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

Thomas Jefferson Planning District Commission
Thursday, May 1, 2025, at 7:00 pm
In-Person Meeting
Water Street Center, 407 E. Water Street
Charlottesville, VA 22902

AGENDA

Join Zoom Meeting:
https://us02web.zoom.us/j/87233569988
Meeting ID: 872 3356 9988 **Passcode**: 890061
By call-in: 1 (301) 715-8592

1. **Call to Order**
   a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick* — 7:00 – 7:05
   b. *Vote to Allow Electronic Participation, if needed – *Chair O'Brien, Ruth Emerick*
2. **Matters from the Public**
   a. Comments by the public are limited to no more than 2 minutes per person. — 7:05 – 7:10
   b. Comments provided via email, online, website, etc. *(Read by Ruth Emerick)*
3. **Presentations**
   a. HOME Annual Action Plan Draft and Presentation – *Ruth Emerick* — 7:10 – 7:20
      i. *PUBLIC HEARING
      ii. *Resolution
   b. Legislative Report – *David Blount* — 7:20 – 7:30
   c. Safe Streets and Roads for All Presentation and Draft Plan – *Gorjan Gjorgjievski* — 7:30 – 7:40
4. ***Consent Agenda** – *Chair O'Brien* — 7:40 – 7:45
   a. *Minutes of March 6, 2025, Meeting and Closed Session
   b. *March Financial Reports
      i. March Dashboard Report
      ii. March Consolidated Profit & Loss Statement
      iii. March Balance Sheet
      iv. March Accrued Revenue Report
   c. *FY 25 Quarter Three (Jan – March) Profit and Loss Prior Year Comparison, Staff Memo
5. ***New Business**
   a. *Safe Streets and Roads for All (SS4A) FY25 Grant Submission – — 7:45 – 8:05
      i. Scope of Work and Presentation – *Taylor Jenkins and Rob Tieman, UVA*
      ii. *Resolution
   b. *Regional Water Supply Planning – RPU1 – Resolution – *Ruth Emerick* — 8:05 – 8:10
   c. TJPDC Officer Slate Notice from Nominating Committee - *Ned Gallaway* — 8:10 – 8:20
   d. Draft FY26 Operating Budget Totals, Revenue, Local Contributions
      i. Staff Memo, and Presentation – *Christine Jacobs*
6. **Executive Director's Report** — 8:20 – 8:30
   a. Monthly Report – *Christine Jacobs*
      i. Rural Transportation Work Plan Update – Informational Item
      ii. US Department of Transportation Letter
      iii. *SMART SCALE* Area Types – Scoring Scenario Comparison Report and Tables
7. ***Closed Session** — 8:30 – 8:45
   Per Code of Virginia 2.2-3711 A.1. – Executive Director Annual Evaluation
8. **Other Business**
   a. Roundtable Discussion by Jurisdiction *(Time Permitting)* — 8:45 – 8:55
   b. Next Meeting – June 5, 2025, 7:00 pm
      Items for next meeting:
      i. FY26 Operating Budget for Consideration/Approval

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
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ii. Election of TJPDC Officers
iii. Safe Streets and Roads for All Final Plan for Consideration/Adoption
iv. Housing Preservation Grant Pre-Application Approval and IGR Review, Resolution
v. Employee Handbook and Financial Policy Revisions
vi. Regional Housing Study Presentation
vii. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding (pending)
viii. DHCD CDBG Regional Priorities (pending)

9. *ADJOURN 8:55

** Designates Items to be Voted On*

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne, Vice Chair	City of Charlottesville
Philip d'Oronzio	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Taylor Jenkins	Director of Transportation
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Program Manager
Logan Ende	Regional Housing Planner II
Lori Allshouse	VATI Program Director
Joe Klodzinski	VATI Administrative Assistant
Gorjan Gjorgjievski	Regional Transportation Planner II
Isabella O'Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Sarah Richardson	PATH Transportation Assistant
Igor Kalina	PATH Transportation Counselor
Kaiden Pritchett	AmeriCorps VISTA Member – Housing

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.

HOME-CDBG 2025-26
Annual Action Plan

for the

Thomas Jefferson HOME Consortium

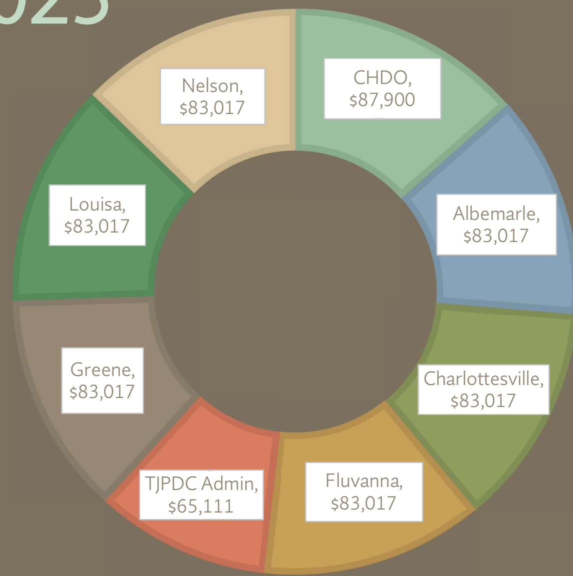
Developed by TJPDC and the City of Charlottesville

HOME Investment Partnerships Program

- HUD-funded formula grants for use building, buying, and/or rehabilitating affordable housing for rent or homeownership, or providing direct rental assistance to low-income households.
- The HOME Consortium receives yearly funds, distributed as outlined in the 2001 Cooperation Agreement.

PROGRAM YEAR 2025

$651,111 estimated funding
CHDO will go to Greene this year



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HOME-CDBG Consolidated Plan

- 5-year period from July 1, 2023 – June 30, 2028 (Program Years 2023-27)
- Consulted with over 40 local representatives to develop 5-year goals.
- CDBG funds under this Plan are received only by the City of Charlottesville as an Entitlement City.

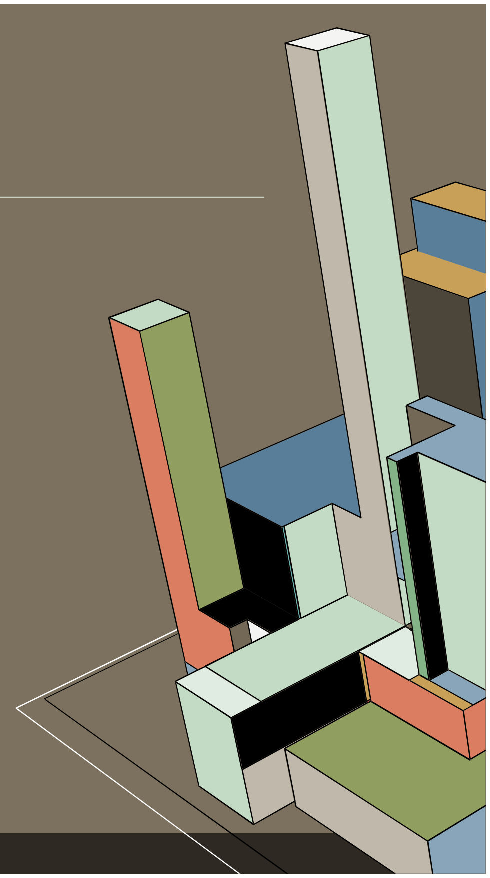
Most common housing problems

COST BURDEN

LACK OF AFFORDABLE RENTALS

SUBSTANDARD HOUSING

ACCESSIBILITY



CHDO ROTATION

YEAR	RECIPIENT
2023	Charlottesville
2024	Louisa
2025	**Greene**
2026	Albemarle
2027	Nelson

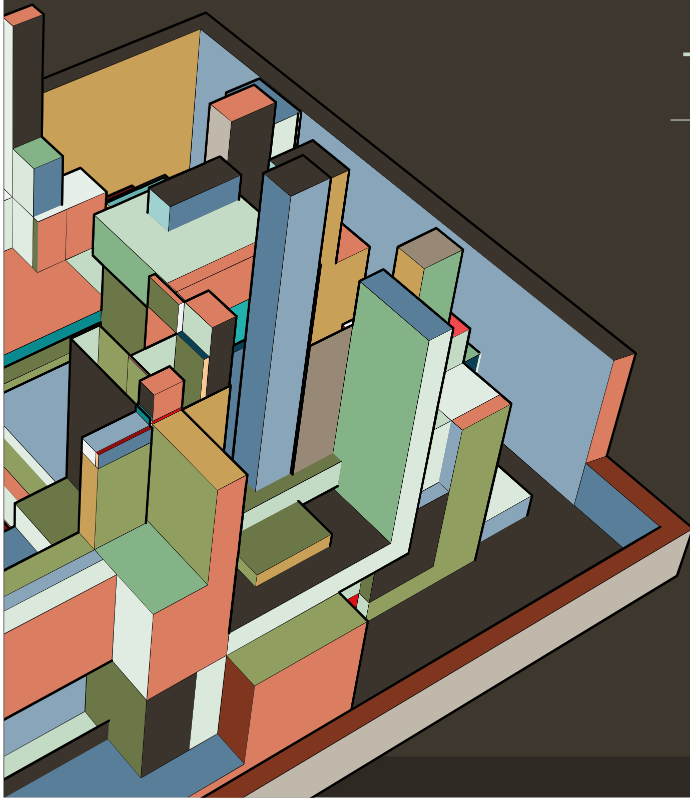
Program Years 2023-2027

Goal 1: Expand the affordable housing stock.	37 Rental Units Produced
	10 Homebuyer Homes Produced
Goal 2: Preserve the existing supply of affordable housing.	116 Homeowner Units Rehabilitated
	1 Rental Unit Rehabilitated
Goal 3: Ensure housing is accessible to residents under 60% of AMI.	22 Households Provided with Down Payment Assistance
	24 Households Provided with Rental Assistance (Cville only)

Planned Activities

2025-26

Locality	Rehabs	Rentals	Home-buyer	DPA/ TBRA
Albemarle	4	0	0	0
Charlottesville	10	0	1	8
Fluvanna	1	2	0	0
Greene	0	1	0	0
Louisa	1	7	0	1
Nelson	8	0	0	0



TIMELINE

April 14 – May 15, 2025:
Public Comment

May 5, 2025:
Charlottesville City Council Approval

May 1, 2025:
TJPDC Approval and public hearing

June 30, 2025:
Due to HUD

July 1, 2025:
Program Year 2024 begins

Planning District Commission

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

RESOLUTION

ADOPTING THE 2025-26 HOME-CDBG ANNUAL ACTION PLAN

WHEREAS, the Thomas Jefferson Planning District Commission ("the Commission") serves as the Administrative and Planning agent for the HOME Investment Partnership Program's HOME Consortium through an agreement with the City of Charlottesville and;

WHEREAS, the HOME program requires an Annual Action Plan, and;

WHEREAS, the TJPDC has worked with the City of Charlottesville to prepare the Annual Action Plan, including consultations with community leaders, reference to the 2023-27 Consolidated Plan, and consultation with HOME subrecipients;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the 2025-26 HOME-CDBG Annual Action Plan and authorizes confirmation of that approval to HUD by June 15, 2025.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of May 1, 2025 in the City of Charlottesville, Virginia, a quorum being present.

____
Christine Jacobs
Executive Director

____
Tony O'Brien
Commission Chair

____
Date

Legislative Update

May 2025

Thomas Jefferson Planning District Commission

1

Legislative Update

- 2025 General Assembly "short" session adjourned on February 22.
- The governor suggested changes to 159 bills that were sent to him for action and vetoed another 158 bills (all of which stood).
- He proposed 205 amendments/eight vetoes to the FY25/26 budget.
- At the one-day "reconvened" session on April 2, the legislature rejected numerous changes that the governor proposed.
- The governor has a May 2 deadline to act on legislation returned to him (amendments rejected) by the legislature.
- At this point, 677 measures have been approved.

Thomas Jefferson Planning District Commission

2

Legislative Update

- State Budget
  - Governor proposed $300 million more in funding for reserves from reductions made to other spending items. Many of those reductions were rejected. The governor has indicated he will sign the budget.
  - The spending plan includes additional funding in FY25 for remediation of harmful algae blooms (HAB) at Lake Anna and for testing inland waterways for the presence of HAB.
  - Gubernatorial amendments to reduce funding for a Charlottesville low-barrier shelter and a Biscuit Run walking trail were rejected.

Thomas Jefferson Planning District Commission

3

Legislative Update

- Legislation
  - Legislation to allow localities to enact a one-cent sales tax for school capital was again vetoed.
  - Bills that would have restricted local land use authority on solar development and that required local and regional energy planning stalled in the General Assembly. Numerous other bills that would have limited local land use authority also did not pass.
  - A summary of approved legislation of interest to local governments will be distributed soon.

Thomas Jefferson Planning District Commission

4

Legislative Update

- Looking Ahead—Issues to be discussed
  - Energy/Solar: Continued discussions regarding changes to the Virginia Clean Economy Act (VCEA) and development of solar energy.
  - Virginia Housing Commission annually considers unsuccessful items from the most recent legislative session. Two workgroups will review 17 proposals.
  - FOIA Advisory Council: Two subcommittees (on records and meetings); will review SB 876 (additions to meeting agendas).
  - Elections: Two-year legislative study on the effects of moving some/all state or local elections to even-numbered years to coincide with federal elections; changes would require Constitutional amendment. (HJ 443 and SJ 253)

Thomas Jefferson Planning District Commission

5

Legislative Update

- Special Subcommittees:
  - The Joint Subcommittee on Elementary and Secondary Funding will continue its work to prioritize and implement JLARC's K-12 funding recommendations.
  - House Emergency Committee on the Impact of Federal Workforce and Senate Special Subcommittee on Federal Impacts to Resources:
    - Both are receiving reports and conducting research/analysis on federal funding, the workforce, economic impacts, etc. related to evolving circumstances at the federal level.

Thomas Jefferson Planning District Commission

6

Legislative Update

Questions?

Thomas Jefferson
Planning District Commission

7

TJPD Commission Meeting

May 1, 2025

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Agenda

- Safe Streets and Roads For All
- Leadership Commitment
- Planning Process
- High Injury Network
- 4 Es of Roadway Safety
- Public Engagement
- Proposed Solutions
- Next Steps

Thomas Jefferson Planning District Commission Comprehensive Safety Action Plan 1

1

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Safe Streets and Roads for All (SS4A)

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...the region's plan to reduce roadway fatalities and serious injuries for all road users

2

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TJPD Commission Leadership Commitment

Supporting member jurisdictions in attaining the following safety targets approved by each member's governing board:

- **Halve the total number of roadway fatalities and serious injuries by 2045 (Albemarle, Fluvanna, Greene, and Nelson counties)**
- **Halve the total number of roadway fatalities and serious injuries by 2040 (Louisa County)**
- **Eliminate roadway fatalities in the City of Charlottesville by 2045 and reduce the combined number of roadway serious injuries by 50 percent**

- *The TJPD Commission adopted the resolution on* ***April 4, 2024***

3

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Planning Process

Working Group represented all member jurisdictions, VDOT, and TJPDC

Identify Issues and Opportunities
Winter 2024/Spring 2024

Establish Priorities
Summer 2024/Fall 2024

Develop Strategies
Winter 2025

Plan Development and Review
Spring 2025

Safety Action Plan

Round 1: Identify Issues
Spring 2024/Summer 2024

Round 2: Collaborate on Strategies
Fall 2024/Winter 2025

Round 3: Review Draft Safety Action Plan
Spring 2025

Thomas Jefferson Planning District Commission Comprehensive Safety Action Plan

Thomas Jefferson Planning District Commission 4

4

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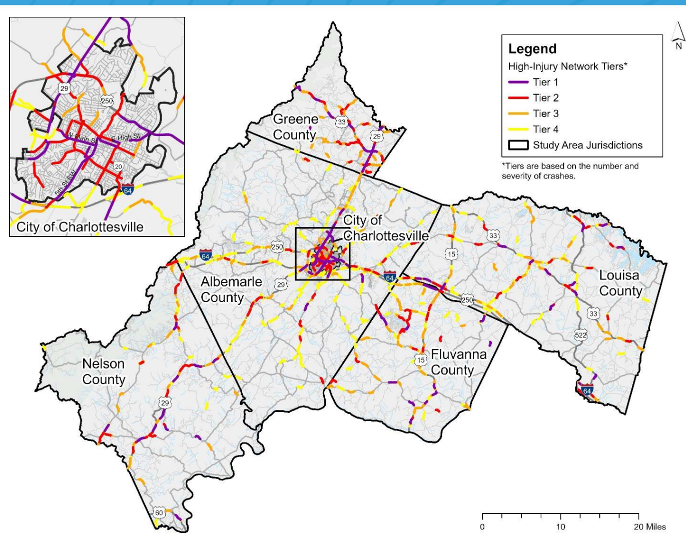
High-Injury Network (HIN)



Tiers are based on the number and severity of crashes

Thomas Jefferson Planning District Commission Comprehensive Safety Action Plan

Thomas Jefferson Planning District Commission 5

5

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4 Es of Roadway Safety

ENGINEERING
Designing safer facilities for all users

EDUCATION
Building a culture of roadway safety

ENFORCEMENT
Reinforcing safe travel behaviors

EMERGENCY RESPONSE
Saving lives through rapid response

6

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Public Engagement

- **Round 1:** Identifying the Region's Values, Issues, and Opportunities
- **Round 2:** Engage on Strategies and Priorities
- **Round 3:** Review Draft Action Plan

Social Media
Email
Meetings
Briefings
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Fact Sheets
Community Champions
Website
Media Outreach

7

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Proposed Solutions

Spot Improvements by Jurisdiction
- Engineering countermeasures at intersections and roadway segments

Systemic Improvements
- Proven safety measures for the roadway network
- Candidate locations in the draft CSAP

Policies and Programs
- Non-infrastructure measures to address other E’s

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Next Steps

Funding Opportunities
- SS4A Implementation Funding
- SMART SCALE
- Highway Safety Improvement Program (HSIP)
- Revenue Sharing

Monitoring
- Annual update of crash data on the Move Safely Blue Ridge website

move SAFELY blue ridge

Thomas Jefferson Planning District Commission

Thank You

TJPDC Contact Information

gorjang@tjpdc.org

www.movesafelyblueridge.com

10

10

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, April 10, 2025

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway			David Blount, Deputy Director	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer		
Fluvanna County			Laura Greene, Finance & HR Director	x	
Tony O'Brien, Chair	x		Taylor Jenkins, Director of Transportation	x	
Keith Smith, Treasurer	x		Gorjan Gjorgjievski, Planner II		x
Greene County			Igor Kalina, PATH Transportation Counselor		x
Tim Goolsby	x		Sara Pennington, RideShare Program Manager		x
James Higgins	x		Sarah Richardson, PATH Transportation Assistant		x
Louisa County			Lucinda Shannon, Transportation Program Mngr		x
Tommy Barlow			Sarah Simba, Planner II		x
Manning Woodward		x			
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford			Shari Fallon, Gallagher		x
City of Charlottesville			Ira Kelkar	x	
Phil d'Oronzio	x				
Michael Payne, Vice Chair					

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Tony O'Brien, presided and called the TJPDC meeting to order at 7:01 pm. David Blount took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation (if needed):

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Manning Woodward participated from Louisa, VA for medical reasons.

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Motion/Action: On a motion by Phil D'Oronzio, seconded by Mike Pruitt, the Commission unanimously allowed Manning Woodward to participate remotely at the April 10, 2025 meeting.

2. MATTERS FROM THE PUBLIC:

a. **Comments by the Public:** None.

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

3. PRESENTATIONS:

a. Blue Ridge Cigarette Tax Board (BRCTB) Update

David Blount, Deputy Director, updated the Commission on the activities of the BRCTB, including new membership, tax revenue generated, total packs sold by month and by jurisdiction, year over year trends, and tax allocations by jurisdiction. Mount Crawford is a new member locality to the Cigarette Tax Board, having officially joined in January.

b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY26 Unified Planning Work Program (UPWP) Draft

Taylor Jenkins, Transportation Director, presented the draft FY26 UPWP and gave an overview of the program's priorities and vision, its funding sources and associated tasks, planning activities and program administration. She noted that line-item budgets for subtasks in the program have been removed, reducing administrative burdens.

4. *CONSENT AGENDA:

a. **Minutes of the March 6, 2025 Meeting**
b. **February Financial Reports**
c. **FY26 Rural Transportation Work Program and Budget with Resolution**

Motion/Action: On a motion by Phil D'Oronzio, seconded by James Higgins, the Commission unanimously approved the Consent Agenda as presented.

5. OLD BUSINESS: None.

6. NEW BUSINESS:

a. Classification and Compensation Study Results*

Shari Fallon, Senior Compensation Consultant at Gallagher, gave a detailed presentation on the market data, analysis of the data and custom survey results for the classification and compensation study. She reviewed the methodology and how data was explored for all positions, and noted that there was a 36% response rate for the custom survey. The study found that many TJPDC positions were lagging the market in terms of labor cost, at 12% to 15% below the middle of the market. She explained in detail the several salary structure options that were explored, based on previous Finance/Executive Committee direction.

Following questions from Commissioners and discussion about the options presented, Commissioners expressed agreement with Option 3b, which was recommended by staff, that put salaries between the 50th and 75th percentiles.

Motion/Action: On a motion by Keith Smith, seconded by Mike Pruitt, the Commission unanimously voted to support Option 3b as direction to staff for inclusion in the FY26 budget.

b. Appointment of Nominating Committee for Officers:

Tony O'Brien asked for volunteers to serve on the Nominating Committee. A slate of recommended officers is to be presented to the Commission at its May meeting. Phil d'Oronzio, Ned Gallaway, and Jesse Rutherford were selected to serve on the Nominating Committee.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared updates about the following: TJPDC work to support local requests for various projects and for planning assistance; water supply planning kick-off meetings, noting that TJPDC will allocate some of the per capita funds for this; updates on broadband expansion work through VATI 22 and VATI 24; the draft SS4A plan which will be presented to all six localities; that regional transit authority and its work on governing documents; PATH updates; training that staff have participated in; and environmental updates.

8. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)1

a. TJPDC Executive Director Annual Evaluation:

Using the attached closed session form, prepared by David Blount, the TJPD Commission entered into a closed session per *Code of Virginia* § 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

b. Public Session Resumes:

Per the attached closed session form, the public session resumed, and visitors were re-admitted back into the TJPD Commission Zoom meeting.

9. <u>OTHER BUSINESS</u>:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – May 1, 2025, 7:00 pm
Finance Executive Committee Meeting – May 1, 2025, 5:15 pm
Items for next meeting:
i. Finance/Executive Committee Meeting (5:15 pm)—Pre-Audit Meeting
ii. Legislative Report
iii. Safe Streets and Roads for All Presentation
iv. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding
v. Deliver FY26 Operating Budget Draft/Budget Memo
vi. TJPDC Officer Slate Notice from Nominating Committee
vii. FY26 Quarter Three (Jan – Mar) Financial Report
viii. DHCD CDBG Regional Priorities
ix. Executive Director Evaluation (Closed Session)

10. <u>ADJOURNMENT</u>:

Motion/Action: The meeting was declared adjourned at 9:31 p.m.

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

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

April 10, 2025

Prepared by David Blount, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director (partial)	x
Michael Payne			
Phil d'Oronzio	x		
Albemarle County			
Ned Gallaway, Chair			
Michael Pruitt	x		
Fluvanna County			
Tony O'Brien, Vice-Chair	x		
Keith Smith, Treasurer	x		
Greene County			
Tim Goolsby	x		
James Higgins	x		
Louisa County		**GUESTS/PUBLIC PRESENT**	
Tommy Barlow		None	
Manning Woodward (virtual)	x		
Nelson County			
Jesse Rutherford			
Ernie Reed	x		

Closed Session:

1. **Motion to Enter Closed Session:** I, Phil d'Oronzio, move that the Commission be convened to a closed session pursuant to the exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss matters of employee performance of the Executive Director. Motion seconded by Ernie Reed.

Roll call vote:

__________ (Aye) (Nay) Michael Payne

__________ (Aye) (Nay) Phil d'Oronzio

__________ (Aye) (Nay) Ned Gallaway

__________ (Aye) (Nay) Mike Pruitt

__________ (Aye) (Nay) Tony O'Brien

__________ (Aye) (Nay) Keith Smith

__________ (Aye) (Nay) Tim Goolsby

__________ (Aye) (Nay) James Higgins

__________ (Aye) (Nay) Manning Woodward

__________ (Aye) (Nay) Tommy Barlow

__________ (Aye) (Nay) Ernie Reed

__________ (Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

2. **Motion to Exit Closed Session:** I, Phil d'Oronzio, move that the Commission exit closed session. Motion seconded by Mike Pruitt for the Commission to exit closed session.

Roll call vote:

____________ (Aye) (Nay) Michael Payne	____________ (Aye) (Nay) James Higgins
____________ (Aye) (Nay) Phil d'Oronzio	____________ (Aye) (Nay) Manning Woodward
____________ (Aye) (Nay) Ned Gallaway	____________ (Aye) (Nay) Tommy Barlow
____________ (Aye) (Nay) Mike Pruitt	____________ (Aye) (Nay) Ernie Reed
____________ (Aye) (Nay) Tony O'Brien	____________ (Aye) (Nay) Jesse Rutherford
____________ (Aye) (Nay) Keith Smith	
____________ (Aye) (Nay) Tim Goolsby	**Motion (Passed) (Failed)**

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

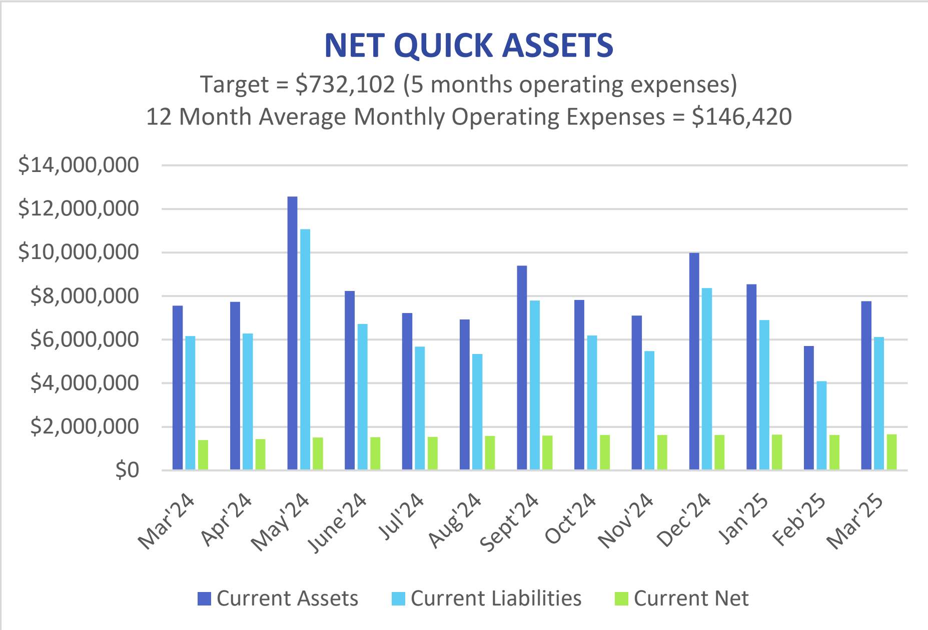
Roll call vote:

____________ (Aye) (Nay) Michael Payne	____________ (Aye) (Nay) James Higgins
____________ (Aye) (Nay) Phil d'Oronzio	____________ (Aye) (Nay) Manning Woodward
____________ (Aye) (Nay) Ned Gallaway	____________ (Aye) (Nay) Tommy Barlow
____________ (Aye) (Nay) Mike Pruitt	____________ (Aye) (Nay) Ernie Reed
____________ (Aye) (Nay) Tony O'Brien	____________ (Aye) (Nay) Jesse Rutherford
____________ (Aye) (Nay) Keith Smith	
____________ (Aye) (Nay) Tim Goolsby	**Motion (Passed) (Failed)**

Certified: David C Blount

FY 25 FINANCIAL DASHBOARD

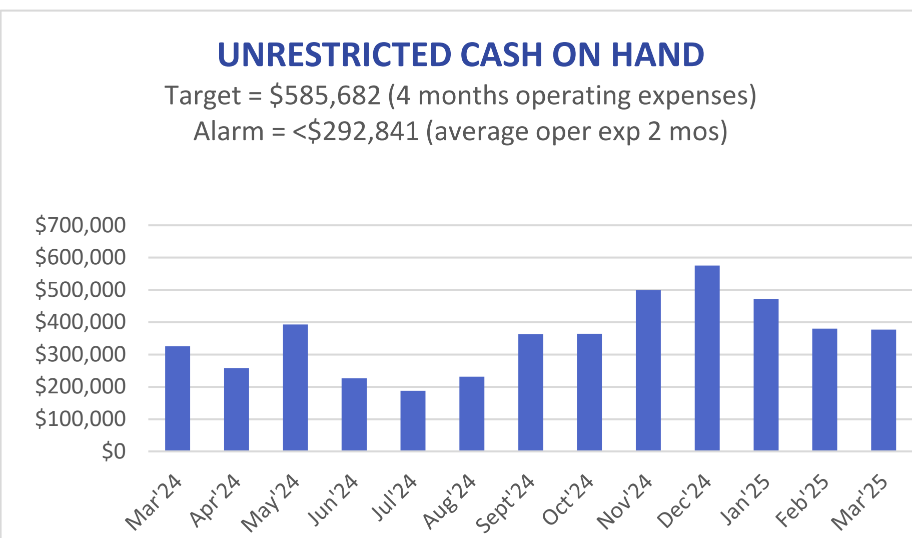
Through March 2025



MONTHLY NET QUICK ASSETS

Mar'24 = $1,395,162
Apr'24 = $1,442,556
May'24 = $1,502,579
Jun'24 = $1,523,939
Jul'24 = $1,538,193
Aug'24 = $1,579,627
Sept'24 = $1,594,519
Oct'24 = $1,624,878
Nov'24 = $1,624,250
Dec'24 = $1,622,485
Jan'25 = $1,646,439
Feb'25 = $1,621,230
Mar'25 = $1,650,494

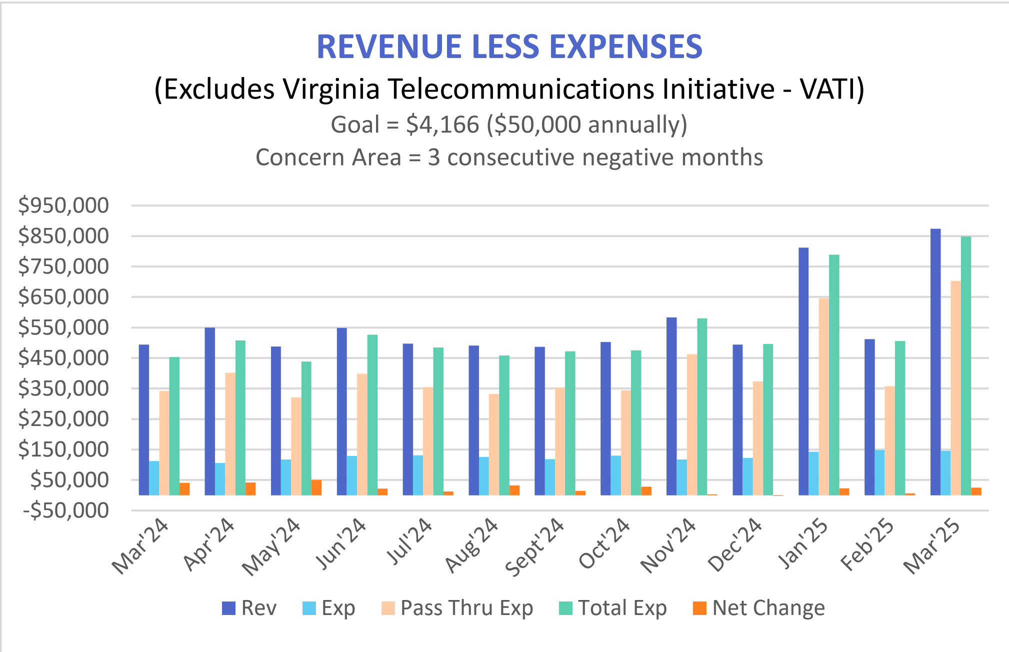
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of March 2025, the TJPDC had 11.27 months of operating expenses. The rolling twelve-month average operating expenses increased to $146,420. The 3-month average operating expenses increased to $167,502. Actual operating expenses for March were $166,997. Capital reserves on March 31 were $918,392 (NQA minus 5 months of operating expenses).



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

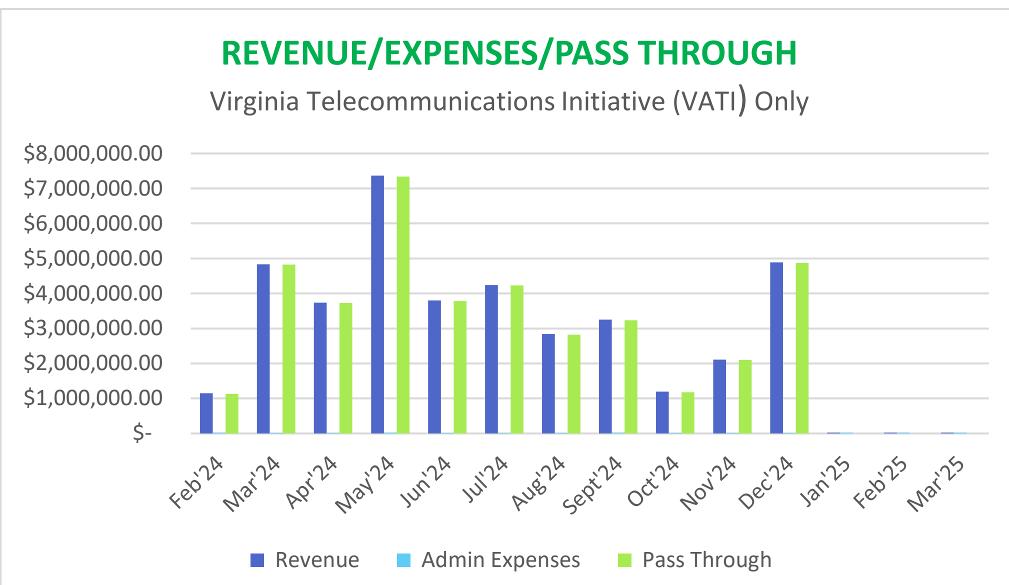
MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. March financials indicate that there were 2.58 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Mar'24 = $40,588
Apr'24 = $42,269
May'24 = $49,807
Jun'24 = $21,748
Jul'24 = $11,876
Aug'24 = $32,485
Sept'24 = $14,966
Oct'24 = $27,710
Nov'24 = $3,008
Dec'24 = ($1,936)
Jan'25 = $22,942
Feb'25 = $6,062
Mar'25 = $24,864



MONTHLY ADMIN

Mar'24 = $15,485
Apr'24 = $14,924
May'24 = $27,355
June'24 = $14,920
Jul'24 = $14,508
Aug'24 = $16,720
Sept'24 = $14,579
Oct'24 = $17,955
Nov'24 = $13,090
Dec'24 = $16,873
Jan'25 = $23,731
Feb'25 = $20,949
Mar'25 = $21,050

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. 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 and are reported separately in the VATI revenues, expenses, and pass-through graph both shown above.

The agency's net gain in March was $24,864. The March Accrued Revenue Report shows the total average available funds of $246,173 for the remaining 3 months in FY25, which is ample revenue to cover projected expenses.

NOTES

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

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
March 2025

7:37 PM
04/21/25
Accrual Basis

	Mar 25	Budget	Jul '24 - M...	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	217,707	3,157,902	24,868,335	28,421,119	37,894,825
4120 · State Funding Source	310,546	93,101	1,055,977	837,907	1,117,209
4130 · Local Source	346,134	287,634	5,076,095	2,588,706	3,451,608
42000 · Local Match Per Capita	14,868	14,868	133,810	133,808	178,410
4279 · Program Income	0		10,028		
4280 · Interest Income	5,787	2,917	52,564	26,250	35,000
4999 · Prior Year Rev Corr	0		31		
Total Income	895,042	3,556,421	31,196,840	32,007,790	42,677,053
Gross Profit	895,042	3,556,421	31,196,840	32,007,790	42,677,053
Expense					
61000 · Personnel	135,242	119,458	1,048,947	1,075,124	1,433,498
6900 · Reimb. Overhead Allocation	0	0	0	0	0
6901 · Non-Reimb. Overhead Allocati...	0	(0)	0	(0)	(0)
6240 · Advertising	2,300	3,162	9,628	28,459	37,945
62394 · Audit -Legal Expenses	736	5,865	9,791	52,781	70,375
6258 · Bank Charges	0		375	0	0
6260 · COGS	2,363	250	4,725	2,250	3,000
6281 · Dues	975	882	9,071	7,943	10,590
6242 · Employee Hiring & Recruitment	0		5,320		
62850 · Insurance	539	708	5,861	6,375	8,500
6345 · Janitorial Service	100	375	1,451	3,375	4,500
6450 · Meeting Expenses	768	1,065	5,063	9,589	12,785
6310 · Postage	73	209	670	1,877	2,503
62890 · Printing/Copier	0	540	1,713	4,862	6,482
6390 · Professional Dev & Meetings	4,759	5,797	28,796	52,174	69,565
6320 · Rent	9,009	8,945	80,316	80,508	107,343
6280 · Subscription-Publications	20	50	775	450	600
6290 · Supplies	1,284	803	10,805	7,226	9,634
63210 · Technology & Equipment	2,279	4,860	41,341	43,742	58,323
6600 · Telephone & Internet Service	1,510	1,283	12,422	11,544	15,392
6380 · TJPDC Contractual Services	1,360	6,085	36,082	54,763	73,017
63300 · Travel	3,683	4,003	34,502	36,024	48,031
9999 · Miscellaneous	0	5,831	0	52,478	69,971
Total Expense	166,997	170,171	1,347,653	1,531,543	2,042,056
Net Ordinary Income	728,045	3,386,250	29,849,187	30,476,247	40,634,997
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	418,301	121,648	1,377,274	1,094,831	1,459,775
83000 · HOME Pass-Through	19,475	98,432	183,785	885,889	1,181,186
84000 · Grants Pass-Through	265,405	3,166,170	28,179,018	28,495,528	37,994,037
Total Other Expense	703,181	3,386,250	29,740,076	30,476,248	40,634,997
Net Other Income	(703,181)	(3,386,250)	(29,740,076)	(30,476,248)	(40,634,997)
Net Income	**24,864**	**(0)**	**109,111**	**(0)**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of March 31, 2025

	Mar 31, 25	Mar 31, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	818,354.28	735,398.80	82,955.48
1189 · Capital Reserve	918,392.00	720,442.00	197,950.00
Total Checking/Savings	1,736,746.28	1,455,840.80	280,905.48
Accounts Receivable			
1190 · Receivable Grants	6,013,044.77	6,108,527.82	-95,483.05
Total Accounts Receivable	6,013,044.77	6,108,527.82	-95,483.05
Other Current Assets			
1310 · Prepaid Rent	1,575.00	1,575.00	0.00
1330 · Prepaid Insurance	2,154.07	2,035.18	118.89
1360 · Prepaid Other	11,390.58	4,827.34	6,563.24
Total Other Current Assets	15,119.65	8,437.52	6,682.13
Total Current Assets	7,764,910.70	7,572,806.14	192,104.56
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	122,334.57	0.00
1499 · Accumulated Depreciation	-122,370.79	-116,334.07	-6,036.72
Total Fixed Assets	14,336.89	20,373.61	-6,036.72
TOTAL ASSETS	**7,779,247.59**	**7,593,179.75**	**186,067.84**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	5,631,217.38	5,737,271.12	-106,053.74
Total Accounts Payable	5,631,217.38	5,737,271.12	-106,053.74
Credit Cards			
2155 · Accounts Payable Credit Card	10,719.61	11,725.08	-1,005.47
Total Credit Cards	10,719.61	11,725.08	-1,005.47
Other Current Liabilities			
2159 · Accrued Expenses	6,622.47	5,474.97	1,147.50
2160 · Accrued Payroll Payable	24,585.67	11,244.18	13,341.49
2468 · VRS Defined Benefit Payable	0.00	-0.08	0.08
2469 · Hybrid 401A Cash Match Payable	0.00	0.01	-0.01
2800 · Deferred Revenue	441,271.15	389,743.49	51,527.66
Total Other Current Liabilities	472,479.29	406,462.57	66,016.72
Total Current Liabilities	6,114,416.28	6,155,458.77	-41,042.49
Long Term Liabilities			
2200 · Leave Payable	60,939.45	44,018.83	16,920.62
Total Long Term Liabilities	60,939.45	44,018.83	16,920.62
Total Liabilities	6,175,355.73	6,199,477.60	-24,121.87
Equity			
3000 · General Operating Fund	562,051.64	299,819.19	262,232.45
3100 · Restricted Capital Reserve	918,392.00	720,442.00	197,950.00
3600 · Net Investment in Fixed Assets	14,336.89	20,373.61	-6,036.72
Net Income	109,111.33	353,067.35	-243,956.02
Total Equity	1,603,891.86	1,393,702.15	210,189.71
TOTAL LIABILITIES & EQUITY	**7,779,247.59**	**7,593,179.75**	**186,067.84**

