Thomas Jefferson Planning District Commission
Thursday, September 4, at 7:00 pm
In-Person Meeting
Water Street Center
407 E. Water Street
Charlottesville, VA 22902

AGENDA

Commissioners and Guests - Join Zoom Meeting:
https://us02web.zoom.us/j/85918646792
Meeting ID: 859 1864 6792
By call-in: 1 (301) 715-8592

1. **Call to Order**
   a. Call to Order, Roll Call – *Vice-Chair Payne, David Blount* 7:00 – 7:05
   b. Read Electronic Meeting Notice – *David Blount*
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 David Blount)*
3. **Presentations**
   a. Virginia Telecommunication Initiative (VATI) Update – *David Blount* 7:10 – 7:20
   b. Watershed Improvement Program (WIP) Update – *Isabella O'Brien* 7:20 – 7:30
      Local Leaders Fact Sheet
   c. HOME and CDBG Consolidated Annual Performance and Evaluation (CAPER) Presentation – *Laurie Jean Talun* 7:30 – 7:40
      i. ***Public Hearing -** HOME and CDBG CAPER
      ii. *Resolution – HOME and CDBG CAPER
   d. Housing Preservation Grant (HPG) – Draft Scope of Work – *Logan Ende* 7:40 – 7:50
      i. ***Public Hearing –** Draft HPG Scope of Work
      ii. ***Resolution of Intergovernmental Review and Project Support for HPG
4. ***Consent Agenda** – *Vice-Chair Payne*
   a. *Minutes of August 7, 2025, Commission Meeting 7:50 – 7:55
   b. *July Financial Reports
      i. July Dashboard Report
      ii. July Consolidated Profit & Loss Statement
      iii. July Balance Sheet
5. ***Old Business**
   a. *Area Types for Smart Scale – Rural Areas – *Christine Jacobs* 7:55 – 8:00
      i. August Presentation and Memo/VDOT Analysis
      ii. Draft Letter to Virginia Secretary of Transportation
      iii. Draft Resolution of Support
6. **New Business**
   a. Draft FY27 Projected Budget and Local Revenue Requests – *Christine Jacobs* 8:00 – 8:10
      i. FY27 Projected Budget Totals
      ii. FY27 Projected Budget Revenues
      iii. FY27 Projected Budget Local Contributions
7. **Executive Director's Report**
   a. Monthly Report – *Christine Jacobs* 8:10 – 8:15
8. **Other Business**
   a. Roundtable Discussion by Jurisdiction 8:15 – 8:45
   b. Next Meeting – October 2, 2025, 7:00 pm
      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 Ride Lots Presentation
      v. FY27 Projected Budget and Local Revenues Resolution – For Approval

9. *ADJOURN 8:45

** Designates Items to be Voted On*

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien	Fluvanna County
Keith Smith, Chair	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, Treasurer	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance and HR 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.

Virginia Telecommunication Initiative (VATI) Broadband Project
VATI 22 & VATI 24

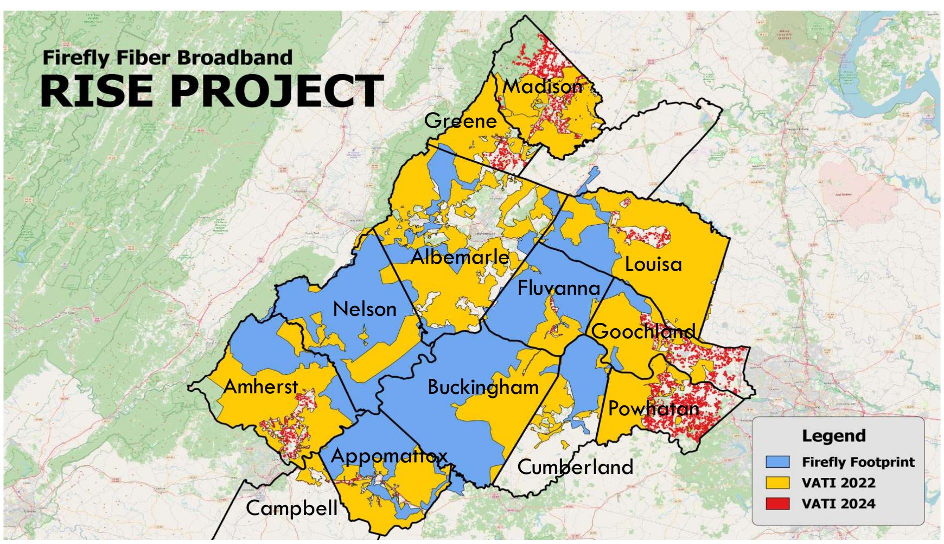
Partners for Broadband Solutions in Central Virginia

September 4, 2025

Thomas Jefferson Planning District Commission

1

VATI 2022 and VATI 2024 Grants support
Firefly's Regional Internet Service Expansion (RISE) Project



Source: FIREFLY

2

Virginia Telecommunication Initiative (VATI) 2022 & VATI 2024
Broadband Project
Expanded Scope/Timing Extension

$352.2M
Project

$97M
DHCD

$255.2 M
Matching Funds

13
County Partners

4
Utility Partners

4.4 Year Project

44,610 Businesses and Residential Passings

3

Project Highlights

Communication
Fiscal Management
Progress

4

TJPDC and Firefly hold Quarterly Stakeholder's Meetings with all partners

5

TJPDC provides fiscal grant management

TJPDC reviews, verifies, and submits remittance requests to DHCD and counties and receives and processes reimbursements to Firefly

VATI 22: As of June 30, 2025, TJPDC recognized $82,032,902.87 in funding for the project. This includes $81,354,996.90 from DCHD and counties towards construction costs, and $677,905.97 from DHCD for administration costs.

VATI 24: As of June 30, 2025, TJPDC recognized $41,240.74 in funding for administration costs.

6

VATI 2022 Grant Progress

July Progress Report submitted to DHCD in August 2025

- 1,600 miles of field data collection
- 3,859 miles of fiber design
- 1,151 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

7

VATI 2024 Grant Progress

July Progress Report submitted to DHCD in August 2025

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

8

Site Visits

Madison County
February 26, 2025

Staff observed site work underway at the newly set Decapolis Communications Hut on Hoover Road that will serve the remaining zones in the county.

Amherst County
March 3, 2025

Staff visited the Naola area of Amherst County and viewed completed aerial fiber construction near the Blue Ridge Parkway.

11

Albemarle County,
April 28, 2025

Staff visited the St. John Family Life & Fitness Center that was connected for broadband service by Firefly.

