Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, April 6, 2023 at 7 pm
In-Person Meeting
Water Street Center, 407 E. Water Street
Charlottesville, VA 22902

AGENDA

Join Zoom Meeting:
https://us02web.zoom.us/j/87893299628
Meeting ID: 878 9329 9628
By call-in: 1(301) 715-8592#

1.	**Call to Order**	7:00 – 7:00
	a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick	
	b. Vote to Allow Electronic participation, if needed – Ruth Emerick	
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 Ruth Emerick)	
3.	**Presentations**	
	a. Regional Transit Governance Study – Sandy Shackelford and AECOM	7:10 – 7:30
	b. FY24 CA-MPO Unified Planning Work Program Presentation	
4.	*** Consent Agenda**	7:30 – 7:35
	Action Items:	
	a. * Minutes of March 2, 2023 Meeting	
	b. January Financial Reports	
	i. January Dashboard Report	
	ii. January Consolidated Profit & Loss Statement	
	iii. January Comparative Balance Sheet	
	iv. January Accrued Revenue Report	
5.	**New Business**	7:35 – 8:05
	a. Appointment of Nominating Committee for Officers – Ned Gallaway	
	b. FY24 Draft Operating Budget – Christine Jacobs	
	i. FY24 Operating Budget Total, Revenues, and Local Cotributions	
	ii. FY24 Operating Budget Memo	
	iii. FY24 Operating Budget Presentation	
	c. *Central Virginia Regional Housing Partnership Appointment – Christine Jacobs	
6.	*** Resolutions**	8:05 – 8:08
	a. *FY24 Rural Transportation Work Program/Budget Resolution	
7.	**Executive Director's Report**	8:08 – 8:20
	a. Monthly Report	
8.	**Other Business**	8:20– 8:40
	a. Roundtable Discussion by Jurisdiction	
	b. Next Meeting – May 4, 2023, Items for Next Meeting:	
	i. HOME 5-year Consolidated Plan and Annual Action Plan Presentation and Public Hearing	
	ii. Legislative Report	
	iii. FY24 Operating Budget Final Consideration and Resolution	

iv. TJPDC Officer Slate Notice from Nominating Committee
v. TJPDC Commission Officer Nomination
vi. DHCD CDBG Regional Priorities – For Approval

9.	*** Closed Session -** * per Code of Virginia 2.2-3711 A.1. a. Employee – Individual Employee(s) Discussion b. *Public Session Resumes	8:40 – 8:55
10.	***ADJOURN** ***Designates Items to be Voted On***	8:55

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpdc.org or visit the website www.tjpdc.org.

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TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Jim Andrews	Albemarle County
Tony O'Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Dale Herring	Greene County
Andrea Wilkinson	Greene County
Tommy Barlow	Fluvanna County
Rachel Jones	Fluvanna County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Liz Russell	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Don Reed	Finance Director
Sandy Shackelford	Planning and Transportation Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Ryan Mickles	Regional Transportation Planner
Curtis Scarpignato	Regional Transportation Planner
Ian Baxter	Regional Housing Planner
Laurie Jean Talun	Regional Housing Grants Manager
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Administrative Assistant
Isabella O'Brien	Regional Environmental Planner
Otis Collier	BRCTB Compliance Agent
Brandon Boccher	Housing Program Assistant
Gretchen Thomas	Administrative Assistant

UNIFIED PLANNING WORK PROGRAM (UPWP)

- Funding for CA-MPO comes from:
  - Federal sources (80%) – FHWA and FTA
  - State sources (10%) – VDOT and DRPT
  - Local sources (10%) – Local match contribution
- Federally required to identify activities to be undertaken by CA-MPO using this funding in an annual work program
- Draft FY 2024 Budget for CA-MPO activities is $516,854
  - Includes $130,170 in rollover funding from FY22 and FY23
  - VDOT has an additional budget for their staff to support the MPO
- Two types of rollover:
  - Passive:
    - Only applies to FHWA funding source
    - Does not require any action
    - Becomes available second fiscal year following original allocation if unused
  - Active: Has to be de-obligated and programmed into a following FY in order to be used

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FY23 - De-obligation Impacts					
	PL (Approved)	PL (Revised)	De-obligation	FTA (No change)	De-Obligation Total
Task 1: Administration	$37,500	$37,500	$0	$21,500	$0
Reporting and Compliance with Regulations	$14,000	$14,000	$0	$8,000	$0
Staffing Committees	$14,000	$14,000	$0	$8,000	$0
Information Sharing	$9,500	$9,500	$0	$5,500	$0
Task 2: Long Range Transportation Planning	$261,338	$156,338	$105,000	$81,596	$105,000
2050 LRTP	$161,335	$88,692	$72,643	$33,000	$72,643
OneMap	$20,000	$20,000	$0	$8,108	$0
MPO Boundary Analysis	$14,684	$14,684	$0	$7,000	$0
Transit Governance Study	$0	$0	$0	$30,488	$0
On-call Services	$65,319	$32,962	$32,357	$3,000	$32,357
Task 3: Short Range Transportation Planning	$49,000	$49,000	$0	$49,926	$0
TIP	$18,000	$18,000	$0	$7,000	$0
SMART SCALE	$15,000	$15,000	$0	$12,000	$0
RTP, TDM, and Bike/Ped Support	$4,000	$4,000	$0	$8,500	$0
Performance Targets	$2,000	$2,000	$0	$1,000	$0
Regional Transit & Rail Planning	$0	$0	$0	$5,000	$0
CTAC/Public Outreach/Title VI	$10,000	$10,000	$0	$16,426	$0
TOTAL	$347,838	$242,838	$105,000	$153,022	$105,000

- Policy Board will need to vote on whether to approve the proposed amendments to the FY23 Unified Planning Work Program in order to de-obligate funds to rollover into FY24.

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FY24 Work Program: Funding by Source				
Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-24 PL Funding	$206,116	$25,764	$25,764	$257,644
FY-22 PL Passive Rollover	$20,136	$2,517	$2,517	$25,170
FY-23 PL Active Rollover	$84,000	$10,500	$10,500	$105,000
FY-24 PL Total	$310,252	$38,781	$38,781	$387,814
FY-24 FTA Funding	$103,232	$12,904	$12,904	$129,040
FY-24 FTA Total	$103,232	$12,904	$12,904	$129,040
PL+FTA Total	***$413,484***	***$51,685***	***$51,685***	***$516,854***
VDOT SPR*	$136,000	$34,000	$0	$170,000
Total FY24 Work Program	***$549,484***	***$85,685***	***$51,685***	***$686,854***

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FY24 – Draft Unified Planning Work Program			
	PL	**FTA**	**Total**
Task 1: Administration	**$52,500**	**$21,500**	**$74,000**
Reporting and Compliance with Regulations	$14,000	$8,000	$22,000
Staffing Committees	$14,000	$8,000	$22,000
Information Sharing	$24,500	$5,500	$30,000
Task 2: Long Range Transportation Planning	**$267,314**	**$70,640**	**$337,954**
2050 LRTP	$142,643	$36,000	$178,643
Comprehensive Safety Action Plan	$30,000		$30,000
MPO Boundary Analysis	$8,000	$4,000	$12,000
Transit Governance		$27,640	$27,640
Commuter Assistance Program Strategic Plan	$11,000		
Travel Demand Model Update	$20,000		
On-call Services/Contingency	$55,671	$3,000	$58,671
Task 3: Short Range Transportation Planning	**$68,000**	**$36,900**	**$104,900**
TIP Maintenance	$5,000	$2,000	$7,000
SMART SCALE & Grant Support	$35,500	$10,400	$45,900
RTP, TDM, and Bike/Ped Support	$8,500	$8,500	$17,000
Performance Targets	$2,000	$1,000	$3,000
Regional Transit & Rail Planning	$0	$5,000	$5,000
CTAC/Public Outreach/Title VI	$17,000	$10,000	$27,000
TOTAL	**$387,814**	**$129,040**	**$516,854**

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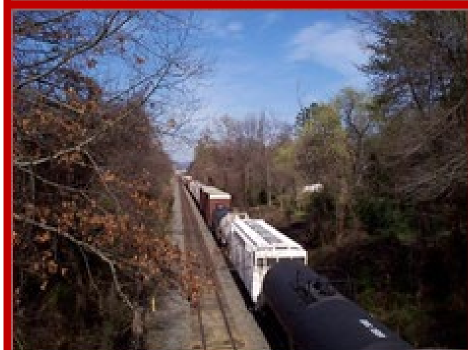

Unified Planning Work Program (UPWP)

Fiscal Year 2024
July 1, 2023 – June 30, 2024
Approved May 24, 2023

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

VDOT
Virginia Department of Transportation

DRPT
Virginia Department of Rail and Public Transportation

U.S. Department of Transportation
Federal Highway Administration

FTA
Federal Transit Administration

Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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INTRODUCTION

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

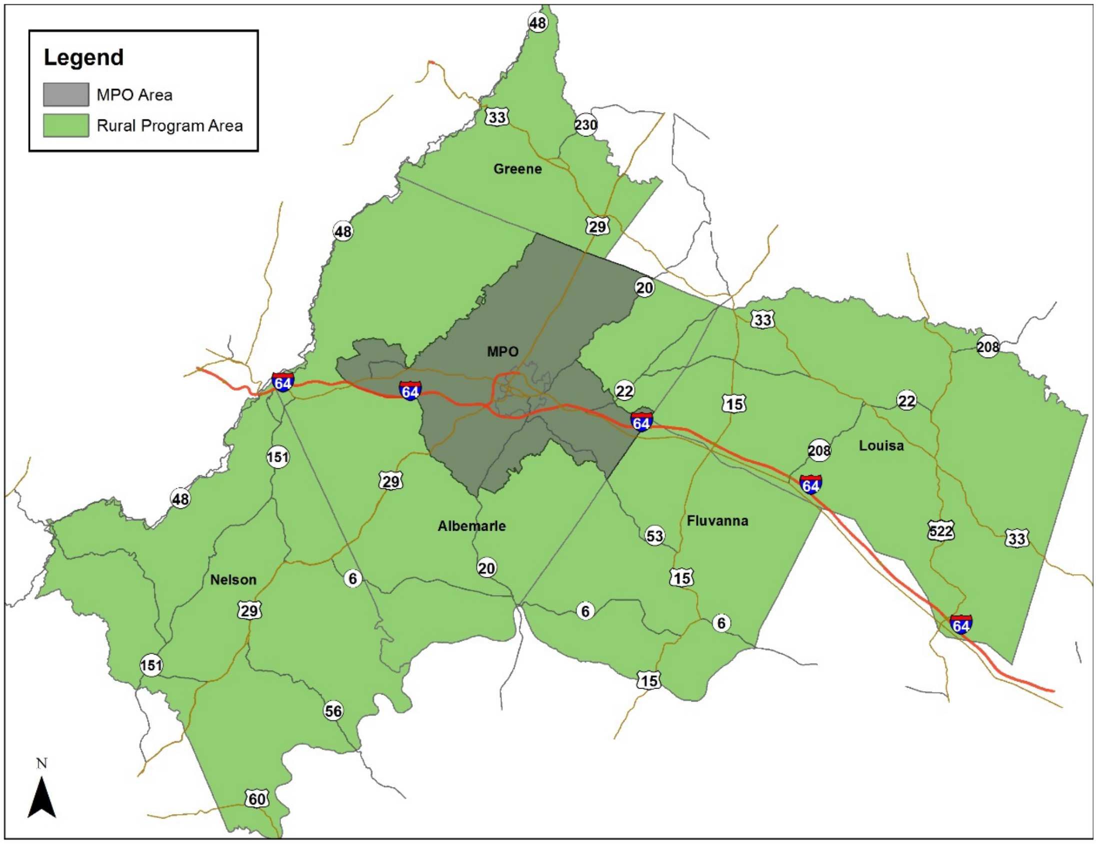
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment B).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, Jaunt, UVA, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), the Thomas Jefferson Planning District Commission, and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO develops its UPWP each spring. It outlines the transportation studies and planning efforts to be conducted during the upcoming fiscal year (July 1 – June 30). The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long-range planning process. Federal law requires the MPO to address eight basic planning factors in the metropolitan planning process. These eight planning factors are used in the development of any plan or other work of the MPO, including the Work Program, and are as follows:

- *Economic Vitality:* Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety:* Increase the safety of the transportation system for motorized and non-motorized users;
- *Security:* Increase the security of the transportation system for motorized and non-motorized users;
- *Accessibility/Mobility:* Increase the accessibility and mobility of people and freight;
- *Environmental Quality:* Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- *Connectivity:* Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- *Efficiency:* Promote efficient system management and operation; and,
- *Maintenance:* Emphasize the preservation of the existing transportation system.

MPO Transportation Infrastructure Issues and Priorities

In addition to the eight planning factors identified by FHWA and FTA, the issues listed below (in no particular order) have been identified by the MPO, its transportation planning partners, and the public throughout the metropolitan planning process. These issues are interconnected components of effective regional transportation planning, and collectively create the planning priorities facing the CA-MPO that will be addressed through the Work Program tasks and deliverables.

The following issues call for a need to:

- Expand and enhance transit, transportation demand management strategies including ridesharing services, and parking strategies to provide competitive choices for travel throughout the region;
- Improve mobility and safety for the movement of people and goods in the area transportation system;
- Improve strategies to make the community friendly to bicycles and pedestrians, particularly the mobility and safety of bicyclists and pedestrians, as well as access to transit, rail and transit/rail facilities;
- Take more visible steps to better integrate transportation planning with local government land use plans, with a goal of creating patterns of interconnected transportation networks and long-term multimodal possibilities such as non-vehicular commuter trails, intercity rail, and right-of-way corridors for bus ways;
- Ensure that new transportation networks are designed to minimize negative impacts on the community and its natural environment, and to save money;
- Encourage public involvement and participation, particularly addressing environmental justice and Title VI issues;[1] and
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation.

Public Participation/Title VI and Environmental Justice

The MPO makes every effort to include minority, low-income, and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the MPO's efforts to include these populations. In addition to the UPWP, the MPO also maintains a Public Participation Plan and a Title VI/Environmental Justice Plan. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans state that the MPO must make all official documents accessible to all members of our community. The Title VI/Environmental Justice Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the MPO's annual goals and processes for regional transportation planning.

Funding

Two federal agencies fund the MPO's planning activity. This includes FHWA's funds, labeled as

[1] The 1994 Presidential Executive Order directs Federal agencies to identify and address the needs of minority and low-income populations in all programs, policies, and activities.

"PL," and FTA, labeled as "FTA." The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC, to carry out MPO staffing and the 3c process. The CA-MPO budget consist of 10% local funds, 10% state funds, and 80% federal funds.

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials "SPR." The total budget for SPR items reflects 80% federal funds and 20% state funds. *Attachment A* shows the tasks to be performed by VDOT's District Staff, utilizing SPR funds. VDOT's Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participates actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY24 Work Program Budget. These tables outline the FY24 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY24 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	*10%*	*10%*	*100%*
FY-24 PL Funding	$206,116	$25,764	$25,764	$257,644
FY-22 PL Passive Rollover	$20,136	$2,517	$2,517	$25,170
FY-23 PL Active Rollover	$84,000	$10,500	$10,500	$105,000
FY-24 PL Total	$310,252	$38,781	$38,781	$387,814
FY-24 FTA Funding	$103,232	$12,904	$12,904	$129,040
FY-24 FTA Total	$103,232	$12,904	$12,904	$129,040
PL+FTA Total	***$413,484***	***$51,685***	***$51,685***	***$516,854***
VDOT SPR*	$136,000	$34,000	$0	$170,000
Total FY24 Work Program	***$549,484***	***$85,685***	***$51,685***	***$686,854***
*VDOT SPR Funding Source is 80% Federal and 20% State.				

FY24 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	14.32%	*65.39%*	*20.30%*	*100%*
PL+FTA Total	***$74,000***	***$337,954***	***$104,900***	***$516,854***
FY-24 PL Funding	$52,500	$137,144	$68,000	$257,644
FY-23 PL Active Rollover	$0	$105,000	$0	$105,000
FY-22 PL Passive Rollover	$0	$25,170	$0	$25,170
PL Total	**$52,500**	**$267,314**	**$68,000**	**$387,814**
FY-24 FTA Funding	$21,500	$70,640	$36,900	$129,040
FTA Total	**$21,500**	**$70,640**	**$36,900**	**$129,040**
VDOT SPR	**$50,000**	**$60,000**	**$60,000**	**$170,000**
Total FY24 Work Program	***$124,000***	***$397,954***	***$164,900***	***$686,854***

Highlights of FY23 UPWP

The CA-MPO conducted several projects and initiatives in FY22. Below are highlights from that year, helping to give context for the FY21 activities.