Accrued Revenue by Grant or Contract **For Year Ending June 30, 2025**

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	YEAR TO DATE FY25	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY26+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY25	NOTES
299	**State Support to PDC (DHCD)**	114,971	4,781	97	1,856	10,068	3,468	4,531	10,738	17,590	5,946	59,076	-	20,452	59,076	**35,443**	State funding to TJPDC General/Contingency $20,452 Deferred to FY26
112	**TJPDC Corporation**	1,200	135	99	-	-	266	99	199	99	199	1,097	-	-	1,097	**103**	501(c)3 Non-profit Arm
110	**Bank Interest**	70,000	5,864	5,884	5,585	6,159	5,828	5,941	6,059	5,453	5,785	52,559	-	-	52,559	**17,441**	Investment Pool Savings Income
120	**SCRC**	23,384	-	-	-	9,597	334	135	-	585	406	11,057	-	5,750	11,057	**6,577**	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	**Rural Transportation**	58,000	2,994	2,853	1,814	5,494	2,219	3,042	2,513	6,347	8,175	35,450	-	-	35,450	**22,550**	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	40,000	2,420	2,385	2,580	2,155	2,525	2,295	2,155	2,155	2,295	20,965	-	-	20,965	**19,035**	Rental Fees
277	**Legislative Liaison**	118,128	5,608	8,651	6,776	9,423	11,621	6,619	13,356	12,641	8,457	83,153	-	-	83,153	**34,975**	*Legislative Operations - $12,700 in deferred revenue budgeted
278	**VAPDC-ED**	55,243	4,583	4,583	4,583	4,583	4,826	4,583	4,583	4,583	4,583	41,493	-	-	41,493	**13,750**	Contract for Admin Services
296	**Member Per Capita**	178,411	14,868	14,868	14,868	14,868	14,868	14,868	14,868	14,868	14,868	133,810	-	-	133,810	**44,601**	Local Govt Annual Contributions
110/300	**VRSA Prof. Development & Safety Grants**	5,250	-	-	4,750	-	-	-	500	-	-	5,250	-	-	5,250	-	VRSA Grants for Professional Development & Safety Equip.
303	**Solid Waste**	11,500	1,628	2,259	199	631	3,293	2,557	465	66	166	11,265	-	-	11,265	**235**	*Contract for annual reporting + $1,000 in deferred revenue
325	**Mineral**	4,647	334	2,975	317	832	190	-	-	-	-	4,647	-	-	4,647	**(0)**	Contract for Support Developing Town of Mineral Comprehensive Plan
907	**WIP Phase III - Contract #7**	58,000	4,597	2,764	6,497	3,103	1,415	-	-	-	-	18,376	39,624	-	58,000	-	*Watershed Improvement Plan
907	**WIP Phase III - Contract #8**	58,000	-	-	-	-	-	-	6,349	3,773	4,135	14,258	-	35,934	14,258	**7,808**	Watershed Improvement Plan
908	**RRBC**	11,130	3,156	2,045	3,841	671	266	33	21	-	-	10,034	-	-	10,034	**1,097**	*Rivanna River Basin Commission
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus	-															
172	**Safe Streets and Roads for All (SS4A)**	82,000	6,721	4,954	3,972	3,610	2,778	1,887	3,363	4,076	1,915	33,275	26,054	2,789	59,328	**19,883**	*Estimated Completion - June 2025
	SS4A Pass-Thru	990,000	22,100	14,850	28,050	59,349	59,250	64,770	68,712	103,950	126,100	547,131	266,545	10,500	813,676	**165,824**	*Pass through to Kimley Horn, AvidCore, and VDOT
180A-24	**Mobility Management - 2024**	86,371	11,172	11,864	6,576	-	-	-	-	-	-	29,613	56,759	-	86,371	**(0)**	*Mobility Management - Oct 1 - September 30, 2024
	Mobility Management Pass-Thru - 2024	31,112	4,848	6,425	4,378	-	-	-	-	-	-	15,650	15,462	-	31,113	**(0)**	Contracted with JABA
180A-25	**Mobility Management - 2025**	196,438	-	-	-	11,596	6,378	13,524	20,817	18,540	24,273	95,127	-	41,197	95,127	**60,113**	*Mobility Management - Oct 1 - September 30, 2025
	Mobility Management Pass-Thru - 2025	11,831	-	-	-	4,879	6,953	-	-	-	-	11,831	-	-	11,831	-	
180B-Local	**Mobility Management - Branding**	17,871	339	505	921	199	533	679	554	535	4,700	8,963	3,154	-	12,117	**5,753**	*BAMA grant, CACF grant, UVA contribution to support Mobility Mgmt
	Mobility Management Pass-Thru	35,027	-	-	-	946	-	-	-	-	-	946	30,027	-	30,973	**4,054**	Branding/Marketing Consultant for Mobility Management
181	**RTP-TDM - Admin**	50,000	2,617	3,582	3,508	5,638	3,213	3,364	5,201	590	1,244	28,957	-	7,647	28,957	**13,396**	*Regional Transit Partnership - *budget includes $7,647 deferred revenue
	RTP Pass-Thru	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	*Grant Match if needed
190/195/198	**MPO-PL**	290,276	16,129	11,931	11,733	14,473	9,499	13,982	24,133	18,658	19,408	139,946	-	64,363	139,946	**85,967**	*MPO PL Transportation Planning - Passive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	LRTP Support Consultant
191/196/199	**MPO-FTA**	123,166	5,772	4,531	5,643	5,514	4,298	8,886	9,043	8,795	13,564	66,045	-	-	66,045	**57,121**	MPO FTA Transit Planning
	MPO - FTA Pass Thru	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Consultant Pass-thru if needed
193/193.1	**Rideshare - Admin**	173,778	11,754	13,361	10,207	10,261	10,119	9,031	9,088	8,236	14,684	96,741	-	-	96,741	**77,037**	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	450	-	-	-	-	-	-	-	-	450	450	-	-	450	-	Advertising / Marketing Consultant for FY25
194	**Rideshare CAP Strategic Plan**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered
	Strategic Plan Pass-Thru	69,946	-	-	-	-	-	-	-	3,842	-	3,842	66,104	-	69,946	**0**	Full grant is direct pass through to consultant
726	**HOME ARP - Admin**	367,541	2,042	923	1,722	2,745	1,327	1,007	1,171	1,397	1,184	13,518	146,237	201,772	159,755	**6,014**	*HUD-ARPA Planning funds (not to exceed 5% of grant) - $32,670 budgeted
	HOME ARP Pass-Thru	2,082,730	-	-	12,771	9,640	13,326	9,359	-	21,469	-	66,564	31,109	1,961,430	97,673	**23,626**	*Admin includes Consultant for Gap Analysis - $277697 budgeted
727-21	**HOME-21 TJPDC Admin**	67,662	-	-	-	-	-	-	-	-	-	-	67,662	-	67,662	-	*HUD HOME-21 Housing Grants Admin
	HOME-21 Pass-Thru	608,954	-	-	-	-	-	(1,883)	-	-	-	(1,883)	608,954	-	607,071	**1,882.66**	*HUD HOME-21 Housing Grants Construction
727-22	**HOME-22 TJPDC Admin**	74,783	-	-	-	-	-	-	-	-	-	-	74,783	-	74,783	-	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	785,628	18,340	-	-	-	7,550	-	8,188	8,600	-	42,678	326,146	277,616	368,824	**139,189**	*HUD HOME-22 Housing Grants Construction
727-23	**HOME-23 TJPDC Admin**	78,529	4,150	8,397	2,327	4,891	1,342	-	-	-	-	21,107	57,421.71	-	78,529	-	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	706,757	-	-	-	-	56,950	-	-	-	-	56,950	129,519.14	520,288	186,469	**0**	*HUD HOME-23 Housing Grants Construction
727-24	**HOME-24 TJPDC Admin**	65,111	-	-	-	-	-	-	-	-	-	-		65,111	-	**(0)**	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	586,000	-	-	-	-	-	-	-	-	19,475	19,475		506,000	19,475	**60,525**	*HUD HOME-24 Housing Grants Construction
728-22	**Housing Preservation Grant-22 - Admin**	32,250	-	-	-	-	-	-	-	-	-	-	32,250	-	32,250	-	*USDA Housing Repair Admin
	HPG-22 Pass-Thru	182,750	-	-	10,316	-	-	-	-	-	-	10,316	172,434	-	182,750	-	*USDA Housing Repair Construction
728-23	**Housing Preservation Grant-23 - Admin**	31,865	5,678	4,059	-	-	-	-	-	-	-	9,737	22,129	-	31,865	-	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	180,570	27,183	13,100	30,096	-	8,850	7,063	-	-	10,499	96,790	45,484	33,772	142,274	**4,524**	*USDA Housing Repair Construction
728-24	**Housing Preservation Grant-24 - Admin**	20,369	-	-	-	-	2,287	1,725	-	-	-	4,012		16,357	4,012	**0**	*USDA Housing Repair Admin
	HPG-24 Pass-Thru	115,427	-	-	-	-	-	-	-	-	3,850	3,850		86,570	3,850	**25,007**	*USDA Housing Repair Construction
729	**Regional Housing Partnership**	50,000	2,906	14,381	2,703	3,612	2,598	1,945	1,676	2,874	2,741	35,435		-	35,435	**14,565**	Regional Housing Partnership
	RHP - Consultant Pass-Thru	-		-	-	-	-	-	-	-	-	-		-	-	-	
729-1	**RHP Housing Summit 2025**	49,317	3,679	3,000	2,203	2,543	2,934	2,441	5,408	7,079	14,208	43,495	3,384	-	46,878	**2,439**	RHP Housing Summit 2025
	RHP Summit Pass-Thru	37,239	-	-	1,319	-	-	-	-	719	35,201	37,239		-	37,239	-	
729-2	**RHP Housing Study**	126,671	-	-	2,490	3,235	939	956	677	175	1,207	9,679		62,084	9,679	**54,908**	Regional Housing Study Grant
	RHP Housing Study Pass-Thru	148,329	-	-	-	-	-	-	-	-	-	-		111,247	-	**37,082**	
732 CY24	**VERP-24 - Admin**	24,129	1,849	2,114	2,921	2,168	2,327	1,821	-	-	-	13,198	10,931		24,129	**(0)**	*VA Eviction Planning Grant - Admin
	VERP 24 Pass-Thru	325,270	15,942	17,045	16,365	36,869	53,046	39,278	-	-	-	178,545	146,725		325,270	**(0)**	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	200,000	5,144	5,780	6,592	6,930	4,210	3,081	3,993	4,793	4,538	45,061	94,958	44,111	140,019	**15,870**	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000	-	-	-	-	-	-	325,089	-	256,550	581,639	795,412	334,863	1,377,051	**88,086**	*VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigarette Tax Board**	123,558	14,510	10,068	6,878	8,637	8,175	6,631	11,598	8,232	10,425	85,152		-	85,152	**38,406**	Includes Administrative Fees
	Cig Tax Pass-Through	3,274,313	265,957	281,490	268,202	291,532	257,117	254,948	244,741	219,814	251,056	2,334,855		-	2,334,855	**939,458**	Pass through - direct costs
761	**VATI 22 - Admin**	875,000	14,508	16,720	14,579	11,609	9,616	15,432	19,792	16,532	16,331	135,120	491,997	200,279	627,116	**47,605**	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	109,848,780	4,874,596	2,820,737	4,037,723	1,842,349	2,097,745	5,862,647	2,634,886	1,562,524	-	25,733,206	43,318,502	28,530,278	69,051,708	**12,266,793**	*Program/Construction Pass-Through
762	**VATI 24 - Admin**	280,062	-	-	7,215	6,346	3,474	1,441	3,939	4,416	4,719	31,550	-	224,042	31,550	**24,470**	*VATI Admin - 18 months
	VATI 24 Pass-Through	13,008,438	-	-	-	-	-	-		-	-	-	-	10,588,438	-	**2,420,000**	*Program/Construction Pass-Through
901	**DEQ Septic Program - Admin**	18,390							1,379	897	498	2,774	-	6,788	2,774	**8,829**	Dept of Environmental Quality - Septic Program
	DEQ Septic Pass-Through	146,630							-	-	-	-	-	-	-	**146,630**	*Program/Construction Pass-Through
902	**DEQ Rain Barrel Program**	10,821							4,202	332	1,205	5,740	-	2,550	5,740	**2,531**	Dept of Environmental Quality - Rain Barrel Program
	DEQ Rain Barrel Pass-Through	3,477							-	-	-	-	-	-	-	**3,477**	Pass through - direct costs
	TOTAL - All Programs	139,303,478	5,388,903	3,319,279	4,555,076	2,417,154	2,687,950	6,368,717	3,469,454	2,095,235	895,042	31,196,810	47,079,763	43,962,228	78,276,573	17,064,677	TOTAL - All Programs
	Pass Thru Sub-totals	121,676,261	5,228,965	3,153,647	4,409,220	2,245,563	2,560,786	6,236,181	3,281,616	1,920,917	703,181	29,740,076	45,952,422	42,961,002	75,692,498	16,326,158	Pass-Thru Subtotal

*indicates unspent funds can 'roll-over' in FY26

$ 146,420	12 month average - Operating Expenses
$ 167,502	3 month average - Operating Expenses
$ 166,997	last month - Operating Expenses

Total Grant Funds Remaining	**$ 17,064,677**
Pass-through funds	**$ 16,326,158**
TJPDC Available Funds	**$ 738,519**
Average Funds Available per Month	**$ 246,173**

Thomas Jefferson Planning District Commission
Profit & Loss Prev Year Comparison
July 2024 through March 2025

	Jul '24 - Mar 25	Jul '23 - Mar 24	$ Change	% Change
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	24,868,335.47	14,205,262.02	10,663,073.45	75.1%
4120 · State Funding Source	1,055,977.14	596,755.31	459,221.83	77.0%
4130 · Local Source	5,076,095.32	5,094,176.51	-18,081.19	-0.4%
42000 · Local Match Per Capita	133,810.04	128,290.52	5,519.52	4.3%
4279 · Program Income	10,028.00	0.00	10,028.00	100.0%
4280 · Interest Income	52,563.79	43,622.46	8,941.33	20.5%
4999 · Prior Year Rev Corr	30.62	11,197.40	-11,166.78	-99.7%
Total Income	31,196,840.38	20,079,304.22	11,117,536.16	55.4%
Gross Profit	31,196,840.38	20,079,304.22	11,117,536.16	55.4%
Expense				
61000 · Personnel	1,048,947.34	926,939.09	122,008.25	13.2%
6240 · Advertising	9,627.78	2,717.40	6,910.38	254.3%
62394 · Audit -Legal Expenses	9,791.04	12,474.97	-2,683.93	-21.5%
6258 · Bank Charges	375.00	275.87	99.13	35.9%
6260 · COGS	4,725.00	4,575.00	150.00	3.3%
6281 · Dues	9,070.60	8,382.52	688.08	8.2%
6242 · Employee Hiring & Recruitment	5,320.12	4,804.96	515.16	10.7%
62850 · Insurance	5,861.03	5,671.53	189.50	3.3%
6345 · Janitorial Service	1,450.94	1,923.31	-472.37	-24.6%
6450 · Meeting Expenses	5,062.56	3,240.34	1,822.22	56.2%
6310 · Postage	669.71	97.09	572.62	589.8%
62890 · Printing/Copier	1,712.52	1,919.49	-206.97	-10.8%
6390 · Professional Dev & Meetings	28,796.01	13,450.78	15,345.23	114.1%
6320 · Rent	80,315.70	78,035.40	2,280.30	2.9%
6280 · Subscription-Publications	774.94	217.98	556.96	255.5%
6290 · Supplies	10,805.35	6,671.38	4,133.97	62.0%
63210 · Technology & Equipment	41,341.05	19,455.03	21,886.02	112.5%
6600 · Telephone & Internet Service	12,421.97	12,128.94	293.03	2.4%
6380 · TJPDC Contractual Services	36,082.01	55,925.26	-19,843.25	-35.5%
63300 · Travel	34,502.30	23,974.32	10,527.98	43.9%
Total Expense	1,347,652.97	1,182,880.66	164,772.31	13.9%
Net Ordinary Income	29,849,187.41	18,896,423.56	10,952,763.85	58.0%
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	1,377,273.68	676,998.53	700,275.15	103.4%
83000 · HOME Pass-Through	183,784.52	604,605.86	-420,821.34	-69.6%
84000 · Grants Pass-Through	28,179,017.88	17,261,751.82	10,917,266.06	63.3%
Total Other Expense	29,740,076.08	18,543,356.21	11,196,719.87	60.4%
Net Other Income	-29,740,076.08	-18,543,356.21	-11,196,719.87	-60.4%
Net Income	**109,111.33**	**353,067.35**	**-243,956.02**	**-69.1%**

MEMORANDUM

To: TJPD Commissioners
From: Laura Greene, Director of Finance and Human Resources
Date: May 1, 2025
Re: FY25 Quarter Three (January – March 2025) Financial Report

Purpose: To provide a quarterly report on the Thomas Jefferson Planning District Commission's finances for January through March of 2025.

The meeting materials include the March Financial Dashboard, Accrued Revenue Report, Consolidated Profit and Loss Statement, and Balance Sheet. Additionally, the meeting materials include a FY25 Quarter Three Profit and Loss Prior Year Comparison Statement. This staff memo serves as a high-level overview of the agency's performance in Quarter Three.

Quarter Three Financial Overview:

Net quick assets have increased $28,009 from $1,622,485 on December 31, 2024, to $1,650,494 as of March 31, 2025. Based upon the twelve-month average for operating expenses, we have 11.27 months of available operating expenses (compared to 11.76 in December). Our current goal is five months of available operating expenses. Funds available for Capital Reserves are $918,392 (Net Quick Assets minus 5 months operating expenses: $1,650,494 - $732,102).

Unrestricted Cash on Hand as of March 31 was $377,083 or 2.58 months of average monthly operating expenses. Four months is our current target level and concern level is less than two.

Revenue less Expenses – The net gain in March was $24,864 resulting in a cumulative fiscal year net gain of $109,111.

Profit & Loss (P&L) - Budget vs Actual – On March 31 we were 75% through FY25:

	Fiscal Year Actuals as of 3/31/25	Amended Operating Budget (3/06/2025)	Percentage of Budget Spent	Dollars Remaining
Revenue	$ 31,196,840	$ 48,257,467	64.65%	$ 17,060,627
Operating Expense	$ 1,347,653	$ 1,980,721	68.04%	$ 633,068
Pass Through Expense	$ 29,740,076	$ 46,022,895	60.67%	$ 16,282,819

Balance Sheet: As of March 31, total current assets were $7,764,911, a $192,105 increase from this time last year. The cash, capital reserve, and pre-paid accounts increased $82,955, $197,950, and $6,682 respectively, while the accounts receivable decreased $95,483.

As of March 31, total current liabilities were $6,114,416, a $41,042 decrease from this time last year. The accounts payable and credit card payable decreased $107,059 while the accrued expenses and deferred revenues increased $66,017.

Accrued revenues: Existing grant and contract balances for FY25 are shown in the Accrued Revenue report. As of March 31, 2025, $17,064,677 remained in grant funds to be earned in FY25, of which $16,326,158 are for pass-through funds, resulting in $738,519 available for the remaining three months averaging $246,173 per month for operating expenses. The 12-month average for operating expenses is $146,420. Operating expenses last month were $166,997.

Project Title: Crash Analytics and Injury Research (CAIR) – Holistic Approach to Vulnerable Road User Safety

Project Overview

The traveling public expects new and existing roadway systems to safely support all multimodal forms of transportation. An uncomfortable reality is that Vulnerable Road Users (VRUs) such as pedestrians, cyclists, and e-scooter riders comprise an increasing proportion of roadway fatalities, accounting for 21% of nationwide roadway fatalities in 2022 (NHTSA Traffic Safety Facts). Rates of VRU fatalities per 100,000 population have been steadily increasing, from a low of 1.6 in 2009 to 2.7 in 2022. If injured in a collision, a VRU is five times more likely to die from their injuries than a vehicle occupant (rate of 6.8 fatalities per 100 injury cases for VRUs, compared to 1.3 for vehicle occupants). Like most localities, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area has acutely felt the effects of VRU collisions, with 89 cases of VRU fatalities and serious injuries from 2018-2022 (out of 777 total roadway fatalities and serious injuries during that period).

Effectively addressing VRU safety requires a holistic approach including risk-based infrastructure planning, on-vehicle collision avoidance technology, an understanding of human perception and behavior in a mixed road user environment, and an understanding of the potential injury and fatality consequences if a VRU-vehicle collision occurs. Traditionally, each of these are studied in isolation, with limited consideration that they act in concert to contribute to safety, or fatality causation.

Recognizing the critical interplay between infrastructure, behavior, technology, and collision consequence, we've assembled a diverse team of experts to tackle VRU safety through a systems-based approach. Our partner VDOT will provide practical insight into roadway design, and the constraints that affect complete-street design and implementation. Our collaborators at Honda Research America (HRA), who will provide a 10% funding match, will provide insight into integrated vehicular onboard pedestrian detection and avoidance technologies, including their expected capabilities and the use cases for which those systems are typically designed and assessed. The University of Virginia Omni-Reality and Cognition Lab (UVA-ORCL) will conduct a multi-modal study of pedestrian, e-scooter, cyclist, and vehicle driver behavior in various scenarios representative of local mixed-use roadways. This will include both on-road data collection to observe real-world road user behavior, as well as controlled Virtual Reality (VR) simulation to mimic potential conflict scenarios. Emphasis will be placed on locations with a high potential for VRU-vehicle conflict, where VRU-vehicle interaction is driven by mixed mobility needs due to varied ambulatory capabilities and socioeconomic factors (e.g., VRU considerations close to senior care facilities, medical facilities, public transportation nodes, and in geographic transition between lower-income residential areas and commercial areas to which those residents travel). Finally, our partners at the UVA Center for Applied Biomechanics (UVA-CAB) and UVA Department of Emergency Medicine (UVA-EM) will assist in contextualizing the potential risk of injury and fatality if a VRU collision were to occur, and how that risk may be mitigated to reduce the severity of the collision. If a VRU injury case occurs within our area during the study period, our UVA-EM partners will gather case information on the specific injuries, the context and mechanisms of those injuries, and the prognosis for the patient (where allowed by the UVA Institutional Review Board and the permission of the patient).

This comprehensive investigation that considers and connects practical roadway design constraints, vehicle technology, road user behavior, and the end consequences of collisions represents a truly end-to-end, systems-level analysis of VRU safety within the CA-MPO area. The Team will create and calibrate a model that predicts VRU trajectories given VRU characteristics, environmental conditions, vehicular traffic, and infrastructure realities. The Team will also create and calibrate an injury consequence model based upon parameters considered in the VRU projected path trajectory model, using injury prediction computer modeling. We will then combine probability distribution of projected path trajectories, based on behavioral choices, with the injury consequence model, that predicts severity of injuries, to create better holistic understanding of VRU safety factors and effective mitigation designs.

Approach

Effective and enduring safety initiatives require identifying the root causes of safety concerns, injuries, and fatalities. The CA-MPO area represents a unique environment with a variety of high-density residential areas (ranging from lower-income neighborhoods to student housing) in close proximity to commercial zones and large employers. This results in a mixed-mobility environment, with a consistent and widespread presence of VRUs (pedestrians, cyclists, and e-scooter riders). The roadways in the CA-MPO span development over the course of 200 years. This is evident in the wide variety of roadway designs, resulting from eras prioritizing dense neighborhoods and local foot traffic, to suburban sprawl aided by motored mobility, and finally a trend back towards new urban mixed land use development. This profound diversity of roadway environments and mobility needs creates a substantial challenge for VRU safety, requiring a comprehensive action plan considering the end-to-end sequence of events affecting VRU safety.