12

Nelson County
May 6, 2025

Staff visited the Saunders Brothers Nursery and Farm Market in Piney River. Many of the orchards and greenhouses are supported by the VATI project and connected to Firefly.

13

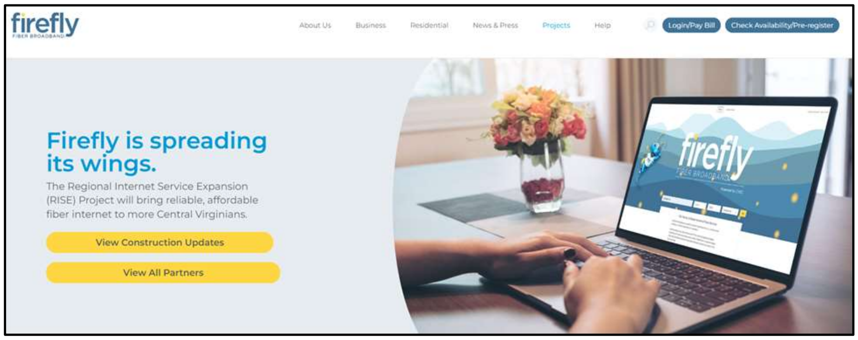
Louisa County
June 12, 2025

Staff conducted a site visit with staff from DHCD and Firefly. The team visited the Cuckoo Fiber Hut in Mineral and observed the fiber connection at the Fifty-third Winery and Vineyard.

14

For Additional Information/Updates

Fireflyva.com/rise/



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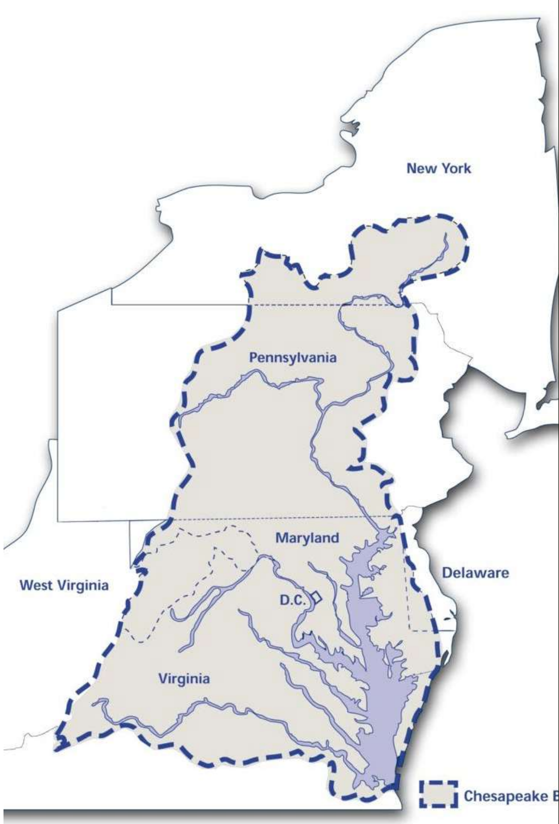
CHESAPEAKE BAY PDC LOCALITY IMPLEMENTATION PROGRAM

Watershed Implementation Plan (WIP)



Background

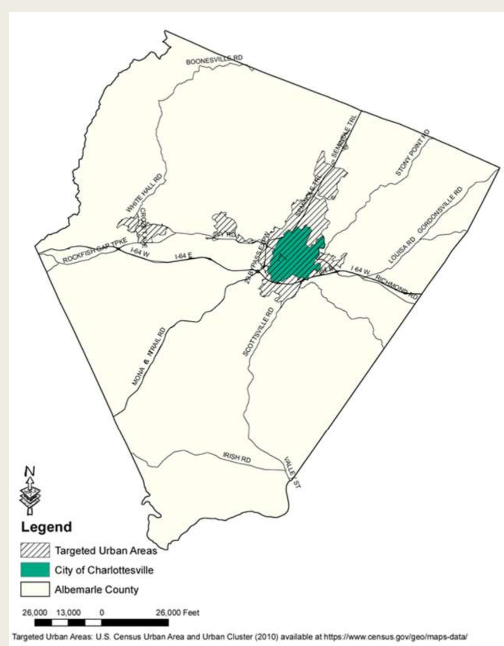
- December 29, 2010, EPA established the Chesapeake Bay Total Daily Maximum Load (TMDL), a comprehensive pollution diet for the 64,000 square mile watershed.
- A TMDL is a planning tool that provides a calculated maximum amount of a particular pollutant a body of water can receive and still meet water quality standards determined by EPA
- Following TMDL development, water monitoring data continued to show poor water quality, degraded habitats, and low populations of fish and shellfish
- A four part accountability framework was developed to help meet water quality, climate resiliency, sustainable fisheries, vital habitats and other goals
  - *Watershed Implementation Plans developed by Bay Jurisdictions*
  - *Milestones to break WIPs into 2-year segments*
  - *EPA's progress tracking*
  - *EPA's commitment to take federal actions to ensure progress is made*

Overview of PDC Implementation Program (WIP)

- $58,000 from DEQ and $14,500 Local Match since 2018
- Planning District Commissions (PDC) provide regional leadership, technical support and administrative assistance for BMP implementation to local governments of the Chesapeake Bay Watershed Area.
- It allows for continued momentum of operations, discussions and relationships with local governments and stakeholders of each watershed region to promote and expand implementation initiatives.
- Focuses on the unregulated, non-MS4 areas of localities. However, regulated areas may be included as long as the data reporting of BMP Activities will not be duplicated by required reporting.

EPA supported BMP Implementation

- DEQ instructed Virginia's Chesapeake Bay PDC's that the focus of the PDC program is transitioning from regional coordination, outreach, and education to supporting greater BMP implementation
- From 2024 - 2025, Bay PDCs competed to receive additional funding for shovel ready implementation projects through the Infrastructure, Investment and Jobs Act (IIJA)
- No additional funds have been allocated for 2026



2025 Scope

- Successes
  - *Additional $165,000 awarded to support low-income homeowners with septic repair, replacement, maintenance, and connection to public sewer*
  - *Additional $14,000 awarded to fund regional rain barrel workshops (8)*
  - *Stewardship Mapping and Assessment Project Products Released*
  - *Updated Watershed Grant Tracking document*
  - *Launched new Regional Environmental Coordination Meeting (quarterly)*

Stewardship Mapping and Assessment Project

- Displays information about the organizational characteristics of each group, including year founded, mission, primary work sites, services offered, budgets, and staff. This allows viewers to better understand how each group functions through their expressed goals, impacts, and modes of communication.

