

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: September 4, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since August 7, 2025. Items with an asterisk (*) require action from the Commission.

1. Call to Order

- a. Call to Order, Roll Call – *Vice-Chair Payne, David Blount*
- b. *Vote to Allow Electronic Participation, if needed – *David Blount*

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 David Blount*)

3. Presentations

- a. **Virginia Telecommunication Initiative (VATI) Update** – *David Blount*
Staff will update the commission on the administration of the VATI 2022 and VATI 2024 programs. A written update is provided in the Executive Director's Monthly Report section below. A copy of the staff's presentation is included in the meeting packet.
- b. **Watershed Improvement Program (WIP) Update** – *Isabella O'Brien*
Staff will provide an update on the WIP program to include the 2025 scope of work, successes of the program, and a proposed 2026 scope of work for funding. A copy of the staff's presentation as well as a copy of a handout is included in the meeting materials.
- c. **HOME and CDBG Consolidated Annual Performance and Evaluation Report (CAPER) Presentation, Public Hearing, and Resolution** – *Laurie Jean Talun*
The US Housing and Urban Development's (HUD) 5-year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community and Planning Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Administrator for the Regional HOME Consortium for our region (with the City of Charlottesville identified as the Lead Agency). The CAPER includes accomplishments of the HOME program as well as entitlement program accomplishments for the City of Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 15, 2025, through September 1, 2025. After the comment period, the CAPER will be considered by the City Council before submitting it to HUD for approval.

A link to a copy of the draft CAPER is included in the meeting packet as well as a copy of the staff's presentation and a draft resolution for consideration. **This item requires a public hearing.**

***Recommended Action:** Staff recommends a motion to adopt the Program Year 2024 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER).

4. ***Consent Agenda – Vice-Chair Payne**

Copies of the following materials are included in the meeting materials:

- a. ***Minutes of August 7, 2025, Commission Meeting**
- b. ***July Financial Reports**
 - i. July Dashboard Report
 - ii. July Consolidated Profit & Loss Statement
 - iii. July Balance Sheet

Note: The July Accrued Revenue report is not included in the meeting materials due to end-of-year closeout processes. The Accrued Revenue report will be available at the October meeting.

***Recommended Action:** Staff recommends a motion to approve the consent agenda.

5. ***Old Business**

- a. ***Area Types for Smart Scale – Rural Areas – Christine Jacobs**

The Rural Areas of the TJPDC are currently designated as Area Type “C” for the purposes of scoring SMART SCALE projects. SMART SCALE is a statewide program used to evaluate potential transportation projects for state funds through the District Grant Program and the High Priority Project Program. Scoring is based on a set of key factors and then weighted based on an area's Area Type. Following Round VI of SMART SCALE, TJPDC and VDOT staff began discussions to better understand the impacts of area types on scores. In the August meeting, staff presented

the findings of the analysis. Included in the meeting materials is a copy of a draft letter to the Virginia Secretary and Deputy Secretary of Transportation as well as a draft resolution for consideration to request that the Commonwealth Transportation Board consider a change to the TJPDC's rural areas' Area Type from "C" to "D."

***Recommended Action:** Staff recommend a motion to adopt the Resolution of Support and authorize the Chair and the Executive Director to execute a letter to the Virginia Secretary and Deputy Secretary of Transportation requesting that the Commonwealth Transportation Board consider a change to the TJPDC's rural areas' Area Type for Smart Scale.

6. *New Business

a. *Draft FY27 Projected Budget and Local Revenue Requests – *Christine Jacobs*

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2027 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. To balance the budget, a one-time reserve transfer in the amount of \$60,186 (\$35,000 capital reserve for estimated building renovations and \$25,186 one-time savings reserve transfer) is required. The FY27 projected budget will likely have significant changes prior to its official adoption in May of 2026 as additional grants and programs are identified. In the past several years, the budgeted reserve transfer was not utilized as the funding gap was closed prior to final budget adoption. However, with continued uncertainty around federal funding and programmatic changes, and with the understanding that only known sources are included in the budget, there may be a shortfall in FY27 that requires a one-time reserve transfer to cover expenses.