To develop a comprehensive action plan, we will: (i) Analyze historical crash data, locations, severity, contributing factors, and crash types by various VRUs across the CA-MPO area. (ii) Collect actionable data on local roadway design factors influencing VRU and vehicle interaction through the demonstration activities described below. This includes on-the-road and virtual VRU & driver behavioral studies, as well as risk modeling and medical investigation to predict the consequences of collisions and benefits of intervention. (iii) Consult roadway design collaborators at VDOT to contextualize the performance-based, practical considerations for the design and implementation of safety countermeasures targeting mixed-mobility environments. In addition, we will consult collaborators at HRA to review vehicle-based countermeasures to aid in VRU safety (such as pedestrian collision detection systems), including context for how those systems may perform in varied roadway and traffic environments. (iv) We will then work closely with our locality's leadership, engineers, and planners to set safety goals and create a roadmap for achieving Vision Zero for VRUs. This includes establishing a timeline for the development and implementation of the action plan.

Outcomes

Our primary goal with this grant is to develop a comprehensive, data-driven VRU safety action plan for the CA-MPO, to supplement the safety action plan currently under development by the Thomas Jefferson Planning District Commission under SS4A grant #693JJ32340220. This will include a detailed review of existing policies, plans, and standards to improve transportation safety, presented as actionable items prioritized with short-, mid-, and long-term timelines. The focus will be on safety, accessibility, and justice. CA-MPO aims to identify countermeasures and interventions in infrastructure, education, or operations, which will be outlined, and shared with the public through in-person and online resources. Results will be shared with, and used by, critical CA-MPO stakeholders, including VDOT, Albemarle County, and the City of Charlottesville. Additionally, this work will almost certainly benefit researchers, planners, designers, and road users well beyond CA-MPO by enabling better evaluation of safety when practicing risk-based, performance-based roadway design, improving design for VRU safety in high-risk situations such as urban work zones, and integration into automotive crash avoidance technologies to advance predictive safety features which could reduce VRU accidents and fatalities. To aid in the development of the action plan, this proposal includes two demonstration & research activities:

Demonstration & Research Activity #1: VRU and Driver Interaction Behavior

The critical link between roadway design and VRU safety lies in how the design of the environment influences the behavior of drivers and VRUs as they interact. In this activity, researchers at the UVA-ORCL will conduct a dual-mode investigation on the influence of roadway design and environmental factors on VRU and driver interaction behavior, in the setting of high-priority areas of potential conflict within CA-MPO. These priority areas will be collaboratively identified, with consideration for the local density of mixed traffic, past data on collisions and injuries, equity of mobility modes and opportunities in the area, and unique safety challenges. On-the-road behavioral data will be collected by pedestrian, cyclist, and e-scooter volunteers who typically transit the selected areas (each equipped with dataloggers and on-board video recorders to capture their interaction with surrounding traffic). These data will be examined to identify potential conflict scenarios within the study location. The study areas will then be replicated in virtual reality at the UVA-ORCL, where volunteers representing both drivers and VRUs can interact together in various potential conflict scenarios in a safe simulation environment. With this capability we will trial various conflict scenarios in simulations representing the chosen high-priority locations and demonstrate the potential risk reducing effect of selected roadway, vehicle, and behavioral countermeasures (e.g., speed reduction, intersection signaling, lighting improvement, etc.).

Demonstration & Research Activity #2: VRU Collision Consequence Investigation & Modeling

In this activity, we will augment the collision causation activity above by carrying through to the end consequences, investigating and modeling the injuries and fatalities that happen when a VRU collision occurs. Using information on potential conflict scenarios gathered in the previous activity, researchers at the UVA-CAB will use physics-based simulation models to predict the risk of injury and fatality that would result in the event of a collision. This will allow us to demonstrate the potential consequences of a collision, and also to gauge the potential safety benefit that may be gained by reducing the severity of the collision (e.g. through reducing the impact speed or the potential for secondary impacts). These simulations will be performed using high-throughput, fast-running human body computer models, which can also account for differences in injury vulnerability associated with age, sex, and other aspects of person-to-person variability. Collaborators at the UVA-EM will provide clinical insight into the presentation and prognosis of cases of VRU injury. The UVA Health System is a Level 1 Trauma Center and has participated in roadway trauma case study research for over a decade through programs like NHTSA's Crash Injury Research and Engineering Network (CIREN). UVA-EM will screen for VRU-related injuries during the study period, and the research office of UVA-EM will track those cases and seek their permission to enroll for in-depth case study (collecting information such as emergency response information, patient radiology, medical notes, incidence reports, and follow-up surveys). In the event of a VRU fatality case, UVA-EM would coordinate with the Office of the Chief Medical Examiner to gather available information on the incident, including location information, incident reports, and cause of death (including a research study investigating the specific injury). We will utilize these clinical data to conduct thorough crash investigation and injury causation analysis which will further inform modeling and countermeasure development. Throughout all aspects of this work (including the volunteer studies described above), data collection will be reviewed and governed by the Institutional Review Board of the University of Virginia. In total, these activities will not only demonstrate the consequences of VRU safety and the tangible benefits that our action plan will achieve, but will also provide invaluable information that will benefit localities and road users across the country.

SS4A Grant Overview

Thomas Jefferson Planning District Commission

May 1, 2025

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

University of Virginia

VDOT Virginia Department of Transportation

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Grant Funding: USDOT Safe Streets and Roads for All (SS4A) Grant Proposal (Planning and Demonstration)

Lead Applicant: Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO)

Strategic Partners: University of Virginia Research Team

Critical Stakeholders: Albemarle County, City of Charlottesville, Honda Motor Company, VDOT, VTRC

Project Title: Crash Analytics and Injury Research (CAIR) – Holistic Approach to Vulnerable Road User Safety

Application Type: Conduct Demonstration or Other Supplement Planning Activities (only)

Anticipated Letters of Endorsement: Virginia Senators Warner and Kaine, City of Charlottesville, Albemarle County

Anticipated Grant Funding Request: $4,620,000 over 3 years, 20% match (10% Honda, 10% UVA) 1

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Strategic Collaboration

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What problem are we trying to solve?

- Public expects existing and new roadway systems safely support all multimodal forms of transportation
- Industry challenges with risk-based safety design due to minimal VRU crash data and a limited understanding of VRU behaviors based on infrastructure characteristics and interaction with vehicular traffic

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How we got here?

- Honda approaches UVA CAB
- UVA brainstorms research ideas
- UVA forms focused research team
- UVA reaches out to CA-MPO via VDOT for grant applicant
- UVA and CA-MPO finalize SS4A grant application

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Objectives

- Improve VRU safety, reduce accidents, reduce injury associated morbity and costs, and save lives
- Improve understanding of VRU interactions with traffic and infrastructure
- Provide holistic safety picture to better evaluate realized safety benefits and risks in infrastructure design
- Develop models to advance automotive crash avoidance systems to further protect VRUs

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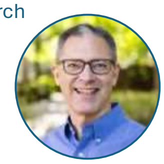
World-Class UVA Research Team – Key Leaders

University of Virginia School of Engineering

Collaborative research solving global challenges

Brian Smith

Senior Associate Dean for Research



Rob Tieman

Professor of Practice

UVA Engineering Omni Reality & Cognition Lab

Dedicated to the human interaction with infrastructure systems and environments

Donna Chen

Associate Professor

Arsalan Heydarian

Assistant Professor

University of Virginia Center for Applied Biomechanics

Largest university-based biomechanics lab in the world

Jason Foreman

Associate Professor

Greg Shaw

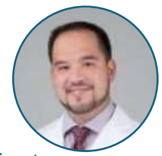
Senior Researcher

UVA Health

Renowned expertise in injury analysis and consequences of crash trauma

Mark Sochor

CAB Medical Director



George Glass

Medical Director Emergency Management

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Approach Methodology...What will we do?

Data Collection	Augment with VR tools	Collate & Analyze data	VRU Trajectory model	Injury Con-sequence model	Integrate Real Crash Cases	New and Significant Insights
• Holistic env, transportation and user data in variety of situations and roadway conditions • VRU mobile physiological sensors, cameras, traffic cams, and other resources	• Leverage VR assets to supplement collected data • Especially near-miss scenarios	• Historic accident data • Real-time near-miss data • All collected data	• Create and calibrate model that predicts VRU trajectory • Based on VRU attributes, env conditions, vehicular traffic, and infrastructure realities • Predicts VRU behavior choices	• Create and calibrate injury consequence model • Based on VRU projected path trajectory • Use computer modelling to predict severity of VRU injuries given their choices	• Where applicable, refine and calibrate injury consequence model using real-life crash cases • Investigate crash and medical details, site conditions, and resulting conclusions	• Combine probability distributions of VRU Trajectory and Injury Consequence models • Create better holistic understanding of VRU safety and effective mitigation designs

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Primary Deliverable

Enhance TJPDC comprehensive action plan with data-driven VRU safety action plan for CA-MPO area

- Focus on safety, accessibility, and equity
- Actionable items with prioritized short-, mid-, and long-term timelines

Additional Benefits

Resource for Albemarle County, City of Charlottesville, and other multi-modal safety action plans

This information could be used by VDOT, localities, and consultants to better evaluate safety when practicing risk-based, performance-based design

Models and methodology could be extended to improve design and safety of VRUs in high-risk situations, such as urban work zones

These findings could be integrated into automotive crash avoidance technologies to advance predictive safety features which could reduce VRU accidents and fatalities

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PATH FORWARD

- **4/15/25:** MPO Technical Committee, informational presentation and request action
- **4/23/25:** MPO Policy Board, informational presentation and request resolution of support
- **5/1/25:** TJPD Commission, request Letter of Support
- **5/21/25:** Citizens Transportation Advisory Committee, Informational presentation
- **May-June:** Secure letters of support (Senators, C'ville, and Albemarle)
- **June:** Finalize application for 6/26/25 due date

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Thank You!

Any Questions?

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Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
of the Thomas Jefferson Planning District Commission
PO Box 1505, 401 E. Water St, Charlottesville, VA 22902
www.campo.tjpdc.org ● (434) 979-7310 phone ● info@tjpdc.org email

RESOLUTION
SUPPORTING FY2025 SAFE STREETS AND ROADS FOR ALL
SUPPLEMENTAL PLANNING AND DEMONSTRATION GRANT APPLICATION IN THE
CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING ORGANIZATION (CA-MPO) AREA

WHEREAS, the US Department of Transportation released a Notice of Funding Opportunity on March 28, 2025, for the Safe Streets and Roads for All (SS4A) discretionary grant program; and

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) was awarded an FY2022 SS4A Action Planning grant to complete a Comprehensive Safety Action Plan for the region titled Move Safely Blue Ridge; and

WHEREAS, the City of Charlottesville provided a leadership commitment to an eventual goal of zero roadway fatalities and serious injuries by 2045; and

WHEREAS, Albemarle County provided a leadership commitment to an eventual goal of halving roadway fatalities and serious injuries by 2045; and

WHEREAS, there were 89 cases of vulnerable road user fatalities and serious injuries in the CA-MPO area from 2018-2022; and

WHEREAS, the University of Virginia, in collaboration with Honda, is seeking a partnership with the CA-MPO to complete a vulnerable road user safety action plan to supplement the regional Comprehensive Safety Action Plan; and

WHEREAS, the TJPDC would serve as the administrator of the grant and will pass through funding to researchers at the University of Virginia; and

WHEREAS, the TJPDC staff will submit a FY2025 grant application request for up to $4,620,000, with 10% dedicated to the administrative costs.

THEREFORE, BE IT RESOLVED, that the TJPDC is in full support and endorses the Safe Streets and Roads for All funding application for a supplemental vulnerable road user safety action plan.

Adopted this 1st day of May 2025.

____________________________________ ______________________

Tony O’Brien, Chair Date
Thomas Jefferson Planning District Commission

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

RESOLUTION

A Resolution Regarding Local and Regional Water Supply Planning and Application for a FY2025 Water Supply Planning Grant

WHEREAS, the Virginia General Assembly has mandated the development of local and regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and

WHEREAS, based upon these regulations, the Counties of Albemarle, Buckingham, Fluvanna, Greene, and Louisa, and the City of Charlottesville are required to contribute towards a regional water supply plan that fulfills the regulations by deadlines established in 9VAC25-780-50.A, specifically:

> "Each locality in a regional planning area shall assist its regional planning unit in developing and submitting a single jointly produced regional water supply plan to the Department within **five years from October 9th, 2024**"; and

WHEREAS, regional planning areas are designated by 9VAC25-780-45.B, and a local government may request that the Department of Environmental Quality (DEQ) change its designated regional planning area to an adjoining planning area in accordance with 9VAC25-780-45.C; and

WHEREAS, the following elements must be included in regional water supply plans in accordance with 9VAC25-780-50.D:

- A description of existing water sources, existing water use, and existing water resource conditions in accordance with the requirements of 9VAC25-780-70 through 90;
- An assessment of projected water demand, a statement of need for the regional planning unit, and an alternatives analysis to address projected deficits in water supplies in accordance with the requirements of 9VAC25-780-100;
- A description of water management actions and of drought response and contingency plans for each local government in the Regional Planning Unit in accordance with the requirements of 9VAC25-780-110 and 9VAC25-780-120;
- An identification of water supply risks and regional strategies to address identified risks in accordance with the requirements of 9VAC25-780-125; and
- A map identifying important elements discussed in the water supply plan that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources; and

WHEREAS, the DEQ has announced the availability of grant funds to assist Regional Planning Units (RPUs) and offset some of the costs related to the development of these Plans, and are encouraging RPUs to submit applications for grant funds; and

WHEREAS, for purposes of this DEQ Local and Regional Water Supply Planning Grants Program for FY25, the Counties of Albemarle, Buckingham, Fluvanna, Greene, and Louisa, and the City of Charlottesville will participate within the Middle James River 1 RPU; and

WHEREAS, for purposes of this grant program, the Thomas Jefferson Planning District Commission (TJPDC) will serve as the lead agent for the Middle James River 1 RPU; and

WHEREAS, the RPU, through the lead agent, wishes to apply for and secure these DEQ grant funds to help offset the cost of regional water supply plan development; and

WHEREAS, the RPU wishes to designate the TJPDC as the coordinator for the development of these Plans; and

WHEREAS, a separate resolution is being considered by the County of Buckingham for Middle James River 1 RPU participation and authorization of the TJPDC as the lead agent.

NOW, THEREFORE BE IT RESOLVED that the Counties of Albemarle, Fluvanna, Greene, and Louisa, and the City of Charlottesville, agree to participate with all local governments and water authorities within the Middle James River 1 Regional Planning Unit and support an application for grant funding to assist in the development of a regional water supply plan that will comply with the regulations noted; and

BE IT FURTHER RESOLVED that the lead agent is authorized to develop an application for water supply planning grant funds to assist with offsetting the cost of developing said regional water supply plan; and

BE IT FURTHER RESOLVED that the lead agent agrees to manage all grant funds received and allocate these shared funds towards the tasks and deliverables proposed in the grant application for the benefit of the entire RPU; and

BE IT FINALLY RESOLVED that TJPDC Executive Director, Christine Jacobs, is authorized to sign a DEQ grant agreement and take all other actions necessary related to the water supply planning grant.

Adopted this 1st day of May 2025.

_______________________________________	_______________________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Tony O'Brien, Chair Thomas Jefferson Planning District Commission
_______________________________________	_______________________________________
Date	Date

	TJPDC - FY26 Operating Budget			05.01.2025
	$0.62 per capita	*$0.64 per capita*	$0.66 per capita	$0.68 per capita
Revenue	***FY23 Actual***	***FY24 Actual***	***FY25 Budgeted***	***FY26 Operating***
Federal	$12,765,316	$26,941,918	$37,588,493	$36,238,766
State	$955,735	$838,859	$3,779,210	$6,149,409
Local	$5,313,450	$8,579,291	$6,601,354	$6,992,519
Local per capita	$160,847	$171,054	$178,411	$184,967
Interest Income	$35,208	$61,276	$70,000	$50,000
Rent Income	$22,198	$26,098	$40,000	$40,000
Reserves Transfer/CIP	-$32,486	$11,197	$0	$26,000
Total Revenue	$19,220,268	$36,629,693	$48,257,467	$49,681,661
Operating Expenses				
Personnel Costs				
Salaries	$967,741	$998,838	$1,139,306	$1,485,281
Fringe and Release	$203,213	$225,045	$276,301	$345,118
Total Personnel	$1,170,954	$1,223,883	$1,415,607	$1,830,399
Direct Costs				
Overhead Allocation	$0	$0	$0	$0
Nonreimbursable Overhead	$0	$0	$0	$0
Contingency	-$56	$0	$17,115	$91,087
Postage	$1,948	$326	$1,339	$1,096
Subscriptions	$708	$317	$630	$4,170
Supplies/COGS	$13,510	$15,132	$19,485	$16,440
Audit-Legal	$27,817	$28,753	$37,920	$37,100
Advertising	$16,030	$20,883	$39,963	$35,068
Meeting Expenses	$7,525	$4,383	$41,030	$8,052
TJPDC Contractual	$109,322	$77,341	$80,769	$74,082
Dues	$9,312	$10,924	$12,412	$12,837
Insurance	$7,731	$7,406	$8,020	$8,020
Printing/Copy	$5,139	$2,539	$5,269	$4,921
Rent	$100,975	$104,296	$107,700	$138,555
Equip/Data Use	$50,026	$26,592	$56,473	$25,456
Capital & Leases	$0	$0	$0	$0
Telephone	$6,258	$16,079	$17,530	$16,441
Travel-Vehicle	$17,741	$32,766	$65,448	$52,248
Janitorial	$2,917	$2,545	$5,500	$5,000
Professional Development	$52,815	$16,628	$48,511	$40,582
Total Other Costs	*$429,717*	*$366,910*	*$565,113*	*$571,155*
TOTAL OPERATING EXPENSES	$1,600,671	$1,590,793	$1,980,721	$2,401,554
Net Ordinary Income - Pass Through $	$17,619,596	$34,578,718	$46,276,746	$47,280,107
Other				
HOME Pass Through	$376,127	$775,261	$407,125	$1,191,055
HPG Pass Through	$141,171	$168,632	$140,552	$120,342
Cigarette Tax Pass Through	$2,659,620	$2,683,169	$3,274,313	$3,259,537
VATI Broadband Pass Through	$13,376,956	$29,941,546	$40,420,000	$42,432,402
Other Grants Pass Through	$949,884	$1,010,110	$1,780,905	$276,771
Total Other Expenses	*$17,503,758*	*$34,578,718*	*$46,022,895*	*$47,280,107*
Net Other Income	-$17,503,758	-$26,615,515	-$46,022,895	-$47,280,107
Net Income	**$115,839**	**$460,182**	**$253,852**	**$0**

FY26 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		$118,375				
110	WSC & Offices						$40,000
110	Interest Income					$50,000	
301	Charlottesville				$34,770		
302	Albemarle				$78,981		
304	Fluvanna				$19,186		
305	Greene				$14,532		
306	Louisa				$27,495		
307	Nelson				$10,005		
	Unknown Source/Reserve Transfer/CIP			$26,000			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
	Transit and Mobility Planning						
180B-Local	PATH/Mobility Management - Local			$7,500			
180-25	PATH/Mobility Management FFY25	$29,243	$5,849				
180-25.1	PATH/Mobility Management FFY25.1 - Contingency		$20,452				
180-26	PATH/Mobility Management FFY26 Capital	$187,320	$37,464				
180-26.1	PATH/Mobility Management FFY26 Operating	$0	$0				
181	Regional Transit Partnership (RTP)			$61,868			
185	MERIT TA - Feasibility and Prioritization		$15,000	$15,000			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$274,483	$34,310				
191/196/199	FTA Funding	$109,481	$13,685				
	Rideshare						
193	Rideshare/TDM - DPRT		$146,798	$36,699			
	Other Transportation						
172	Safe Streets and Roads for All (SS4A)	$10,631		$2,658			
HOUSING AND NONPROFIT							
726	HOME-ARP	$44,261					
727-21	HOME Consortium Admin-21	$0					
727-22	HOME Consortium Admin-22	$0					
727-23	HOME Consortium Admin-23	$0					
727-23.1	HOME Consortium Admin-23.1	$0					
727-24	HOME Consortium Admin-24	$32,556					
728-23	Housing Preservation Admin - HPG-23	$0					
728-23.1	Housing Preservation Admin - HPG-23.1	$0					
728-24	Housing Preservation Admin - HPG 24	$20,369					
729	Regional Housing Partnership			$39,256			
729.2	Regional Housing Study		$35,585	$18,475			
733	VA Housing - PDC		$44,111				
ENVIRONMENT							
303	Solid Waste			$11,235			
330	Hazard Mitigation	$6,640	$1,660				
901	IIJA DEQ Septic Program	$9,195					
902	IIJA DEQ Rain Barrel Program	$3,090					
903	Water Supply - RPU 1		$11,884				
907	WIP DEQ	$64,934					
908	RRBC			$11,235			
OTHER PROGRAMS							
112	TJPDC - Corporation			$1,500			
120	SCRC - Capacity Building	$5,686					
277	Legislative Liaison			$114,245			
278	VAPDC			$55,000			
760	Reional Cigarette Tax			$130,466			
761	VATI 2022 - DHCD	$161,502		$0			
762	VATI 2024 - DHCD	$0	$93,400	$0			
PASS THRU REVENUE							
180B-Local	PATH/Mobility Management - Local	$0	$0	$2,500			
180-26.1	PATH/Mobility Management FFY26 Operating	$2,522	$2,018				
185	MERIT TA - Feasibility and Prioritization		$60,000	$60,000			
726	HOME-ARP Pass Through	$410,324					
727-21	Consortium HOME Pass Through-21	$0					
727-22	Consortium HOME Pass Through-22	$267,587					
727-23	Consortium HOME Pass Through-23	$260,144					
727-24	Consortium HOME Pass Through-24	$253,000					
728-23	Housing Preservation Pass Through-23	$33,772					
728-24	Housing Preservation Pass Through-24	$86,570					
729.2	Regional Housing Study		$48,819	$25,346			
760	Regional Cigarette Tax Pass Through			$3,259,537			
761	VATI 2022- DHCD Pass Through	$33,592,402		$2,840,000			
762	VATI 2024 - DHCD Pass Through	$240,000	$5,460,000	$300,000			
901	IIJA DEQ Septic Program	$73,315					
902	IIJA DEQ Rain Barrel Program	$1,738					
Total Revenues by Category		**$36,238,766**	**$6,149,409**	**$7,018,519**	**$184,967**	**$50,000**	**$40,000**
Sum Total of Revenues							**$49,681,661**