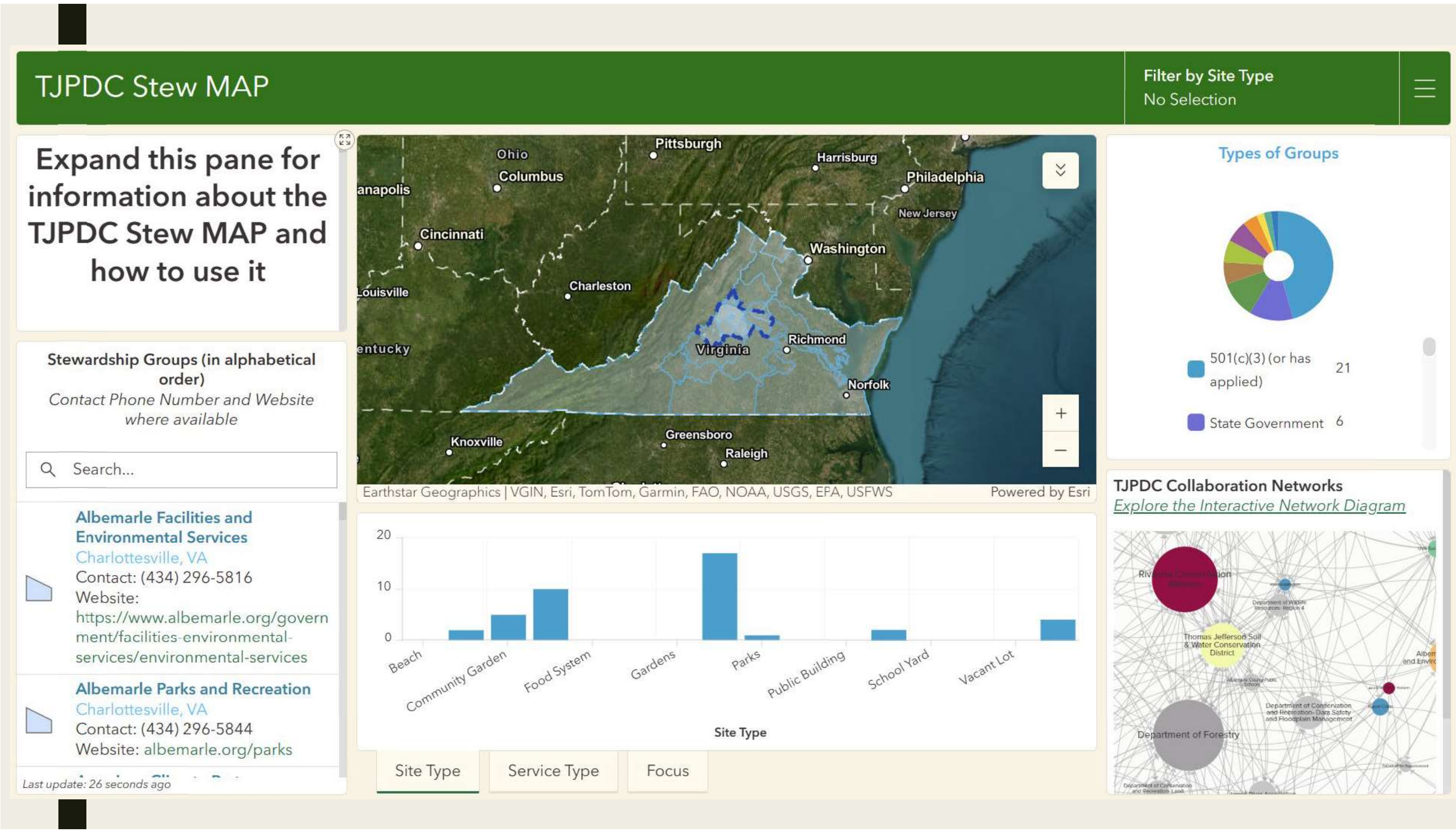
Organizational Characteristics

- Displays the area of activity of each group; this can be an entire park, a forest patch, or a watershed. This data can demonstrate the overlaps and gaps in stewardship capacity across a landscape and can be analyzed in concert with demographic and environmental characteristics of communities.

Geographic Turf

- Displays a group's social network to understand how environmental organizations are connected, to examine the structure and function of environmental stewardship across a region. This data shows organizations that are brokers of information and funding and supports partnership building.

Networks



2026 Proposed Scope of Work

- Host 8 rain barrel workshops across the region
- Update the Stewardship Mapping and Assessment Project
- Continue Regional Environmental Coordination Meetings
- Develop and implement regional communications strategy

UPDATING THE CHESAPEAKE BAY AGREEMENT

Questions?

Email: iobrien@tjpdc.org

All photos courtesy of the Chesapeake Bay Program

THE REVISED WATERSHED AGREEMENT

WHAT LOCAL LEADERS NEED TO KNOW

A New Chapter for the *Watershed Agreement*

Signed in 2014, the *Chesapeake Bay Watershed Agreement* governs the restoration of the Bay watershed. As many milestones in the 2014 Agreement approach their target dates in December 2025, the Chesapeake Bay Program Partnership has drafted a revised *Watershed Agreement* to chart a course for the future and strengthen the partnerships between the states, local governments and federal agencies working to protect the Chesapeake Bay.

How to Submit Public Feedback

The public feedback period for the revised Agreement is open from **July 1 - September 1, 2025.**

For more information, check out FAQ on the public feedback process.

Want to learn more before submitting feedback? Register for a local government Q&A webinar on Aug. 13 from 12-1 pm.

What's Changed in the Agreement

- Minor edits were made to the Agreement's Vision for "an environmentally and economically sustainable and resilient Chesapeake Bay watershed with clean water, abundant life, conserved and healthy working lands, a vibrant cultural heritage and a wide range of engaged individuals whose communities enjoy access to the waters and natural landscapes of the region."

- The Agreement's original ten goals were simplified into four broader ones. By streamlining goals, the Partnership aims to make the Agreement more actionable and accessible.
    - **Thriving Habitat and Wildlife**
    - **Clean Water**
    - **Healthy Landscapes**
    - **Engaged Communities**

- Conservation was elevated as a key theme within the Agreement. This ensures land protection and informed development decisions are viewed as essential to achieving clean water goals, and recognizes the pivotal role that local governments play in land use decisions.

SUBMIT FEEDBACK:

Submit feedback on the revised Agreement via email at **comments@chesapeakebay.net**

KEY OUTCOMES FOR LOCAL GOVERNMENTS

While each Outcome within the *Watershed Agreement* has been updated with new language and revised targets, the following four are particularly relevant for local governments. View all of the Outcomes in the draft [revised *Watershed Agreement*].

