29,443
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$7,426	\$7,659	\$5,862	\$6,800
Travel-Vehicle	\$15,002	\$6,711	\$27,253	\$40,806
Janitorial	\$6,961	\$2,310	\$8,920	\$3,600
Professional Development	\$18,651	\$5,421	\$20,654	\$14,930
<i>Total Other Costs</i>	<i>\$288,738</i>	<i>\$263,433</i>	<i>\$375,970</i>	<i>\$348,750</i>
TOTAL OPERATING EXPENSES	\$1,255,000	\$1,226,759	\$1,316,143	\$1,342,522
Net Ordinary Income - Pass Through \$	\$750,733	\$2,830,154	\$1,003,182	\$1,664,590
Other				
HOME Pass Thru	\$612,065	\$582,891	\$608,954	\$608,954
HPG Pass Thru	\$0	\$105,287	\$100,148	\$124,313
All Grants/Contracts Pass Thrus	\$104,804	\$2,141,976	\$294,080	\$887,359
<i>Total Other Expenses</i>	<i>\$716,869</i>	<i>\$2,830,154</i>	<i>\$1,003,182</i>	<i>\$1,620,625</i>
Net Other Income	-\$716,869	-\$2,830,154	-\$1,003,182	-\$1,620,625
Net Income	\$33,864	\$126,293	\$0	\$43,965

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY AND STATE REVENUE						
Charlottesville				\$30,492		
Albemarle				\$68,028		
Fluvanna				\$16,764		
Greene				\$12,460		
Louisa				\$22,704		
Nelson				\$9,172		
Legislative Liaison			\$102,981			
State Contribution - DHCD		\$89,971				
WSC & Offices						\$18,000
Interest Income					\$750	
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	\$66,357	\$8,295				
PL Funding	\$102,947	\$12,868				
RTP			\$38,000			
Albemarle Transit Plan		\$4,749	\$4,749			
Regional Transit Plan		\$12,458	\$12,458			
Rideshare						
Rideshare VDPRT		\$130,958	\$35,712			
TJPDC Rural Transportation						
Rural Admin	\$12,800					
Rural Transportation Planning	\$45,200					
HOUSING AND NONPROFIT						
HOME Consortium Admin	\$67,662					
HOME - ARP	\$35,000					
Housing Preservation	\$21,938					
VERP - DHCD		\$10,681				
VA Housing - PDC		\$40,000				
Regional Housing Partnership			\$4,500			
ENVIRONMENT						
RRBC			\$20,500			
Solid Waste			\$24,156			
Haz Mit Grant	\$23,555	\$6,281				
Urban Rivanna River Plan			\$4,748			
WIP DEQ	\$58,000					
OTHER PROGRAMS						
Stanardsville STAR TAP			\$7,500			
Nelson TAP			\$5,545			
VAPDC			\$50,186			
Reional Cigarette Tax			\$94,812			
VATI		\$75,722				
PASS THRU REVENUE						
Consortium HOME Pass Through	\$608,954					
Housing Preservation Pass Through	\$124,313					
VERP - DHCD Pass Through		\$149,689				
VA Housing - PDC Pass Through		\$0				
Regional Housing Partnership		\$20,000				
MPO - FTA	\$21,330	\$2,666				
MPO - PL	\$66,000	\$8,250				
RTP			\$12,000			
Rural Transportation	\$0					
Haz Mit Grant	\$18,819	\$5,018				
Regional Transit Plan		\$137,932	\$137,932			
Albemarle Transit Plan		\$44,622	\$44,622			
Solid Waste						
TDM Rideshare		\$8,400	\$2,100			
Regional Cigarette Tax Pass Through			\$184,809			
VATI - DHCD						
Total Revenues by Category	\$1,272,872	\$768,560	\$787,309	\$159,620	\$750	\$18,000
Sum Total of Revenues						\$3,007,112