FY26-Revised

Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution
	7/1/2024		Per Capita	: Local Contributions						
			0.68	0.1487	0.0518	0.0518	0.4200	0.3198	0.1967	
Program Code			110/300	193	303	908	277	181	729	Various
Charlottesville	51,132	18.80%	$ 34,769.76	$ 7,605.36	$ 2,648.95	$ 2,648.95	$ 21,475.44	$ 26,750.00	$ 10,057.02	$ 105,955.49
Albemarle	116,148	42.70%	$ 78,980.64	$17,275.82	$ 6,017.19	$ 6,017.19	$ 48,782.16	$ 26,750.00	$ 22,844.85	$ 206,667.84
Fluvanna	28,214	10.37%	$ 19,185.52	$ 4,196.54	$ 1,461.66	$ 1,461.66	$ 11,849.88	$ -	$ 5,549.34	$ 43,704.60
Greene	21,370	7.86%	$ 14,531.60	$ 3,178.57	$ 1,107.10	$ 1,107.10	$ 8,975.40	$ -	$ 4,203.21	$ 33,102.97
Louisa	40,434	14.86%	$ 27,495.12	$ 6,014.14	$ -	$ -	$ 16,982.28	$ -	$ 7,952.86	$ 58,444.40
Nelson	14,713	5.41%	$ 10,004.84	$ 2,188.41	$ -	$ -	$ 6,179.46	$ -	$ 2,893.86	$ 21,266.57
TOTALS	272,011	100.00%	$ 184,967.48	$40,458.84	$ 11,234.90	$ 11,234.90	$ 114,244.62	$ 53,500.00	$ 53,501.14	$ 469,141.87

Program	Per Capita	Southeast Crescent Regional Commission (SCRC)	Rural Transportation	Mobility Management - 5310	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	HUD HOME Consortium	Regional Water Supply Planning (RPU1)	Balance	Regional	Local	*Difference from FY25 Total Contribution*
	Per Capita				Required Local Match						Per Commission Policy:		
	0.68	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita		75%	25%	
Program Code	300	120	170/171	180	190/195/198 191/196/199	330	907	727	903	300	300	301-307	
Charlottesville	$ 34,769.76	$ (323.08)	$ -	$ (2,130.25)	$ (14,670.64)	$ (245.69)	$ (3,051.55)	$ (3,759.55)	$ (1,987.27)	$ 8,601.74	$ 6,451.30	$ 2,150.43	*$ 5,842.81*
Albemarle	$ 78,980.64	$ (733.88)	$ (7,624.74)	$ (4,838.93)	$ (33,324.82)	$ (558.09)	$ (6,931.71)	$ (8,539.95)	$ (4,514.14)	$ 11,914.38	$ 8,935.78	$ 2,978.59	*$ 10,287.14*
Fluvanna	$ 19,185.52	$ (178.27)	$ (1,852.16)	$ (1,175.44)	$ -	$ (135.57)	$ (1,683.81)	$ (2,074.47)	$ (1,096.55)	$ 10,989.25	$ 8,241.93	$ 2,747.31	*$ 1,675.02*
Greene	$ 14,531.60	$ (135.03)	$ (1,402.87)	$ (890.31)	$ -	$ (102.68)	$ (1,275.36)	$ (1,571.26)	$ (830.55)	$ 8,323.53	$ 6,242.65	$ 2,080.88	*$ 1,680.07*
Louisa	$ 27,495.12	$ (255.48)	$ (2,654.36)	$ (1,684.55)	$ -	$ (194.28)	$ (2,413.10)	$ (2,972.97)	$ (1,571.49)	$ 15,748.89	$ 11,811.67	$ 3,937.22	*$ 3,951.90*
Nelson	$ 10,004.84	$ (92.96)	$ (965.86)	$ (612.97)	$ -	$ (70.70)	$ (878.07)	$ (1,081.79)	$ -	$ 6,302.48	$ 4,726.86	$ 1,575.62	*$ 354.79*
TOTALS	$184,967.48	$ (1,718.70)	$ (14,500.00)	$ (11,332.45)	$ (47,995.46)	$ (1,307.00)	$ (16,233.60)	$ (20,000.00)	$ (10,000.00)	$ 61,880.27	$ 46,410.20	$ 15,470.07	*$ 23,791.73*

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 1, 2025
Re: FY26 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, 2025, to June 30, 2026.

FY26 Budget Dates	
FY26 Projected Budget	Sept/Oct, 2024
FY26 Operating Budget	*May/June, 2025
FY26 Amended Budget	Feb/March, 2026

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. **Note:* Due to the ongoing Classification and Compensation study, the Operating budget was deferred to May and June of 2025 in order to allow for sufficient time to incorporate recommendations into the FY26 budget. 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.

The Projected FY26 budget was approved by the Commission in October of 2024. The draft FY26 Operating Budget and Work Program is presented tonight at the May 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 June 2025 Commission meeting, if necessary, to amend the FY26 recommended Operating Budget and Work Program with Commissioner's feedback, for final presentation at the June Commission meeting for consideration/adoption.

WORK PROGRAM: The FY26 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. It includes the administration of the regional Blue Ridge Cigarette Tax Board and the Virginia Telecommunication Initiative broadband project. The work plan also includes activities reflected in the RideShare work plan and the Regional Transit and Regional Housing work programs. Continued programs for FY26 include the administration and close-out of a Regional Safe Streets and Roads for All Plan, a regional Mobility Management Program (pending Commonwealth Transportation Board approval), and the Watershed Improvement Program's scope of work. Key projects and programming highlights for FY25 include:

Agency-wide
Strategic Plan Implementation (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
Policy Audit/Review
Implementation of FY26-30 Classification and Compensation Study Recommendations
Transportation

Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO)
CA-MPO-Transportation Improvement Program (TIP)
CA-MPO On-Call technical assistance
Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan (CSAP)
RideShare/TDM/Telework/AgileMile
Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority (CARTA) (MERIT Technical Assistance grant pending award)
Regional Mobility Management (if awarded)
Rural Transportation Planning Program and Rural Transit Needs Assessment Assistance
Housing
HOME Investment Partnership administration
HOME-ARP administration
Housing Preservation Grant administration
Central Virginia Regional Housing Partnership (CVRHP)
VA Housing PDC Development Grant administration
Regional Housing Study (Gaps and Needs Analysis and Strategies Development)
Environment
Watershed Improvement Program (WIP)
Solid-Waste Management Planning and DEQ Recycling Report
Rivanna River Basin Commission (RRBC) activity coordination
Hazard Mitigation Plan Kick-Off
IIJA Septic Pump-Out Pilot Program (pending contract), Rain Barrel Workshops
Regional Water Supply Planning (RPU1)
Broadband
2022 Virginia Telecommunications Initiative (VATI) administration
2024 Virginia Telecommunications Initiative (VATI) administration
Regional Tax Administration
Blue Ridge Cigarette Tax Board administration
Other
Legislative Services
TJPDC Corporation (501(c)3) Administration
Local Technical Assistance, Land Use Planning, Comprehensive Planning
Southeast Crescent Regional Commission (SCRC) Participation
Virginia Association for Planning District Commissions (Executive Director)
Central Virginia Partnership for Economic Development (CVPED) participation
GOVa Region 9 Council participation
Charlottesville Area Alliance (CAA) participation
Jaunt Board participation
Center for Nonprofit Excellence (CNE) Board participation
Grant Application and Administration services

RECOMMENDED BUDGET: Attached is the draft recommended operating budget for FY26. This budget and work program incorporate changes to revenue and expense assumptions from the projected budget approved in October 2024. The draft FY26 Operating Budget is a balanced budget with projected revenues of $49,681,661 and projected expenditures of $49,681,661. An anticipated one-time transfer of capital reserve funds in the amount of $26,000 is budgeted for internal office building renovations (scope and cost to be reviewed and approved by the Buildings committee and/or full commission prior to work completion).

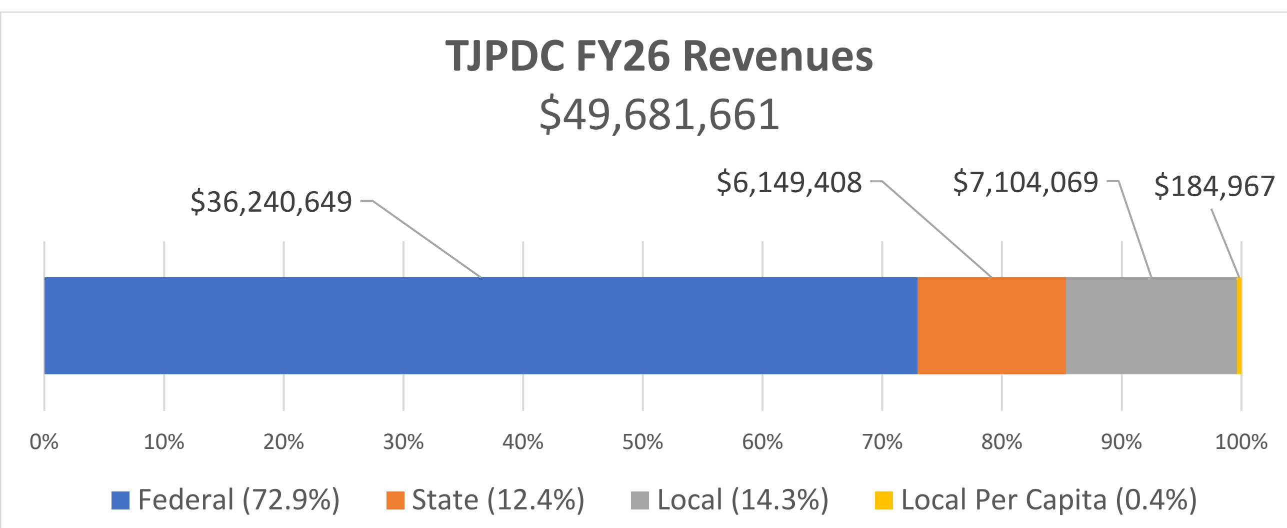
Staff applied for several grants for FY26 for which awards have, yet, been determined. The TJPDC staff continues to work with state and federal agencies to identify and apply for state and federally funded projects. For example, in February the TJPDC applied to the US Department of Transportation for a RAISE

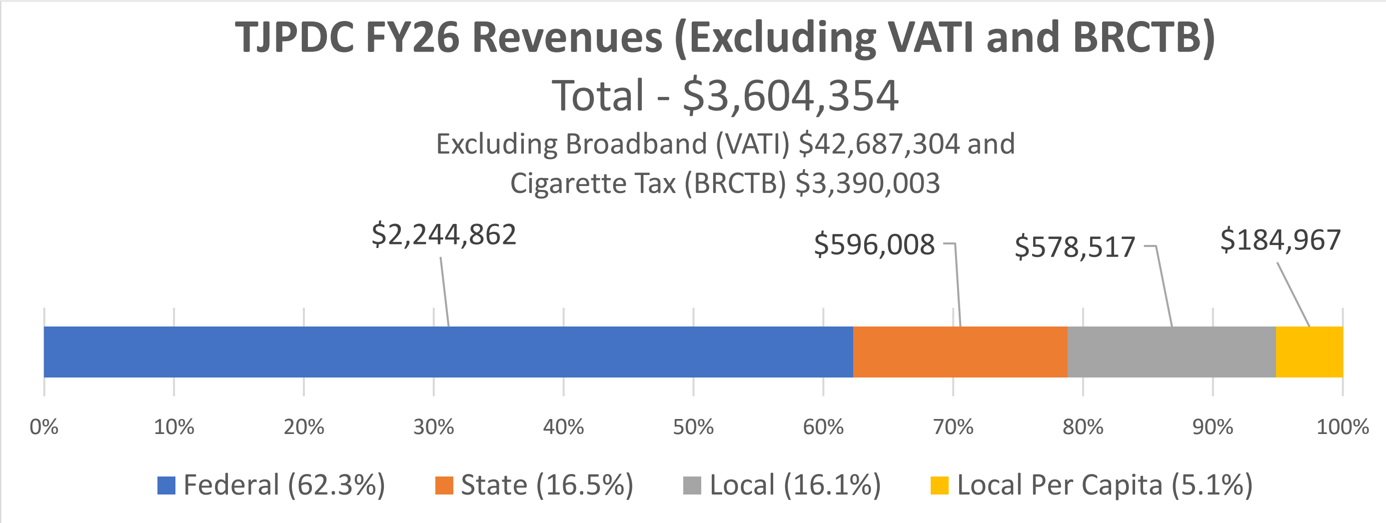
(Rebuilding American Infrastructure with Sustainability and Equity) to complete the preliminary engineering for the Rivanna Bicycle Pedestrian Bridge. Likewise, the TJPDC will apply for a Safe Streets and Roads for All supplemental planning grant to collect data on vulnerable road users. The PDC staff will submit an application to US Housing and Urban Development for FY26 HOME funds and to the VA Department of Emergency Management for the next five-year Hazard Mitigation Plan. Only pending awards that have a high level of confidence of materializing by December 2026 are included in the budget. Others, if awarded, will be added to the working budget for inclusion in the amended budget presented in February of 2026.

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 seven fiscal years are an indication, we should not need to use prior years' reserves. A long-term goal is to build retained earnings, first to a safe level maintaining a minimum of 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.

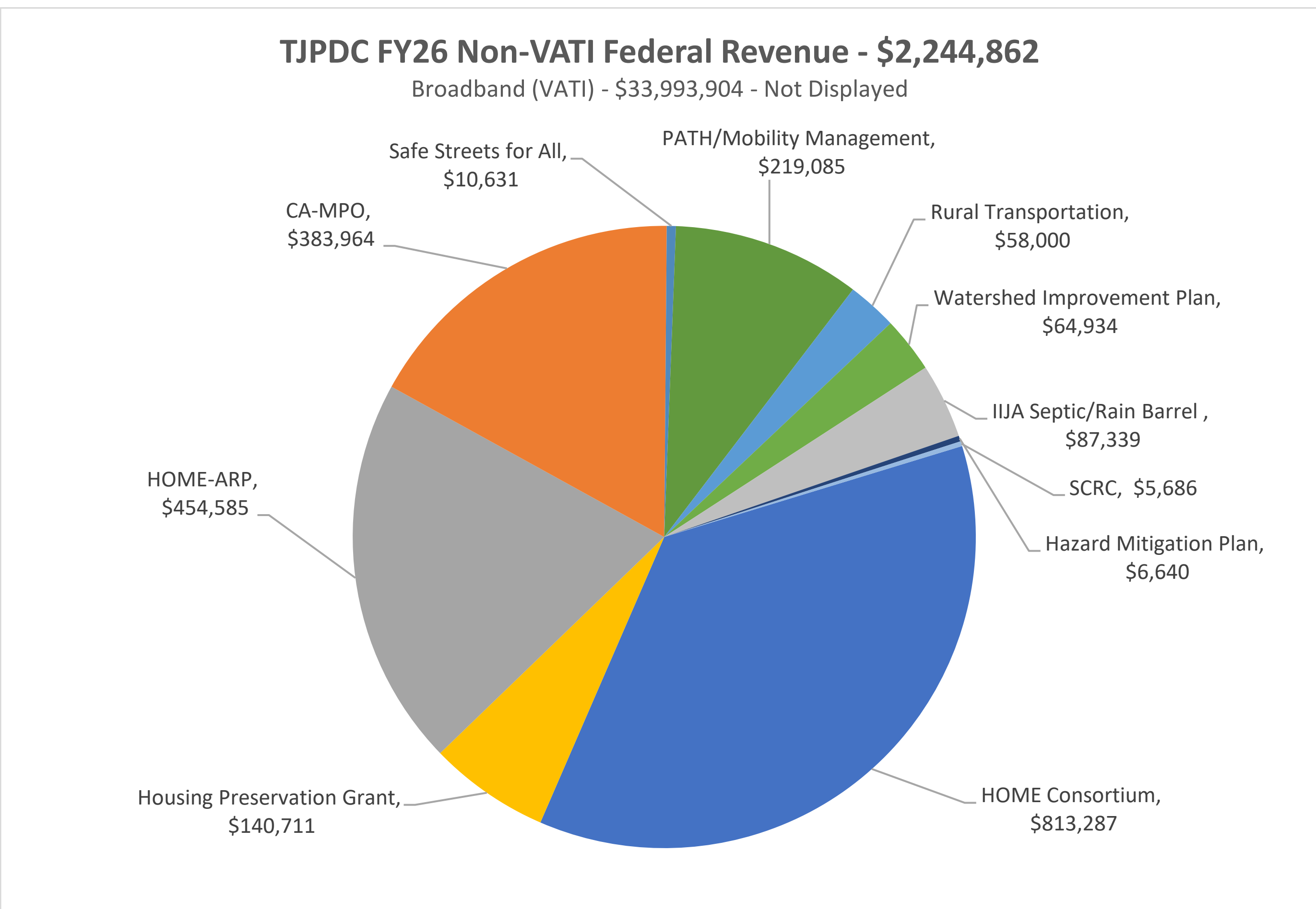
Special Note: The TJPDC's majority funding source is federal. With uncertainty surrounding the federal funding landscape, staff are contingency planning should there be a loss of federal funding. As noted above, the TJPDC is in a sound financial position to weather an immediate storm. However, any significant changes in federal funding that will impact programming, staffing, or financial security will be brought to the commission's attention immediately.

BUDGET REVENUES: The proposed budget reflects projected revenue of $49,681,661. Nearly 73.0% of revenues for FY26 are from federal sources, 12.4% are from state sources, 14.3% are from local sources (to include Blue Ridge Cigarette Tax Board taxes), and less than 1% are from local per-capita contributions from our member governments or other sources. 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 FY26. 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 FY26 revenue by source.



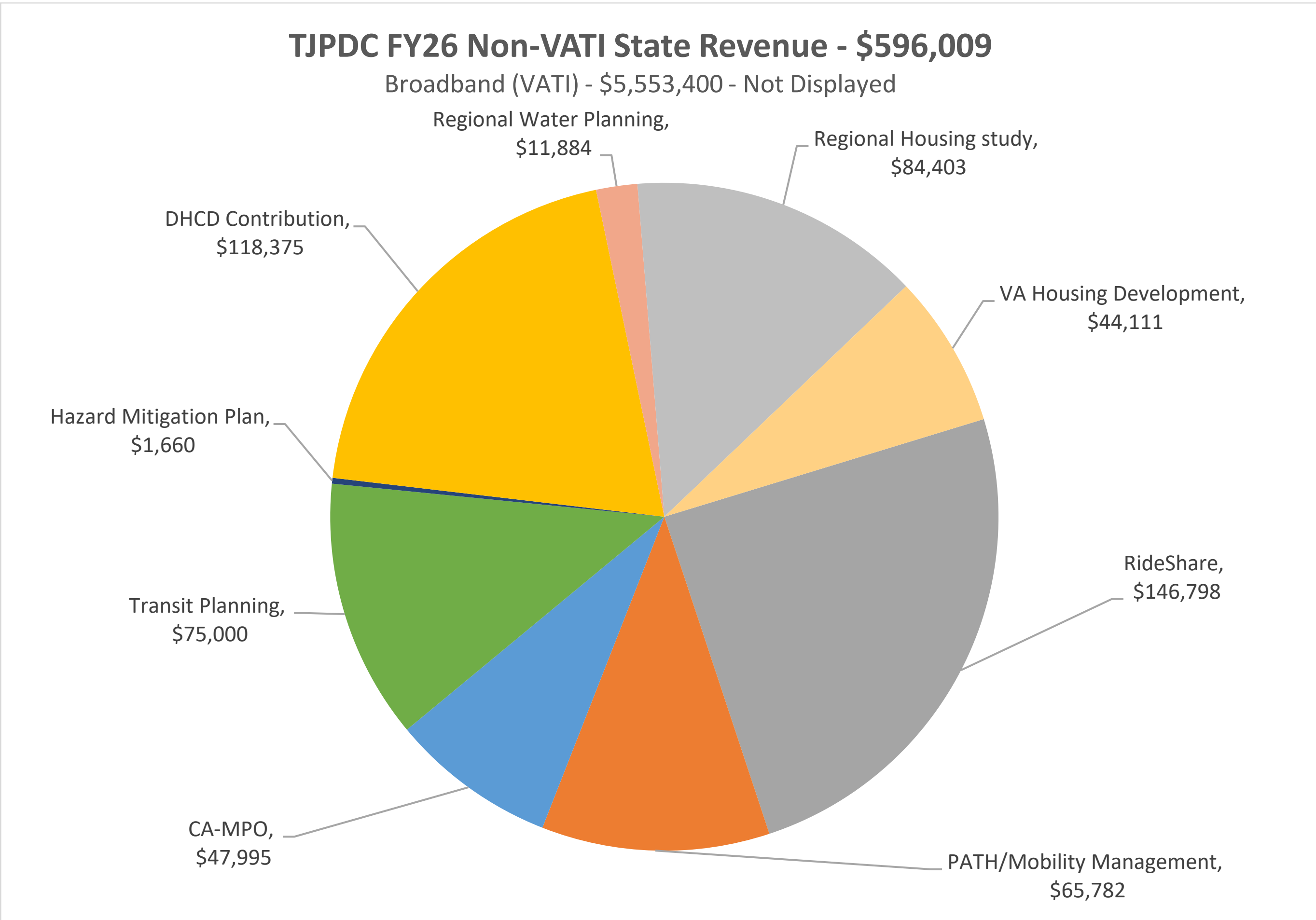


<u>Federal Revenue:</u> TJPDC revenues include $36,238,766 from federal sources. The largest federal program is the administration of the Broadband (VATI) grant. In order not to skew the data represented below, the VATI program is not displayed.