The draft FY27 budget assumes a \$0.70 per capita rate as approved by the commission in their September 1, 2022, meeting and 5% or 7% rate increases in each of the local contributions for programs as approved during the local revenues analysis completed in FY25. The budget assumes the final 25% of the salary increases recommended in the two-year implementation of the Classification and Compensation study. Further, the budget assumes staffing at the same levels as FY26. It is important to note that to date, not all staff are fully allocated in the FY27 budget, and as such, if the budget were to be approved, there would be a direct impact on the indirect cost rate (that would be applied to the FY29 budget).

As it stands, the projected budget has \$24,331,222 in revenues and expenses. Staff asks that the Commissioners thoroughly review, comment, and ask questions prior to consideration for adoption in the October meeting. Additionally, the Building Committee will meet in late-September to review proposed building renovations and the associated costs which may result in a change to the draft FY27 budget. Included in the meeting materials is the draft projected total budget, revenues by source, and local per capita and local contribution requests.

The FY27 draft budget does not require action in the September meeting. A final version will come before the commission in their October meeting for consideration for adoption.

7. Executive Director's Monthly Report

a. HOUSING

Regional Housing Study

- VCHR data training began in July and will continue into September. Staff are currently collecting local data.

HOME

- The CAPER public comment period is until September 1, 2025
- A 25-unit rental by Fluvanna-Louisa Housing Foundation is moving forward. FLHF is converting HOME funds to Community Housing Development Organization (CHDO) funds to pool all sources for the development
- Staff are working to incorporate additional federal requirements into all sub-recipient agreements where more than \$200,000 in federal funding is utilized (Section 3, Davis Bacon, etc.)

Local Support

- In their August 4, 2025, meeting, the Louisa BOS approved a scope of work for the TJPDC staff to support the Louisa County staff in community engagement for their Comprehensive Plan update.

Housing Preservation Grant (USDA)

- The TJPDC is currently preparing an application to USDA for the next round of HPG funding. Staff anticipate that there will be several competing applications this round, potentially reducing the TJPDC's share of the funding should other applicants be successful.

b. TRANSPORTATION

SS4A – Comprehensive Safety Action Plan: [Move Safely Blue Ridge](#) is the region's plan to reduce roadway fatalities and serious injuries for all road users no matter their choice of transportation. Staff are beginning to review the close-out procedures for the grant. A final approval by FHWA is not expected until all requirements of the close-out are met. The consultant's final deliverables include videos that describe the plan process and things that community members can do to help with local roadway safety.

PATH/Mobility Management

- Staff continue to coordinate activities and services for seniors and persons with disabilities. We staff the transportation help line and administer a transportation assistance fund which supports eligible community members with non-emergency medical transportation
- Staff continue to facilitate community outreach and recently attended the Nelson Community Health Fair and Westhaven Day in Charlottesville.
- Staff continue to support Cville Village and Here to Stay Wintergreen with their volunteer driver programs
- There are currently two travel trainings session at The Center at Belvedere with PATH and CAT

Rural Transportation

- The Rural Transportation Advisory Committee recently moved to a quarterly meeting schedule. Staff will be working to complete a Rural Transportation Long-Range Planning and Needs Assessment by reviewing all existing comprehensive plans, small area plans, bike/ped plans, etc.

- The RTAC recently discussed upcoming opportunities to apply for FHWA Safe Streets and Roads for All implementation funds. The TJPDC is prepared to support local applications or serve as a lead applicant on behalf of our local member jurisdictions.

Rideshare

- Two staff members recently attended the ACT conference.
- Staff are working with the Central Shenandoah Planning District Commission to plan fall Rideshare campaigns and website updates, as identified in the 5-year strategic plan.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff are working on a required comprehensive update to the Transportation Improvement Plan (TIP).
- Staff continue to take advantage of GIS training opportunities.
- Activities of the CA-MPO include working to update the region's Travel Demand Model as well as scoping a Travel Demand Management Study. In their August meeting, the policy board voted to approve the final scope of work.
- Staff are preparing for the bi-annual SAWMPO/CA-MPO joint meeting on September 30, 2025, from 10:00-12:30 at North Fork.
- Early preparation is underway for Smart Scale Round VII, with staff attending local meetings to identify local project priorities.
- The TJPDC intends to purchase several bicycle/pedestrian counters to support local governments in collecting data. Additionally, the City of Charlottesville staff has expressed interest in the TJPDC supporting with their management and maintenance of bike/ped data using their existing and new bike/ped counters.

