

Thomas Jefferson Planning District Commission FY-2026 RideShare Work Program

July 01, 2025 – June 30, 2026



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Preface

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

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

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Introduction

Purpose and Objective

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

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

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

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

In FY 2026 the PDC requested \$146,797 through the TDM Operating Assistance grant. The PDC will provide a local match of \$36,700 for a total program funding amount of \$183,497.

RideShare

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

Highlights of FY25

In FY25, the RideShare Program maintained the mission of reducing traffic congestion and single occupancy vehicles throughout the region. The program staff dedicated the majority of staff time and resources to promoting the ConnectingVA app/rewards program through the DRPT statewide promotions, Connecting Communities, Connecting Businesses, Connecting Commuters, and Bike Month. TJPDC staff conducted its regular administration of the program and continued to provide ride-matching services, Guaranteed Ride Home services, and other TDM services to the region and its members, the following highlights the more substantive efforts.



CAP STRATEGIC PLAN – RideShare received a Technical Assistance Grant for FY24 to complete the mandated CAPS Strategic Plan. This plan will look at target markets, current commuting trends, and the current services offered in the region. It occurs in tandem with the CSPDC RideShare program to ensure continuity and program coordination. The plan will help steer the program in developing the vision for the next five years, measurable objectives and goals, as well as an operations and financial plan. The strategic plan was adopted March 6, 2025.

BIKE MONTH – With the official statewide recognition of Bike Month by DRPT, RideShare joined local organizations to help promote biking as a commute alternative in May. Staff attended planning meetings, helped with the media campaign, and provided informational materials and promotional items, as well as the ConnectingVA app for logging bike trips in the region. In addition, staff also developed a Bike Month Business Challenge to specifically target commute trips. In it's first year, we had 13 businesses participate. During the challenge 480 bike trips were taken and logged, resulting in 823 total miles biked and 685.2 pounds of greenhouse gas emissions reduced. We look forward to continuing this successful event.

Fiscal Year 2026 Budget

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

Staff Costs	TDM
1.0 Program Administration	\$59,617
2.0 Marketing and Outreach	\$95,234
TOTAL	\$ 154,851

Other Program Costs	
Communication Services	\$241
Advertising & Promotion Media	\$13,600
Dues & Subscriptions	\$3,270
Education & Training	\$1,670
Promotional Items	\$1,700
Printing & Reproduction	\$200
Services & Maintenance Contracts	\$4,000
Supplies & Materials (Other)	\$30
Travel	\$3,935
TOTAL	\$28,646

FY 2026 Scope of Work: This section of the Scope of Work details the administrative and programming tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate awareness and utilization of resources available to support TDM efforts throughout the region. The cost allocations referenced in the following section just include staff utilization. The costs shown in the “Other Program Costs” table above have already been accounted for in the CAPS Operating Grant application.

Fiscal Year 2026 Activities by Task

FY 2026 – 1.0 Program Administration

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

Task 1.1 - Coordinate budget and usage activity reports

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices to DRPT.
- Submit 12 monthly MPO reports.
- Submit an annual report for FY26.
- Submit quarterly reports for TJPDC.
- Submit quarterly reports to DRPT.
- Quarterly inventories of the park and ride lots.
- Regular reports on member-reported service usage.

Task 1.2 – MPO and PDC meeting participation

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Regular staff participation with the Rural Transportation Advisory Committee.
- Participation as needed with the various MPO committees.
- Participation as requested with other non-profit or inter-agency committees.
- PDC meetings, including Commission presentations.
- Regular reports during meetings of the Regional Transit Partnership and MPO committees

Task 1.3 – Database Management & Customer Support

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

- Process Guaranteed Ride Home registrations/renewals.
- Follow up with commuters in the database.

Task 1.4 – Program Coordination

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Completed application for the TDM Operating Assistance Grant for FY27.
- DPRT grant training and meetings.
- Development of a FY27 work plan.
- Coordination with other regional transportation programs.
- Coordination with other CAPS programs in the state for peer-to-peer exchange.
- Coordination with other PDCs with CAPS program, specifically CSPDC our partner in RideShare.
- Attend monthly CAPS program meetings hosted by DRPT.
- Attend monthly check-in meetings with DRPT Program Manager.
- Attend monthly meetings with Enterprise for vanpool coordination.
- Attend monthly check-meetings with all RideShare program staff

Task 1.5 – Professional Training

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Attend ACT International Conference, TDM Forum/TDM Spring Summit, ACT Chesapeake Chapter events, monthly webinars, and discussion panels.
- Attend trainings, webinars, and meetings from state agencies.
- Participate with other stakeholders.