- Federal ARPA funding for the Virginia Telecommunications Initiative (VATI) Broadband Grant is received through the Department of Housing and Community Development. There is a local match provided by all 13 participating jurisdictions. Some VATI local match funding is coded as federal, where some are coded local, depending on the source the participating jurisdiction is using. The total federal funds for the VATI program are $33,993,904.
- The Virginia Department of Rail and Public Transit awarded an additional FY26 grant (pending approval by the Virginia Commonwealth Transportation Board) to continue the PATH/Mobility Management program. The program funding is 80% federal funding, 16% state, and 4% local.
- 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 FFY2022 grant will be closed out in FY26.
- Federal Highway State Planning and Research (SPR) 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.
- Additional US IIJA funds were awarded by DEQ (pending final contract) for a pilot septic pump-out program (100% federal) and to continue the Rain Barrel Program (100% federal).
- Southeast Crescent Regional Commission (SCRC) is 100% federal (with no more than 15% of the grant award allowable for indirect costs, requiring $1,719 in local per capita to cover the remaining balance)
- The required 5-year update of the Regional Hazard Mitigation Plan will be launched in FY26. The program is 75% federally funded, 20% state funded, and 5% locally funded (through per-capita contributions).
- 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.
- 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.

State Revenue: TJPDC revenues include $6,149,409 from state sources. The largest state program is the administration of the Broadband (VATI) grant. In order not to skew the data represented below, the VATI program is not displayed.

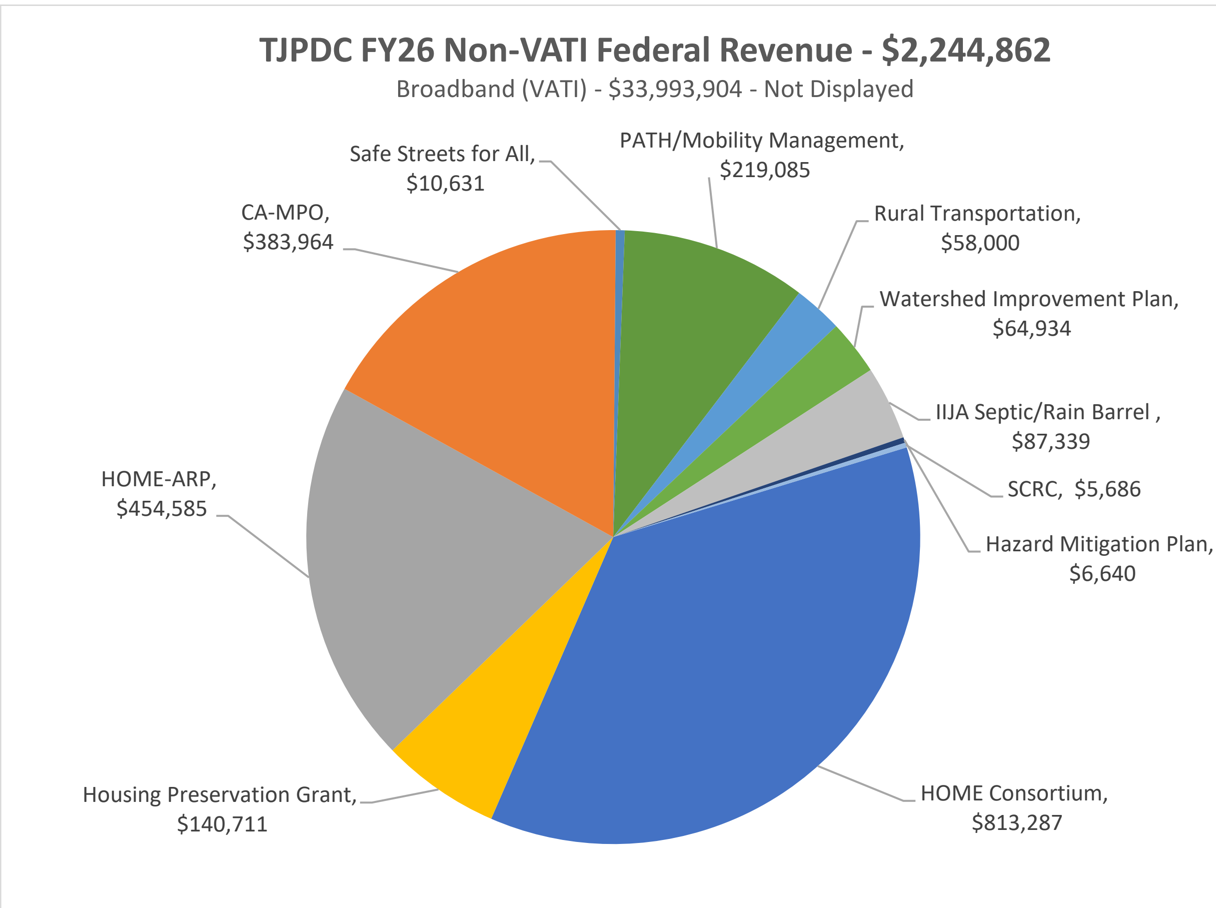


- The Virginia Department of Environmental Quality provides a 100% grant for the coordination of the Regional Water Supply Plan.
- Virginia Housing is providing a 100% state funded grant for a Regional Housing Study. Additional contributions were secured from state, local, and nonprofit sources to support the study.
- Virginia Housing provides 100% state funding for the VA Housing Planning District Commission (PDC) Housing Development grant program to develop affordable housing units in each of the six member jurisdictions.
- RideShare funding reflects the annual state award through the Department of Rail and Public Transportation (DRPT) at 80% state with a 20% local match (pending approval by the Virginia Commonwealth Transportation Board).
- 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 (pending approval by the Virginia Commonwealth Transportation Board).
- 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).
- A DRPT MERIT Technical Assistance transit planning grant was awarded to prioritize strategies identified in the Regional Transit Vision Plan for implementation by the newly formed Charlottesville-Albemarle Regional Transit Authority (CARTA). The grant is 50% state funding,

with a 50% local match requirement provided in equal parts by the City of Charlottesville and the County of Albemarle.

- The regional Hazard Mitigation Plan provides 20% of the funding from the Virginia Department of Emergency Management (VDEM) (with 75% federal and 5% local).
- The state budget includes an FY26 contribution to the TJPDC through the Department of Housing and Community Development (DHCD).

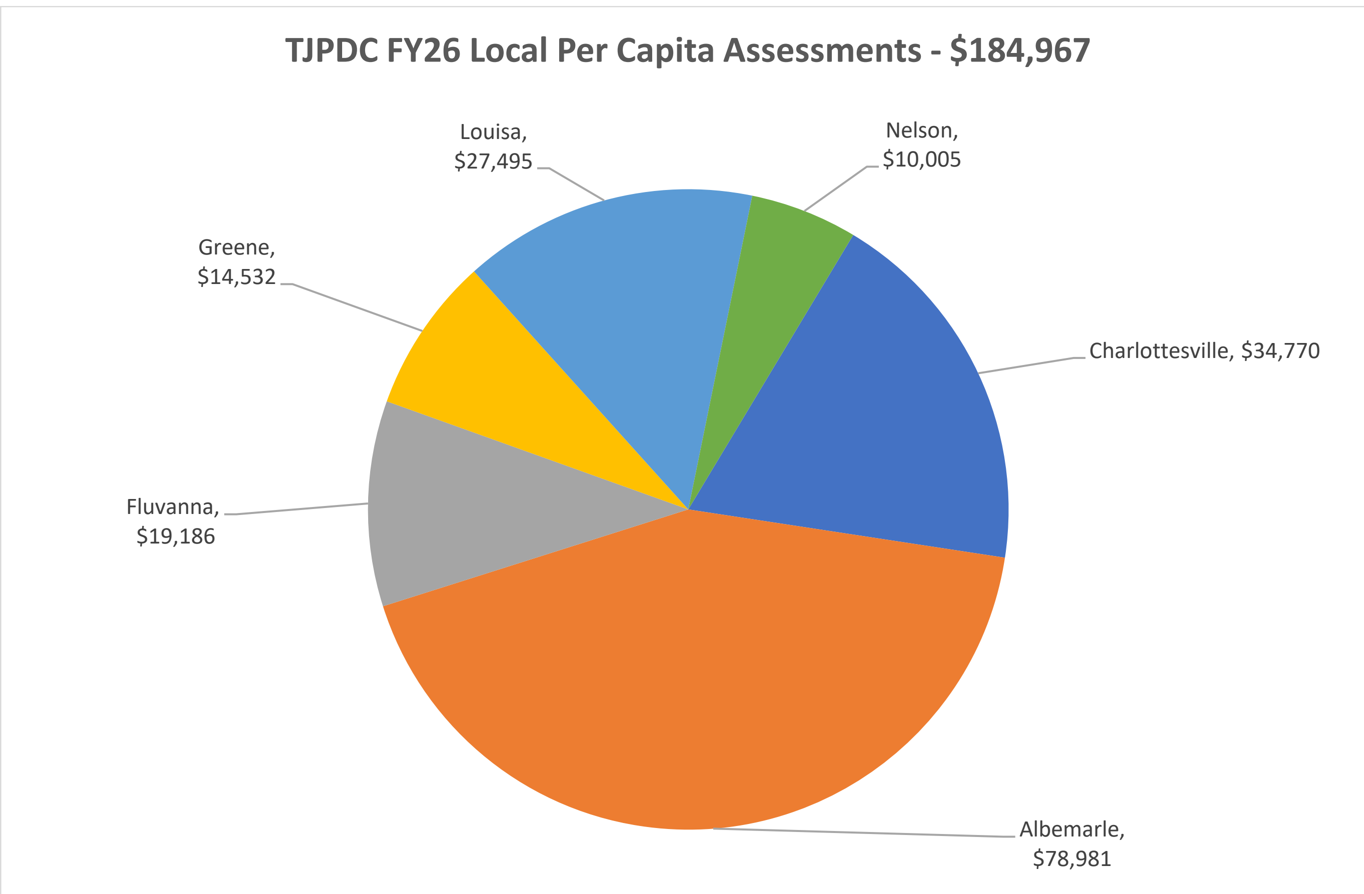
<u>Local Revenue</u>: TJPDC revenues include $7,108,519 from local sources. The largest local programs are the administration of the Blue Ridge Cigarette Tax Board (BRCTB) and local match for the Broadband (VATI) program. In order not to skew the data represented below, BRCTB's $3,390,003 and VATI's $3,140,000 revenues are not displayed.



- VAPDC funding is from a 100% local source.
- Other revenue received includes bank interest earned and rent revenue from tenants. We do not have office space available to rent currently.
- Regional Housing Partnership funding requested is from a 100% local source.
- Regional Housing Study funding is from a state grant, as well as local contributions from the participating jurisdictions.
- Regional Transit Partnership funding is a 100% local source.
- Local funding for Rideshare is provided from participating jurisdictions at 20% of the total program (federal 80%).

- The DRPT MERIT Technical Assistance transit planning grant requires a 50% local match provided in equal parts by the City of Charlottesville and the County of Albemarle.
- The Department of Rail and Public Transportation (DRPT) Mobility Management grant requires a 4% local match (80% federal/15% state).
- The US Department of Transportation's Safe Streets and Roads for all Grant requires a 20% local math (80% federal) provided proportionately by the six participating member jurisdictions.
- Rivanna River Basin Commission funding is a 100% local source.
- Solid Waste Planning funding is 100% local source.
- The TJPDC Corporation is 100% local source.
- Legislative services funding is 100% local source.
- 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 $130,467 with $3,259,537 in pass-through tax revenue to the participating local governments.
- The TJPDC anticipates completing building renovations (to include new flooring, window covering, and paint throughout). The cost of renovations will be spread across a new 5-year lease, with an anticipated $26,000 local reserve transfer anticipated in FY26 from the capital reserves fund.

Local Per Capita Revenue: TJPDC revenues include $184,967 from Local Per Capita member assessments ($0.68 per capita).



Local per capita revenue is shown based on member assessments adopted at the October 2024 Commission meeting and is reflected in FY26 budget requests. Not all localities have taken action on budgets at this time. Local per capita is $0.68.

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. $47,280,107 of the $49,681,661 (95.17%) in FY26 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 $42,432,402 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 $3,259,537 in pass-throughs to the 10 participating jurisdictions.
- Housing pass-through expenses include $780,731 in annual HOME funding, $410,324 in HOME-ARP funding, $120,342 in Housing Preservation grant funding, and $74,165 in Regional Housing Study funds. Pass-throughs are paid to identified sub-recipients for reimbursement for eligible housing activities or to contracted partners.
- DRPT MERIT TA transit planning ($120,000) and Mobility Management ($7,040) pass-through funds include payments made to consultants and contracted partners completing contracted work.
- The DEQ IIJA Septic Program and Rain Barrel Program ($75,053) pass-through funding to contractors and contracted project partners.

Other FY26 expenses include salary and fringe benefits ($1,830,399). Salary and fringe expenses make up 76.22% of the TJPDC's operating expenses ($2,401,107). Staff retention and recruitment are very important to TJPDC leadership. As such, in FY26, staff conducted a consultant-led class and compensation study. The study found that the TJPDC's base salary, on average, was below the market. The commission declared a compensation philosophy in which they wanted to 'lead' the market. In their April meeting, the Commission voted to direct the Executive Director to implement the recommendations in the preferred option in the study. The base salary increases included in the FY26 budget are:

Itemized Costs – Option 3b	Count	Cost ($)	% of Payroll
Adjustments to Minimum	13	$128,639	10.8%
Adjustments for Time in Seat	14	$104,811	8.8%
3% COLA Increase	18	$34,947	2.9%
Total Increase in Payroll Costs	**18**	**$268,397**	**22.5%**

Staff estimates of personnel expenses reflect the retention of 16 full-time and 2 part-time equivalent staff/positions.

The TJPDC now offers The Local Choice (TLC)/Key Advantage 1000 and 500 Health Insurance Plans. Health Insurance Premiums (KA1000) increased by 12.0% for FY26. The TJPDC continues to provide 100% of individual employee-only premiums, 54% of dual premiums, and 37% of family premiums. Employees that were previously grandfathered into previous insurance policies have elected to transition to the current policy effective July 1, 2025, with the delta in their premiums paid through a one-time payroll adjustment. Additionally, if a full-time employee elects to waive coverage and not participate in the group health insurance plans, the employee may request a stipend, not to exceed the individual-only premium, to secure coverage in the private market or through a spouse's insurance plan.

The FY26 rate on Virginia Retirement System Employer contributions is 0.85%, which amounts to approximately $12,000 in additional fringe costs. We do not anticipate a change in the VRS Group Term Life Insurance rate.

Current indirect cost rates have decreased from 56% in FY25 to 41% in FY26. Indirect Cost Rates have decreased from their high of 89% in FY14 to 41% in FY26 and are anticipated to increase slightly in FY25 (setting the FY27 rate). With the increased salary and fringe costs and the reduced indirect cost rate, commissioners should anticipate a much smaller net gain at the end of the fiscal year compared to the past several years.

Similar to FY25, the FY26 budget includes utilizing much of the DCHD annual contribution for contingencies ($91,087) rather than budgeting it to cover administrative expenses. This gives us flexibility should we need additional local matches or additional funding for a program without having to go to our local governments to seek additional funding.

Recommended Motion by the Commission: *No action is recommended at this time. This is a draft of the FY26 Operating Budget. A final will be brought to the June 2026 meeting for consideration and approval.*

TJPDC FY26 Draft Operating Budget

TJPDC Commission Meeting

May 1, 2025

Thomas Jefferson Planning District Commission

1

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Budget Timeline

- Sept/Oct, 2024 – FY26 Projected Budget
  - Sets per capita rate, population basis
  - Sets amounts requested for specific programs to serve as the basis for budget submissions to localities
- May/June, 2025 – FY26 Operating Budget*
  - Delayed by one month to complete Classification and Compensation study for incorporation into the FY26 budget
- Feb/March, 2026 – FY26 Amended Budget
  - Serves as the final budget for financial reports

2

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

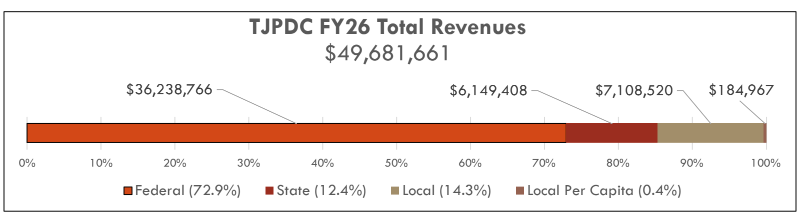
Recommended Budget

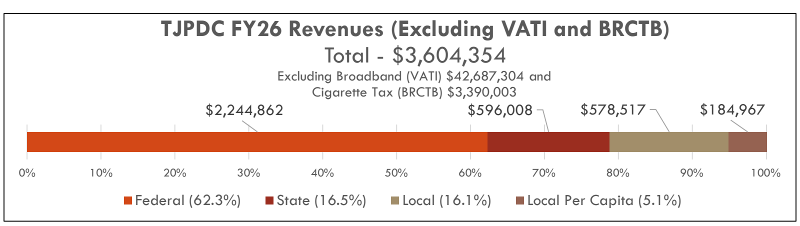
- Draft FY26 Operating Budget is balanced
  - Projected Revenues of - $49,681,661
  - Projected Expenditures - $49,681,661

3

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 Revenues – Total and Excluding VATI





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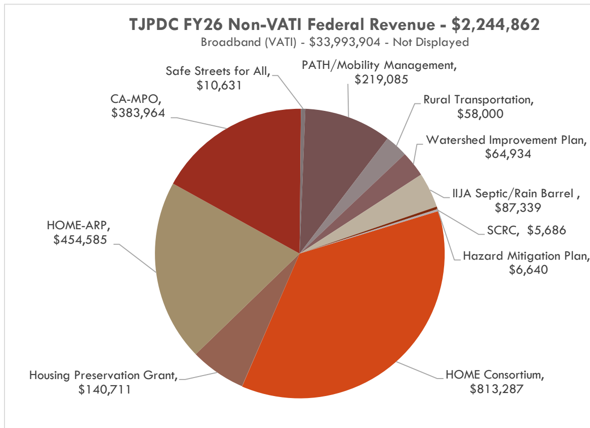
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 Federal Revenues - $36,238,766



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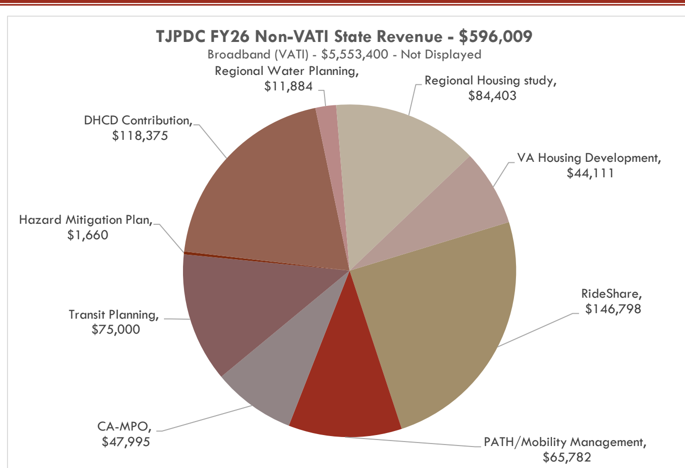
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 State Revenues - $6,149,408



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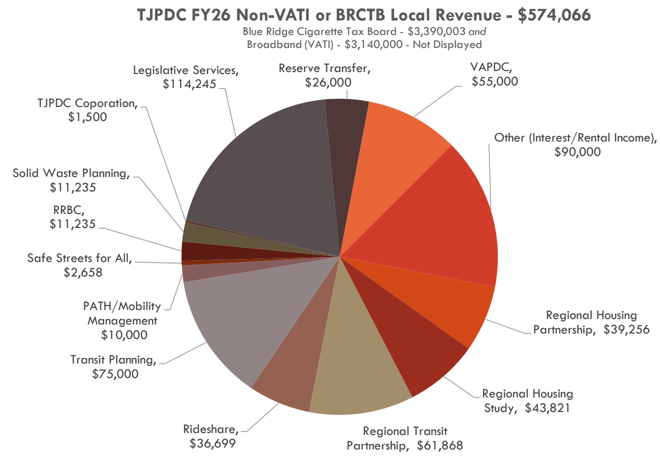
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

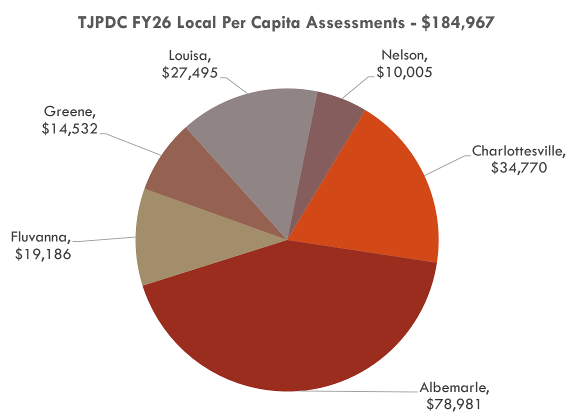
TJPDC FY26 Local Revenues - $7,108,520



7

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 Per Capita Revenues - $184,967



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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 Budget Expenditures – Pass Throughs

- Pass-throughs – $47,280,107 (95.17%) of the $49,681,661
  - Virginia Telecommunications Initiative (VATI)
  - Blue Ridge Cigarette Tax
  - HOME, HOME-ARP, Housing Preservation Grant (HPG)
  - Virginia Housing PDC Housing Development Grant, Regional Housing Study
  - Mobility Management, Transit Study
  - Septic and Rain Barrel Program

9

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 Budget Expenditures (cont.) – Operating Expenses

- Operating Expenses - $2,401,107 (4.83%)
  - Personnel Expenses- $1,830,399 (76.2%)
  - Salaries - $1,472,429
    - Includes recommendations from Classification and Compensation Study (one-year implementation timeline)
    - 16 full-time, 2 part-time

Itemized Costs – Option 3b	Count	Cost ($)	% of Payroll
Adjustments to Minimum	13	$128,639	10.8%
Adjustments for Time in Seat	14	$104,811	8.8%
3% COLA Increase	18	$34,947	2.9%
Total Increase in Payroll Costs	**18**	**$268,397**	**22.5%**

  - Fringe - $345,118
    - FICA, State Unemployment Insurance, Health Insurance (⇧ 12%), Fitness Reimbursement, VRS Employer Contributions, Long- and Short-Term Disability, Workman's Comp, VRS GTL, Gym

10

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY26 Budget – Indirect Cost Rate

- FY26 Indirect Cost Rate 41%

Fiscal Year	Indirect Cost Rate
FY26	41%
FY25	56%
FY24	74%
FY23	55%
FY22	66%
FY21	62%
FY20	67%
FY19	72%
FY18	87%
FY17	86%

- Ten-Year Average = 67%
- Five-Year Average = 58%
- Three-Year Average = 57%

11

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

Christine Jacobs

434-979-1597

cjacobs@tjpdc.org

Thomas Jefferson Planning District Commission

12

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 1, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since April 10, 2025. Items with an asterisk (*) require action from the Commission.