LAND USE DECISION SUPPORT

- Original two land use outcomes have been streamlined into one.
- Revised outcome emphasizes the importance of local land use authority.
- Further commits to producing high resolution land data and actionable information for local governments.

CHANGING ENVIRONMENTAL CONDITIONS

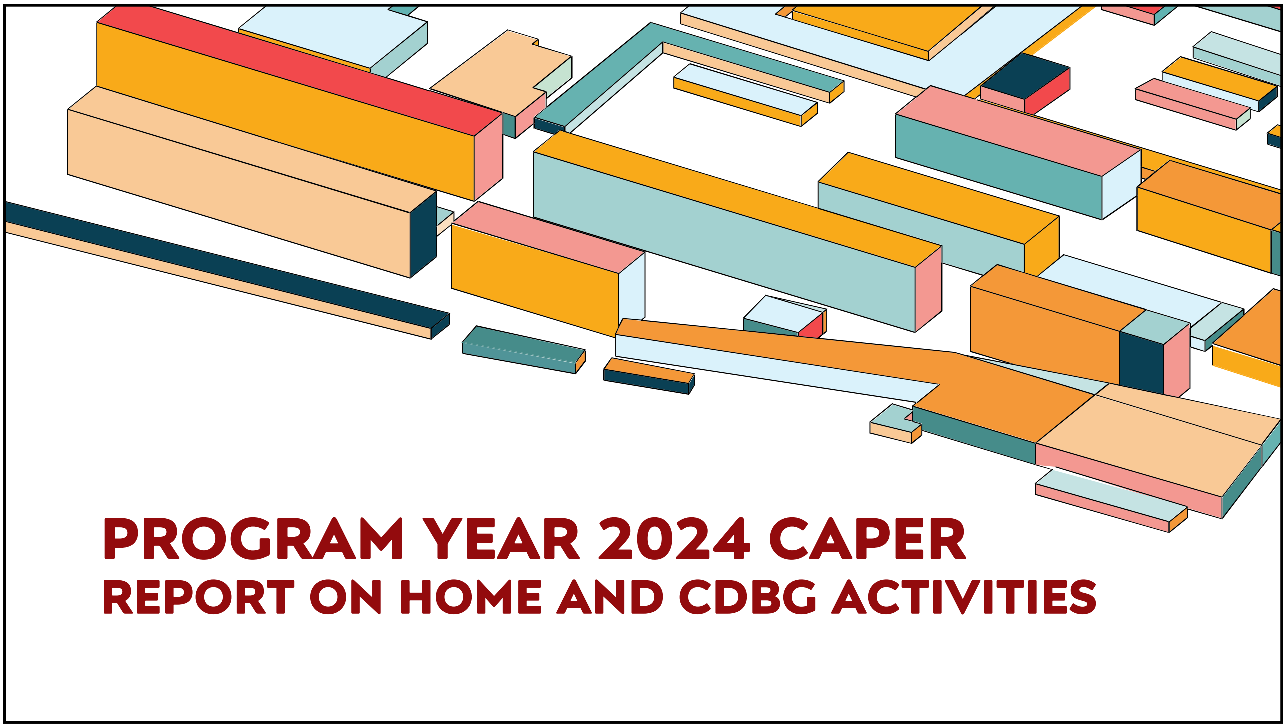
- Revised outcome focuses on using nature-based solutions to address changing environmental conditions.
- Nature-based solutions like living shorelines, restored wetlands, and rain gardens provide quality of life benefits while addressing stormwater and flooding.

TOXIC CONTAMINANTS MITIGATION

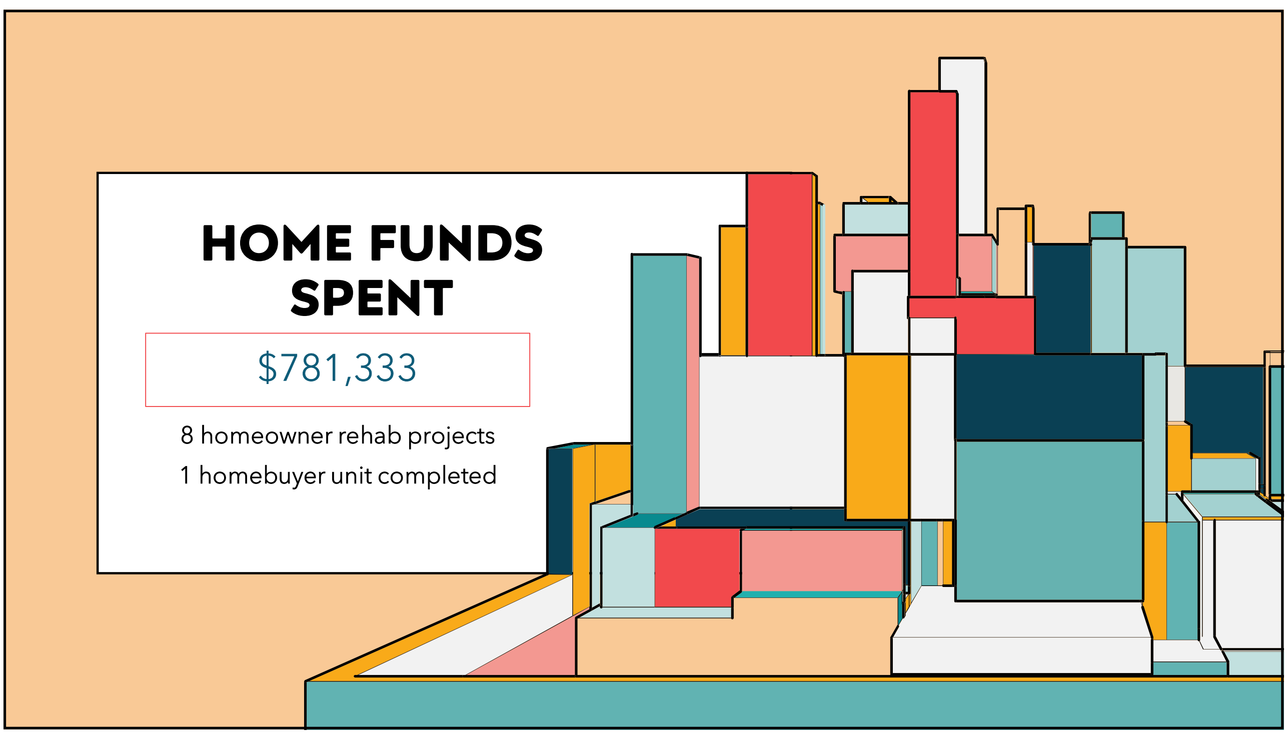
- Original two toxic contaminant outcomes have been streamlined into one.
- Revised outcome commits partners to focus on research and information-sharing around emerging contaminants like PFAS.
- Could be a valuable source of information for local governments looking to tackle PFAS.