SMART SCALE
The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY23, CA-MPO staff supported the development and application of eight SMART SCALE projects, two of which were recommended to receive funding. CA-MPO staff also began the process of identifying projects for consideration in upcoming SMART SCALE grant applications

2050 Long Range Transportation Plan
MPO staff began the five-year update of the Long Range Transportation Plan (LRTP). MPO staff continued to meet with consultants procured through an Office of Intermodal Planning and Investment Growth and Accessibility Planning Technical Assistance grant to develop a project prioritization tool to evaluate regional transportation system needs. Staff began the process of developing goals and objectives to establish the framework for prioritizing system needs and projects. The work on the LRTP will continue into FY 2024.

Bicycle and Pedestrian Planning
MPO staff has continued coordinating monthly meetings to discuss issues of interest for bicycle and pedestrian planning. Staff also worked to coordinate with UVA, Albemarle County, and the City of Charlottesville to complete the OneMap project, developing a single map of bicycle and pedestrian infrastructure throughout the region to inform multi-modal planning efforts.

Regional Transit Planning
MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY23, staff worked with consultants to complete the Regional Transit Vision Plan and began work on a Transit Governance Study through a DRPT Technical Assistance Grant. The Regional Transit Governance Study will provide guidance on the appropriate governing and funding structure for a transit authority. The completion of the Transit Governance Study will occur in FY24.

Transportation Improvement Program (TIP)
MPO staff developed the FY24-FY27 TIP in collaboration with VDOT, DRPT, Jaunt, and CAT.

National Transportation Performance Measures
Performance Based Planning and Programming requirements for transportation planning are laid out in the Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures, in coordination with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transit (DRPT), and these measures are used to help in the

prioritization of TIP and Long-Range Transportation Plan projects. In FY23, the MPO Policy Board voted to adopt safety targets based on regionally-specific trends, and adopted the statewide targets for transit asset management, system performance, and infrastructure conditions.

Grant Applications
MPO staff prepared an application and was awarded a federal grant to develop a Comprehensive Safety Action Plan through the Safe Streets and Roads for All program. The work the MPO is completing through the grant is further bolstered through VDOT's Highway Safety Improvement Program (HSIP). A safety analysis will begin in late FY23 and work through the grant will begin in FY24.

MPO staff also prepared applications for federal funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to complete the preliminary engineering phase of a bicycle and pedestrian bridge across the Rivanna River and through the 5310 Mobility Management Program to develop a regional one-call-one-click center to provide support for seniors and individuals with disabilities to access transportation services.

Title VI/Public Participation
In FY23, MPO Staff continued improving implementation of the Title VI plan in conformance with feedback received from VDOT.

FY24 UPWP Activities by Task

Task 1: Administration

Total Funding: $74,000
PL Funding: $52,500
FTA Funding: $21,500

A) Reporting and Compliance with Regulations
PL Funding: $14,000
FTA Funding: $8,000
There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY24 Unified Planning Work Program Implementation;
- FY25 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the use of legal counsel, accounting and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees
PL Funding: $14,000
FTA Funding: $8,000
TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings; and,
- Maintain committee information on the TJPDC/MPO Website.

C) Information Sharing

PL Funding: $24,500
FTA Funding: $5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. MPO staff will provide data and maps to State and Federal agencies, localities and the public as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs. Staff will also conduct ongoing intergovernmental discussions; coordinate transportation projects; and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit and environmental topics.

Additional funding is provided in this task to complete a comprehensive overhaul of the CA-MPO website, consistent with the recent updates to the TJPDC website. This update will allow staff to manage the website content more directly, as well as provide continuity among the TJPDC's program areas.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,
- Maintain and update the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: $337,954
PL Funding: $267,314
FTA Funding: $70,640

A) 2050 Long Range Transportation Plan

PL Funding: $142,643
FTA Funding: $36,000

The CA-MPO will continue its development of the 2050 Long Range Transportation Plan

(LRTP) in FY24. In FY23, CA-MPO procured a consultant team to support the development of the plan and completed the process of developing a project prioritization process through a technical assistance grant awarded by the Office of Intermodal Planning and Investment. In FY23, CA-MPO developed the goals and objectives for the plan, completed the regional demographic analysis, and began public engagement initiatives. The development of the LRTP will be completed by May of 2024.

End Products:

- Continue public engagement of the plan goals and objectives to determine system needs and project priorities and receive feedback on project priorities;
- Develop a list of candidate projects for evaluation;
- Develop constrained budget and needs identification framework;
- Identify priority projects for implementation and future study;
- Prepare final plan for review, comment, and adoption.

B) Comprehensive Safety Action Plan

PL Funding: $30,000
FTA Funding: $0

In FY23, the TJPDC applied for and was awarded a Safe Streets and Roads for All discretionary grant to develop a Comprehensive Safety Action Plan for all jurisdictions within the TJPDC region. To best leverage the funding for the grant, the TJPDC staff will provide additional support for the development of this safety action plan through both the Unified Planning Work Program and the Rural Work Program. The Comprehensive Safety Action Plan will develop a better understanding of crash risk factors throughout the regional transportation system, and identify strategies specific to improving safety outcomes taking a multi-faceted approach that includes infrastructure improvements, enforcement practices, information sharing, education.

The Comprehensive Safety Action Plan will consider the safety needs for all modes of transportation and will include significant public outreach as part of the scope, allowing strong emphasis on equity considerations in developing recommended priorities. This activity demonstrates compliance with the required Complete Streets planning activities found in IIJA/BIL § 11206. The completion of the Comprehensive Safety Action Plan is estimated to be completed FY25.

End Products:

- Analysis of regional crash data detailing the high injury networks and multi-modal system deficiencis to provide better understanding of factors that contribute to crashes developed in support with VDOT's Highway Safety Improvement Program;
- The establishment of a stakeholder group to provide feedback on planning process and considerations;
- Development of a public engagement strategy to conduct robust and comprehensive outreach throughout the region;
- Development of final project scope and procurement of consultants to support the analysis of data and feedback and develop recommended strategies;
- Prioritized strategies for each locality, as well as regional priorities; and
- Template for ongoing monitoring and reporting of regional safety data.

C) CA-MPO Boundary Analysis

PL Funding: $8,000
FTA Funding: $4,000

The 2020 Census data necessitates a need to review the MPO boundary and determine if any adjustments need to be made based on the most recent data and potential changes in rule-making for how MPO boundaries are determined. Changes to the eligible urbanized areas were indicated in late FY23. A review of those adjustments and an assessment of impacts to the MPO boundaries will be completed in FY24.

End Products:

- A map of the eligible boundary area based on 2020 Census data;
- A report summarizing a request to change the MPO boundaries, if merited by a review of data;
- Updates with the MPO Committees with findings;
- Coordination meetings with stakeholders if adjustments are merited;
- Formal request for action from the Governor's Office; and
- Any revisions to policies or by-laws needed based on outcomes from the boundary analysis.

D) Transit Governance

PL Funding: $0
FTA Funding: $27,640

The Thomas Jefferson Planning District Commission was awarded a Technical Assistance grant from the Department of Rail and Public Transportation in FY23 to conduct a governance study of the regional transit system. The governance study follows the completion of the Regional Transit Vision Plan and is intended to provide recommendations on the appropriate governance structure needed to implement the recommendations identified during the visioning process. This task will support the completion of the Regional Transit Governance Study as well as support any needed next steps towards the implementation of a recommended governance structure.

End Products:

- A review of the existing transit agencies and operations that participate in the regional transit system in the Thomas Jefferson Planning District;
- A review of the existing Regional Transit Authority legislation and an analysis of its strengths and weaknesses;
- A review of funding opportunities and recommended funding scenarios to support the implementation of recommendations identified in the Regional Transit Vision Plan;
- Alternative governance structures that could be developed to oversee the implementation of recommendations identified as part of the regional transit visioning process; and
- Coordination needed for the implementation of recommended next steps.

E) Commuter Assistance Program Strategic Plan

PL Funding: $11,000
FTA Funding: $0

The TJPDC's commuter assistance program, RideShare, is required to complete a Strategic Plan in FY24. The goal of the RideShare program is to promote the use of non-single occupancy vehicle forms of transportation. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through both the Rural Work Program and the Unified Planning Work Program.

End Products:

- Selection and management of a technical consultant;
- An analysis of existing RideShare program operations;
- Stakeholder outreach to include meetings with stakeholder groups and/or surveys;
- Commuter data and markets analysis; and
- Development of a final Strategic Plan meeting DRPT requirements.

F) Travel Demand Model Update

PL Funding: $20,000
FTA Funding: $0

VDOT maintains and update the regional travel demand model for the Charlottesville-Albemarle MPO area. Following the required schedule, CA-MPO's model will be updated beginning in FY24. MPO staff will coordinate with local government staff and VDOT to provide needed data and inform updates to the model.

- Coordinate meetings between local and state stakeholders related to model assumptions and data needs;
- Support the collection and gathering of regional data, as needed;
- Coordinate with local government staff to provide feedback on growth projections and land use decisions; and
- Review drafts of the travel demand model and provide feedback on any requested changes.

G) On-call Services/Contingencies

PL Funding: $55,671
FTA Funding: $3,000

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements. MPO staff began exploring an on-call consultant program in FY23 to provide efficient access to technical consultants as needed, realizing that legal support would be needed to successfully implement an on-call program that could be extended to local governments.

This task will also be used to support the development of grant applications that may present themselves outside of the normal application cycles.

- Transportation study or planning effort, as requested, that can be used as a basis for

implementing short-term and long-term transportation solutions;
- Development and submission of grant applications;
- Development of desired services that an on-call consultant program can provide; and
- A contract or contracts with consultant(s) procured to provide on-call services to the MPO, TJPDC, and/or partner localities.

Task 3: Short Range Planning

Total Funding: $104,900
PL Funding: $68,000
FTA Funding: $36,900

A) Transportation Improvement Program (TIP)

PL Funding: $5,000
FTA Funding: $2,000
There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. In fact, any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: implementing agency; location/service area; cost estimates; funding sources; funding amounts actual or scheduled for allocation; type of improvement, and; other information, including a required overall financial plan.

MPO staff prepared the FY24-FY27 TIP adopted by the Policy Board in FY23. This task will support the ongoing maintenance and update of the developed TIP.

End Products:
- Process the Annual Obligation Report;
- Process TIP amendments and adjustments; and
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations.

B) SMART SCALE & Other Grant Planning and Support

PL Funding: $35,500
FTA Funding: $10,400
MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. MPO staff will coordinate with localities and VDOT to identify potential SMART SCALE projects and support engagement needed to prepare those projects for Round 6 applications.

End Products:
- Provide regular updates to the MPO committees regarding the process of developing SMART SCALE applications for Round 6;
- Support application development through coordination with VDOT pipeline projects and evaluation of previously identified high-priority projects that remain unfunded;
- Hold a regional meeting to coordinate SMART SCALE project submittals from the member localities and MPO;

- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

PL Funding: $8,500
FTA Funding: $8,500
The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. The RTP has been established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:
- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville, Albemarle County, UVA and with the rural localities;
- Continue to assess the need for a Regional Transit Authority; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: $2,000
FTA Funding: $1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:
- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;
- Complete all documentation notifying the state of the adopted safety and performance targets; and
- Update the TIP when updated performance targets are adopted.

E) Regional Transit and Rail Planning
PL Funding: $0
FTA Funding: $5,000
There is high regional interest in improving transit and passenger rail for the Charlottesville-Albemarle urbanized areas. This task supports the engagement of the CA-MPO with the state and intra-regional stakeholders in transit and rail planning.

End Products:
- Participate in statewide initiatives to expand and improve transit and rail service to the Charlottesville region; and
- Prepare and submit planning and implementation grant applications for transit and rail projects as opportunities are identified.

F) CTAC, Public Participation, and Title VI
PL Funding: $17,000
FTA Funding: $10,000
TJPDC staff will participate in and help develop community events and educational forums such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations, including maintenance and implementation of the agency Title VI Plan. The TJPDC will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:
- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan as needed;
- Review Public Participation Plan as needed;
- Implement processes in compliance with Title VI Plan, Environmental Justice Plan, and Public Participation Plan;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved communities;
- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

Task 4: Contracted Projects and Studies

A) Coordinate and support the following projects:

- Coordinate, manage, and implement the Regional Transit Governance Study for the CA-MPO and TJPDC region.
- Coordinate, manage, and implement the completion the U.S. Department of Transportation Safe Streets and Roads for All grant to develop a Comprehensive Safety Action Plan for each locality throughout the CA-MPO and TJPDC region.
- Coordinate, manage, and implement the U.S. Department of Transportation RAISE grant to complete the preliminary engineering phase of the Rivanna River Bicycle and Pedestrian Bridge if awarded.

B) **Explore opportunities for contracted project and studies.**
Topical areas may include:
- Coordination between affordable housing and connectivity needs.
- Improving coordination with locality staff and elected officials.
- Implementing recommendations from the regional transit planning studies.

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 21st, 2023
- Final Approval May 24th, 2023

Online Posting

Posted as part of MPO meeting agenda for March 21st, 2023
Posted on TJPDC.org: May 2nd, 2022 for 15 day public comment period

State Review

Draft submittal for VDOT review/comment: March 13th, 2023
Draft submittal for DRPT review/comment: March 13th, 2023

Review of Final FY24 UPWP

MPO Technical Committee: May 17th, 2022
Citizen Transportation Advisory Committee (CTAC): May 18th, 2022
MPO Policy Board: May 25h, 2022

Glossary of Acronyms

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission

TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

Appendix

ATTACHMENT – A
Charlottesville/Albemarle Urbanized Area
FY-2024 Unified Planning Work Program
VDOT Input

State Planning and Research (SPR) Funds Available $ XXX,XXX

Task 1.0 Administration of the Continuing Urban Transportation Planning Process (3-C) with the

Charlottesville-Albemarle MPO

Budgeted $XX,XXX

- Preparation for and attend:
  - MPO Policy Board Committee Meeting;
  - MPO Technical Committee as the VDOT Representative;
  - MPO Citizen Transportation Advisory Committee (CTAC), and
  - Various other local and jurisdictional committee meetings as necessary.
- Preparation of PL funding agreements and addenda.
- Review and process billing invoices and progress reports.
- Process adjustments and amendments to the FY-2021-24 TIP and FY 2034-2027 TIP.
- Review Performance Measure and assist with target setting.
- Review road plans for conformance with current transportation plan.
- Conduct Federal-Aid/Functional Classification System reviews.
- Coordinate multi-modal activities and maintain/update inventory datasets.
- Assist with the updates of the Public Participation Plan, Title VI/Environmental Justice Plan, and other regional plans as needed.
- Monitor regional travel.
- Assist with studies and project development/review.
- Review local and regional transportation planning activities and attend public hearings.

Task 2.0 Long-Range Transportation Planning with the

Charlottesville-Albemarle MPO

Budgeted $XX,XXX

- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan.
- Assist the MPO with the updates of the Year 2050 Long-Range Transportation Plan.
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies.
- Evaluate and review comments and respond to concerns relative to transportation planning process.
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies.
- Evaluate planning study efforts as they relate to the NEPA process.

Task 3.0 Short-Range Transportation Planning with the

Charlottesville-Albemarle MPO

Budgeted $XX,XXX

- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies, Rezoning's and Comprehensive Plan updates and changes
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.

Task 4.0 Coordination with the

Northern Virginia Transportation Authority and Washington Area Council of Government

Budgeted $XX,XXX

- Attend various MPO Committee Meeting as necessary;
- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan
- Assist the MPO with the updates of the Year 2045 Long-Range Transportation Plan
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies
- Assist with processing adjustments and amendments to the FY 2022-2027 Six Year Program
- Review Performance Measure and assist with target setting
- Review road plans for conformance with current transportation plan
- Conduct Federal-Aid/Functional Classification System reviews
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local transportation planning activities and attend public hearings
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies

- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies, Rezoning's and Comprehensive Plan updates and changes
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.

Task 5.0 Non-Urbanized/Rural Transportation Planning Program

Budgeted $XXX,XXX

- Assist in the administration of the Rural Transportation Programs for the Thomas Jefferson Planning District Commission and the Rappahannock-Rapidan Regional Commission.
- Preparation for and attendance at Rural Technical Committee and various other local and jurisdictional committee meetings as necessary
- Review and process billing invoices and progress reports
- Coordinate multi-modal activities and maintain necessary transportation inventory datasets
- Monitor regional travel
- Assist with the updates to the STIP to FY 2024-2027.
- Assist with studies and project development/review.
- Review local and regional transportation planning activities and attend public hearings for compliance with Chapter 729
- Assist the PDCs with the update of the Rural Long-Range Plan and small area plans
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridor, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies
- Review environmental impact reports for impacts to existing and future transportation facilities

Provide advice and support on freight issues and information compilation. VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.