1. **Call to Order**
    a. Call to Order, Roll Call – *Chair O'Brien, 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** – *TJPDC Staff*

    a. ***HOME Annual Action Plan and PUBLIC HEAERING** – *Ruth Emerick*
    The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville as the lead agency. The HOME program requires a 5-year Consolidated Plan and an Annual Action Plan. HUD-funded formula grants are for building, buying, and/or rehabilitating affordable housing for rent or ownership, or providing direct rental assistance to low-income households. Program Year 2025's estimated total funding is $651,111. The Annual Action Plan's public comment period was April 14 to May 15, 2025. As the lead agency, the Charlottesville City Council considered approval of the plan in their May 5, 2025, meeting. The finalized plan is due to HUD by June 30, 2025. A copy of the draft annual action plan, staff's presentation, and a draft resolution are included in the meeting materials.
        i. PUBLIC HEARING
        ii. *Resolution to Adopt the 2025-2026 HOME-CDBG Annual Action Plan

    ***Recommended Action:** <u>Staff recommends a motion to adopt the 2025-2026 HOME/CDBG Annual Action Plan.</u>

    b. **Legislative Report –** *David Blount*

    c. **Safe Streets and Roads for All (Move Safely Blue Ridge) Presentation and Draft Plan** – *Gorjan Gjorgjievski* – Staff will present on the draft SS4A plan that is circulating to each of the governing boards in the region for their review and consideration for adoption. The plan must be adopted by all participating jurisdictions and the TJPD Commission (as the lead grant recipient) by June 26, 2025. A copy of the draft plan is included in the meeting materials. No action is required at this time. A final copy of the safety action plan will be included in the June meeting for final adoption of a resolution to include with the final submission to US Department of Transportation.

4. ***Consent Agenda –** *Chair O'Brien*
   Copies of the following materials are included in the meeting materials:
   a. ***Minutes of April 10, 2025, Commission Meeting**
   b. ***March Financial Reports**
      i. March Dashboard Report
      ii. March Consolidated Profit & Loss Statement
      iii. March Balance Sheet
      iv. March Accrued Revenue Report
   c. ***FY25 Quarter Three (Jan-March) Profit and Loss Prior Year Comparison and Staff Memo**

   ***Recommended Action:** <u>Staff recommends a motion to approve the consent agenda.</u>

5. ***New Business**
   a. ***Safe Streets and Roads for All (SS4A) FY25 Grant Submission –** *Taylor Jenkins and Rob Tieman, UVA*
   In partnership with UVA and VDOT, the TJPDC is seeking to submit an FY25 Safe Streets and Roads for All supplemental planning and demonstration grant to study Vulnerable Road Users (VRUs) in the urbanized portions of our planning district. Staff will introduce Rob Tieman, a Professor of Practice at UVA's school of engineering. Rob will share the details of the proposed study and potential outcomes for the Charlottesville-Albemarle Metropolitan Planning Organization as it relates to supplementing our existing safety action plan. A copy of Mr. Tieman's presentation, a scope of work, and a draft resolution of support are included in the meeting materials. In their April meeting, the CA-MPO policy board passed a resolution to support the application. The commission is asked to consider a resolution of support to include with the grant application.

   ***Recommended Action:** <u>Staff recommends a motion to pass a resolution supporting a FY2025 Safe Streets and Roads for All Supplemental Planning and Demonstration grant application in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area.</u>

   b. **Regional Water Supply Planning – RPU1 – Resolution –** *Ruth Emerick*
   The TJDPC was asked to serve as the coordinating body for our Regional Planning Unit's (Middle James 1) Regional Water Supply Plan. Staff prepared an application to DEQ for a small tranche of planning grant funds ($8,884) to facilitate the planning unit's activities. As a required component of the application, staff is asking the commission to consider a resolution supporting TJPDC's role as the lead agent for the planning unit and as the grant applicant for the planning grant funds. Separately, Buckingham County's governing board will consider a resolution (as a member of RPU1). Nelson County is the only county in the PDC footprint that is in another planning unit (Middle James 2). The TJPDC will serve as a stakeholder in RPU2's planning efforts. An email with supporting documentation was forwarded to the CAO of each member jurisdiction notifying them that the commission would be considering a resolution in their May 1, 2025, meeting. A copy of the draft resolution is included in the meeting materials.

   ***Recommended Action:** <u>Staff recommends a motion to approve a resolution designating the TJPDC as the lead agent in Regional Planning Unit – Middle James River One's regional water</u>

supply plan and supporting a grant application to the Virginia Department of Environmental Quality for planning grant funds.

c. **TJPDC Officer Slate Notice from Nominating Committee** – *Ned Gallaway*
The TJPDC elects officers at its June meeting per the commission's bylaws. In the April commission meeting, the Chair appointed a nominating committee consisting of Ned Gallaway, Jesse Rutherford, and Phil D'Oronzio. The nominating committee will present their slate of recommended officers. Current officers are:
- Tony O'Brien, Chair
- Michael Payne, Vice Chair
- Keith Smith, Treasurer
- Christine Jacobs, Secretary

d. **FY26 Draft Annual Operating Budget –** *Christine Jacobs*
The TJPDC Bylaws require a May adoption of the budget, however, due to the ongoing Classification and Compensation study, the commission deferred the FY26 budget to May for a draft review and June for adoption. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2026. The draft Operating Budget is balanced with projected revenues of $49,681,661 and projected expenditures of $49,681,661. The budget includes a capital reserve transfer of $26,000 for building renovations and incorporates the commission's direction to implement Option 3b of the Classification and Compensation study. A copy of the budget totals, revenues, local contributions as well as a detailed budget memo and a copy of the staff's presentation are included in the meeting materials for review. No action is needed on this matter. A final draft of the budget will come before the commission in June for final consideration/adoption.

6. Executive Director's Monthly Report

a. **Virginia Telecommunications Initiative (VATI) 2022:** Staff continue 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.

VATI 22 Project milestones reported to DHCD in March are as follows:
- 1,600 miles of field data collection.
- 3,763 miles of fiber design.
- 1,923.5 miles of make ready construction.
- Eight communications huts set.
- 1,476 miles of aerial fiber placement.
- 656 miles of underground fiber placement.
- 1,755 miles of splicing.
- 19,266 passings.

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.

b. **Virginia Telecommunications Initiative (VATI) 2024:** The TJPCD and Firefly's $12.2 million VATI 2024 grant funded project is underway. This grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, including Fluvanna, Greene, and Louisa Counties in our Planning District. Monthly progress reports are submitted to DHCD.

Highlights of the March VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 17,800 linear feet of fiber completed.
- 126 passings.

Stakeholders' Meeting: In coordination with Firefly, TJPDC prepared, scheduled, and facilitated the ninth Quarterly Stakeholders meeting on March 6, 2025, to communicate timely and consistent information. Attendees included county and utility partners as well as staff from Firefly and TJPDC.

Site Visit: Each month, TJPDC staff conduct site visits to monitor ongoing work across the project area. April's site visit is planned to observe completed fiber installed along St. Johns Road and made available to the St. John Family Life and Fitness Center in Albemarle County.

d. **Transportation**

i. Rural Transportation FY26 Work Plan – Staff amended the Rural Transportation FY26 Work Plan to include specific language which will make purchases of computer hardware an eligible expense. VDOT State Planning and Research Funds are permitted to be used for the replacement of hardware, software, and technology necessary to carry out the scope of work as long as there is explicit language in the work plan indicating the intent to use the funds for such purchases. A copy of the updated plan is included in the meeting materials. The amended language can be found on page eight (8) under Section D: Computer and Other Technology Purchases. Staff is required to notify the Commission of any non-substantive changes to the approved work plan, however, no action is needed on this matter.

ii. US Department of Transportation (DOT) Letter – In an effort to keep the commission abreast of the uncertain federal funding landscape, staff is sharing a letter received April 24, 2025, from Secretary of Transportation, Sean Duffy. The letter was sent to all recipients of federal financial transportation assistance and clarifies that all DOT fund recipients must adhere to legally enforceable agreements and comply fully with all applicable Federal laws and regulations. The letter further stipulates that Equal Protection principles of the Constitution prohibit entities from discriminating on the basis of protected characteristics and includes reference to the Civil Rights Act of 1964, prohibiting discrimination based on protected characteristics in Federal funding and employment contexts in Title VI, Title VII and other relevant acts, titles, and amendments. The letter gives further guidance on policies, programs, or activities that are discriminatory related to "diversity, equity, and inclusion" and states recipients' legal obligations to cooperate with Federal authorities in the enforcement of Federal law, including cooperating with and not impeding US Immigration and Customs Enforcement (ICE). No action is needed on this matter. Staff are sharing a copy of the letter in an effort to be transparent and keep the commission informed of communications received by our federal funding agencies.

iii. SMART SCALE Area Types – Scoring Scenario Comparison Report and Tables – TJPDC staff and Virginia Department of Transportation (VDOT) staff have been discussing the defined Area types that are used for SMART SCALE scoring. The TJPDC's urbanized area is Area Type A due to its population density. However, the rural areas within the planning district are currently classified as Area Type C. Analysis has been conducted to determine if a designation of Area Type D is a more appropriate designation and if local SMART SCALE scores would benefit from the change in designation. Included in the meeting materials is a report prepared by the VDOT Culpeper District staff analyzing the area type weighting comparisons and their impact on SMART SCALE project scores. Additionally in the meeting materials, is a comparison table showing the impact of a change of Area Type on the individual projects scores by SMART SCALE round in the PDC's rural areas. The TJPDC is sharing this information with our rural member jurisdictions in order to determine if there is consensus on petitioning the Commonwealth Transportation Board (CTB) to consider a change to our rural areas' 'Area type'. The Rural Transportation Advisory Committee (RTAC) has been briefed on this topic. Additionally, TJPDC staff will send communication directly to the County Administrators to gauge interest in pursuing a change.

8. **Closed Session Per Code of Virginia 2.2-3711 A.1. – Executive Director Evaluation –** Commissioners will gather in closed session to conduct an annual review of the Executive Director.

9. **Other Business**
   a. Round Table Discussion by Jurisdiction (Time Permitting)
   b. Next Meeting – June 5, 2025, 7:00 pm

   Items for next meeting:

   i. FY26 Operating Budget for Consideration/Approval
   ii. Election of TJPDC Officers
   iii. Safe Streets and Roads for All Final Plan for Consideration/Adoption
   iv. Housing Preservation Grant Pre-Application Approval and IGR Review, Resolution
   v. Employee Handbook and Financial Policy Revisions
   vi. Regional Housing Study Presentation
   vii. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding (pending)
   viii. DHCD CDBG Regional Priorities (pending)

10. **Adjourn**

Designates Items to be Voted On

Thomas Jefferson Planning District Commission
FY-2026 Rural Transportation Planning Work Program
July 01, 2025 – June 30, 2026

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 February 18, 2025, meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 6, 2025, meeting and approved the work program at their April 10, 2025 meeting.

The preparation of this program was financially aided through administrative funds from the FY25 Rural Transportation Planning Work Program.

Table of Contents

Introduction

Purpose and Objective

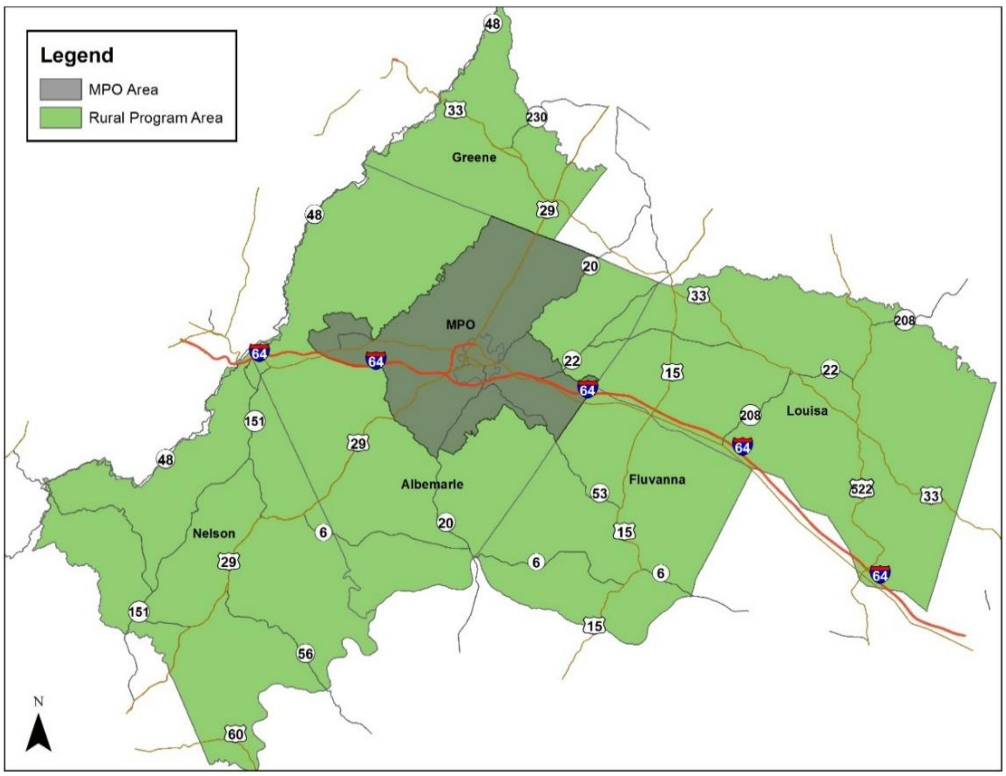
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2026 each planning district commission / regional commission that includes 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 FY25

In FY25, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on the Comprehensive Safety Action Plan and completing the Commuter Assistance Program Strategic Plan. 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.

COMPREHENSIVE SAFETY ACTION PLAN – In FY23, the TJPDC was notified that it was awarded a grant through the U.S. Department of Transportation's Safe Streets and Roads for All Discretionary Grant Program to develop a Comprehensive Safety Action Plan for all six of its member jurisdictions. To utilize the grant funding most effectively, the TJPDC allocated additional staff effort to support the plan development through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program. The Comprehensive Safety Action Plan is due for mid-FY26 completion.

COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN – The TJPDC undertook completion of the required five-year strategic plan for its RideShare program in FY24. Consultant expenses were paid through a Virginia Department of Rail and Public Transportation technical assistance grant, and staff effort was supported through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program. The plan was completed and adopted by the Commission in FY25.

Fiscal Year 2026 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$14,400	$3,600	$18,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	$43,600	$10,900	$54,500
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2026 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 2026 Activities by Task

FY 2026 – 1.0 Program Administration - $18,000

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.

A. Reporting and Compliance with Regulations

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:

- Prepare and submit 12 monthly reports and invoices
- FY26 Rural Work Program Implementation
- Prepare the FY27 Rural Work Program
- Participate in meetings with VDOT staff regarding compliance

B. Staff committee meetings

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings by preparing materials, maintaining committee membership, writing minutes, handling public participation and mailings, updating committee websites, and coordinating with the CA-MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Transportation Advisory Committee – meeting 6 times per year.
- Coordinate with VDOT staff to develop meeting agenda topics
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

C. Share information with agencies and the public

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

- Attend Boards of Supervisors meetings in rural member localities in alignment with VDOT quarterly updates
- 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, including VTrans webinars and SMART SCALE meetings
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

D. Computer and Other Technology Purchases

DESCRIPTION OF ACTIVITIES:

If necessary, purchase computer hardware, software, and technology necessary to carry out scope of work activities.

Administration Budget	
SPR Funds (80%)	$14,400
PDC Funds (20%)	$ 3,600
Total Budgeted Expenditure for Program Administration	$18,000

FY 2026 - 2.0 Planning & Local Technical Assistance - $54,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2026. 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 – Short Range Planning and Local and State Assistance

A. Prepare transportation infrastructure grant applications

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 TJPDC region’s counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP or Comprehensive Safety Action Plan projects
- Provide assistance for SMART SCALE grant applications upon request

B. Provide assistance to local and state partners as requested
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, and bikeway plans and studies
- Participate in VDOT studies as part of the project development pipeline process, including Project Pipeline, STARS, and others
- Participate in the Fall Transportation Meeting
- Conduct park and ride lot use counts and conditions assessments
- Provide assistance with tracking and documenting active transportation facilities and/or accommodations
- Provide assistance with updating the VDOT freight generators inventory
- Develop and provide GIS information, as requested
- Work with regional members to identify and understand rural localities' needs to help inform and shape the program each year
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

C. Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities
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.

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 expand the Mobility Management program and support rural locality engagement in establishing the Regional Transit Authority
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Task 2.2 – Long Range Planning

A. Comprehensive Safety Action Plan
DESCRIPTION OF ACTIVITIES:
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.

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.
- 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.

B. Travel Demand Management Study

DESCRIPTION OF ACTIVITIES:

One effort that will begin in FY26 is the development of a comprehensive regional Travel Demand Management Study. This study will be used to help identify long-term initiatives to reduce vehicle miles traveled throughout the region. This study will provide a high-level understanding of travel demand factors and support the identification of long-term infrastructure and multimodal transportation improvements needed to support mode shift. Staff support for this study will be supported by both the Rural Work Program and the CA-MPO's Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Review and synthesis of existing literature and studies previously completed in the rural areas.
- Review regional transportation demand model to determine future growth impacts
- Identification of TDM strategies to accommodate future traffic volumes, including park and ride infrastructure, bicycle and pedestrian infrastructure, and transit service implementation.

C. Coordinated Human Services Mobility Plan Update

DESCRIPTION OF ACTIVITIES:

Programs funded under the FTA Section 5310 program must align with strategies defined in the Coordinated Human Services Mobility (CHSM) Plan. When applying for Section 5310 funding through DRPT, applicants must demonstrate how their project aligns with the CHSM strategies and actions. DRPT is preparing to update the CHSM plan beginning in FY26, and Rural Transportation program staff may participate as a grant recipient if requested.

TASKS TO BE UNDERTAKEN:

- Provide program data and review draft content, as necessary
- Participate in working groups, focus groups, etc.
- Complete surveys, as requested

D. Long Range Priorities and Plans

DESCRIPTION OF ACTIVITIES:

Staff will assess the existing long-range priorities and status of projects from the 2040 Rural Long Range Plan (RLRP). By holistically assessing the needs and funding for projects in the region's rural areas we can determine when the next RLRP will need to be updated.

TASKS TO BE UNDERTAKEN:

- Assess status of projects identified in 2040 RLRP
- Review projects that haven't been funded yet for other opportunities or changes

- Determine how the Comprehensive Safety Action Plan can be applied to the region through the RLRP
- Review with RTAC long range plans in the rural localities
- Create a timeline for plan updates throughout the rural areas

Planning & Technical Assistance Activities Budget	
SPR Funds (80%)	$43,600
PDC Funds (20%)	$10,900
Total Budgeted Expenditure for Program Activities	$54,500

FY27 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 FY27, continued work on developing a coordinated regional strategy for SMART SCALE funding application projects that prioritize projects by both need and likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will continue to work on the comprehensive regional travel demand management study. With the completion of the Comprehensive Safety Action Plan in mid-FY26, staff will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2026 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Total Budgeted Expenditure for Program Administration	$14,400.00	$3,600.00	$18,000.00
Program Activities			
Total Budgeted Expenditure for Program Activities	$43,600.00	$10,900.00	$54,500.00
Task 2.1 – Short Range Planning and Local and State Assistance			
Task 2.2- Long Range Planning			
Total Budgeted Expenditure for Program Administration and Program Activities	$58,000.00	$14,500.00	$72,500.00

THE SECRETARY OF TRANSPORTATION
WASHINGTON, DC 20590

April 24, 2025

To All Recipients of U.S. Department of Transportation Funding:

The U.S. Department of Transportation (Department or DOT) distributes substantial Federal financial assistance for thousands of projects, programs, and activities operated or initiated by diverse entities, including but not limited to State and local governments. The Department administers this Federal financial assistance to support the development and maintenance of the Nation's transportation infrastructure, pursuant to statutory authority and in accordance with binding contractual agreements in the form of Federal financial assistance agreements, usually grants, cooperative agreements, and loans. Accordingly, I write to clarify and reaffirm pertinent legal requirements, to outline the Department's expectations, and to provide a reminder of your responsibilities and the consequences of noncompliance with Federal law and the terms of your financial assistance agreements. It is the policy of the Department to award and to continue to provide Federal financial assistance only to those recipients who comply with their legal obligations.