LOCAL LEADERSHIP

- Revised outcome continues commitment to increase the knowledge and capacity of local leaders around water resources.
- Further supports federal and state partners in engaging with local leaders to ensure they have the tools, resources, data, and education to make the best decisions for their communities.


PROGRAM YEAR 2024 CAPER
REPORT ON HOME AND CDBG ACTIVITIES

1


HOME FUNDS SPENT
$781,333
8 homeowner rehab projects
1 homebuyer unit completed

2

MATCH FUNDING CONTRIBUTED

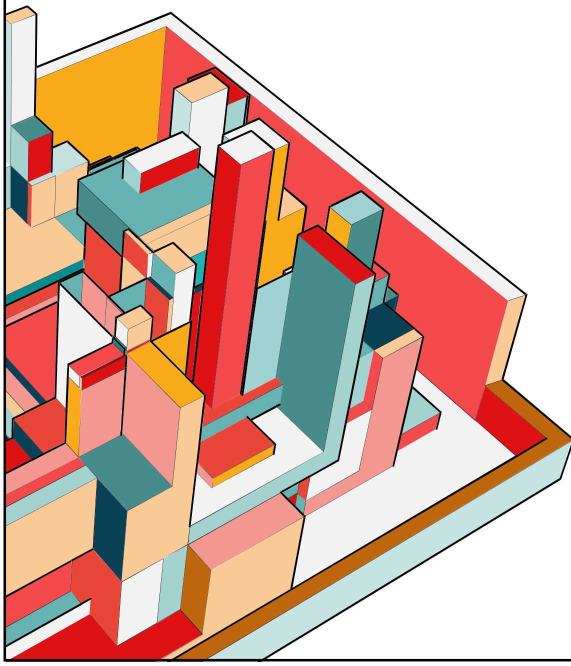
$117,196	$187,500	$40,000
AHIP Homeowner Rehabilitation	CRHA CAHF Grant	Habitat Homebuyer Housing

3

PROGRESS ON LONG-TERM PROJECTS

- Community Services Housing is completing repairs on their low-income affordable rental units, using HOME-ARP funding.
- The Fluvanna/Louisa Housing Foundation is developing two rental unit complexes, one in Fluvanna and one in Louisa.
- Piedmont Housing Alliance is developing a rental unit complex on the former MAACA property.

4



TIMELINE

Aug 15 – Sep 1: Public Comment Period
Aug 18: Charlottesville first hearing
Sept 2: Charlottesville second hearing
Sept 4: TJPDC hearing
Sept 27: Due to HUD

5

Planning District Commission

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

RESOLUTION

ADOPTING THE 2024 HOME-CDBG CAPER
(CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT)

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 a Consolidated Annual Performance Evaluation Report (CAPER), which includes a review of program goals and outcomes, a report on racial composition, match funds used, how homeless and special needs populations are served in our region, public housing, and monitoring, and;

WHEREAS, the TJPDC has worked with the City of Charlottesville to prepare the Consolidated Plan, including consultations with community leaders, citizen participation, data compilation and analysis, and consultation with HOME subrecipients;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the 2024 HOME-CDBG CAPER and authorizes confirmation of that approval to HUD by September 27, 2025.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of September 4, 2025, in the City of Charlottesville, Virginia, a quorum being present.

____
Christine Jacobs
Executive Director

____
Keith Smith
Commission Chair

____
Date

____
Date

Housing Preservation Grant Program Application – per RD Instruction 1944-N
Prepared by the Thomas Jefferson Planning District Commission for public comment ending September 4th, 2025.

Housing Preservation Grant (HPG) – TJPDC Application
Statement of Activities

(1) Standard Form (SF) 424 – attached.
(2) Statement of Activities: Application Information

(i) A complete discussion of the type of and conditions for financial assistance for housing preservation, including whether the request for assistance is for a homeowner assistance program, a rental property assistance program, or a cooperative assistance program.

TJPDC's Housing Preservation Grant Program Description:
The Thomas Jefferson Planning District Commission (TJPDC) was created in 1972 and is one of 21 PDCs and Regional Commissions in Virginia. The General Assembly established Planning District Commissions in 1969 to encourage and facilitate regional solutions to problems of area-wide significance. TJPDC has a long history of leadership in the area of affordable housing. TJPDC serves as the administrative and planning agent for the Charlottesville HOME Consortium, established through TJPDC efforts in 1992 as the first HOME Consortium in Virginia. From 2018-2024, the HOME Consortium has received $4,551,174 in HOME funds. HOME funds have been used to assist homebuyers, rehabilitate owner-occupied homes, and develop new housing units for home ownership or rental. Housing Preservation Grant funds have been an important adjunct to the HOME program, providing additional funds for rehabilitation projects.

TJPDC created and incorporated the Thomas Jefferson Housing Improvement Corporation (TJHIC) in 1983 to assist in the development and provision of new residential housing and the improvement, repair, and rehabilitation of substandard residential housing and community development in the Virginia Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. The IRS approved tax-exempt status in 1985. TJHIC also became a Community Development Housing Organization (CHDO).

In 1996, TJHIC became the Piedmont Housing Alliance (PHA), which assumed its non-profit status and all housing projects. In 1998, PHA initiated a regional Elderly and Disabled Home Safety Revolving Loan Fund to provide low-interest loans and deferred loans for emergency repairs and home safety modifications for elderly and disabled persons in the five counties of the planning district. In 2005, the program became a grant fund (Repair & Rehabilitation Fund) focusing on home repairs and rehabilitation for low-income households regardless of age or whether persons with disabilities were involved.

TJPDC has been administering Housing Preservation Grant programs since 2015, nine years. PHA received Housing Preservation Grants in 2001, 2002, 2005, 2006, 2008, 2009, 2010, 2011, 2012, and 2013. PHA requested that the TJPDC apply for HPG funds in July 2015. TJPDC was awarded $32,495.11 for the period beginning October 1, 2015 and ending September 30, 2017. Sixteen projects were completed by September 2016, serving 34 people, with an average HPG assistance level of $1,692.88 per project. Our second HPG grant totaled $41,683. Sixteen projects were completed, serving 33 people, with average assistance of $2,605.20. The FFY17 HPG grant totaled

$54,338, with 20 projects completed serving 32 people. The FFY18 HPG grant totaled $119,745.24, with 29 projects completed, serving 49 people, with an average assistance of $3,039.46. The FFY19 HPG grant totaled $117,821.46, completed 36 projects, and served 66 people, with an average assistance of $2,781.90. The FFY20 grant totaled $107,656.80 and served 53 people, with an average assistance of $3,160.77. The FFY21 grant of $156,595 served 72 people, with an average assistance of $3,517.31. The FFY22 grant of $215,000 included 52 projects, serving 91 people, with an average assistance of $3,442.13. The FFY23 grant of $212,435 has served 107 people to date across 51 projects, with an average assistance of $3,391.90 to date. The FFY24 has completed 22 projects to date serving 58 people with average assistance of $3,820.46.