FY 2026 - 2.0 Marketing and Outreach

The following tasks highlight the marketing and outreach that the TJPDC will implement throughout the region in Fiscal Year 2026.

Task 2.1 – Participation in Promotional Events

DESCRIPTION OF ACTIVITIES:

Staff will develop innovative marketing strategies to support and promote activities and events that encourage alternative transportation options. This includes planning, developing, and staffing events, developing, and distributing marketing materials, and collaborating with partner organizations to capitalize on existing resources.

Promotions include- Connecting Communities, Connecting Businesses, Afton Express Anniversary, Connecting Commuters, Earth Month and Bike Month.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Prepare a calendar of events/promotions.
- Participate and promote statewide initiatives from DRPT.
- Plan and develop each event, including any contests and prizes to be awarded.
- Promote events through a variety of social and traditional media outlets.
- Increase the number of partner organizations participating in events.

Task 2.2 – Maintain On-line Presence

DESCRIPTION OF ACTIVITIES:

Staff will utilize technology to increase awareness about RideShare, TDM, and events that are currently being promoted. Staff will ensure the information available online is current and accurate and will work to create opportunities for increased online interaction. In FY26, staff will be looking at ways to enhance their website for a better customer experience. This work will be done with staff from the CSPDC RideShare program and Pace Communications.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Maintain the RideShare website.
- Utilize social media platforms to promote RideShare and related events.
- Use media content library for social media and website updates and content.
- Website enhancement and redesign

Task 2.3 – Advertise RideShare Program

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Develop and maintain advertising contracts to promote RideShare to a wider audience.
- Assess new marketing opportunities to reach a broader range of potential users.
- Work with DRPT Communications staff and Program Manager for content and messaging.

Task 2.4 – Market RideShare to Employers

DESCRIPTION OF ACTIVITIES:

Staff will work to build relationships with employers in the area and will share information on the services available, such as ride-matching, density maps, and the guaranteed ride home program.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Research needs of area employers/employees.
- Identify potential parking constraints at work sites.
- Develop a list of potential employers with whom to partner.
- Research existing programs in the region.

FY27 Anticipated Work Tasks

In FY24-25, staff worked with a consultant to complete a five-year Commuter Assistance Programs Strategic Plan. The plan is a requirement from DRPT and will help dictate the necessary work tasks for FY26-30. Staff anticipate working to establish a new regional employer database in FY27. DRPT and the software provider AgileMile have added a Customer Relationship Management (CRM) feature to our existing system, which we will utilize for this task. TJPDC will continue to operate the RideShare program.

Appendices

Appendix A: FY2026 CAPS Operating Assistance Grant Application Draft

38563 - RideShare- Charlottesville region

Application Details

Funding Opportunity:	38279-Commuter Assistance Program (CAP) Operating - FY26
Funding Opportunity Due Date:	Feb 1, 2025 11:59 PM
Program Area:	Transit Program
Status:	Correcting
Negotiation Due Date:	02/18/2025
Stage:	Final Application
Initial Submit Date:	Jan 31, 2025 12:00 PM
Initially Submitted By:	Taylor Jenkins
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Name*:	Sara	Middle Name	Pennington
	First Name		Last Name
Title:	TDM Program Manager		
Email*:	spennington@tjpd.org		
Address*:	401 E. Water Street		
	Charlottesville	Virginia	22902
	City	State/Province	Postal Code/Zip
Phone*:	(434) 979-1066 Ext.		
	Phone		
	###-###-####		
Fax:	###-###-####		

Organization Information

Name*:	Thomas Jefferson PDC
SYIP Agency Name:	Thomas Jefferson PDC
Organization Type*:	Political Subdivision
Tax ID:	
Unique Entity Identifier (UEI):	RE5TCTQCJ5G7
	The UEI is a required field for any applicant that plans to receive federal funds
Organization Website:	
Address*:	401 East Water Street
	P.O. Box 1505

Charlottesville Virginia 22902-5241
City State/Province Postal Code/Zip

District*:

Culpeper

Phone*:

(434) 979-1597 Ext.
#####

Fax:

#####

Project Description - FY26 CAP

Project Information

Select your commuter assistance program name from the drop-down list.