As recipients of such DOT funds, you have entered into legally enforceable agreements with the United States Government and are obligated to comply fully with all applicable Federal laws and regulations. These laws and regulations include the United States Constitution, Federal statutes, applicable rules, and public policy requirements, including, among others, those protecting free speech and religious liberty and those prohibiting discrimination and enforcing controls on illegal immigration. As Secretary of Transportation, I am responsible for ensuring recipients of DOT financial assistance are aware of and comply with all applicable legal obligations.

The Equal Protection principles of the Constitution prohibit State and Federal governmental entities from discriminating on the basis of protected characteristics, including race. Indeed, as the Supreme Court declared in *Students for Fair Admission, Inc. v. Harvard (SFFA)*, 600 U.S. 181, 206 (2023), "[t]he clear and central purpose of the Fourteenth Amendment was to eliminate all official state sources of invidious racial discrimination in the States." The Court further noted that "[o]ne of the principal reasons race is treated as a forbidden classification is that it demeans the dignity and worth of a person to be judged by ancestry instead of by his or her own merit and essential qualities." *Id.* at 220. In ruling that race-based admissions programs at universities violated the Equal Protection Clause, the Court made clear that discrimination based on race is, has been, and will continue to be unlawful, except in rare circumstances. *Id.* at 220-21. Similarly, sex-based classifications violate the Equal Protection Clause absent "exceedingly persuasive" justification. *See United States v. Virginia*, 518 U.S. 515, 533 (1996).

These constitutional principles are reinforced by the Civil Rights Act of 1964, which prohibits discrimination based on protected characteristics in the Federal funding and employment contexts in Title VI (42 U.S.C. § 2000d *et seq.*) and Title VII (42 U.S.C. § 2000e-2), as well as the applicable non-discrimination clauses in the Federal Aid Highway Act of 1973 (23 U.S.C. §§ 140 and 324 *et seq.*), the Airport and Airway Improvement Act of 1982, (49 U.S.C. § 47123), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681 *et seq.*).

Based on binding Supreme Court precedent and these Federal laws, DOT is prohibited from discriminating based on race, color, national origin, sex, or religion in any of its programs or activities. Moreover, because DOT may not establish, induce, or endorse prohibited discrimination indirectly,[1] it must ensure that discrimination based on race, color, national origin, sex, or religion does not exist in the programs or activities it funds or financially assists.

These same principles apply to recipients of Federal financial assistance from DOT, as both a matter of Federal law and by virtue of contractual provisions governing receipt of DOT funding. Accordingly, DOT recipients are prohibited from engaging in discriminatory actions in their own policies, programs, and activities, including in administering contracts, and their employment practices.

Whether or not described in neutral terms, any policy, program, or activity that is premised on a prohibited classification, including discriminatory policies or practices designed to achieve so-called "diversity, equity, and inclusion," or "DEI," goals, presumptively violates Federal law. Recipients of DOT financial assistance must ensure that the personnel practices (including hiring, promotions, and terminations) within their organizations are merit-based and do not discriminate based on prohibited categories. Recipients are also precluded from allocating money received under DOT awards—such as through contracts or the provision of other benefits—based on suspect classifications. Any discriminatory actions in your policies, programs, and activities based on prohibited categories constitute a clear violation of Federal law and the terms of your grant agreements.

In addition, your legal obligations require cooperation generally with Federal authorities in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in the enforcement of Federal immigration law. DOT has noted reported instances where some recipients of Federal financial assistance have declined to cooperate with ICE investigations, have issued driver's licenses to individuals present in the United States in violation of Federal immigration law, or have otherwise acted in a manner that impedes Federal law enforcement. Such actions undermine Federal sovereignty in the enforcement of immigration law, compromise the safety and security of the transportation systems supported by DOT

[1] *See SFFA*, 600 U.S. at 230; Norwood v. Harrison, 413 U.S. 455, 465 (1973).

financial assistance, and prioritize illegal aliens over the safety and welfare of the American people whose Federal taxes fund DOT's financial assistance programs.

Under the Constitution, Federal law is "the supreme Law of the Land." U.S. Const. Art. VI. That means that where Federal and State legal requirements conflict, States and State entities must follow Federal law. Declining to cooperate with the enforcement of Federal immigration law or otherwise taking action intended to shield illegal aliens from ICE detection contravenes Federal law and may give rise to civil and criminal liability. *See* 8 U.S.C. § 1324 and 8 U.S.C. § 1373. Accordingly, DOT expects its recipients to comply with Federal law enforcement directives and to cooperate with Federal officials in the enforcement of Federal immigration law. The Department also expects its recipients to ensure that the Federal financial assistance they receive from DOT is provided only to subrecipients, businesses, or service providers that are U.S. Citizens or U.S. Nationals and Lawful Permanent Residents (LPRs) or legal entities allowed to do business in the U.S. and which do not employ illegal aliens.

This letter provides notice of the Department's existing interpretation of Federal law. The Department will vigorously enforce the law on equal terms as to all its recipients and intends to take appropriate measures to assess their compliance based on the interpretation of Federal law set forth in this letter. Adherence to your legal obligations is a prerequisite for receipt of DOT financial assistance. Noncompliance with applicable Federal laws, or failure to cooperate generally with Federal authorities in the enforcement of Federal law, will jeopardize your continued receipt of Federal financial assistance from DOT and could lead to a loss of Federal funding from DOT.

The Department retains authority, pursuant to its oversight responsibilities and the terms of your agreements, to initiate enforcement actions, such as comprehensive audits and possible recovery of funds expended in a manner contrary to the terms of the funding agreement. DOT may also terminate funding in response to substantiated breaches of the terms of the agreement, or if DOT determines that continued funding is no longer in the public interest. These steps, within DOT's discretion, are intended to ensure accountability and protect the integrity of Federal programs.

To assist grant recipients in meeting their legal obligations, DOT offers technical guidance and support through its program offices. Should you require clarification regarding your obligations, you are encouraged to contact your designated DOT representative promptly. Proactive engagement is strongly advised to prevent inadvertent noncompliance.

DOT remains committed to advancing a transportation system that serves the public interest efficiently and unleashes economic prosperity and a superior quality of life for American families. This mission depends upon your strict adherence to the legal framework governing our partnership, and I trust you will take all necessary steps to comply with Federal law and satisfy your legal obligations.

Sincerely,

Sean P. Duffy

SMART SCALE Area Type Weighting Comparisons: Thomas Jefferson Planning District Commission

Prepared by: VDOT Culpeper District

Area Types and Factor Weighting

SMART SCALE is the process that is used to prioritize projects and select projects for funding through the District Grant Program and the High Priority Project Program. The factors that are used to prioritize projects are based on those explicitly established in Virginia Code Section 33.2-370 and in conformance with the established priorities identified through the Statewide Transportation Plan codified in Virginia Code Section 33.2-353. The scoring factors are listed below:

- Congestion Reduction (Mitigation)
- Safety
- Accessibility
- Environmental Quality
- Economic Development
- Land Use

While the factors used to prioritize projects within the state are based on adopted code, the Commonwealth Transportation Board, acting through the Office of Intermodal Planning and Investment (OIPI), has more direct influence on how those factors are used to select projects.

OIPI has developed evaluation measures that are used to assess the benefits for each scoring category and uses a weighting system to determine the influence each of those evaluation measures has on the overall priority of a project. The SMART SCALE funding process uses MPO and PDC designations to assign area type categories to different regions throughout the state as shown in Figure 1. The categories were established in acknowledgment that different regions in the state will have different priorities based on the land use context. Tables 1, 2, and 3 show how much weight each of the scoring factors carried for the different area type categories in Rounds 4 through 6.

Table 1. Round 4 Factor Weights by Category. Source: SMART SCALE Round 4 Technical Guide.

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	5%	45%	15%	20%	5%	10%
Category B	20%	15%	25%	10%	20%	10%
Category C	25%	15%	25%	N/A	25%	10%
Category D	30%	10%	15%	N/A	35%	10%

Table 2. Round 5 Factor Weights by Category. Source: SMART SCALE Round 5 Technical Guide.

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	5%	45%	15%	20%	5%	10%
Category B	20%	15%	20%	15%	20%	10%
Category C	25%	15%	15%	10%	25%	10%
Category D	30%	10%	10%	10%	30%	10%

Table 3. Round 6 Factor Weights by Category. Source: SMART SCALE Round 6 Technical Guide.

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	15%	45%	25%	Multiplier	5%	10%
Category B	20%	25%	25%	Multiplier	20%	10%
Category C	30%	20%	15%	Multiplier	25%	10%
Category D	40%	10%	10%	Multiplier	30%	10%

Category A is the designation for the areas of the state with the highest population density where congestion mitigation will contribute to 45% of the project score. At the other extreme, Category D is the designation for the rural areas of the state, where the factor with the highest amount of influence on how well a project will score is safety.

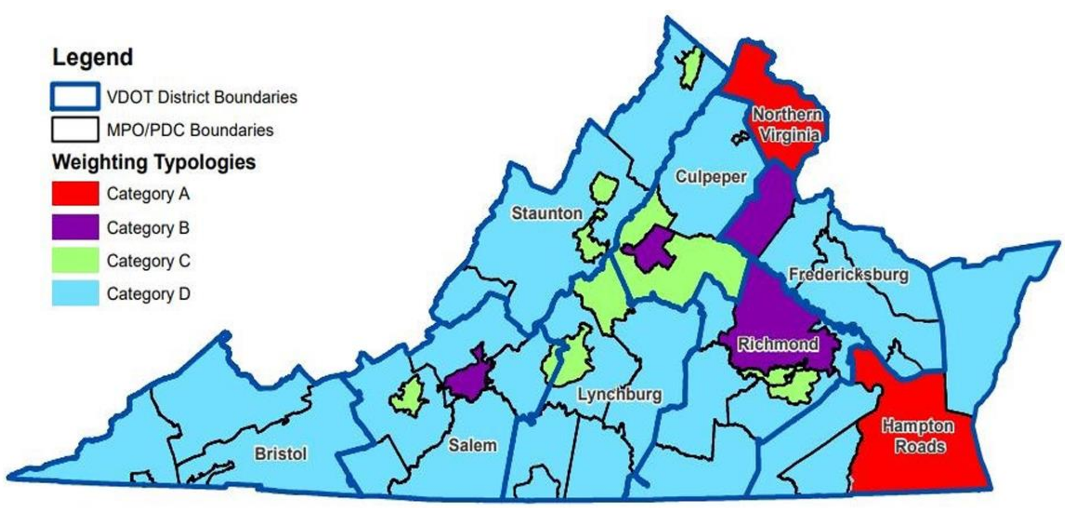


Figure 1. PDC and MPO Factor Weighting Typology Map. Source: SMART SCALE Round 6 Technical Guide.

A review of the Factor Weighting Typology Map shows that the TJPDC area is an outlier as being the only rural area (area not within an MPO) that is categorized as Area Type C. This is shown more clearly in Figure 2, which shows the area type categories broken out by the MPOs and the underlying Area Type for each of the PDCs in the state. The PDC area types are shown as the solid colors, with the MPO area types shown as the hatched areas overlaying the PDC regions. The Northern Virginia and the Thomas Jefferson Planning District Commissions are the only two PDCs that are not categorized as Area Type D, with the Northern Virginia PDC overlapping 100% with the boundary of the Northern Virginia portion of the Metropolitan Washington Council of Governments. A list of the MPO-PDC Factor Weighting Typologies designations can be found in the SMART SCALE Round 6 Technical Guide.

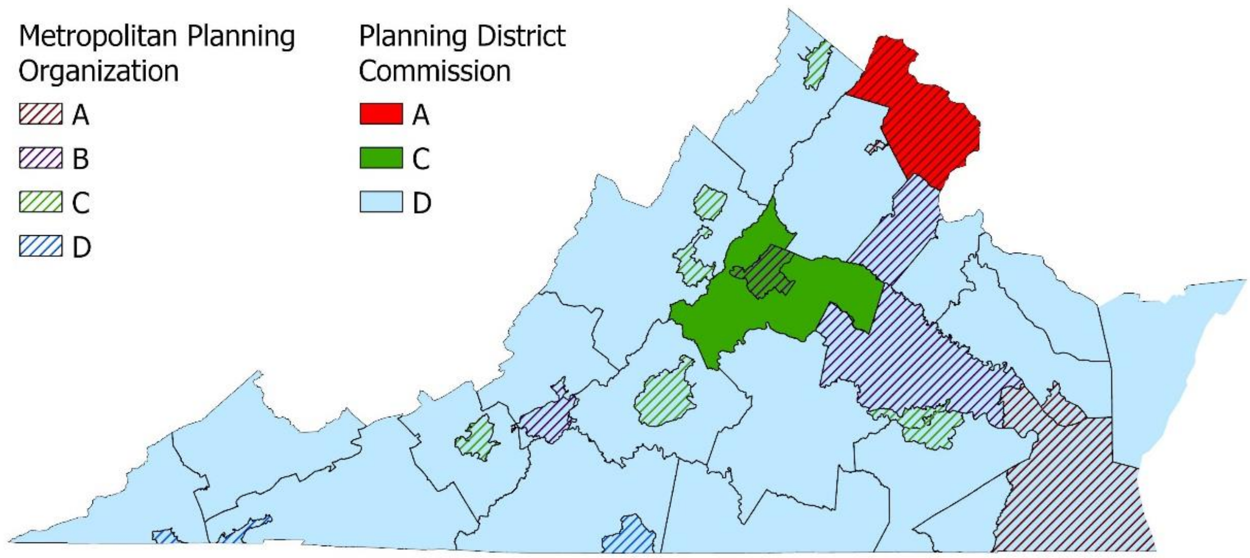


Figure 2. MPO and PDC Factor Weights Breakdown Map. Source: VDOT Culpeper District.

The TJPDC's designation as Area Type C is especially interesting for Nelson County. District Grant Program funding is allocated to each VDOT Construction District and applications eligible for District Grant Program funding are prioritized within each construction district. Nelson County is the only county within the TJPDC district that is not also in the Culpeper Construction District. This makes it the only rural locality whose project benefits are being calculated using the Area Type C factor weights in the Lynchburg Construction District.

Based on these considerations, it is therefore reasonable to evaluate whether the designation of the TJPDC as Category C is the most appropriate designation.

Funding Scenario Comparisons

Using the scoring outcomes provided by OIPI after Rounds 4, 5 and 6, we are able to estimate how project scores and potential funding outcomes would be impacted if the TJPDC region was categorized as Area Type D instead of Area Type C. VDOT staff has completed these reviews and have summarized the scoring outcomes for review by the Thomas Jefferson Planning District Commission.

Notes on the scoring scenario comparison methodology:

- There have been revisions to how scores were calculated among all three of the rounds. To the extent possible, staff estimated the scoring outcomes both under the original scoring processes that were in effect during each round as well as the estimated scoring outcome under the Round 6 methodology to determine if the more comprehensive program updates would further impact how projects would perform under both Area Type C and D scoring scenarios.
- Land Use was not a scoring factor for area type categories C and D in Round 4. Since land use was converted to a multiplier in Round 6, the lack of the land use score will not impact the relative outcome of whether a project would score better using the C or D weighting factors since they would both be multiplied by the same multiplier. Because there was no Land Use score for Area Types C and D in Round 4, hypothetical rankings were not developed for the Round 6 scoring scenario. Since the area type for the other portions of the districts would not be changing, any increase in the baseline score will result in the project being more competitive in comparison to the overall slate of projects.
- Scoring comparisons for Rounds 4 and 5 using the Round 6 weighting scenario do not account for other changes in scoring methodology between rounds, especially for the changes in calculating the economic development scores, which could have additional influence on how well projects score.
- Projects submitted across multiple rounds will have different scoring outcomes due to the following:
    - SMART SCALE uses a scoring process that normalizes the raw factor score against the highest score received in that category each round. As the slate of projects changes each round, the highest score will change, altering the normalized score calculation.
    - SMART SCALE benefits are assessed using the most updated data sources available, which can lead to changes to benefits assessed from one round to the next.

Findings

While there are a few outliers in Round 5, overall, projects within the TJPDC area would receive higher scores, and therefore be ranked more competitively, if the TJPDC were categorized as Area Type D instead of Area Type C. The improvement in project scores is consistent for both the original scoring scenarios projects were scored under each round as well as for the changed scoring methodology implemented in Round 6. The project in Round 5 that indicated a lower score using the Area Type D factor weights and the Round 6 factor weighting had a low score overall, and one project showed an increased score but a decrease in ranking due to another project within the TJPDC being ranked slightly higher as a result of the change in area type.

There are no indications that being Area Type D would have led to changes in the projects that were selected for funding in the previous rounds, but it easily could have made a difference in Round 6 if there was enough funding in the Culpeper District Grant Program to fund an additional project. The US 33/Advance Mills/Greenecroft Intersection project moved from being ranked 8th in the Culpeper District to being ranked 5th in the Culpeper District by changing the Area Type from C to D, making that the next project to be funded should more funding have been available.

Round 4 Scoring Scenario Comparison

App Id	Area Type	District	Submitted By	Title	Grant Program	Round 4 Factor Weighting: Area Type C* SMART SCALE Score	Round 4 Factor Weighting: Area Type D SMART SCALE Score	Round 6 Factor Weighting: Area Type C SMART SCALE Score	Round 6 Factor Weighting: Area Type D SMART SCALE Score
7002	C	Culpeper	TJPDC	Exit 107 Park and Ride Lot	HPP	**13.52**	**15.58**	**13.47**	**14.48**
7019	C	Culpeper	Fluvanna County	Troy Road (631) and Route 250 Roundabout	DGP	**8.30**	**9.96**	**9.96**	**13.28**
7021	C	Culpeper	Fluvanna County	South Boston Road (600) at Lake Monticello Road (618)	DGP	**2.58**	**3.14**	**3.14**	**4.26**
7193	C	Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	Both	**2.42**	**2.49**	**2.44**	**2.51**
7192	C	Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	**2.35**	**2.58**	**2.62**	**3.06**
6961	C	Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	**2.03**	**2.22**	**2.36**	**2.81**
7110	C	Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	**0.39**	**0.48**	**0.45**	**0.59**
7035	C	Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	**0.05**	**0.06**	**0.06**	**0.08**
7032	C	Lynchburg	Nelson County	Route 29 & Oak Ridge Road	Both	**0.02**	**0.02**	**0.02**	**0.03**
7033	C	Lynchburg	Nelson County	Route 6/151 Intersection	DGP	**0.97**	**1.16**	**1.17**	**1.56**

* Actual Score

Area Type D results in lower score/worse ranking

Area Type D ranking does not change

Area Type D results in higher score/better ranking

Round 5 Scoring Scenario Comparison

					Round 5 Factor Weighting						Round 6 Factor Weighting					
					Area Type C*			Area Type D			Area Type C			Area Type D		
App Id	District	Submitted By	Title	Grant Program	SMART SCALE Score	Statewide Rank	District Rank	SMART SCALE Score	Statewide Rank	District Rank	SMART SCALE Score	Statewide Rank	District Rank	SMART SCALE Score	Statewide Rank	District Rank
8970	Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	3.37	174	17	3.78	165	17	3.85	98	11	4.69	68	8
8971	Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	2.11	233	23	2.29	230	25	2.29	152	19	2.62	136	19
9051	Culpeper	Louisa County	Spring Creek/Camp Creek/Route 15 Intersection Improvements	DGP	1.30	307	31	1.28	308	32	1.39	226	25	1.42	226	26
9196	Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	0.65	352	36	0.60	357	36	0.72	313	33	0.66	324	34
9200	Culpeper	Fluvanna County	Troy Road (631) and Route 15 Intersection	DGP	0.40	372	37	0.46	369	37	0.46	347	37	0.57	339	36
9202	Culpeper	Fluvanna County	Rte 53 and Rte 618 Martin's King Road Int Improvements	DGP	2.02	236	25	2.43	219	23	2.43	141	17	3.23	108	13
9480	Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	1.19	313	32	1.42	296	31	1.34	229	26	1.76	200	24
9484	Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	1.99	238	26	2.38	225	24	2.31	151	18	3.07	117	17
9038	Lynchburg	Nelson County	Route 6/151 Intersection Improvement	DGP	2.84	197	9	3.38	175	7	3.28	106	6	4.37	75	3
9039	Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	0.64	354	26	0.76	341	25	0.74	310	19	0.98	269	18
9091	Lynchburg	Nelson County	Route 29 and Front Street Signalized R-cut intersection	Both	1.49	291	19	1.56	286	19	0.87	291	18	1.00	267	17

* Actual Score

Area Type D results in lower score/worse ranking

Area Type D ranking does not change

Area Type D results in higher score/better ranking

Round 6 Scoring Scenario Comparison

App Id	District	Submitted By	Title	Grant Program	Area Type C* SMART Scale Score	Area Type C* Statewide Rank	Area Type C* District Rank	Area Type D SMART Scale Score	Area Type D Statewide Rank	Area Type D District Rank
11771	Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	**4.10**	**70**	**8**	**5.43**	**49**	**5**
11650	Culpeper	Greene County	RT29-616 RCUT Project	DGP	**3.03**	**100**	**15**	**4.02**	**73**	**9**
11715	Culpeper	Albemarle County	US 29 and Plank Road Intersection Improvements	DGP	**2.91**	**106**	**17**	**3.87**	**80**	**11**
11448	Culpeper	Louisa County	Route 15-22 Intersection Improvements	DGP	**2.94**	**103**	**16**	**3.74**	**84**	**14**
11447	Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	**2.45**	**123**	**18**	**3.23**	**99**	**18**
11442	Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	DGP	**1.86**	**158**	**22**	**2.26**	**136**	**19**
11471	Lynchburg	Nelson County	Route 151 at Tanbark Drive Roundabout	DGP	**2.52**	**120**	**2**	**3.35**	**93**	**2**

* Actual Score

Area Type D results in lower score/worse ranking

Area Type D ranking does not change

Area Type D results in higher score/better ranking