MEMORANDUM OF UNDERSTANDING ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES FOR THE CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING AREA

This agreement is made and entered into as of ________, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State**,** the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO; and the City of Charlottesville, the Charlottesville Area Transit Service, Albemarle County and JAUNT, Inc. hereinafter referred to as the Public Transportation Providers; and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at 23 CFR 450 Subpart C, and

WHEREAS, the regulations at 23 CFR 450.314 direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Charlottesville-Albemarle metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

Article 1
Planning and Modeling Boundaries

The MPO is responsible as the lead for coordinating transportation planning and programming in the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the City of Charlottesville and a portion of Albemarle County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2
MPO Structure & Committees
The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the MPO Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and MPO Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance-based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Public Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by 23 CFR 450.336, The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act requirements which affect public bodies under the Code of Virginia at 2.2-3700 et sequel.

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and
- Locally elected officials representing each County, independent City, Town or other appropriate representation within the metropolitan transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The MPO Technical Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the MPO Technical Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and MPO Technical Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meetings and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3
Unified Planning Work Program (UPWP)
Transportation planning activities anticipated within the Charlottesville-Albemarle Metropolitan Planning Area during the next one or two year period shall be documented and prepared annually by the Staff and the MPO Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in

transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

Article 4
Participation Plan
The Policy Board shall adopt and maintain a formal, written Public Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of 23 CFR 450.316. The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5
Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)
Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR 450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and Public Transportation Provider(s) in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6
Financial Planning and Programming, and Obligations
The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

Fiscal Constraint and Financial Forecasts
The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR 450.324 and 450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues

for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

Within 90 days after the close of the federal fiscal year the State and the Public Transportation Provider(s) shall provide the MPO with information for an Annual Obligation Report (AOR). This report shall contain a listing of projects for which federal highway and/or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the AOR in accordance with the MPO’s public participation plan criteria for the TIP.

Article 7
Performance-Based Metropolitan Planning Process Responsibilities

The MPO

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region’s metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO’s performance based planning activities in the MPO UPWP.

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the state(s) and Public Transit Provider(s) of whether the MPO: 1) has selected "to contribute toward the accomplishment" of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the Public Transportation Provider(s) or the MPO for use in the MPO's planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects "to contribute toward the accomplishment" of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO's metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area's performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO's transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

The State

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB's public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)

For the metropolitan areas, Public Transportation Providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Provider(s) to ensure consistency with the performance targets that Public Transportation Providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. The Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate, as appropriate, to adequately inform and enable the MPO(s) to establish and/or update metropolitan planning area transit target(s) no later than 180 days thereafter, as required by performance-based planning process.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Chair
Charlottesville-Albemarle
Metropolitan Planning Organization

WITNESS BY
DATE 7/25/18

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY
DATE

City Manager
City of Charlottesville for
Charlottesville Area Transit

WITNESS BY
DATE 1/2/2019

Executive Director
Jaunt, Inc.

WITNESS BY
DATE 12/10/2018

Executive Director
Thomas Jefferson
Planning District Commission

WITNESS BY
DATE 8-3-18

County Executive
Albemarle County

WITNESS BY Cheryl Dixon
DATE 12/17/2018

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Attachment C: PL and FTA Budget

FY24			
	PL	FTA	Total
Task 1: Administration	**$52,500**	**$21,500**	**$74,000**
Reporting and Compliance with Regulations	$14,000	$8,000	$22,000
Staffing Committees	$14,000	$8,000	$22,000
Information Sharing	$24,500	$5,500	$30,000
Task 2: Long Range Transportation Planning	**$267,314**	**$70,640**	**$337,954**
2050 LRTP	$142,643	$36,000	$178,643
Comprehensive Safety Action Plan	$30,000	$0	$30,000
MPO Boundary Analysis	$8,000	$4,000	$12,000
Transit Governance	$0	$27,640	$27,640
Commuter Assistance Program Strategic Plan	$11,000	$0	$11,000
Travel Demand Model Update	$20,000	$0	$20,000
On-call Services/Contingency	$55,671	$3,000	$58,671
Task 3: Short Range Transportation Planning	**$68,000**	**$36,900**	**$104,900**
TIP Maintenance	$5,000	$2,000	$7,000
SMART SCALE & Grant Support	$35,500	$10,400	$45,900
RTP, TDM, and Bike/Ped Support	$8,500	$8,500	$17,000
Performance Targets	$2,000	$1,000	$3,000
Regional Transit & Rail Planning	$0	$5,000	$5,000
CTAC/Public Outreach/Title VI	$17,000	$10,000	$27,000
TOTAL	**$387,814**	**$129,040**	**$516,854**

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, March 2, 2023

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
City of Charlottesville			Christine Jacobs, Executive Director	x	
Michael Payne	x		David Blount, Deputy Director	x	
Liz Russell	x		Ruth Emerick, Chief Operating Officer	x	
Albemarle County			Sandy Shackelford, Planning and Transportation Director	x	
Ned Gallaway, Chair	x				
Jim Andrews	x				
Fluvanna County					
Tony O'Brien, Vice Chair	x				
Keith Smith, Treasurer					
Greene County					
Dale Herring					
Andrea Wilkinson					
Louisa County					
Rachel Jones	x		**GUESTS/PUBLIC PRESENT**		
Tommy Barlow	x		Don Reed	x	
Nelson County			Pat Reed	x	
Jesse Rutherford	x		Sean Tubbs		x
Ernie Reed					

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:08 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.

c. Vote to Amend Agenda:

The Commissioners considered amending the meeting agenda to include items 5c (Accounting and Advisory Services), 5d (Central Virginia Regional Housing Partnership Appointment), and 6a (FY23 Amended Budget Resolution) as recommended by staff.

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously voted to amend the agenda for the March 2, 2023 Commission meeting to include items 5c (Accounting and Advisory Services), 5d (Central Virginia Regional Housing Partnership Appointment), and 6a (FY23 Amended Budget Resolution).

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

b. Comments provided via email, online, web site, etc.: None.

3. PRESENTATIONS:

a. Resolution of Appreciation for Donald L. Reed

Chair Ned Gallaway and Executive Director Christine Jacobs honored Don Reed for his work at the TJPDC as Finance Director with a plaque and resolution of appreciation for his nearly 17 years of service.

Motion/Action: On a motion by Ned Gallaway, seconded by Jim Andrews, the Commission unanimously approved the Resolution of Appreciation for Donald L. Reed.

b. FY24 Draft Rural Transportation Work Program & Budget

Sandy Shackelford, Planning and Transportation Director, gave an update on the draft Rural Transportation Work Program and budget for fiscal year 2024. The Commission will be asked to consider approving the work program and budget at the April meeting.

c. Blue Ridge Cigarette Tax Board Update

David Blount, Deputy Director, and Ruth Emerick, Chief Operating Officer, updated the Commission on the administration of the Blue Ridge Cigarette Tax Board, including a summary of revenues, packs sold, administrative costs, and governance items of the Board.

4. **CONSENT AGENDA:** Action Items

a. Minutes of February 2, 2023 Meeting

Christine Jacobs reviewed the February 2, 2023 meeting minutes.

Motion/Action: On a motion by Jim Andrews, seconded by Liz Russell, the Commission unanimously approved the consent agenda as presented, with abstentions by Rachel Jones, Tommy Barlow, Tony O'Brien, and Jesse Rutherford.

5. **NEW BUSINESS:**

a. FY23 Amended Annual Operating Budget

Christine Jacobs presented an amended operating budget for FY23 that more accurately reflects revenues and expenses for the year.

b. Executive Director Evaluation Process

Ned Gallaway and Jesse Rutherford will develop an evaluation form for evaluating the Executive Director for FY23.

c. Accounting and Advisory Services

Christine Jacobs gave an overview of the emergency procurement of Hantzmon Wiebel LLP for accounting and advisory services in the absence of finance staff.

Motion/Action: On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously voted to allow Christine Jacobs to move forward with contracting Hantzmon Wiebel LLP for accounting and advisory services.

d. Central Virginia Regional Housing Partnership Appointment

Christine Jacobs recommended that Mr. William Park serve as the TJPDC-appointed Developer Representative on the Regional Housing Partnership.

Motion/Action: On a motion by Tony O'Brien, seconded by Jesse Rutherford, the Commission unanimously voted to appoint Mr. William Park to the Regional Housing Partnership as the Developer Representative.

6. **RESOLUTIONS:**

a. **FY23 Amended Budget Resolution**

Motion/Action: On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously approved the FY23 Amended Budget resolution.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Project milestones for VATI were shared, including the completion of over 380 miles of field data collection, over 1,500 miles of fiber design, over 300 miles of make ready work, over 90 miles of aerial fiber placement, and over 79 miles of underground fiber placement. Grant award announcements for VATI FY23 from DHCD remain delayed.

The RHP's 2nd Annual Summit, Coming Back Home, will be held March 24th at the Omni Charlottesville. The keynote speaker will be Jay Grant, Executive Director of LISC, Hampton Roads.

Staff submitted a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the preliminary engineering phase of the Rivanna River Bicycle and Pedestrian Bridge.

TJPDC was awarded a US Department of Transportation Safe Streets and Roads for All (SS4A) grant to develop to develop a comprehensive safety action plan for each jurisdiction in Planning District 10. A SS4A grant kick-off meeting is scheduled with USDOT for March 1, 2023.

Staff developed the required Strategy Committee for the Comprehensive Economic Development Strategy (CEDS) grant, consisting of economic development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders. The kickoff meeting was held February 13th.

The 2023 Hazard Mitigation Plan update has officially been adopted. An official letter from FEMA is forthcoming. Staff are working with localities in the region to schedule formal adoption at each governing board, the first of which occurred at the Fluvanna Board of Supervisor's February 1, 2023 meeting. February is the new adoption date for the 2023 update.

Staff is beginning the USDA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) which will take place over the course of 2023. The Rivanna River Basin Commission (RRBC) Stakeholder Advisory group held the STEW-Map kickoff meeting for stakeholders in February.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – April 6, 2023

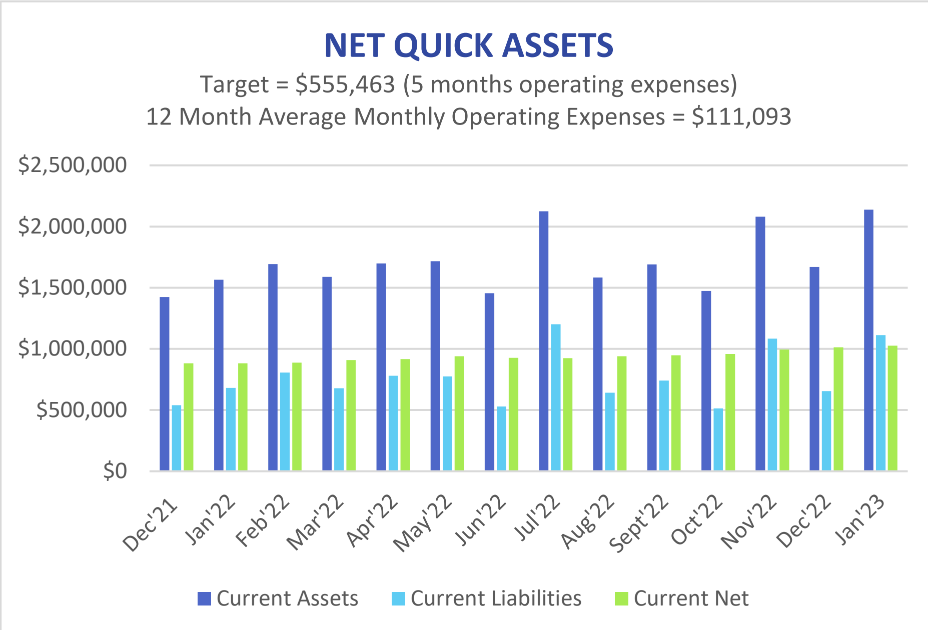
i. Regional Transit Study Update
ii. CA-MPO Unified Planning Work Program Update
iii. FY24 Operating Budget Draft/Budget Memo
iv. DHCD/CDBG Regional Priorities – For consideration/approval
v. Appointment of Nominating Committee for Officers
vi. FY24 Rural Transportation Work Program & Budget – For approval
vii. Executive Director Evaluation (Closed Session)

ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the March 2, 2023, Commission meeting at 8:28 pm.

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

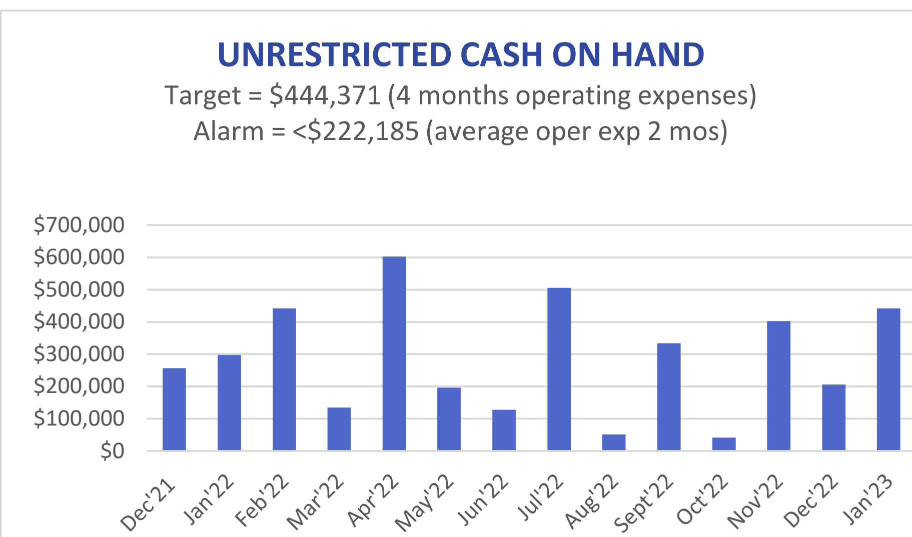
FY 23 FINANCIAL DASHBOARD
Through January 2023



<u>MONTHLY NET QUICK ASSETS</u>

<u>Dec'21 = $882,982</u>
<u>Jan'22 = $883,614</u>
<u>Feb'22 = $887,621</u>
<u>Mar'22 = $908,525</u>
<u>Apr'22 = $917,249</u>
<u>May'22 = $940,919</u>
<u>Jun'22 = $926,324</u>
<u>Jul'22 = $924,190</u>
<u>Aug'22 = $940,983</u>
<u>Sept'22 = $948,946</u>
<u>Oct'22 = $959,348</u>
<u>Nov'22 = $995,511</u>
<u>Dec'22 = $1,012,725</u>
<u>Jan'23 - $1,025,890</u>

<u>NET QUICK ASSETS</u> 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 January 2023, the TJPDC had 9.23 months of operating expenses. The rolling twelve-month average operating expenses decreased to $111,093. The 3-month average operating expenses are $124,954. Actual operating expenses for January were $121,466. Capital reserves = $1,025,890 - $555,463 = $470,427.