Client demand for these resources is very high in this region. The capacity to effectively deliver services is also high, with established housing non-profits consisting of the Albemarle Housing Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), Skyline CAP (serving Greene County), and the Nelson County Community Development Foundation (NCCDF). The localities have designated these housing organizations as sub-recipients for the HOME program and have close working relationships with TJPDC.

TJPDC continues to manage the program as PHA established it in the past. TJPDC has agreements in place with local housing non-profit organizations to carry out individual modification projects in their respective counties. Our local housing non-profits are familiar with the program and its eligibility criteria, program requirements, and documentation. These housing organizations have robust referral systems with regional agencies to identify rural homeowners who need repairs and rehabilitation modifications. They have well-established procedures to prescreen and assess the needs of eligible homeowners, develop the scopes of work, and carry out or oversee the rehabilitation work. Due to the lack of funding, these organizations have lengthy waiting lists.

(ii) The process for selecting recipients for HPG assistance, determining housing preservation needs of the dwelling, performing the necessary work, and monitoring/inspecting work performed.

Process:
The process includes: 1) Outreach Workers for the local housing non-profits and other referral agencies prescreen applicants, verify income, and assess need. 2) Outreach Workers assist applicants in filling out the grant application. 3) The completed application is then sent to TJPDC for final approval by the Project Officer, who will also prepare the environmental review documents, including obtaining a ruling from the Department of Historic Resources, before project commencement. 4) TJPDC's Project Officer then assigns approved projects to the appropriate subcontracting agency. 5) The subcontracting agency oversees the project, recruits volunteers and donated materials when possible, hires contractors and subcontractors as needed, and arranges the final inspection by the local building inspector, when required, or another qualified inspector. 6) The Project Officer verifies the work, monitors billing, and prepares and files grant and expense reports.

(iii) A description of the process for identifying potential environmental impacts in accordance with § 1944.672 of this subpart, and the provisions for compliance with Stipulation I.A–G of the PMOA (RD Instruction 2000–FF available in any Rural Development office) in accordance with 7 CFR 1944.673(b)

"…be accompanied by the SHPO's concurrence in the program, or in the event of non-concurrence, be accompanied by the SHPO's comments together with evidence that the applicant has sought the Council's advice as to how the disagreement might be resolved, and any advice provided by the Council."

. With the exception of Stipulation I.D of the PMOA, this may be accomplished by adoption of exhibit F–1 within RD Instruction 1944–N (available in any Rural Development office), or another process supplying similar information acceptable to Rural Development.

Environmental Impacts:
The subcontracting agency will do a visual assessment before any work is initiated. Any identified concerns will be further assessed so that each project is designed to minimize any environmental impact. TJPDC's staff will prepare maps showing the floodplain, wetlands, endangered species, habitats, proximity to railroads and airports, and use EPA's NEPAssist tool to identify proximity to hazardous sites and environmental concerns. TJPDC creates a map showing the project's location on the most recently available USGS quadrangle maps and accesses and prints out a map and relevant information from DHR's V-CRIS online database. Either TJPDC or the sub-recipient compiles the package for submission to the Virginia Department of Historic Resources (DHR), providing a clear description of the project, the location shown on USGS map, photographs, and the results of the DHR Archive Search. TJPDC and its subrecipients will only undertake activities for which DHR has determined that no historic properties will be affected by the proposed work and properties not located in a floodplain. A concurrence letter from the Virginia Department of Historic Resources is attached, as well as a signed RD 1944-N Exhibit F-1 form.

(iv) The development standard(s) the applicant will use for the housing preservation work; and, if not the Rural Development standards for existing dwellings, the evidence of its acceptance by the jurisdiction where the grant will be implemented.

Development Standards:
USDA Rural Development standards for existing dwellings will be used. If required, a local building permit will be acquired for each site, and modifications will meet all local standards.

(v) The time schedule for completing the program.

Time Period:
All funds will be utilized as quickly as possible since the need is great. All funds will be used by the end of the 2-year grant period or sooner.

(vi) The staffing required to complete the program.

Staffing:

With this grant, the Project Officer will approve applications, verify work, monitor billing, prepare and file grant and expense reports, and distribute funds. One of the TJPDC planners will prepare the maps for the environmental review process, with the Project Officer preparing the balance of the Environmental Review Record. The Finance Director will process check requests, obtain necessary signatures for checks, and prepare financial statements to support reimbursement requests. The Finance Director will not charge time directly to the project; financial work is included in TJPDC's indirect cost rate.

(vii) The estimated number of very low- and low-income minority and nonminority persons the grantee will assist with HPG funds; and, if a rental property or cooperative assistance program, the number of units and the term of restrictive covenants on their use for very low- and low-income.

Number of Persons to Be Served:
If our region is approved for the full amount of application, $271,593.00, this would allow for 50 households to benefit from HPG funds in the TJPD region. The number of households estimated to be served with this grant is based on average assistance of $4,000 per unit, or 50 very low-income households (estimate of 75 people). Minority applicants are anticipated to total approximately 50% of total applicants. For the FFY23 and FFY24 grant programs, 95% or more of households were very low-income, the remaining 5% were low income.

(viii) The geographical area(s) to be served by the HPG program.

Area Served:
Within Virginia's Thomas Jefferson Planning District, all four rural counties (Fluvanna, Greene, Louisa, and Nelson) plus the eligible rural areas of Albemarle County will be served.

(ix) The annual estimated budget for the program period based on the financial needs to accomplish the objectives outlined in the proposal. The budget should include proposed direct and indirect administrative costs, such as personnel, fringe benefits, travel, equipment, supplies, contracts, and other cost categories, detailing those costs for which the grantee proposes to use the HPG grant separately from nonHPG resources, if any. The applicant budget should also include a schedule (with amounts) of how the applicant proposes to draw HPG grant funds, i.e., monthly, quarterly, lump sum for program activities, etc. The applicant can use SF–424A to provide this information.