FY22

	7/1/2019 Estimates			0.62	Local	Local	Local	0.4								75%	25%
			Per Capita		Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Total Contribution	Per Capita							
	Pop.	% Pop.		Rideshare							Rural	MPO	Haz	Balance	Regional	Local	
Charlottesville	\$ 49,181	19.10%	\$ 30,492	\$ 7,331	\$ 2,540	\$ 1,337	\$ 19,672	\$ 25,000	\$ 86,373	\$ 30,492	\$ -	\$ (11,759)	\$ -	\$ 18,734	\$ 14,050	\$ 4,683	
Albemarle	\$ 109,722	42.62%	\$ 68,028	\$ 15,876	\$ 5,560	\$ 6,210	\$ 43,889	\$ 25,000	\$ 164,562	\$ 68,028	\$ (2,620)	\$ (20,492)	\$ -	\$ 44,915	\$ 33,686	\$ 11,229	
Fluvanna	\$ 27,038	10.50%	\$ 16,764	\$ 3,999	\$ 1,370	\$ 1,897	\$ 10,815	\$ -	\$ 34,845	\$ 16,764	\$ (3,261)	\$ -	\$ -	\$ 13,503	\$ 10,127	\$ 3,376	
Greene	\$ 20,097	7.81%	\$ 12,460	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,039	\$ -	\$ 25,582	\$ 12,460	\$ (2,472)	\$ -	\$ -	\$ 9,988	\$ 7,491	\$ 2,497	
Louisa	\$ 36,620	14.22%	\$ 22,704	\$ 5,274	\$ -	\$ -	\$ 14,648	\$ -	\$ 42,626	\$ 22,704	\$ (4,278)	\$ -	\$ -	\$ 18,427	\$ 13,820	\$ 4,607	
Nelson	\$ 14,794	5.75%	\$ 9,172	\$ 2,335	\$ -	\$ -	\$ 5,918	\$ -	\$ 17,425	\$ 9,172	\$ (1,869)	\$ -	\$ -	\$ 7,303	\$ 5,477	\$ 1,826	
	\$ 257,452	100.00%	\$ 159,620	\$ 37,812	\$ 10,500	\$ 10,500	\$ 102,981	\$ 50,000	\$ 371,413	\$ 159,620	\$ (14,500)	\$ (32,251)	\$ -	\$ 112,869	\$ 84,652	\$ 28,217	
											\$14,500	\$32,251					

296-LOCALITY FUNDING FY22 Projected

Thomas Jefferson Planning District Commission

Grievance Procedures and Policies

The Thomas Jefferson Planning District Commission (TJPDC) recognizes the value of a formalized and written grievance procedure. To that end, each Sub-Grantee is expected to have its own grievance policy and procedure approved by its governing board. An over-arching procedure for all complaints and formal grievances that affect the TJPDC is contained in this manual. It is in no way intended to replace or supplant any funded Sub-Grantee's policy, or any Sub-Grantee's responsibility to maintain such policies.

Definitions

Complaint is defined as a verbal expression of dissatisfaction by the Sub-Grantee, participant, or community member regarding services provided by the Thomas Jefferson Planning District Commission which can be resolved at the point at which it occurs by the staff present. Complaints are considered resolved when Sub-Grantee, participant, or community member is satisfied with the action taken by the agency in question.

Grievance is defined as a written expression of dissatisfaction with some aspect of the TJPDC's service that has not been resolved despite attempts to do so by Sub-Grantees, participants, or community members at the point of service. Any such written expression sent to the TJPDC will be considered a grievance.

Types of Grievances

Participant/Community Member Grievances: If a participant or community member has a complaint or grievance regarding a Sub-Grantee providing Program Staff Support, it is recommended that they follow the Sub-Grantee's procedures for collecting and resolving complaints or grievances.

An effort to resolve complaints locally should be made before filing a formal grievance with the TJPDC.

Sub-Grantee Grievances: It is the responsibility of all boards, staff, and volunteers of the Sub-Grantees to comply with program guidelines. Anyone filing a grievance against the TJPDC concerning a violation or suspected violation of program guidelines must be in good faith and have reasonable grounds for believing the TJPDC is violating such guidelines.

An effort to resolve complaints against the TJPDC should be made before filing a formal grievance with the TJPDC. This can be done by contacting the Chief Operating Officer of the TJPDC. If this does not resolve the issue, the Sub-Grantee, participant, or community member may begin the grievance procedure as stated in the policy below.

Policy: Grievance

It is the policy of the TJPDC that its Sub-Grantees, participants, and community members will have a fair and efficient process to present and resolve grievances.