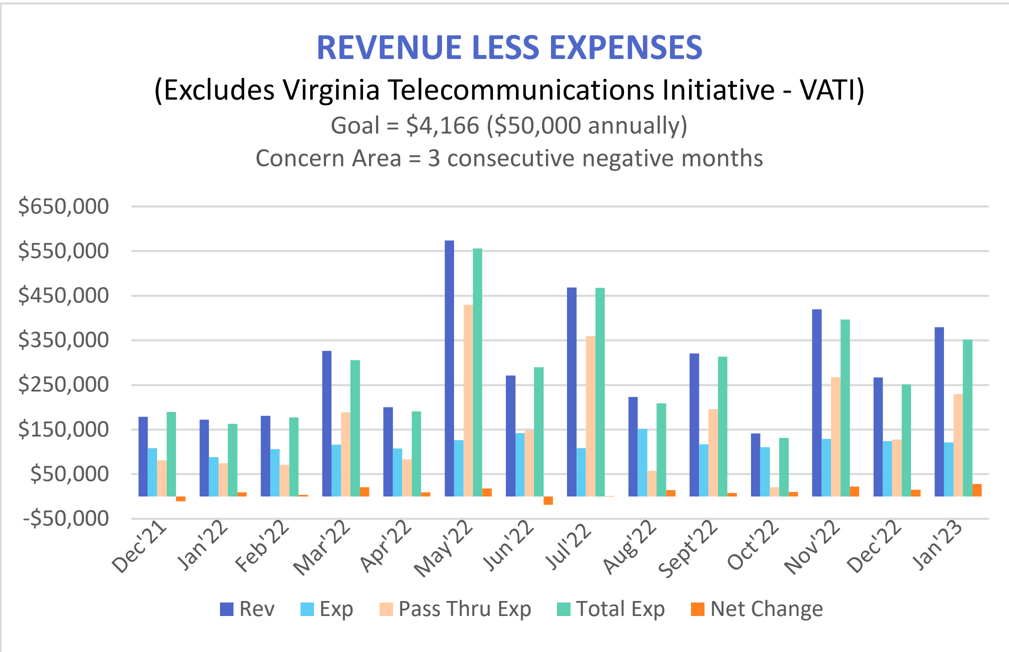


<u>UNRESTRICTED CASH ON HAND</u> consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

<u>MONTHS OF UNRESTRICTED CASH</u> 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. <u>Unrestricted cash increased from December (205,997) to January ($442,249), which represents 3.98 months of operating expenses as of January</u>

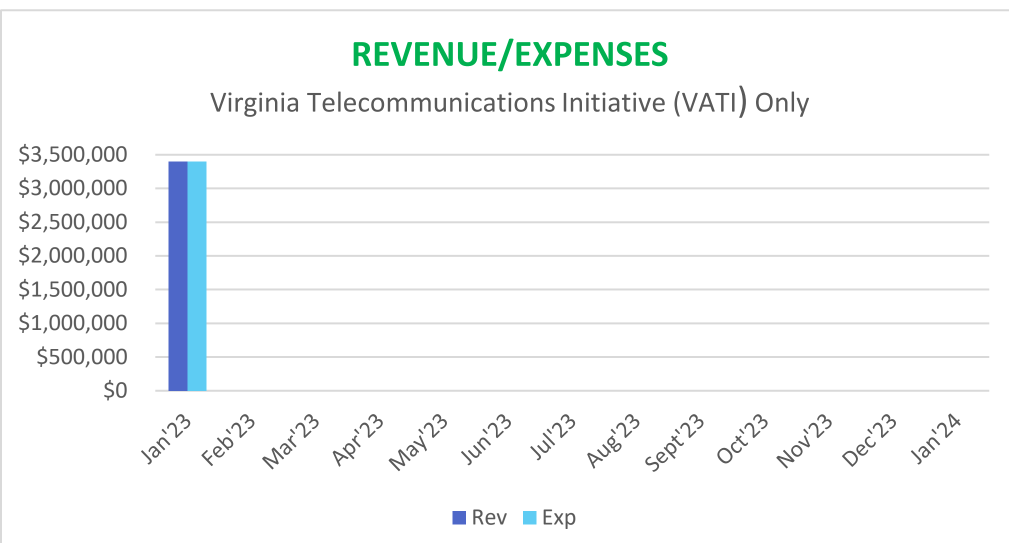
2023. This is no longer at the concern level (although staff are continuing to watch the cash flow very carefully and aggressively pursuing accounts receivable (due to large receivables that are only able to be collected on a quarterly, bi-annual, or performance basis (to include the Virginia Telecommunications Initiative, Housing Preservation Grant, Virginia Eviction Reduction Pilot, Hazard Mitigation, and Watershed Improvement Program)).

NET REVENUE:



MONTHLY NET REVENUE

Dec'21 = ($10,435)
Jan'22 = $9,246
Feb'22 = $4,015
Mar'22 = $21,052
Apr'22 = $9,499
May'22 = $18,214
Jun'22 - ($14,029)
Jul'22 = $982
Aug'22 = $14,516
Sept'22 = $7,741
Oct'22 = $10,072
Nov'22 = 22,587
Dec'22 = 15,424
Jan'23 = $28,072



VATI
MONTHLY EXP/REV

Jan'23 = $3,400,931

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. In order to prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been removed from the Revenue Less Expenses graph/data above and will be reported separately in a new

VATI revenues and expenses graph (above). **The agency's net gain in January was $28,072,** our strongest month to date**.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). **The agency's FY23 net gain to date is $95,264.** VATI pass-through revenues and expenses were $2,400,931. The Accrued Revenue Report shows total available funds of $1,052,081 for the remaining 5 months in FY23 (an average of $175,347 per month) which is ample revenue to cover projected expenses. Actual operating expenses for January were $121,466, with a 3-month average of $124,954. *Note:* The Executive Director intends to give staff an end-of-fiscal-year one-time bonus. This bonus was approved in the FY23 amended budget and revenue projections indicate there will be ample revenue to cover the bonuses.

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.

Consolidated Profit & Loss

January 2023

April 3, 2023
Accrual Basis

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	3,488,670	2,143,063	4,208,726	14,894,360
4120 · State Funding Source	26,694	91,726	470,107	642,083
4130 · Local Source	248,559	1,272,742	1,915,809	7,687,441
42000 · Local Match Per Capita	12,755	11,397	77,996	97,889
4280 · Interest Income	3,641	42	15,913	290
Total Income	3,780,319	3,518,971	6,688,550	23,322,063
Gross Profit	3,780,319	3,518,971	6,688,550	23,322,063
Expense				
61000 · Personnel	92,951	106,635	638,172	750,907
6900 · Overhead Allocation	0	0	0	0
6260 · COGS	0	0	4,350	(3,143)
62391 · Postage Expense	168	195	1,527	1,371
62392 · Subscriptions, Publications	0	154	31	1,079
62393 · Supplies	1,232	716	6,845	5,087
62394 · Audit -Legal Expenses	1,525	0	21,142	34,700
6240 · Advertising	957	2,034	7,317	13,700
62401 · Professional Dev-Conference	0	0	0	0
62404 · Meeting Expenses	2,133	758	4,745	5,304
62410 · TJPDC Contractual	8,044	6,325	41,509	44,397
6382 · Contractual Service Grants	0	0	0	0
6281 · Dues	633	951	5,556	7,227
62850 · Insurance	558	508	4,943	3,762
62890 · Printing/Copier	496	677	2,947	4,100
63200 · Rent Expense	8,505	8,312	58,750	58,983
63210 · Equipment/Data Use	1,121	1,745	43,091	12,388
63220 · Telephone Expense	590	747	3,650	5,231
63300 · Travel	853	5,889	7,011	41,263
63315 · Legislative Liaison	0	0	0	0
6345 · Janitorial Service	226	500	1,699	3,501
6390 · Professional Development	1,474	2,866	15,160	20,650
Total Expense	121,466	139,011	868,443	1,010,507
Net Ordinary Income	3,658,853	3,379,959	5,820,108	22,311,556
Other Income/Expense				
Other Expense				
83000 · HOME Pass-Through	0	86,918	219,860	455,719
8399 · Grants Contractual Services	3,630,781	3,197,777	5,513,553	22,363,874
Total Other Expense	3,630,781	3,284,696	5,733,413	22,819,593
Net Other Income	(3,630,781)	(3,284,696)	(5,733,413)	(22,819,593)
Net Income	**28,072**	**95,264**	**86,695**	**(508,037)**

	Annual Budget
Ordinary Income/Expense	
Income	
41100 · Federal Funding Source	25,906,162
4120 · State Funding Source	1,100,715
4130 · Local Source	13,984,859
42000 · Local Match Per Capita	160,847
4280 · Interest Income	500
Total Income	41,153,083
Gross Profit	41,153,083
Expense	
61000 · Personnel	1,302,934
6900 · Overhead Allocation	0
6260 · COGS	0
62391 · Postage Expense	2,344
62392 · Subscriptions, Publications	1,850
62393 · Supplies	8,668
62394 · Audit -Legal Expenses	37,000
6240 · Advertising	24,414
62401 · Professional Dev-Conference	0
62404 · Meeting Expenses	9,093
62410 · TJPDC Contractual	75,970
6382 · Contractual Service Grants	0
6281 · Dues	12,016
62850 · Insurance	6,300
62890 · Printing/Copier	6,259
63200 · Rent Expense	101,142
63210 · Equipment/Data Use	21,113
63220 · Telephone Expense	8,967
63300 · Travel	70,709
63315 · Legislative Liaison	0
6345 · Janitorial Service	6,001
6390 · Professional Development	35,007
Total Expense	1,729,787
Net Ordinary Income	39,423,296
Other Income/Expense	
Other Expense	
83000 · HOME Pass-Through	1,087,192
8399 · Grants Contractual Services	38,336,104
Total Other Expense	39,423,296
Net Other Income	(39,423,296)
Net Income	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	935,650.71	844,079.32	91,571.39
1189 · Capital Reserve	411,094.00	392,987.00	18,107.00
Total Checking/Savings	1,346,744.71	1,237,066.32	109,678.39
Accounts Receivable			
1190 · Receivable Grants	760,851.97	510,486.61	250,365.36
Total Accounts Receivable	760,851.97	510,486.61	250,365.36
Other Current Assets			
1310 · Prepaid Rent	2,025.00	1,666.67	358.33
1330 · Prepaid Insurance	10,724.76	10,512.67	212.09
1360 · Prepaid Other	16,995.78	7,837.02	9,158.76
Total Other Current Assets	29,745.54	20,016.36	9,729.18
Total Current Assets	2,137,342.22	1,767,569.29	369,772.93
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	122,334.57	92,151.29	30,183.28
1499 · Accumulated Depreciation	-105,466.20	-94,869.81	-10,596.39
Total Fixed Assets	31,241.48	11,654.59	19,586.89
TOTAL ASSETS	**2,168,583.70**	**1,779,223.88**	**389,359.82**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	607,193.78	339,498.56	267,695.22
Total Accounts Payable	607,193.78	339,498.56	267,695.22
Credit Cards			
2155 · Accounts Payable Credit Card	5,051.33	3,738.41	1,312.92
Total Credit Cards	5,051.33	3,738.41	1,312.92
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	76.50	-70.50	147.00
2465 · VRS Optional Life Payable	143.36	0.00	143.36
2467 · Employee Deferred Compensation	1,485.40	0.00	1,485.40
2468 · 401A VRS Contribution	2,961.02	0.00	2,961.02
2469 · Hybrid VRS Contribution	92.10	0.00	92.10
2470 · Hybrid-457	1,046.58	0.00	1,046.58
2800 · Deferred Revenue	493,402.11	539,446.18	-46,044.07
Total Other Current Liabilities	499,207.07	539,375.68	-40,168.61
Total Current Liabilities	1,111,452.18	882,612.65	228,839.53

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	$ Change
Long Term Liabilities			
2200 · Leave Payable	35,954.09	41,330.35	-5,376.26
Total Long Term Liabilities	35,954.09	41,330.35	-5,376.26
Total Liabilities	1,147,406.27	923,943.00	223,463.27
Equity			
3000 · General Operating Fund	486,955.51	449,194.62	37,760.89
3100 · Restricted Capital Reserve	411,094.00	392,987.00	18,107.00
32000 · Unrestricted Net Assets	9,016.75	-0.04	9,016.79
3600 · Net Investment in Fixed Assets	27,416.45	0.00	27,416.45
Net Income	86,694.72	13,099.30	73,595.42
Total Equity	1,021,177.43	855,280.88	165,896.55
TOTAL LIABILITIES & EQUITY	**2,168,583.70**	**1,779,223.88**	**389,359.82**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2023

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JANUARY 2023	FEBRUARY 2023	YEAR TO DATE FY23	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY24+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY23	NOTES
110	**State Support to PDC (DHCD)**	89,971	7,499	7,499	7,499	7,499	7,499	7,499	7,499		52,493			52,493	37,478	State funding to TJPDC General
110	**TJPDC Corporation**	0	0	0	0	0	0	0	0		0			0	0	501(c)3 Non-profit Arm
110	**Bank Interest**	15,909	1,239	1,556	1,406	1,850	2,788	3,429	3,641		15,909			15,909	0	Investment Pool Savings Income
170/171	**Rural Transportation**	58,000	4,960	1,904	4,227	3,074	2,953	956	2,750		20,824			20,824	37,176	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	15,860	1,350	2,860	3,000	2,550	1,810	2,020	2,270		15,860			15,860	0	Rental Fees
277	**Legislative Liaison**	103,773	1,741	5,086	7,374	7,082	10,311	7,357	11,417		50,368			50,368	53,406	Legislative Operations
278	**VAPDC-ED**	50,000	4,167	4,167	4,167	4,267	4,360	4,166	4,167		29,461			29,461	20,539	Contract for Admin Services
296	**Member Per Capita**	165,709	12,748	12,756	12,756	12,756	12,756	12,756	12,755		89,283			89,283	76,426	Local Govt Annual Contributions
303	**Solid Waste**	10,500	291	237	286	195	0	448	382		1,839	0	5,000	1,839	3,661	Contract for annual reporting
315	**Stanardsville TAP**	28,749	91	319	137	274	410	394	46		1,671	23,499	0	25,170	3,579	VDOT Streetscape Contract
907	**WIP Phase III - Contract #5**	58,000	4,980	6,170	6,300	4,968	6,205	6,278	0		34,901	23,096	0	57,997	3	Watershed Improvement Plan
907	**WIP Phase III - Contract #6**	58,000	0	0	0	0	0	0	5,890		5,890	0	29,000	5,890	23,110	*Watershed Improvement Plan
908	**RRBC**	10,500	346	665	2,403	1,353	334	519	436		6,056			6,056	4,444	Rivanna Commission
Program Code	**PROGRAM COTRACTS/GRANTS With Pass-Thrus**	0														
181	**RTP-TDM - Admin**	50,000	6,871	7,227	5,959	4,795	2,990	2,074	1,887		31,803			31,803	18,197	*Regional Transit Partnership
	RTP Pass-Thru	0	0	0	0	0	0	0	0		0			0	0	Grant Match if needed
182	**Regional Transit Vision Grant**	34,138	693	37	250	0	0	0	0		980	32,867		33,847	291	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	315,862	0	19,325	0	0	0	0	0		19,325	276,918		296,243	19,619	Regional Transit Vision Plan - Consultant
184	**Transit Governance Admin**	37,723	899	682	828	2,338	2,274	1,895	416		9,332			9,332	28,391	*Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	149,600	0	0	0	0	0	35,582	0		35,582			35,582	114,018	*Regional Transit Governance Study - Consultant
190/195/198	**MPO-PL**	185,838	8,533	12,974	13,422	12,590	12,443	14,826	13,812		88,600			88,600	97,238	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	30,000	0	0	0	0	0	1,073	3,913		4,986			4,986	25,015	LRTP Support
191/196/199	**MPO-FTA**	153,024	5,007	10,274	8,309	8,440	7,299	8,620	21,494		69,443			69,443	83,581	MPO FTA Transit Planning
	MPO - FTA Pass Thru	0	0	0	0	0	0	0	0		0			0	0	
193	**Rideshare - Admin**	166,198	11,209	10,837	10,084	10,403	7,973	10,571	10,718		71,795			71,795	94,403	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	8,000	0	0	0	0	0	0	0		0			0	8,000	Potential contract for marketing plan
330	**Hazard Mitigation - Admin**	67,200	2,246	984	1,487	1,201	228	278	1,384		7,808	52,435		60,243	6,957	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	0	0	0	0	0		0			0	0	Technical Support/Mapping (if needed)
333	**EDA-CEDS - Admin**	20,000	384	378	281	930	349	436	755		3,513			3,513	16,487	*EDA administration
	EDA-CEDS - Pass-Thru	80,000	0	0	0	0	0	0	0		0			0	80,000	*EDA Consultant Pass-through
726	**HOME ARP - Admin**	332,541	2,461	2,677	36,208	2,558	2,285	2,894	8,262		57,345	30,381	232,566	87,727	12,248	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,117,730	0	0	0	0	0	0	0		0		1,943,881	0	173,849	*Admin includes Consultant for Gap Analysis
727	**HOME TJPDC Admin**	72,408	4,577	6,880	9,124	3,263	11,383	15,626	9,851		60,704			60,704	11,704	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716	24,639	60,604	12,295	18,731	0	0		227,985			227,985	423,695	*HUD HOME Housing Grants Construction
728	**Housing Preservation Grant - Admin**	23,489	2,185	2,171	1,315	1,609	750	1,071	1,471		10,572			10,572	12,917	*USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513	32,971	26,815	8,587	0	0	10,000		91,886			91,886	41,220	*USDA Housing Repair Construction
729	**Regional Housing Partnership**	69,500	2,691	4,564	3,283	4,907	15,101	4,613	7,829		42,988			42,988	26,512	Regional Housing Partnership
	RHP - Consultant Pass-Thru	0	0	0	2,772	0	0	0	551		0			0	0	Spark Mill - RHP Strategic Planning Consultant
732	**VERP - Admin**	18,750	933	1,052	1,209	499	296	1,796	236		6,022	7,661		13,683	5,067	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	412,500	10,217	15,813	0	55,682	34,419	90,767	4,946		211,844	29,004		240,848	171,652	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	200,000	2,762	3,263	2,059	2,670	2,076	957	1,224		15,011	35,048	111,619	50,059	38,322	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000	0	0	60,000	0	0	0	0		60,000	302,228	748,886	362,228	688,886	*VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigaratte Tax Board**	165,951	7,433	43,507	4,717	9,991	7,535	8,448	7,258		88,889			88,889	77,062	Includes Administrative Fees
	Cig Tax Pass-Through	2,400,000	234,201	245,435	236,774	215,613	231,182	210,328	210,441		1,583,974			1,583,974	816,026	Pass through - direct costs
761	**VATI - Admin**	875,000	11,319	15,277	13,916	11,202	12,108	20,358	16,157		100,337	54,859	628,908	155,196	90,896	*VATI Admin - 36-42 months
	VATI Pass-Through	112,500,000	0	0	0	0	0	0	3,400,931		3,400,931		78,500,000	3,400,931	30,599,069	*Program/Construction Pass-Through
	TOTAL - All Programs	**123,866,787**	**479,262**	**504,186**	**548,971**	**415,441**	**418,848**	**478,035**	**3,784,789**		**6,626,210**	**988,995**	**82,199,860**	**7,615,205**	**34,051,721**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**120,598,478**	369,647	338,184	386,965	292,177	284,332	337,750	3,630,781	-	5,595,945	608,150	79,248,886	6,204,095	32,967,030	Pass-Thru Subtotal