Grant Budget:
The anticipated HPG allocation for Virginia for Fiscal Year 2025 is $271,593. Applicants are limited to a maximum of half the state allocation if there are more than one eligible applicant. TJPDC is applying for $271,593, and that figure is used throughout this application. The TJPDC is prepared to receive half of this value should there be more than one eligible applicant. See Form 424A Section A-Budget Summary for full accounting of direct and indirect administrative costs.

The budget includes $222,706.26 in HPG funds and $222,706.26 in funding match provided by sub-recipients carrying out the projects, for a total project budget of $445412.52. HPG funds in the amount of $40,738.95 are budgeted for TJPDC's administrative costs, and $8,147.79 are budgeted for subrecipients' administrative costs, directly related to the project. Administrative costs for both the TJPDC and the subrecipient total $48,886.74. This represents 18% of HPG funds and 9.9% of the total project budget. Percentage wise, 15% of HPG funds will be set aside for grant administration through TJPDC, and the remaining 3% of funds for administration will go to subrecipients for project administration. The remaining $222,706.26 in HPG grant funds, along with $222,706.26 of match funding, will be used for grants for the actual emergency repairs and home safety modifications. Draws against grant funds will be made monthly or quarterly, with financial and program reports submitted quarterly.

(x) A copy of an indirect cost proposal when the applicant has another source of Federal funding in addition to the Rural Development HPG program.

Indirect Cost Proposal:
TJPDC receives other federal funds. TJPDC's indirect cost rate proposal is submitted to the Virginia Department of Transportation (VDOT) to apply for federal funding for the Metropolitan Planning Organization (MPO). VDOT serves as the cognizant agency, acting on behalf of the Federal Highways Administration (FWHA). TJPDC's indirect cost rate is based on the actual rate for the most recently completed audit. The rate calculated by the FY24 audit is 41%, which has been approved by our cognizant agent, VDOT. The FY24 rate calculation is scheduled to be used for FY25 (July 1, 2025 – June 30, 2026). Materials submitted to VDOT, including pages from the FY24 audit, and an approved final letter from VDOT are included in this application package.

(xi) A brief description of the accounting system to be used.

Accounting System:
All invoices will be submitted to TJPDC's Program Officer for approval before payment. Revenues and expenses are reviewed every month. Quarterly financial summaries will be submitted to Rural Development. In-kind donations and volunteer hours will also be documented in the quarterly reports. TJPDC utilizes QuickBooks for its financial management system. TJPDC uses a chart of accounts to classify transactions. Governmental financial statements are produced at the end of the fiscal year. An independent firm conducts the annual audit. TJPDC's fiscal year runs from July 1 to June 30. The audit serves as the basis for the indirect cost rate proposal for the fiscal year.

(xii) The method of evaluation to be used by the applicant to determine the effectiveness of its program which encompasses the requirements for quarterly reports to Rural Development in accordance with 7 CFR 1944.683(b) and the monitoring plan for rental properties and cooperatives (when applicable) according to 7 CFR 1944.689.

Evaluation Method:
Quarterly reports are provided to Rural Development, and oversight is provided by the Program Manager and the Outreach Workers. Suggestions and input from TJPDC staff and the Housing

Directors Council will be used to improve the program. TJPDC will continue the practice of surveying collaborating agencies at the end of the year.

(xiii) The source and estimated amount of other financial resources to be obtained and used by the applicant for both HPG activities and housing development and/or supporting activities.

Other Funding:
Subrecipients have committed to providing local match equal to awarded HPG funds. When possible, volunteer labor and donated materials will be utilized by the subcontracting agencies. All funds will be leveraged utilizing federal, state, and local assistance where available, cash donations, special event proceeds, private foundation grants, and support from local financial institutions and corporate donors. Only non-federal funds will be reported as a match.

(xiv) The use of program income; if any, and the tracking system used for monitoring same.

Program Income:
HPG funds are proposed to be used as grants. If a client can repay some or all of the funds, repayments will be treated as program income and utilized in the same way as the original HPG funding. All program income and designated donations are considered restricted funds and are identified in separate line items in the general ledger.

(xv) The applicant's plan for disposition of any security instruments held by them as a result of its HPG activities in the event of its loss of legal status.

Security Instruments:
Any security instruments required will be held by the housing non-profit completing the work. If any of the housing non-profits should cease operations, all security instruments will be assigned to another non-profit in the region.

(xvi) Any other information necessary to explain the proposed HPG program.

Other Information:
TJPDC initially applied for 2015 HPG funds in response to a request from Piedmont Housing Alliance (PHA). PHA provided guidance and sample forms to assist TJPDC in setting up its forms and procedures, and these continue to work well.

(xvii) The outreach efforts outlined in 7 CFR 1944.671(b).

Outreach Efforts:
All housing non-profits conduct their own outreach efforts and have strong referral networks. These efforts have resulted in long waiting lists. FLHF, one of the subrecipients, reports over 40

households currently on their waiting list. Eligible clients will be drawn from current waiting lists, new outreach efforts, and referrals from local agencies. Outreach has resulted in applicants who are proportionately similar to the population of the service areas. RD 1944-N Exhibit E-1 will be used to report on the demographic characteristics of clients served.

RESOLUTION OF INTERGOVERNMENTAL REVIEW AND PROJECT SUPPORT FOR HOUSING PRESERVATION GRANT

WHEREAS, the Thomas Jefferson Planning District Commission, in cooperation with the City of Charlottesville and Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson, resolves to apply for a Housing Preservation Grant (HPG) from the Rural Development Office of the U.S. Department of Agriculture, authorized by Section 533 of the Housing Act of 1949, as amended by Section 522 of Title V of the Housing Urban-Rural Recovery Act of 1983 (Pub. L. 98-181); and

WHEREAS, the Thomas Jefferson Planning District Commission has met the pre-application requirements §1944.674 of Housing Preservation Grants; and

WHEREAS, the Thomas Jefferson Planning District Commission is eligible to submit application for such grants through the Rural Development Office, as stated in RD Instruction 1944-N; and

WHEREAS, United States Executive Order 12372 of July 14, 1982 requires federal agencies to provide opportunities for consultation with state and local governments directly affected by federal financial assistance; and

WHEREAS, Executive Order 12372 is more commonly known as an Intergovernmental Review (IGR) and the TJPDC is the designated regional entity for Virginia Region Ten; and

WHEREAS, the TJPDC has notified all required state and local agencies of this intent to apply for their comments and concerns prior to final execution of a funding agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission endorses the Application to Rural Development for HPG funds, in the total amount of $271,593.00;

AND IS SO RESOLVED that the Intergovernmental Review of providing notice to state, regional, and local governmental agencies have now occurred; and

BE IT FURTHER RESOLVED by the Thomas Jefferson Planning District Commission that Christine Jacobs, Executive Director of the TJPDC, is authorized to submit the above-mentioned project to the USDA Rural Development Office for funding and to sign all approvals, contracts, certifications, and amendments pertaining to the application, award, and implementation of this funding.