Procedure for complaints regarding the TJPDC

1. Any person wishing to file a grievance should submit a written statement to the TJPDC Executive Director describing the alleged violation and any actions taken on behalf of the person or agency to resolve the issue. The statement should be as specific as possible and contain the name and location of the agency, date and time of incident, and any other details that may be helpful to the TJPDC staff as they investigate the incident. Grievance paperwork filed with the TJPDC

Executive Director must provide the name and contact information of the individual(s)/agency filing the grievance so that TJPDC staff can contact them to discuss the grievance. Identifiable information of the reporting person will be considered confidential and is only collected to enable further investigation of the grievance. Grievances that do not contain contact information of the person filing the grievances, or grievances filed by a third party, will not be considered and no further action will be taken.

2. Grievances must be filed with the TJPDC Executive Director within 30 calendar days from the date of the incident.
3. The Executive Director will notify the relevant advisory board of the grievance within 7 calendar days of its receipt.
4. The Executive Director will review all information, conduct interviews with the reporting person/agency stated in the grievance, and gather relevant information about the situation. The review process will be completed with 14 calendar days from the date the Executive Director provided notification to the relevant Advisory Committee.
5. Following the grievance review, the TJPDC Executive Director will provide to the individual/agency, as well as to the relevant Advisory Committee, a written statement summarizing the outcome of the grievance review, including the corrective action required and a timeline to complete corrective actions. Proceedings should be conducted honestly, fairly, and without bias. All efforts should be made to resolve grievances in a timely manner. The time frames provided indicate a maximum number of days for each step in the process.

Grievance Appeal Procedure

If the proposed resolution is not satisfactory to the individual/agency filing the grievance, s/he will be advised to file an appeal with the relevant Advisory Committee.

1. The appeal must be submitted in writing within 7 calendar days from the date marked on the determination letter from the Executive Director. Appeals received after 7 calendar days from the date of the letter will not be reviewed.
2. The relevant Advisory Committee will notify the TJPDC Executive Committee within 7 days of receiving a written appeal.
3. The relevant Advisory Committee will review the appeal and may designate one or more committee members or other assigned members to review the appeal, supporting documentation, and collect additional information necessary to consider the appeal. After gathering relevant information, the relevant Advisory Committee will review all collected information and make a determination as to whether the TJPDC Executive Director followed the grievance procedure, and the corrective action was reasonable based on the evidence presented. An Advisory committee member or designated member(s) will inform the appealing party in writing of their determination within 14 calendar days from the date of the appeal letter. The decision of the Advisory Committee is final.

All complaints or grievances involving vulnerable adults or youth under age 18 will be immediately turned over to the appropriate local office.

Grievance Timeline

Step 1: Incident Occurs

- A written grievance can be filed within 30 calendar days from the date of the incident.

Step 2: Grievance Filed

- TJPDC Executive Director will notify the relevant Advisory Committee of the grievance within 7 calendar days from receipt.

Step 3: Agency Response and Outcome

- TJPDC Executive Director will review the grievance and provide a written determination letter to the individual/agency filing the complaint and the relevant Advisory Committee within 14 days of receiving the written grievance.

Step 4: Appeal

- An individual/agency can submit an appeal to the relevant Advisory Committee within 7 calendar days of the date marked on the determination letter.

Step 5: Response to Appeal

- The relevant Advisory Committee shall review and make a final decision within 14 days from the date on the appeal letter.

This policy and current members of the relevant Advisory Committee shall be posted on the TJPDC and each Sub-Grantee web site and program documents.

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 10, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since December 2nd, 2021.

Administration

- February 10, 2022 Meeting Agenda

- 1. Call to Order and Roll Call**

- a. Reading of the Electronic Meeting Notice

- 2. Matters from the Public**

- a. Comments from public – limited to no more than 2 minutes per person
- b. Comments received via written and electronic communication

- 3. Presentations**

- a. Introduction of New Planner III – Ryan Mickles
- b. New Commission Member Introduction and Orientation – Christine Jacobs
 - Louisa County – Supervisory Rachel Jones
 - Albemarle County – Supervisor Jim Andrews
 - City of Charlottesville – Planning Commissioner Lyle Solla-Yates
- c. FY23 Rideshare Work Program, Grant Application – Sara Pennington

- 4. Consent Agenda**

- a. Minutes of the December 2, 2021 Commission Meeting
Staff recommends approval of the consent agenda.