If your program name is not listed, contact your DRPT Program Manager.

Commuter Assistance Program Name*: RideShare - Charlottesville Region

Program Manager*: Sara Pennington

Provide a brief one or two sentence description of the program/project.

Project Description*:

TJPDC will use this grant to provide ride matching and trip planning services to our region through the ConnectingVA platform.

Project Scope - FY26 CAP Operating

Project Scope

Provide a detailed outline of all tasks, resources, time, and deliverables performed with the grant funds, if awarded. Include specifics on what services are provided, how the public receives the services, what ridematching system(s) is used and how it is used, how the public learns about the program, and any other grant funded components and activities.

Project Scope*:

TJPDC will use this grant to provide ridematching and trip planning services to our region through the ConnectingVA platform.

1. We will provide customer service through a toll-free phone number, social media, and email.
2. We will develop advertising and place ads to promote carpool, vanpool, transit, biking, and use of the ridematching and rewards services.
3. Staff will partner with local organizations, transportation providers, and employers to educate and inform of the commute options available in the region.
4. Staff will coordinate with our RideShare partner CSPDC to continue program continuity and will collaborate with DRPT on all statewide promotions and contests to encourage use of the ridematching system and mobile app.

CAP Budget Details - FY26

Operating Costs

Budget Category	List of Expenses	Requested Amount	Match Amount
2110 Salaries and Wages	For the following staff: Program Manager, Executive Director, Chief Operating Officer, Director of Transportation, Regional Planner/Outreach Coordinator, Administrative Assistant, Regional Planner/Outreach Assistant.	\$87,228.00	\$0.00
2120 Fringe Benefits	Includes medical, dental, vision, disability and life insurance, also VRS for the following staff: Program Manager, Executive Director, Chief Operating Officer, Director of Transportation, Regional Planner/Outreach Coordinator, Administrative Assistant, Regional Planner/Outreach Assistant.	\$22,593.00	\$0.00
2460 Indirect Costs	Covers rent, utilities, HR and Accounting, and Legal services provided by TJPDC at 41% for FY26 (pending approval by our cognizant agent)	\$45,030.00	\$0.00
2320 Communication Services	VTA toll-free phone service, postage	\$241.00	\$0.00
2240 Supplies & Materials	General office supplies when needed	\$30.00	\$0.00
2380 Dues & Subscriptions	ACT, VTA, Canva Teams subscription, CVPED, and Chambers of Commerce: Charlottesville/Albemarle, Fluvanna County, Greene County, Louisa County, and Nelson County	\$3,270.00	\$0.00
2360 Advertising & Promotion Media	Advertise DRPT programming (Bike Month, Connects Businesses, Connecting Commuters, Connecting Communities) through the following mediums: Radio/Spotify, Social Media (ex Facebook, LinkedIn), Digital Ads (ex banner ads, weather sponsorships), Geo-fenced targeted ads, and Printed marketing materials; Additional promotion: Sponsorships (Chamber events, SHRM), Event tabling fees, Printing updated materials	\$13,600.00	\$0.00
2130 Education & Training	ACT International Conference registration, ACT TDM Fall or Spring event registration, VTA Conference, and ACT Chapter Events	\$1,670.00	\$0.00
2310 Travel	ACT International Conference, ACT Fall or Spring event, VTA Conference, ACT Chapter events, Travel to regional meetings	\$3,935.00	\$0.00
2440 Services & Maintenance Contracts	Pace Communications for website management, website maintenance, website upgrades/partial redesign; Annual website domain fees	\$4,000.00	\$0.00
2340 Printing & Reproduction	Only in house printing and copies	\$200.00	\$0.00
2710 Promotional Items	Promotional items for tabling events, employer outreach, and bike month	\$1,700.00	\$0.00
		\$183,497.00	\$0.00