*indicates unspent finds can 'roll-over' in FY24

$111,093	12 month average - Operating Expenses
$124,954	3 month average - Operating Expenses
$121,466	last month - Operating Expenses

Total Grant Funds Remaining	34,051,721
Pass-through funds	$32,967,030
TJPDC Available Funds	$1,084,691
Average Funds Available pr Month	**$216,938.27**

TJPDC - FY24 Draft Operating Budget

				4/6/2023
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.64 per capita
Revenue	***FY21 Actual***	***FY22 Actual***	***FY23 Amended***	***FY24 Operating***
Federal	$3,311,545	$1,319,557	$36,710,296	$42,037,280
State	$256,898	$862,691	$1,286,067	$1,134,031
Local	$442,110	$1,908,011	$3,130,463	$3,009,549
Local per capita	$157,820	$158,876	$160,848	$171,055
Interest Income	$1,382	$25,200	$30,000	$25,000
Rent Income	$13,450	$2,769	$22,000	$15,000
Grant & Reserves Transfer	$0		$0	$51,766
Total Revenue	$4,183,206	$4,277,104	$41,339,674	$46,443,681
Operating Expenses				
Personnel Costs				
Salaries	$793,008	$931,013	$985,772	$1,115,295
Fringe and Release	$170,318	$0	$201,368	$249,657
Total Personnel	$963,326	$931,013	$1,187,139	$1,364,952
Other Costs				
Postage	$1,835	$1,942	$2,246	$2,344
Subscriptions	$947	$156	$500	$1,850
Supplies	$5,470	$5,912	$16,700	$8,768
Audit-Legal	$15,936	$22,900	$27,700	$52,000
Advertising	$4,574	$22,580	$22,987	$30,688
Meeting Expenses	$1,119	$1,824	$5,624	$10,039
TJPDC Contractual	$58,537	$80,958	$206,119	$138,637
Dues	$9,132	$8,623	$13,290	$13,246
Insurance	$5,774	$6,563	$7,000	$7,000
Printing/Copy	$4,459	$4,538	$6,193	$6,544
Rent	$97,269	$98,058	$101,142	$104,296
Equip/Data Use	$36,280	$40,728	$52,720	$28,720
Capital & Leases	$0	$0	$0	$0
Telephone	$7,659	$6,388	$8,225	$8,992
Travel-Vehicle	$6,711	$9,646	$27,653	$42,979
Janitorial	$2,310	$2,050	$3,501	$6,001
Professional Development	$5,421	$16,555	$26,655	$33,030
Total Other Costs	*$263,433*	*$329,420*	*$528,254*	*$495,133*
TOTAL OPERATING EXPENSES	$1,226,759	$1,260,434	$1,715,393	$1,860,085
Net Ordinary Income - Pass Through $	$2,956,447	$3,016,670	$39,624,281	$44,583,596
Other				
HOME Pass Thru	$582,891	$736,642	$763,113	$997,404
HPG Pass Thru	$105,287	$113,255	$168,914	$187,102
All Grants/Contracts Pass Thrus	$2,141,976	$2,110,440	$38,680,230	$43,399,089
Total Other Expenses	*$2,830,154*	*$2,960,337*	*$39,612,257*	*$44,583,596*
Net Other Income	-$2,830,154	-$2,960,337	-$39,612,257	-$44,583,596
Net Income	**$126,293**	**$56,333**	**$12,024**	**$0**

FY24 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State Contribution - DHCD		$89,971				
110	WSC & Offices						$15,000
110	Interest Income					$25,000	
301	Charlottesville				$32,691		
302	Albemarle				$73,231		
304	Fluvanna				$17,636		
305	Greene				$13,459		
306	Louisa				$24,553		
307	Nelson				$9,485		
	Unknown Source/Reserve Transfer			$51,766			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
172	**Safe Streets and Roads for All (SS4A)**	$30,400		$7,600			
180	**Mobility Management**	$36,515	$7,303				
	Transit Planning						
181	Regional Transit Partnership (RTP)			$70,000			
184	Transit Governance Study	$16,421		$8,055			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$202,251	$25,281				
191/196/199	FTA Funding	$103,232	$12,904				
	Rideshare						
193	Rideshare/TDM - DPRT		$139,358	$34,840			
194	CAP/Rideshare Strategic Plan						
HOUSING AND NONPROFIT							
726	HOME-ARP	$32,670					
727	HOME Consortium Admin	$72,408					
728	Housing Preservation	$30,060					
729	Regional Housing Partnership			$50,000			
732	VERP - DHCD		$7,875				
733	VA Housing - PDC		$64,000				
ENVIRONMENT							
303	Solid Waste			$5,500			
330	Haz Mit Grant	$0	$0				
907	WIP DEQ	$58,000					
908	RRBC			$10,500			
OTHER PROGRAMS							
277	Legislative Liaison			$119,609			
278	VAPDC			$50,000			
333	CEDS	$10,133		$2,533			
760	Reional Cigarette Tax			$140,980			
761	VATI 2022 - DHCD	$250,000		$0			
PASS THRU REVENUE							
172	Safe Streets and Roads for All (SS4A)	$312,640		$78,160			
181	Regional Transit Partnership (RTP)			$0			
184	Transit Governance Study	$32,563		$15,973			
170/171	Rural Transportation Planning	$0		$0			
180	Mobility Management	$41,070	$8,214				
193	Rideshare/TDM - DRPT		$0	$0			
194	CAP/Rideshare Strategic Plan		$35,000				
190/195/198	MPO - PL	$108,000	$13,500				
191/196/199	MPO - FTA	$0	$0				
303	Solid Waste			$5,000			
333	CEDS	$43,200		$10,800			
726	HOME-ARP Pass Through	$277,697					
727	Consortium HOME Pass Through	$651,680					
728	Housing Preservation Pass Through	$170,339					
732	VERP - DHCD Pass Through		$130,625				
733	VA Housing - PDC Pass Through		$600,000				
760	Regional Cigarette Tax Pass Through			$2,400,000			
761	VATI 2022- DHCD	$39,500,000		$0			
Total Revenues by Category		**$42,037,278**	**$1,134,032**	**$3,061,315**	**$171,055**	**$25,000**	**$15,000**
Sum Total of Revenues							**$46,443,680**

**NOTE unconfirmed source (or reserve transfer)

FY24

	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	Balance	Regional	Local	*Difference from FY23 Total Contribution*
			Per Capita				**Per Capita**										**Per Commission Policy:**		
	7/1/2022		**0.64**	**Local**	**Local**	**Local**	**0.4**	**Local**	**Local**		**0.64**		**Required Local Match**				**75%**	**25%**	
Charlottesville	51,079	19.11%	$ 32,691	$ 7,331	$ 2,540	$ 1,337	$ 20,432	$ 25,000	$ 9,550	$ 98,880	$ 32,691	$ -	$ (11,759)		$ (2,771)	$ 18,161	$ 13,621	$ 4,540	*$ 2,686*
Albemarle	114,424	42.81%	$ 73,231	$ 15,876	$ 5,560	$ 6,210	$ 45,770	$ 25,000	$ 21,310	$ 192,957	$ 73,231	$ (2,620)	$ (20,492)		$ (6,208)	$ 43,911	$ 32,933	$ 10,978	*$ 6,245*
Fluvanna	27,556	10.31%	$ 17,636	$ 3,999	$ 1,370	$ 1,897	$ 11,022	$ -	$ 5,250	$ 41,174	$ 17,636	$ (3,261)	$ -		$ (1,495)	$ 12,880	$ 9,660	$ 3,220	*$ 912*
Greene	21,030	7.87%	$ 13,459	$ 2,997	$ 1,030	$ 1,056	$ 8,412	$ -	$ 3,905	$ 30,859	$ 13,459	$ (2,472)	$ -		$ (1,141)	$ 9,846	$ 7,385	$ 2,462	*$ 1,142*
Louisa	38,364	14.35%	$ 24,553	$ 5,274	$ -	$ -	$ 15,346	$ -	$ 7,110	$ 52,283	$ 24,553	$ (4,278)	$ -		$ (2,081)	$ 18,194	$ 13,646	$ 4,549	*$ 2,147*
Nelson	14,820	5.54%	$ 9,485	$ 2,335	$ -	$ -	$ 5,928	$ -	$ 2,875	$ 20,623	$ 9,485	$ (1,869)	$ -		$ (804)	$ 6,812	$ 5,109	$ 1,703	*$ 211*
TOTALS	267,273	100.00%	$ 171,055	$ 37,812	$ 10,500	$ 10,500	$ 106,909	$ 50,000	$ 50,000	$ 436,776	$ 171,055	$ (14,500)	$ (34,766)		$ (14,500)	$ 109,804	$ 82,353	$ 27,451	*$ 13,343*
	Population Increase											$14,500	$34,766		$ 14,500				
	0.03022372																		
	7841		**296-LOCALITY FUNDING FY24 Projected**																

Published January 28th, 2022

Per Capita Increase - $0.02/year for 5 years - Approved by Commission 9/1/2022

FY23	0.62	$ 165,709	0
FY24	0.64	$ 171,055	$ 5,346
FY25	0.66	$ 176,400	$ 5,345
FY26	0.68	$ 181,746	$ 5,345
FY27	0.70	$ 187,091	$ 5,345
FY28	0.72	$ 192,437	$ 5,345

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 6, 2023
Re: FY24 Budget and Work Program Draft

PURPOSE: The Annual Operating Budget and Work Program sets forth the anticipated work, revenue, and expenditures for the upcoming fiscal year, July 1, 2023, to June 30, 2024.

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 approved in March, to serve as the final budget for financial reports through the year. Each year, the Department of Housing and Community Development requires the submission of both the annual budget, the fiscal year work program, and an annual report.

FY24 Budget Dates	
FY24 Projected Budget	Sept/Oct, 2022
FY24 Operating Budget	April/May, 2023
FY24 Amended Budget	Feb/March, 2024

The Projected FY24 budget was approved by the Commission in October of 2022. The draft FY24 Operating Budget and Work Program is presented tonight at the April Commission meeting for review. Review of the draft at this meeting will allow all Commission members to then offer input to the Executive Committee and/or TJPDC staff. The Executive Committee will meet prior to the May 2023 Commission meeting, if necessary, to amend the FY24 recommended Operating Budget and Work Program for presentation at the May Commission meeting for consideration/adoption.

WORK PROGRAM: The FY24 TJPDC work program incorporates the Scopes of Work for the CA-MPO and the TJPDC for the urban and rural transportation programs, as well as housing activities identified in the HOME Annual Action Plan and the USDA Housing Preservation Grant. The work plan also includes activities reflected in the RideShare work plan and the Regional Transit and Regional Housing work programs. New programs for FY24 include the administration of a Regional Safe Streets and Roads for All Plan, a regional Mobility Management Program (pending award), and a Rideshare Commuter Assistance Program (CAP) Strategic Plan (pending award). Key projects and programming highlights for FY24 include:

Agency-wide
Strategic Plan Update (FY24-28)
TJPDC Communications Plan Implementation– Newsletter
Equity – Implement Title VI Plan initiatives and integrate considerations for equity in TJPDC planning processes, projects, and programs
Staff Professional Development planning
Transportation
Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) – SmartScale, North 29 Urban/Rural Corridor Study, Zion Crossroads Gateway Plan
CA-MPO – Office of Intermodal Planning and Investment project prioritization process for Unified Planning Work Program
CA-MPO-Transportation Improvement Program (TIP)
CA-MPO On-Call technical assistance

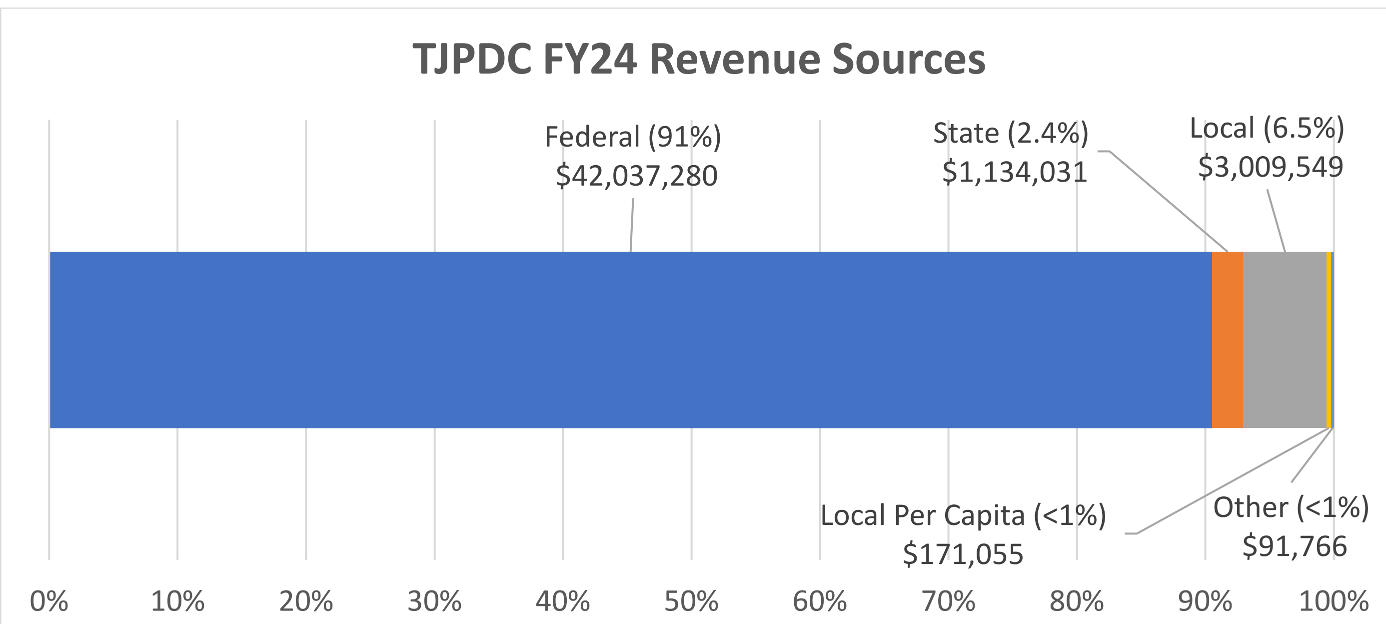
Safe Streets and Roads for All
RideShare/TDM/Telework/AgileMile
Commuter Assistance Program (CAP) Strategic Plan (if awarded)
Regional Transit Partnership
Regional Transit Governance Study
Regional Mobility Management (if awarded)
Rural Transportation Planning Program and Rural Transit Needs Assessment
Stanardsville Transportation Alternative Program (TAP) administration
Housing
HOME Investment Partnership administration
HOME-ARP administration
Housing Preservation Grant administration
Regional Housing Partnership
Virginia Eviction Reduction Pilot Implementation Grant
VA Housing PDC Development Grant administration
Environment
Watershed Improvement Program (WIP)
Solid-Waste Management Planning and DEQ Recycling Report
Rivanna River Basin Commission (RRBC) activity coordination
Broadband
2022 Virginia Telecommunications Initiative (VATI) administration
2023 Virginia Telecommunications Initiative (VATI) administration (if awarded)
Regional Tax Administration
Blue Ridge Cigarette Tax Board administration
Other
Legislative Services
Local Technical Assistance, Land Use Planning
Virginia Association for Planning District Commissions (Executive Director)
Central Virginia Partnership for Economic Development participation
GOVa Region 9 Council participation
Charlottesville Area Alliance participation
Jaunt Board participation
Center for Nonprofit Excellence Board participation
Grant Application and Administration services

RECOMMENDED BUDGET: Attached is the draft recommended operating budget for FY24. This budget and work program incorporate changes to revenue and expense assumptions from the projected budget approved in October 2022. The draft FY24 Operating Budget is a balanced budget with projected revenues of $46,442,681 and projected expenditures of $46,443,681.