- 5. Resolutions**

FY23 Rideshare Application Resolution – The TJPDC applies and normally receives an annual grant from the Department of Rail and Public Transportation for the TJPDC's Rideshare and Transportation Demand Management program. The grant application was due on February 1, 2022. **Staff recommends a Motion to approve the FY22 Rideshare grant application in an amount of \$139,358 with a local match provided by the member local governments of \$34,840.**

- 6. New Business**

- a. 2nd Quarter Financial Report (October 2021 – December 2021) – Included in the packet is a financial dashboard report, October-December Profit and Loss Statements, December Balance Sheet, and Accrued Revenue Report. Staff will review the quarter 2 financials. To date, there is an overall net gain of \$11,775 for fiscal year 2022.
- b. The draft FY22 Amended budget is present for your review, questions and comments. Approval is requested at the March Commission meeting. The approved amended budget will be the final approved budget for FY22 to be utilized for auditing purposes unless amended prior to June 30th. (The TJPDC does not usually have to amend after the March approval). This amended budget allows staff to make changes of budgeted revenues and expenses after 6 months of actual expenses and new contract awards. An FY22 Amended Budget memo, included your packet, provides more details of the recommended changes. FY22 will be another positive financial year for the TJPDC.
- c. TJPDC Grievance Policy – Similar the DHCD Emergency Rent and Mortgage Relief program that the TJPDC administered in 2021, DHCD requires a board-approved grievance policy for the Virginia Eviction Reduction Pilot Implementation Grant. The included draft grievance policy is substantively similar to the previously approved policy, with the exception of the removal of a specific program or project name so that it can be used for various programs/projects.
- d. Executive Director Evaluation Process – The Executive Director’s contract states, “Employee will be evaluated by June of each year by the Commission or a committee thereof, at which time, TJPDC may, in its sole discretion, increase said base salary and/or other benefits of Employee in such amounts and to such an extent as the Commission may determine it is desirable to do so on the basis of that performance evaluation and such other factors as it may determine. Any salary increase awarded shall be effective for the pay period beginning July 1 of the next fiscal year.” As such, the Executive Director would like direction from the Commission as to the desired evaluation process and schedule.

7. Executive Director’s Monthly Report

- a. **Staffing updates** –
 - We have filled the Transportation Planner position and have a Chief Operating Officer, Finance Director, and Cigarette Tax Compliance Officer position open.
- b. **VATI (Virginia Telecommunications Initiative)** –
 - The TJPDC staff, along with our private sector partners and representatives from 13 jurisdictions met with DHCD for a CNR (Contract Negotiation Meeting) on January 12th. The purpose of the meeting was to review the grant project scope, costs and schedule, the state of the CAMS project management system, and the pre-contract punch list. The anticipated date for a completed contract is mid-April.
 - TJPDC staff submitted two prior authorization requests; one for CVEC/Firefly to begin make-ready work and one to expend a portion of the administrative fees to hire staff to support management of the VATI project. The make-ready prior authorization was approved and the administrative prior authorization is pending.

c. **BRCTB (Blue Ridge Cigarette Tax Board) –**

- Taxes took effect January 1. First reports and remittances due in February. As administrators, the TJPDC staff expects the first several months of revenue to be very fluid as the program rolls out. The board met January 28th and is expected to meet quarterly moving forward. We are currently advertising for a [Cigarette Tax Compliance Agent](#) part-time position.

d. **Housing –**

- The TJPDC was awarded a \$250,000 Virginia Eviction Reduction Pilot (VERP) Implementation grant from the Department of Housing and Community Development (DHCD). This grant will allow us to partner with Piedmont Housing Alliance to implement recommendations from the VERP planning grant, to include hiring an Eviction Prevention Case Manager and Landlord Outreach Manager.
- The Central Virginia Regional Housing Partnership (CVRHP) held its third virtual Housing Speaker Series on Missing Middle Housing on January 20th. The 4th session on Faith-Based Organizations and Housing Initiatives is scheduled for February 17th from 12-1:00pm. Registration can be found [here](#). Further, the Executive Committee of the Regional Housing Partnership met January 28th for a 3-hour strategic planning workshop with the consultants from the Spark Mill.
- Request for Concept submissions for the VA Housing \$2M PDC development grant have been reviewed and priority applicants have been notified. Final applications are due at the end of February. Staff, along with a review panel, will review applications in March and bring a recommendation before the Commission in the April meeting for approval.
- Staff have begun holding meetings in each jurisdiction to review the new HOME-ARP requirements. Staff will take direction from the local government leadership on which organizations/departments they would like to allocate their share of HOME-ARP funds to and which priority populations and/or priority activities they would like to address with this program. TJPDC staff will then prepare a gap/needs analysis and complete a substantial amendment to the FFY2021 Annual Action Plan. Funds are expected to be available no earlier than October of 2022.