Other Funding Sources

Source Type	Source	Amount
No Data for Table		

Revenues

Total Revenues*: \$0.00

Budget Summary

DRPT Grant Amount (80% max): \$146,797.60

Local Match Required from Applicant (20%): \$36,699.40

Total: \$183,497.00

Total Other Funding: \$0.00

Total Revenues: \$0.00

Justification of Memberships & Systems - CAP Operating

Justification of Memberships

Justification Info*:

Virginia Transit Association (VTA) advocates for public transit policies, funding, and initiatives. As transit is a non-SOV mode of travel, it aligns with goals of the Commuter Assistance program to increase the use of transit, carpools, vanpools, and bicycling. VTA membership allows RideShare staff the opportunity to collaborate with transit providers across the state and work together toward solutions. The Association for Commuter Transportation (ACT) is a nationwide organization providing information and advocacy for commuter transportation and TDM. Through this membership, RideShare staff are able to access peer directories, learning opportunities, and participation in a regional chapter. The Central Virginia Partnership for Economic Development (CVPED) serves the City of Charlottesville and surrounding counties as the regional economic development organization working to foster job creation. By collaborating with this organization, RideShare staff are able to access information and support relevant to TDM strategies that make the region more attractive for employers and employees. Membership and involvement in local chambers of commerce will provide direct access to local businesses and employer networks, which the RideShare program intends to engage with. Chambers are deeply engaged with area employers are a valuable partner in building and promoting TDM programs.

Justification of Licenses and Software, etc.

Justification Info*:

Canva subscription is used for designing social media posts and ads. By having the team subscription, multiple staff, including our partners at CSPDC, can all work together to develop the best content and media.

Staff and Contractors - FY26 CAP Operating and Project

Agency Staff and Work

Position/Title	Work to be Performed	Full-Time or Part-Time Position?	% of Total Annual Salary/Wages	Total Amount Charged to Grant
TDM Program Manager	Provides overall program/grant management and administration, strategic planning, budget development and management, oversees marketing/outreach to both the public and employers, provides customer service via telephone and email, manages commuter and GRH databases, reports all program activity, conducts quarterly park and ride inventory.	Full	74.00%	\$56,953.00
TJPDC Executive Director	As leader of the agency, this position provides guidance for program administration, budget and strategic planning. The ED also completes funding requests from localities for match funds each year.	Full	1.00%	\$1,943.00
Chief Operating Officer	Provides assistance to TDM staff, as well as administrative support and guidance in program areas such as invoicing, program direction, and community engagement.	Full	1.00%	\$828.00
Director of Transportation	Provides direct supervision and assistance to TDM Program Manager, as well as administrative support and guidance in program areas such as invoicing, development of annual work plan, and program direction.	Full	6.00%	\$5,358.00
Regional Planner/TDM Outreach Coordinator	Provides outreach to both the community and employers on program services, participates in development and management of promotions, marketing coordination, program evaluation.	Full	31.00%	\$19,443.00
Administrative Assistant	Provides administrative support in program areas such as invoicing, plan review/editing, printing, and purchasing and organizing promotional materials.	Full	1.00%	\$378.00
Regional Planner/TDM Outreach Assistant	Provides outreach to both the community and employers on program services, participates in development and management of promotions, marketing coordination, program evaluation.	Full	4.00%	\$2,325.00
				\$87,228.00

Contractor Work

Contractor	Work to be Performed
Pace Communications	Website management, website maintenance, website upgrades/partial redesign
To be determined	Creation and printing of marketing materials