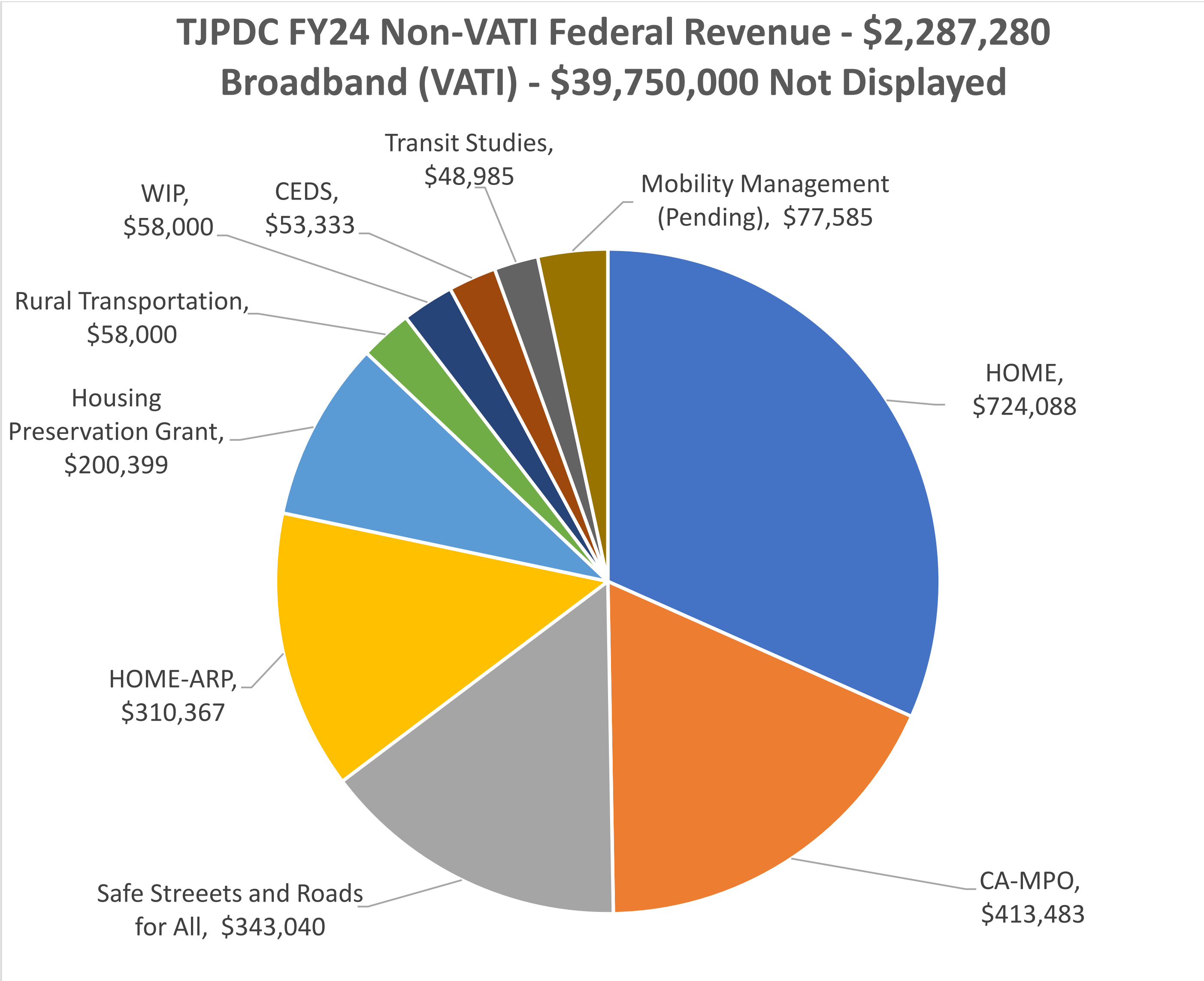
There is an anticipated budget shortfall of $51,766 which requires a reserve transfer. Staff applied for several grants for FY24 for which awards have, yet, been determined. The TJPDC staff continues to work with state and federal agencies to identify and apply for state and federally funded projects. For example, in March the TJPDC applied to the US Department of Transportation for a RAISE (Rebuilding American Infrastructure with Sustainability and Equity) to complete the preliminary engineering for the Rivanna Bicycle Pedestrian Bridge. Likewise, the TJPDC applied to the VA Department of Housing and Community Development for a 2023 VATI Broadband Grant and submitted applications to the VA Department of Environmental Quality for Best Management Practice (BMP) implementation grants. One grant or combination of additional grants equaling $51,766 in revenue for the TJPDC would place us back in the financial black and not require us to use reserve savings. Should new projects not materialize or have a high level of confidence of materializing by December, every effort would be made to cut direct expenses to include professional development, travel, technology upgrades, and advertising.

Staff's goal is to have positive net earnings each fiscal year and to have each fiscal year's budget stand alone with no use of prior year's retained earnings until our optimal retained earnings are reached. If the previous six fiscal years are an indication, we should be able, during this fiscal year, to balance our budget and not use prior years' reserves. A long-term goal is to build retained earnings, first to a safe level maintaining six months of average operating expenses available for immediate use if needed, and secondly to save for capital expenses such as toward the purchase of a future office building, and third to have resources available to take advantage of regional project grants that require a local match. Now that we safely have six months of operating funds in savings, using cash reserves is less risky. We are now at a point where we are concentrating on building capital reserves and funding regional projects instead of growing reserves beyond current amounts.

BUDGET REVENUES: The proposed budget reflects projected revenue of $46,443,681. Nearly 91% of revenues for FY24 are from federal sources, 2.4% are from state sources, 6.5% are from local sources, and less than 1% are from local per-capita contributions from our member governments. At this point in the year, the TJPDC does not have full commitments of local funding or all state and federal awards or contracts for FY24. Funds included reflect recently awarded projects and estimates of potential projects that have a very high likelihood of being awarded. The chart below shows the TJPDC FY24 revenue by source.



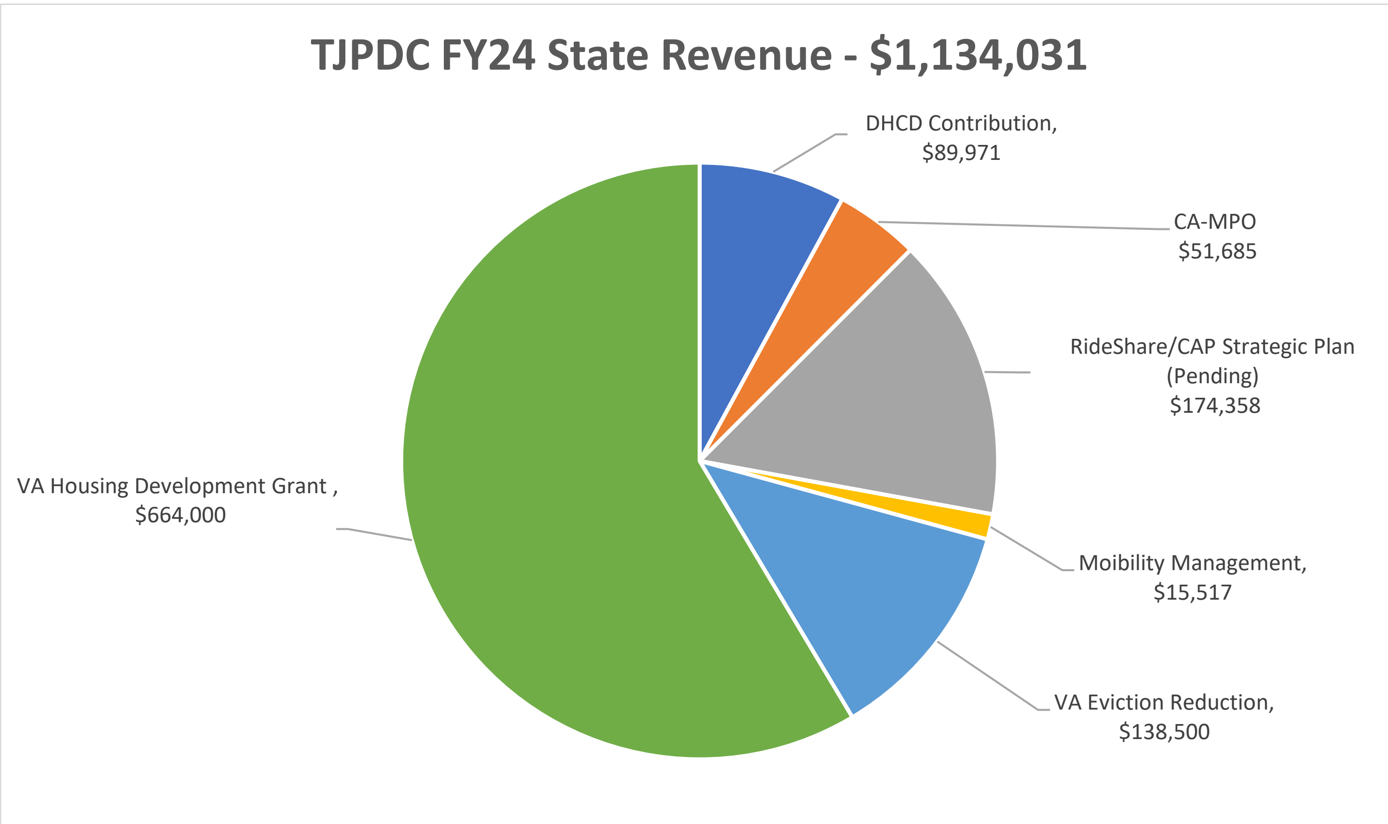
__**Federal Revenue:**__ TJPDC revenues include $42,037,278 from federal sources. The largest federal program is the administration of the Broadband (VATI) grant. In order not to skew the data represented below, the VATI program is not displayed.



- Federal ARPA funding for the Virginia Telecommunications Initiative (VATI) Broadband Grant are received through the Department of Housing and Community Development. There is a local match provided by all 13 participating jurisdictions.
- Charlottesville-Albemarle MPO (CA-MPO) funding reflects federal allocations through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) at an 80% federal, 10% state, and 10% local per-capita match.
- The Department of Rail and Public Transportation (DRPT) state funding for the Regional Transit Governance Study is 65.3% federal/32% local/2.67% local per capita match.
- The Department of Rail and Public Transportation (DRPT) Mobility Management grant is 80% federal/15% state/4% local per capita match and is a pending revenue source.
- The US Department of Transportation's Safe Streets and Roads for all Grant funding is an 80% federal source with a 20% required local match provided proportionately by the six participating member jurisdictions.
- The Housing and Urban Development (HUD) HOME Consortium and HOME-ARP funding is a 75% federal source with a 25% local match provided by sub-recipients of the funding.
- The US Department of Agriculture (USDA) Housing Preservation Grant (HPG) funding is 50% federal source with a 50% local match provided by sub-recipients of the funding.

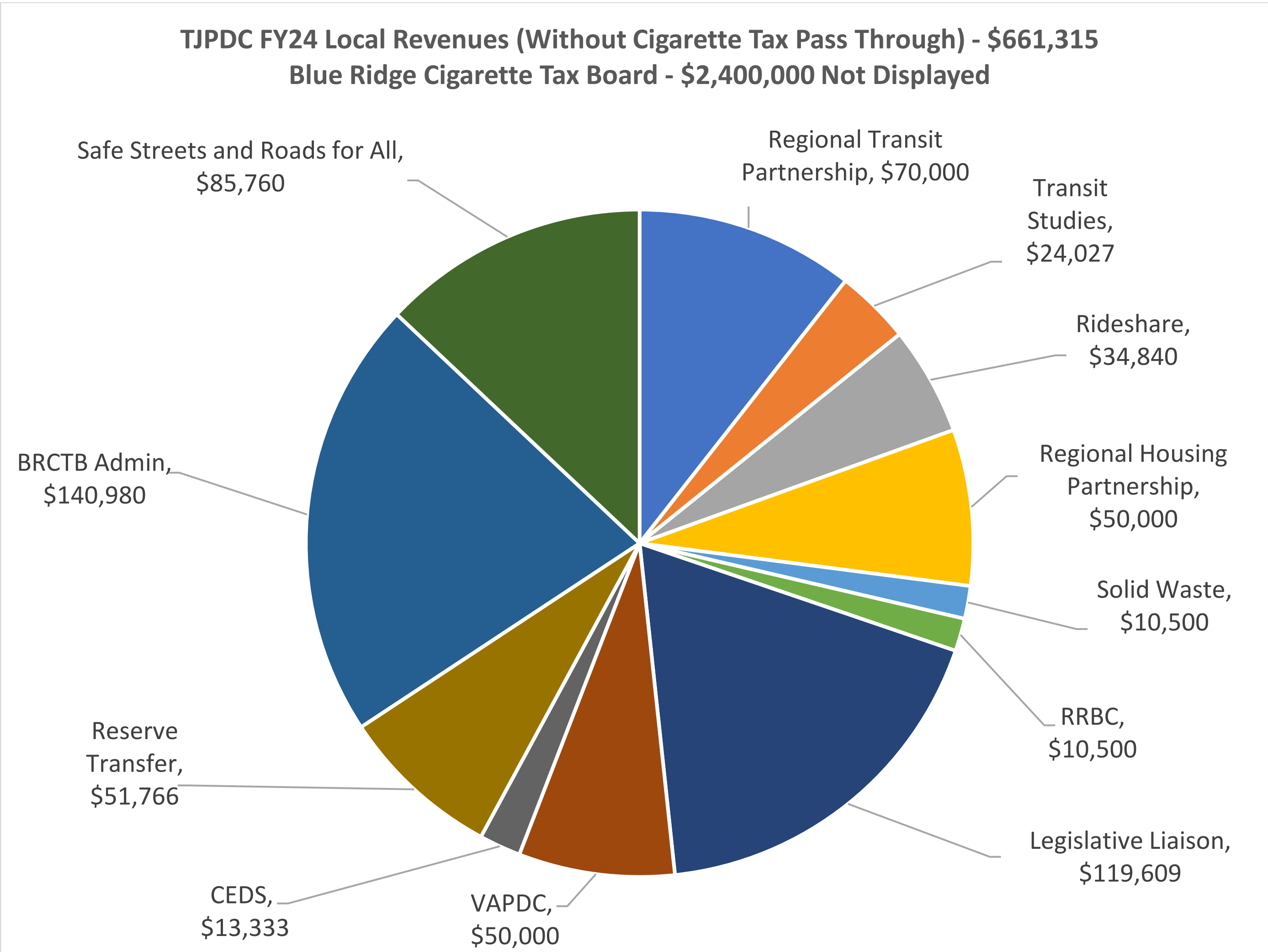
- Federal Highway Research Funds for rural transportation funding are received through VDOT at an 80% federal, 20% local per-capita match.
- Chesapeake Bay Watershed Improvement Plan (WIP) funding reflects federal allocations through the Virginia Department of Environmental Quality (DEQ) at an 80% federal, 20% local per-capita match.
- The US Economic Development Administration's Comprehensive Economic Development plan grant is an 80% federal, 20% required local match provided proportionately by the six participating member jurisdictions.

State Revenue: TJPDC revenues include $1,134,032 from state sources.



- The Department of Housing and Community Development (DHCD) funding for the Virginia Eviction Reduction Pilot Implementation program is a 100% state source.
- RideShare funding reflects the state award through the Department of Rail and Public Transportation (DRPT) at 80% state with a 20% local match. TJPDC applied for funding to complete a RideShare Commuter Assistance Program (CAP) Strategic Plan with 50% state funds and a 50% local funding match and is a pending revenue source.
- The state budget includes an FY24 contribution to the TJPDC through the Department of Housing and Community Development (DHCD).
- The state match through the Virginia Department of Transportation (VDOT) for the CA-MPO is 10% (with 80% federal and 10% local per-capita match).
- The Department of Rail and Public Transportation (DRPT) Mobility Management grant is 80% federal/15% state/4% local per capita match and is a pending revenue source.
- Virginia Housing provides 100% state funding for the VA Planning District Commission Housing Development grant program.