e. **Economic Development –**

- TJPDC have met with leadership and economic development staff in each jurisdiction to secure support for an application to the Economic Development Authority's (EDA) Economic Adjustment Assistance (EAA) grant program to develop a regional Comprehensive Economic Development Strategy ([CEDS](#)) plan. If awarded, the TJPDC will contract with a consultant to develop a strategy-driven plan for regional economic development. The CEDS, "provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region." TJPDC staff will work with the local jurisdictions and related stakeholders to complete the application and develop a scope of work, should the grant be awarded. Applications are due March 31, 2022.

f. Environment –

- Recent work on the Regional Natural Hazard Mitigation Plan includes completing the Hazard Identification and Risk Assessment (HIRA) component of the plan by assembling information about each hazard's frequency, intensity, potential for loss of life, property damage or disruption to economic activity. Input was solicited from all localities to create a regionwide matrix that orders hazards relative to their risk to the region. Staff also completed a public survey that was used to help update the HIRA and began updating the mitigation action items. Staff will work with the Hazard Mitigation Working Group to update the "Goals and Objectives" section of the plan in early 2022, meet with locality staff to update mitigation actions, and hold a public meeting to review HIRA findings and solicit mitigation actions input.

g. Transportation –

- MPO staff continues to develop Smart Scale projects and convened a stakeholder group for the Rivanna River Bike/Ped bridge on site on January 14th. To date, the MPO is considering 4 projects and the TJPDC has heard of Albemarle County's interest in submitting project applications under TJPDC smart scale slots.
- The TJPDC successfully applied for an Office of Intermodal Planning and Investment (OIP) Growth and Accessibility Planning (GAP) Technical Assistance Program grant in the amount of \$99,332 to develop performance-based planning metrics for the Long-Range Transportation Plan (LRTP) processes. OIP will offer a Notice to Proceed to Michael Baker International and Renaissance Planning.
- With support from Albemarle County, the City of Charlottesville (Charlottesville Area Transit – CAT), the CA-MPO, and the Regional Transit Partnership (RTP), TJPDC staff will submit a \$180,000 Technical Assistance Grant to the Department of Rail and Public Transit (DRPT) to develop a Regional Transit Governance Study to identify an appropriate governance structure to implement recommendations that come out of the Regional Transit Vision plan (to be completed by September 2022). If awarded, the TJPDC will look to contract with a consultant July 1, 2022 for an 18-month planning process. All jurisdictions will
- The Regional Transit Partnership's (RTP) Albemarle Transit Expansion Study is culminating with an anticipated grant application from Charlottesville Area Transit for a DRPT Demonstration Grant to implement a Micro-Transit pilot along North 29 and at Pantops. In their January 19th meeting, the Albemarle Board unanimously supported the project. Michael Baker, Four Square, and EPR will conduct a final presentation at the February RTP board meeting as well as present their findings to stakeholders and the broader public on February 24th at 6pm.
- TJPDC staff continues to work with Kittelson and Louisa and Fluvanna County staff on the Zion Crossroad Plan. A stakeholder meeting was held on January 27th to plan for a second round of public engagement. A virtual public meeting will be held on February 23rd at 5:30pm and a survey will be released prior to that date to gather public feedback on the transportation recommendations. The TJPDC staff will work with the two localities to advertise and publicize the meeting.

- Consultants on the North 29 Corridor study project have provided a list of alternatives at five different intersections for review by locality, VDOT, and TJPDC staff. The consultants are now in the process of reviewing that feedback and developing concepts and cost estimates for the alternatives that are of interest. A stakeholder meeting will be scheduled to review and discuss those concepts and cost estimates once developed, and will plan for a second round of public engagement.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, March 3, 2022. Items for the March meeting may include, but are not limited to: i) FY22 Amended Budget – For consideration/approval, ii) FY23 Rural Transportation Work Program & Budget – Presentation/Draft, iii) Solid Waste Plan – Public Hearing, iv) DHCD CDBG Regional Priorities – For consideration/approval, and v) Hazard Mitigation Update

Adjourn