CAP Marketing and Promotions - FY26

Marketing and Promotional Events

Campaign/Event	Brief Description	Purpose	Call to Action	Ad Placement Media
Bike Month	Highlighting cycling as a healthy and enjoyable commuting option, with a strong emphasis on the second annual Business Challenge to encourage the community and employers to work with RideShare.	To partner with local organizations and employers, the City of Charlottesville, Albemarle County and UVA to take and log bike commutes in May.	To encourage local employers and commuters to sign up for the ConnectingVA app and log their bike trips.	Social media, digital ads, and radio
DRPT Connects Business	Encouraging Virginia businesses to utilize our complimentary resources, connect with their local CAP, emphasize employer transit resources and benefits, and support hybrid and remote work.	To increase awareness and utilization of services offered to businesses, while also building relationships with local employers.	To promote alternative modes to their employees with information and services provided by RideShare and ConnectingVA.	Social media and digital ads
DRPT Connects Commuters	Encourages Virginians to download the ConnectingVA app and use the trip planner for their daily commutes.	To encourage carpool/vanpool use and drive commuters to use the ride matching services as an alternative to driving single occupancy vehicles.	Use ride matching services and non-single occupancy vehicles for travel. Use ConnectingVA app to log trips.	Social media, digital ads, and radio
RideShare Month	Promoting trip logging and use of ConnectingVA.	Increase awareness and participation in ridesharing programs by educating travelers on benefits and options.	Travelers are encouraged to download/use ConnectingVA and to sign up for a carpool or vanpool. The campaign will identify resources and incentives.	Printed materials passed out at in-person events and made available in public gathering places; various forms of digital content and ads, social media, radio ads, and streaming ads.
DRPT Connects Communities	Aims to inspire residents to explore the way in which transit links them to their community.	Encourage residents to try using public transit as an alternative to single occupancy trips.	Encourage commuters to try public transit, use the trip planning tool for route selection and log trips in ConnectingVA.	Social media and digital ads
Earth Month/Clean Commuting	Encourage non SOV trips and demonstrate the environmental impact.	To encourage citizens to try and non-SOV mode of transportation, and increase the use of the ConnectingVA app.	Download ConnectingVA app, consider non-SOV modes of transportation and see your environmental impact of your commuting patterns.	Social media, digital ads, and radio
On-going Program Promotion	Use of various media to increase awareness of RideShare services, the ConnectingVA app, and GRH program.	To keep followers engaged with RideShare social media, promote services offered in between campaigns, and to share important information with commuter	Follow on social media, download ConnectingVA, and log trips on a regular basis.	Social media, digital ads, and radio

Schedules

Program Schedule

Project Start Date	Project End Date
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07/01/2025

06/30/2026

Milestones/Events

Milestone	Description	Start Date	End Date
Earth Month	Promote environmental impacts of commute choice	04/01/2026	04/22/2026
Bike Month campaign	Promote biking as a commute option	05/01/2026	05/31/2026
Connects Businesses	Promoting complimentary resources to employers	01/27/2026	03/14/2025
Connecting Communities	Promoting transit as a commute option	10/06/2025	12/19/2026
Connecting Commuters	Promoting ConnectingVA app and trip planner tool	03/17/2026	05/02/2026
RideShare Month	Promoting trip logging and use of ConnectingVA	10/01/2025	10/31/2025

Budget

Total Project Cost

Total Project Cost*: \$183,497.00

Application Certification

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

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

This application is complete as of this submission.

I Certify*: Yes

Authorized Individual*: Sara Pennington 02/01/2025
First Name Last Name Date

Attachments

Attachments - Please Attach Relevant Documentation Here

Description	File Name	Type	Size	Upload Date
TJPDC Commission Resolution of Support for CAP FY26 Grant Application	TJPD Commission Resolution of Support.pdf	pdf	62 KB	02/13/2025 08:48 AM



Thomas Jefferson Planning District Commission
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(434) 979-7310 phone • info@tjpd.org email

RESOLUTION TO APPROVE THE FY26 RIDESHARE GRANT APPLICATION

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

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

WHEREAS, to address these needs, the TJPDC has included the RideShare program in its annual work plan; and

WHEREAS, funding for such program activity is available through the Virginia Department of Rail and Public Transportation's (DRPT) Commuter Assistance Program Operating Assistance Grant; now, therefore be it

RESOLVED by the Thomas Jefferson Planning District Commission, that Executive Director Christine Jacobs is authorized to execute and file an application to DRPT for a grant of financial assistance for the amount of \$146,797 to defray the costs borne by TJPDC for implementing the RideShare program; and be it

RESOLVED FURTHER, that the Commission certifies that it will provide funds in the minimum amount of \$36,700, which will be used to match the state funds in the ratio as required (80%/20%), that funds granted to the TJPDC shall be used only for such purposes as authorized, and that records of receipts of expenditures will be maintained for auditing by DRPT and the State Auditor of Public Accounts; and be it

RESOLVED FURTHER, that the Thomas Jefferson Planning District Commission is in full support and endorses the FY26 Rideshare Grant Application.

Adopted this 5th day of December 2024.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

12/5/24
Date

Tony O'Brien, Chair
Thomas Jefferson Planning District Commission

12/5/2024
Date