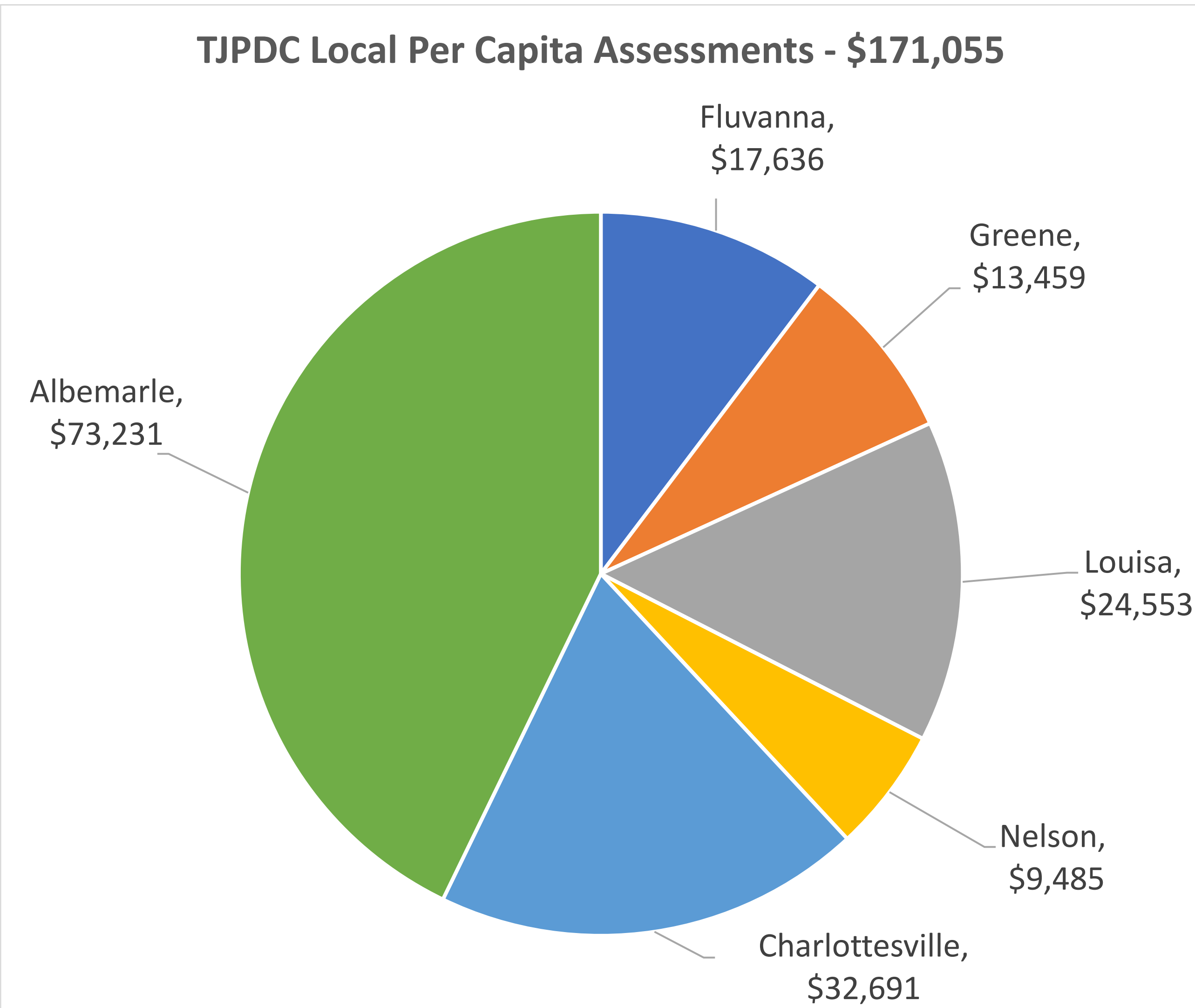
<u>Local Revenue</u>: TJPDC revenues include $3,061,315 from local sources. The largest local program is the administration of the Blue Ridge Cigarette Tax Board (BRCTB). In order not to skew the data represented below, the BRCTB is not displayed.



- Local funds for the Blue Ridge Cigarette Tax board include local taxes collected on behalf of the 8 participating jurisdictions (which they receive as a pass-through) as well as administrative fees paid by the local governments for TJPDC's administration of the program. Administrative expenses are projected to be $140,980 with $2.4 million in pass through tax revenue to the participating local governments.
- Due to the revenue/expenditure gap, a reserve transfer is necessary to balance the budget.
- The US Department of Transportation's Safe Streets and Roads for all Grant funding is an 80% federal source with a 20% required local match provided proportionately by the six participating member jurisdictions.
- Regional Transit Partnership funding is a 100% local source.
- Regional Housing Partnership funding requested is from a 100% local source.
- VAPDC funding is from a 100% local source.

- Local funding for Rideshare is provided from participating jurisdictions at 20% of the total program (federal 80%). The TJPDC applied for a DRPT Technical Assistance grant to complete a CAP strategic plan. The local match for that grant will include existing local per capita, pending award.
- The local match for the Regional Transit Vision Plan is 20% (80% state).
- Rivanna River Basin Commission funding is a 100% local source.
- Solid Waste Planning funding is 100% local source.
- Other revenue received includes bank interest earned and rent revenue from tenants. We do not have available office space to rent at this time.
- Legislative services funding is a 100% local source.

<u>Local Per Capita Revenue:</u> TJPDC revenues include $171,055 from Local Per Capita member assessments.



- Local per capita revenue is shown based on member assessments adopted at the October 2022 Commission meeting and is reflected in FY24 budget requests. Not all localities have taken action on budgets at this time. Local per capita is $0.64.

BUDGET EXPENDITURES: The largest TJPDC expenditures are pass-through expenditures, meaning that the TJPDC passes funds through to a sub-recipient, local government, or contracted partner. $44,583,596 of the $46,443,681 (96%) in FY24 budgeted expenses are pass-through expenses.

- VATI pass-through funds received by the Department of Housing and Community Development (DHCD) and the 13 participating local governments consist of $39,500,000 and will be reimbursed to a private-sector project partner based on contractual work completed.
- Local tax pass-throughs for the Blue Ridge Cigarette Tax Board include $2,400,000 in pass-throughs to the 8 participating jurisdictions.
- Housing pass-through expenses include $651,680 in annual HOME funding, $277,697 in HOME-ARP funding, $170,339 in Housing Preservation grant funding, $130,525 in Virginia Eviction Prevention Funding, and $600,000 in Virginia PDC Housing Development funding. Pass-throughs are paid to identified sub-recipients for reimbursement for eligible housing activities.
- Transit planning, Comprehensive Economic Development planning, Safe Streets and Roads for All, Regional Housing Partnership Strategic Planning, Long Range Transportation planning, and RideShare pass-through funds include payments made to consultants completing contracted work.
- The Solid Waste pass-through reserves funding each year for the completion of the required 5-year plan.

Other FY24 expenses include salary and fringe benefits. Salary and fringe expenses make up 73.4% of the TJPDC's operating expenses. Staff retention and recruitment are very important to TJPDC leadership. As such, in FY23, each staff member received a 3% salary increase and a one-time bonus of $2,000 (full-time) and $1,000 (part-time). The draft FY24 budget incorporates a salary increase of 5% per employee and additional one-time bonuses, should the budget gap be closed successfully. Finally, TJPDC staff continue to follow the various compensation reviews and studies that are being conducted by our member governments. Should the TJPDC secure enough funding that an anticipated end-of-year net gain is evident, the executive director will evaluate compensation and incorporate additional recommended salary increases and/or bonuses, as necessary, into the amended budget in order to remain competitive with surrounding local/regional-government employers. Staff estimates of personnel expenses reflect retention of 13 full-time and 4 part-time equivalent staff/positions. The TJPDC is anticipated to be fully staffed for FY24.

Health Insurance Premiums will increase by 8.9% in FY24. The TJPDC continues to provide 100% of individual employee-only premiums except for 2 grandfathered employees who receive employer contributions toward dual/family of 63% of premium. Virginia Retirement System contributions include a nominal change.

Current Indirect Cost Rates have increased from 55% in FY23 to 80% in FY24. This is attributed to the significant staff transitions in FY22, most notably, that of the Executive Director and Chief Operating Officer and the associated reduction in salary and benefits expenses in FY21 (which set the FY23 rate). In FY22, vacant positions were filled. Upon returning to in-person work following COVID-19 in FY22, additional administrative expenses to ensure technology required for virtual meetings were incurred as well as technology and furniture purchases to accommodate increased staffing levels (impacting the FY24 indirect cost rate). Indirect Cost Rates have decreased from their high of 89% in FY14 to 80% in FY24 and are anticipated to fall in FY23 (setting the FY25 rate).

Other notable changes in operating expenses between FY23 and FY24 include an anticipated increase in audit expenses due to increased federal revenues for the VATI program and additional contractual expenses for the current retianed financial firm to train the new Finance Director.

Recommended Motion by the Commission: *None at this time. This is a draft of the FY24 Operating Budget. A final will be brought to the May 2024 meeting for consideration and approval.*

TJPDC FY24 Draft Operating Budget

TJPDC Commission Meeting

April 6, 2023

Thomas Jefferson
Planning District Commission

1

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Budget Timeline

- Sept/Oct, 2022 – FY24 Projected Budget
  - Sets per capita rate, population basis
  - Sets amounts requested for specific programs to serve as the basis for budget submissions to localities
- April/May, 2023 – FY24 Operating Budget
- Feb/March, 2024 – FY24 Amended Budget
  - Serves as the final budget for financial reports

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Recommended Budget

- Draft FY24 Operating Budget is balanced
- Projected Revenues of - $46,443,681
- Projected Expenditures - $46,443,681
- Anticipated Budget Shortfall - $51,766
  - Requires a reserve transfer
  - One grant or combination of grants equaling $51,766 in revenue for TJPDC would close the gap
  - If previous years are an indication, we should be able to balance the budget without the need for a transfer

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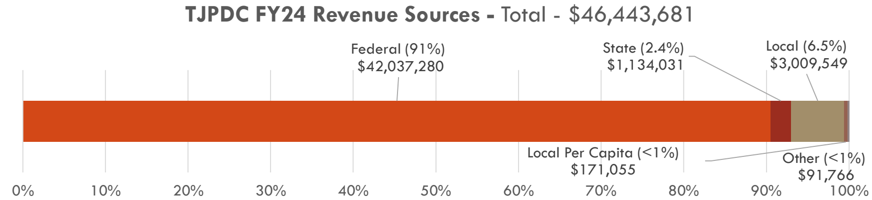
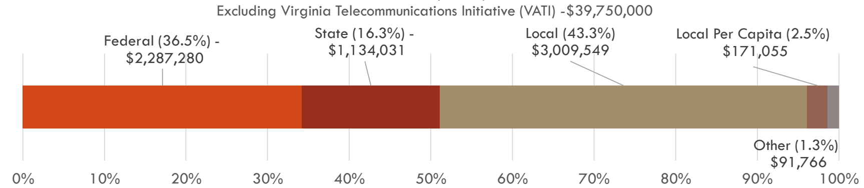
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY24 Federal Revenues – Total and Excluding VATI

TJPDC FY24 Revenue Sources - Total - $46,443,681



TJPDC FY24 Revenue Sources
Total - $6,693,681
Excluding Virginia Telecommunications Initiative (VATI) -$39,750,000



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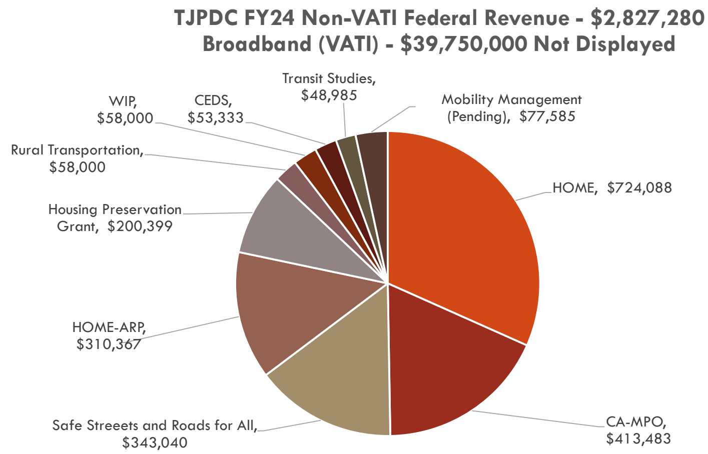
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY24 Federal Revenues - $42,037,280



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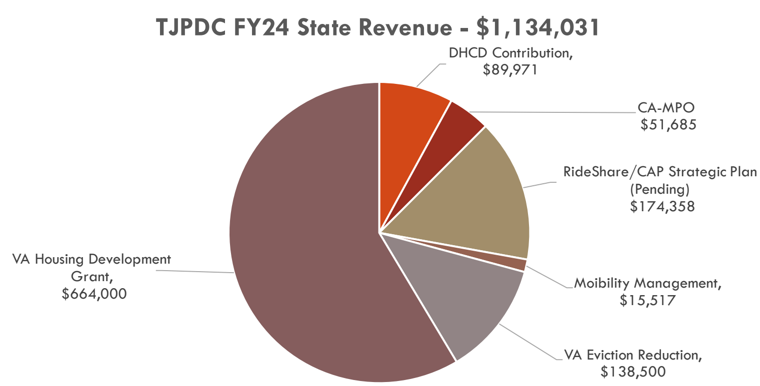
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY24 State Revenues - $1,134,031



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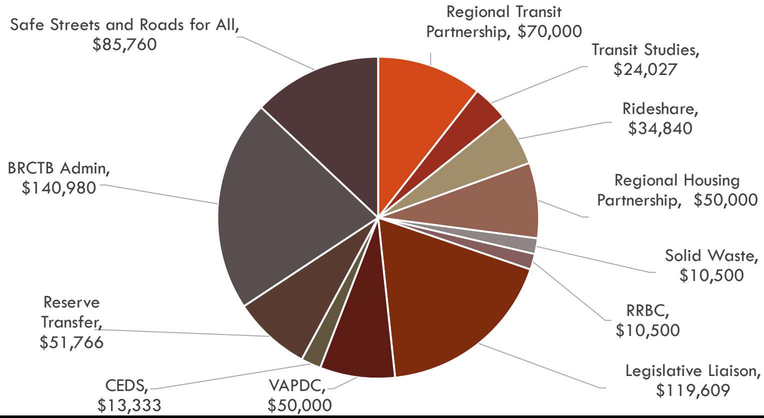
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY23 Local Revenues - $3,009,549

TJPDC FY24 Local Revenues (Without Cigarette Tax Pass Through) - $661,315
Blue Ridge Cigarette Tax Board - $2,400,000 Not Displayed



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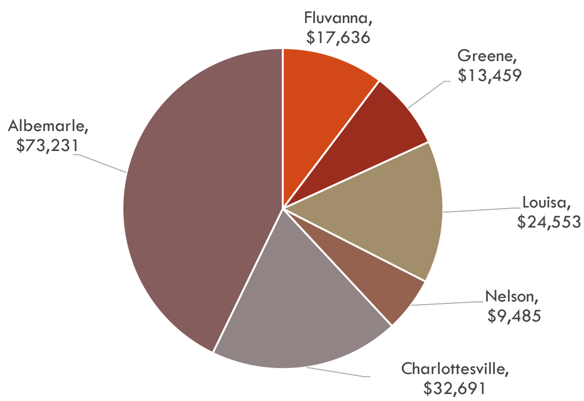
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY24 Per Capita Revenues - $171,055

TJPDC Local Per Capita Assessments - $171,055



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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY24 Budget Expenditures

- Pass-throughs - $44,583,596 (96%) of the $41,146,644,681
  - Virginia Telecommunications Initiative (VATI), Blue Ridge Cigarette Tax, HOME, HOME-ARP, Hosing Preservation Grant (HPG), Virginia Eviction Reduction Pilot (VERP), Virginia Housing PDC Housing Development Grant, Consultants (CA-MPO Long Range Transportation Planning, Transit Governance Study, Comprehensive Economic Development Strategy, Safe Streets and Road for All, RideShare and Transit Planning)
- Operating Expenses - $1,1,860,085
  - Salary/Fringe/Benefits - $1,364,952 (73.4%)
  - 13 full-time, 4 part-time

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

Christine Jacobs

434-979-1597

cjacobs@tjpdc.org

Thomas Jefferson Planning District Commission

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Central Virginia Regional Housing Partnership: TJPDC Appointments

Voting Member Title	**Name**
City of Charlottesville Elected or Planning Commission Official *(1)*	Michael Payne, City Councilor
Albemarle County Elected or Planning Commission Official *(1)*	Ned Gallaway, Board of Supervisor
Fluvanna County Elected or Planning Commission Official *(1)*	Bree Murray-Key, Planning Commissioner
Greene County Elected or Planning Commission Official *(1)*	Ron Williams, Planning Commissioner
Louisa County Elected or Planning Commission Official *(1)*	Rachel Jones, Board of Supervisor
Nelson County Elected or Planning Commission Official *(1)*	Jesse Rutherford, Board of Supervisor
TJPDC Appointed Non-Profit Housing Representatives *(3)*	Anthony Haro, Thomas Jefferson Area Coalition for the Homeless Dan Rosensweig, Habitat for Humanity of Greater Charlottesville Sunshine Mathon, Piedmont Housing Alliance
TJPDC Appointed Builder Representative *(1)*	Christopher Brement, Bramante Homes
TJPDC Appointed Developer Representative *(1)*	William Park, Pinnacle Construction & Development
TJPDC Appointed Financial Lender Representative *(1)*	Peter Holman, UVA Community Credit Union
TJPDC Appointed Design Professional Representative *(1)*	Greg Powe, Powe Studio Architects PC
*TJPDC Appointed Citizen/Resident Representative (Urban) *(1)*	Shelby Edwards, Public Housing Association of Residents
TJPDC Appointed Citizen/Resident Representative (Rural) *(1)*	Mozelle Booker, Fluvanna County Resident
University of Virginia (UVA) *(1)*	Colette Sheehy, University of Virginia
Thomas Jefferson Planning District Commission Commissioner *(1)*	Keith Smith, TJPDC Commission
Rural Nonprofit (Non-CHAACH) Representative (Nelson Community Development Foundation, Fluvanna/Louisa Housing Foundation, Skyline Community Action Partnership) – Appointed by TJPDC *(1)*	Margaret Clair, Nelson County Community Development Foundation
Workforce Investment Board (WIB) Chair *(1)*	Kenny Allison, Workforce Investment Board Chair
Regional Transit Partnership (RTP) Chair *(1)*	Diantha McKeel, Regional Transit Partnership Chair
TJPDC Appointed Health Industry Representative *(1)*	Shannon Meade, Blue Ridge Health Department

***Recommended Motion**: Motion to appoint Shannon Meade, HIV & Harm Reduction Manager at the Blue Ridge Health District, as the TJPDC Appointed Health Industry Representative for the Central Virginia Regional Housing Partnership.