C. ENVIRONMENT

Watershed Improvement Program

- There are four (4) rain barrel workshops planned for fall
 - **Thursday, September 4 @ 6pm** - Rain Barrel Workshop in Charlottesville at Starr Hill Downtown
 - **Thursday, October 2 @ 6pm** - Rain Barrel Workshop in Albemarle County - James River Brewery
 - **Friday, October 17 @ 6pm** - Rain Barrel Workshop in Fluvanna County at Cunningham Creek Winery
 - **Wednesday, October 29 @6pm** - Rain Barrel Workshop in Louisa County at Calie Opie's Orchard
- The Pilot Septic Program is officially beginning in August and final preparation is underway

Rivanna River Basin Commission (RRBC)

- The fall RRBC conference will be held September 24, 2025, focusing on water supply planning and data centers with speakers from the Virginia Association of Counties (VACO), the Rivanna Water and Sewer Authority (RWSA), the Virginia Department of Environmental Quality (DEQ), Piedmont Environmental Council (PEC), and the Rivanna Conservation Alliance (RCA). Registration is open:
<https://www.eventbrite.com/e/1417517275329?aff=oddtcreator>

- The TJPDC's intern and staff completed a Historical Map of the Rivanna River: <https://storymaps.arcgis.com/stories/47a276b96261421f82890d2b2b9e58e8>
The story map was a deliverable identified in the 5-year strategic plan.

Environmental Reviews

- Executive Order 12372 tasks federal agencies with notifying and seeking comment from states and local elected officials when they are affected by federal financial assistance or federal development. As Virginia has not chosen to formalize a statewide process for review and comment, some federal agencies have enumerated steps pertaining to this intergovernmental review (IGR) process for applicants applying for federal assistance. They then forward applications to the regional/local planning entities, such as TJPDC, for review and any comment. Additionally, such entities also receive information from state agencies about projects and programs, with an opportunity to comment, due to other Code or regulatory requirements.

TJPDC maintains record of the receipt of such notices pertaining to our region, as well as actions taken to inform our member governments of such applications and notices that afford opportunity for comment.

- A copy of all the Environmental Reviews received can be found here: <https://tjpd.org/our-work/intergovernmental-reviews>

d. BROADBAND

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 August are as follows:

- 1,600 miles of field data collection.
- 3,859 miles of fiber design.
- 2,151 miles of make ready construction.
- Nine communications huts set.
- 1,639 miles of aerial fiber placement.
- 699 miles of underground fiber placement.
- 2,094 miles of splicing.
- 24,162 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.

Virginia Telecommunications Initiative (VATI) 2024: The TJPDC 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 August VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 25,000 linear feet of fiber completed.
- 126 passings.

Site Visit: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On August 28th, TJPDC conducted a site visit to the Gravel Hill Fiber Hut, recently set in Buckingham County, which will provide broadband service to the Dillwyn area.

- e. **BLUE RIDGE CIGARETTE TAX BOARD**: Staff are working on the financial transition from FY25 to FY26.
- f. **LEGISLATIVE**: The Director of Legislative Services will attend local governing body meetings to provide a legislative update and to kick off the legislative program development process. Staff is working with local jurisdiction staff on several local legislative initiatives.

8. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – October 2, 2025, 7:00 pm – In Person

Items for next meeting:

- i. Annual DHCD Funding Agreement
- ii. August Financials
- iii. Blue Ridge Cigarette Tax Board (BRCTB) Six-Month Update
- iv. Regional Park and Rike Lots - Presentation
- v. FY27 Projected Budget and Local Revenues Resolution – For Approval

8. Adjourn

Designates Items to be Voted On

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, lhannon@tjpd.org or visit the website www.tjpd.org.