Thomas Jefferson Planning District Commission
FY-2024 Rural Transportation Planning Work Program
July 01, 2023 – June 30, 2024

Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

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

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

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 21, 2023 meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 2, 2023, meeting and approved the work program at their April 6, 2023 meeting.

The preparation of this program was financially aided through administrative funds from the FY23 Rural Transportation Planning Work Program.

Table of Contents

Introduction

Purpose and Objective

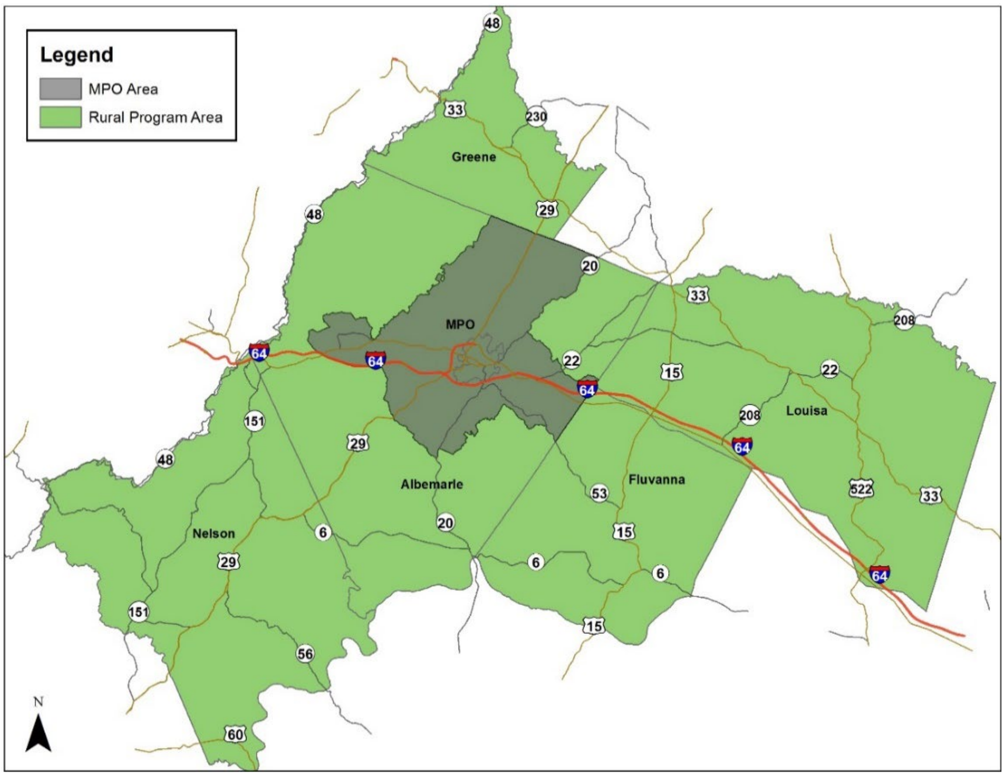
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling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

In FY-2024 each planning district commission / regional commission that has rural areas will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

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

Rural Transportation Program

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



Highlights of FY23

In FY23, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on regional transit planning. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

REGIONAL TRANSIT PLANNING – TJPDC staff worked with consultants through two Department of Rail and Public Transportation (DRPT) technical assistance grants to continue work on regional transit planning efforts. The Regional Transit Vision Plan was completed in November of 2022, and work on the Regional Transit Governance Study began in the fall of 2022. While the technical assistance grant covered the costs of the consultants completing the work, the costs for the TJPDC staff administration and engagement with the program has been supplemented through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program.

BICYCLE AND PEDESTRIAN PROJECT PRIORITIZATION – In FY23, TJPDC staff worked to develop a process for prioritizing regional bicycle and pedestrian improvement projects identified in the 2019 Jefferson Area Bicycle and Pedestrian Plan.

ZION CROSSROADS GATEWAY PLAN – Staff completed the final report for the Zion Crossroads Gateway Plan, which has been provided as a resource to Louisa County and Fluvanna County for consideration in the development of Zion Crossroads Small Area Plans.

Fiscal Year 2023 Budget

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

FY2024 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2023 Activities by Task

FY 2024 – 1.0 Program Administration - $16,000

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

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

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices
- Maintain the FY24 Rural Work Program
- Prepare the FY25 Rural Work Program

Task 1.2 - Staff committee meetings - $5,500

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

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

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders
- Participate in outreach meetings and provide/review data as requested by VDOT
- Participate with the MPOs and VDOT on setting performance measure goals
- Assist VDOT with local and regional input to annual statewide transportation improvement programs
- Conduct intergovernmental discussion and coordination of transportation projects and developments

- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend transportation sessions at statewide conferences
- Attend trainings from state agencies
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

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

FY 2024 - 2.0 Planning & Local Technical Assistance - $56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2024. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Comprehensive Safety Action Plan - $30,000

DESCRIPTION OF ACTIVITIES:

- The TJPDC was awarded a federal Safe Streets and Roads for All Discretionary Grant to develop Comprehensive Safety Action Plans for each of the six jurisdictions. To effectively leverage the funding, the TJPDC is committing additional staff support for the development of the safety action plans through both the Rural Work Program and the CA-MPO's Unified Planning Work Program. Once funding is released, there is a two-year performance period for the development of the Comprehensive Safety Action Plan, which will identify strategies for each locality to reduce the number of fatalities and serious injuries occurring along their roadways. TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.

TASKS TO BE UNDERTAKEN:

- Conduct crash analysis and identify high-priority corridors in collaboration with VDOT staff.
- Attend meetings related to the release of the Safe Streets and Roads for All grant funding, and prepare the agency to receive the funding.
- Provide ongoing administration and coordination of the grant activities in addition to what is supported with the grant funding.

Task 2.2 – Prepare transportation infrastructure grant applications - $6,500

DESCRIPTION OF ACTIVITIES:

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

CURRENT/PLANNED PROJECTS:

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

Task 2.3 – Provide assistance to local and state partners as requested - $10,000

DESCRIPTION OF ACTIVITIES:

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

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies
- Participate on VDOT studies as part of the project development pipeline process
- Develop and provide GIS information, as requested
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

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

DESCRIPTION OF ACTIVITIES:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

One significant effort that will be underway in FY24 is the development of a Strategic Plan for TJPDC's commuter assistance program, RideShare. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through the Rural Work Program and the CA-MPO's Unified Planning Work Program. Other efforts that will be programmed in this task include ongoing coordination with the Regional Transit Partnership and coordination of bike/ped projects with state funding applications.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to complete the Regional Transit Governance Study and pursue appropriate next steps
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Planning & Technical Assistance Activities Budget

SPR Funds (80%)	$45,200
PDC Funds (20%)	$ 11,300

Total Budgeted Expenditure for Program Activities	$56,500

FY25 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY25, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will continue work that will begin in FY24 to complete the Comprehensive Safety Action Plan, and will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2023 Budget Summary

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

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RESOLUTION OF APPROVAL
FY 24 Rural Transportation Planning Work Program

WHEREAS, the Virginia Department of Transportation (VDOT) allocated $58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

WHEREAS, the TJPDC dedicates a 20% match, equivalent to $14,500, for the State Planning and Research (SPR) funding; and,

WHEREAS, the TJPDC is required to approve its Rural Transportation Planning Work Program by the April Commission meeting of each year; and,

WHEREAS, the Rural Transportation Advisory Committee reviewed the draft work program at their March meeting; and,

WHEREAS, development of SMART SCALE project funding assistance, a multi-jurisdictional Comprehensive Safety Action Plan, and the Strategic Plan for the RideShare program will be the focus of the work plan activities;

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission, in accordance with § 15.2-4208 of the Code of Virginia, approves the FY 24 Rural Transportation Planning Work Program.

Adopted this 6th day of April, 2023.

______________________________	______________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Ned Gallaway, Commission Chair Thomas Jefferson Planning District Commission
_______________________	__________________
Date	Date

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 6, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 2, 2023.

Administration

- April 6, 2023, Meeting Agenda
  1. **Call to Order**
     a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
     b. Vote to Allow Electronic Participation, if needed – Ruth Emerick
  2. **Matters from the Public**
     a. Comments by the public are limited to no more than 2 minutes per person.
     b. Comments provided via email, online, website, etc. (Read by Ruth Emerick
  3. **Presentations**
     a. Regional Transit Governance Study – Sandy Shackelford and Stephanie AmoaningYankson from AECOM – The consultants contracted to complete the Regional Transit Governance Study will present an update to the commission. The Transit Governance Study will examine existing governance structures in the region around transit provision and identify potential governance structures to increase funding and coordination. The study will evaluate the existing Charlottesville/Albemarle Regional Transit Authority legislation as well as identify potential new revenues sources to support transit and/or transportation in the region. The governance study was funded, in part, by the VA Department of Rail and Public Transportation and through local contributions from the City of Charlottesville and Albemarle County for the required local match. The study will be completed by December 2023.
     b. FY24 CA-MPO Unified Planning Work Program (UPWP) Update – Sandy Shackelford *– A copy of staff's presentation and a draft of the FY24 UPWP are included in the meeting packet.*
  4. ***Consent Agenda**
     a. Minutes of the March 2, 2023, Commission Meeting
     b. January Financial Reports – Copies of all financial reports are included in the meeting packet.
        - January Dashboard Report
        - January Consolidated Profit & Loss Statement

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- January Comparative Balance Sheet
- January Accrued Revenue Report

Note: Due to the financial staff transition, January financials were not prepared in time for the March meeting and are now available. Hantzmon Wiebel, LLC has been conducting a ‘deep dive’ analysis to review and reconcile the agency’s general ledger and financial reporting (to include staff leave accruals, accounts receivable, prepaid expenses, etc.). To date, deferred revenue has not nbeen reconciled and as such, there may be amendments in May to account for ancessary edits/changes presented tonight.

***Staff recommends a motion to approve the consent agenda.**

5. New Business

a. Appointment of Nominating Committee for FY24 TJPDC Officers – The TJPDC elects officers at its June meeting. The Chair appoints a nominating committee in April. The nominating committee presents a slate of recommended officers in May. Current officers are:
   - Ned Gallaway, Chair
   - Tony O’Brien, Vice Chair
   - Keith Smith, Treasurer
   - Christine Jacobs, Secretary

b. FY24 Draft Annual Operating Budget – The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2024. The draft FY24 Operating Budget is a balanced budget with projected revenues of $46,443,681 and projected expenditures of $46,443,681. There is an anticipated budget shortfall of $51,766 which requires a reserve transfer. *A detailed budget memo as well as a copy of staff’s budget presentation are included in the meeting packet.*

c. *The TJPD Commission appoints nine of the 21 members to the Central Virginia Regional Housing Partnership. The TJPDC Appointed Health Industry Representative position is currently vacant. Staff recommends that the commission appoint Shannon Meade from the Blue Ridge Health Department to fill the position. *A copy of the CVRHP’s membership is included in the meeting packet.*

   ***Staff recommends a motion to appoint Shannon Meade of the Blue Ridge Health Department to the Health Industry Representative seat of the Central Virginia Regional Housing Partnership.**

6. Resolutions

a. FY24 Rural Transportation Work Program/Budget Resolution – Christine Jacobs – Staff presented the draft FY24 Rural Transportation Work Program and budget to the commission in the March meeting. Staff now request action from the commission to approve the budget and work program without any amendments/changes.

***Staff recommends a motion to approve the Resolution for the FY24 Rural Transportation Work Program and funding.**

7. Executive Director's Monthly Report

a. **Virginia Telecommunications Initiative (VATI) –**

i. VATI 2022: Staff continues to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

Project milestones reported to DHCD in March 2023 are as follows:

- 338 miles of field data collection
- 1,617 miles of fiber design
- 393 miles of make ready construction
- 111 miles of aerial fiber placement
- 99 miles of underground fiber placement
- 78 miles of spicing
- 865 passings

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On March 24, 2023, TJPDC staff observed underground conduit construction being conducted in Greene County.

Firefly's website includes timelines, project progress in each county, maps, and communications for specific project areas. This information is updated on a regular basis.

The third quarterly stakeholders' meeting was held on March 2. Thirty-Six Participants received project updates from TJPDC, Firefly, and on work being conducted by Dominion Electric, Rappahannock Electric Cooperative and Appalachian Power.

ii. VATI 2023: TJPDC and Firefly applied for nearly $13 million in 2023 VATI grant funding for additional work to be completed in Albemarle, Cumberland, Greene and Madison counties. This expansion of the VATI 2022 project would include more than 300 miles of fiber construction to provide service access for an additional 3,600 customers across these four counties. We await DHCD's VATI 2023 grant award announcements.

b. **Housing –**

- Coming Back Home: CVRHP's 2nd Annual Housing Summit – The event was very successful with over 215 registrants/participants. Staff have received very positive feedback on both the organization and content of the event. Thank you to commissioners who attended the night-before networking event and summit.

- Regional Housing Partnership – Staff submitted a VA Housing Tier II grant for implementation of the newly adopted strategic plan. Staff are also working with Virginia Housing Alliance to recruit an AmeriCorps VISTA member to support the strategic plan implementation.
- HOME Consolidated Plan – The draft 5-year Consolidated plan is open for public comment. The public hearing is scheduled for May 4, 2023, during the next commission meeting.

c. **Transportation –**

- USDOT Safe Streets and Roads for All: Staff is meeting with FHWA representatives to review contracts and prepare to receive award funding. TJPDC staff is scheduling meetings with each locality to review scope of work and determine if any adjustments will be made. The goal is to have consultant procurement underway prior to the release of funds.
- CA-PO: The MPO is continuing to work on the Long-Range Transportation Plan. Draft goals/objectives have been vetted through stakeholder groups, and public engagement is scheduled to begin in June. The draft Transportation Improvement Program, indicating planned federal funding for transportation improvements in the MPO area, is available for public comment and will be considered for approval at the Policy Board meeting in May. The MPO has also started discussing project priorities for Round 6 of SMART SCALE.
- Rural Transportation: Staff is working on identifying and supporting the development of bike/ped projects in the rural areas.
- Transit: The second steering committee for the Transit Governance Study met on March 23rd. The consultants have completed the second phase, which included benchmarking other regional transit operations that had similar characteristics to Region 10. The next phase will include meeting with each of the localities and determining potential options for revenue generation.

d. **Environment –**

- Watershed Improvement Plan- Two applications were submitted to DEQ to the Chesapeake Bay Program Assistance Agreement Grant to support tree plantings at Southwood Mobile Home Park and Azalea and Pen Parks in Charlottesville and Albemarle. The TJPDC STEW-Map survey is being developed and will be released to local environmental stewards mid-April. The UDSA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) and survey will help us to develop an interactive publicly accessible map and database of organizational characteristics, geographic turf, and networks of the environmental stewards actively supporting the environment within the region.
- Solid Waste Planning- Staff is working to compile the 2022 TJSWPU Solid Waste and Recycling Report for submittal to DEQ in April. Staff is presenting recommendations for Sustainable Materials Management Waste Reduction Goals to Albemarle Solid Waste Alternatives Advisory Committee in their April Meeting.
- Rivanna River Basin Commission - Staff has prepared the upcoming RRBC Board Meeting, which we be held April 14th at 11 at the Albemarle County Office Building on 5th Street.

8. **Other Business**
    a. Round table discussions from Commission members about topics of interest from each jurisdiction.

    b. The next Commission meeting is Thursday, May 4, 2023. Items for the May meeting may include but are not limited to:
        i. HOME 5-year Consolidated Plan and Annual Action Plan Presentation and Public Hearing
        ii. Legislative Report
        iii. FY24 Operating Budget Final Consideration and Resolution
        iv. TJPDC Officer Slate Notice from Nominating Committee
        v. TJPDC Commission Officer Nomination
        vi. DHCD CDBG Regional Priorities – For Approval

9. **Closed Session -** *per Code of Virginia 2.2-3711 A.1.
    a. Employee – Individual Employee(s) Discussion
    b. *Public Session Resumes

10. ***Adjourn**

Designates Items to be Voted On