Adopted by the Thomas Jefferson Planning District Commission at a meeting of the Commission on September 4, 2025, in the City of Charlottesville, Virginia, a quorum being present.

______________________________	______________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Michael Payne, Vice Chair Thomas Jefferson Planning District Commission
____________________	____________________
Date	Date

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, August 7, 2025
All-Virtual Meeting

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director		x
Ned Gallaway			David Blount, Deputy Director		
Mike Pruitt		x	Ruth Emerick, Chief Operating Officer		x
Fluvanna County			Laura Greene, Director of Finance and HR		
Tony O'Brien, Chair			Taylor Jenkins, Director of Transportation		x
Keith Smith, Treasurer		x	Logan Ende, Regional Housing Planner II		x
Greene County			Kaiden Pritchett, AmeriCorps Housing VISTA		x
Tim Goolsby					
James Higgins		x			
Louisa County					
Tommy Barlow		x			
Manning Woodward		x			
Nelson County					
Ernie Reed		x	**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford					
City of Charlottesville					
Phil d'Oronzio		x			
Michael Payne, Vice Chair		x			

Note: This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § 2.2-3708.3. A recording of the meeting was made available to the public at https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q.

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Keith Smith, presided and called the TJPDC meeting to order at 7:02 pm. Ruth Emerick took attendance, certified that a quorum was present.

b. Notice of Electronic Meeting: Ruth Emerick read the notice of electronic 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. Area Types for SMART SCALE Rural Areas

Taylor Jenkins, Director of Transportation, shared information about VDOT scoring of SMART SCALE projects in rural areas. A recommendation to request a change to the TJPDC's rural areas' Area Type classification was shared as informational and will be presented at a future meeting for consideration for action.

b. FFY25 Housing Preservation Grant Presentation and Inter-Governmental Review

Logan Ende, Regional Housing Planner II, gave an overview of the Housing Preservation Grant (HPG) program, which the TJPDC has served as the grantee for locally for the past nine years. The TJPDC is applying for an FFY25 HPG grant that is up to $300,000, which is the estimated amount of the state allocation for FFY25.

4. CONSENT AGENDA:

a. Minutes of the June 5, 2025 Commission Meeting

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Pruitt, the Commission unanimously approved the June 5, 2025 Meeting Minutes, as presented.

b. May and June Financial Reports

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Payne, the Commission unanimously approved the May and June 2025 Financial Reports, as presented.

c. FY25 Quarter Four (April – June) Profit and Loss Prior Year Comparison

Motion/Action: On a motion by Phil d'Oronzio, seconded by James Higgins, the Commission unanimously approved the FY25 Quarter Four Profit and Loss Prior Year Comparison, as presented.

d. Executive Director Annual Contract Resolution

Motion/Action: On a motion by Phil d'Oronzio, seconded by James Higgins, the Commission unanimously voted to adopt a resolution authorizing the renewal of the Executive Director's contract.

5. Old Business: None.

6. New Business:

a. Annual Adoption of Remote Electronic Meeting Participation and All-Virtual Meeting Policy

Christine Jacobs shared that for the TJPDC to allow electronic participation and all-virtual meetings for its public bodies, the Virginia Freedom of Information Act requires the Commission to annually adopt a policy on electronic participation and all-virtual meetings. The proposed policy is not substantially different that the one adopted previously by the Commission.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Tommy Barlow, the Commission unanimously voted to adopt the Remote Electronic Meeting Participation and All-Virtual Meeting Policy, as presented.

7. Executive Director's Report:

a. Monthly Report

Christine Jacobs shared updates on the VATI broadband project, the kickoff of the Regional Housing Study, the results of the RAISE/BUILD grant application for the Rivanna River Bicycle and Pedestrian Bridge Crossing Preliminary Engineering, and the findings of the DRPT Financial Compliance Review process.

8. Other Business:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – September 4, 2025, 7:00 pm

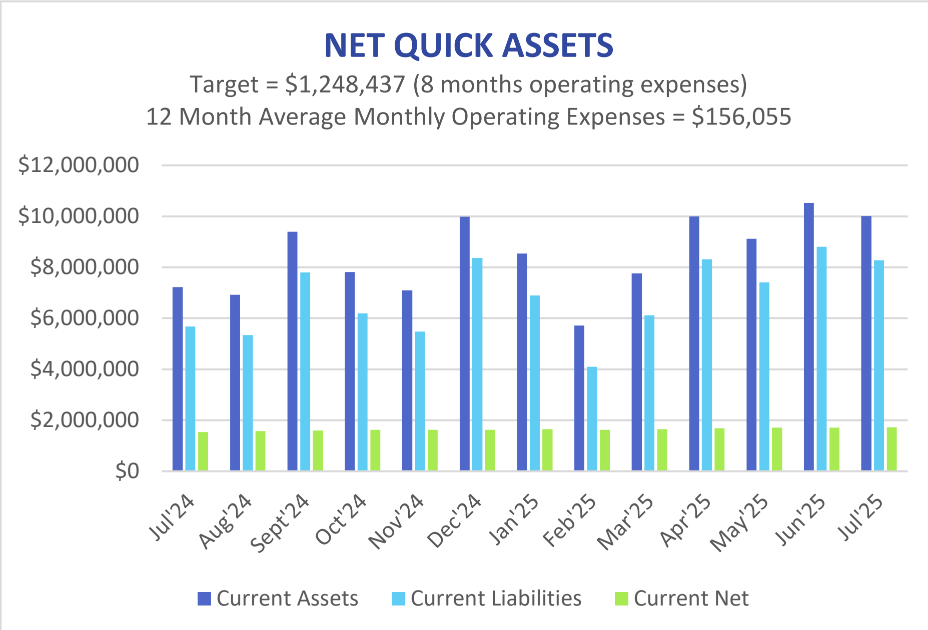
Items for next meeting:

i. Delivery of Draft FY27 Projected Budget and Local Revenue Requests
ii. HOME & CDBG CAPER Draft Presentation, Public Hearing, Resolution
iii. July 2025 Financials
iv. VATI Presentation/Update (6 months)
v. WIP Grant Update

9. Adjournment:

Motion/Action: On a motion by Phil d'Oronzio, seconded by Tommy Barlow, the Commission unanimously voted to adjourn the August 7, 2025, Commission meeting at 7:38 pm.

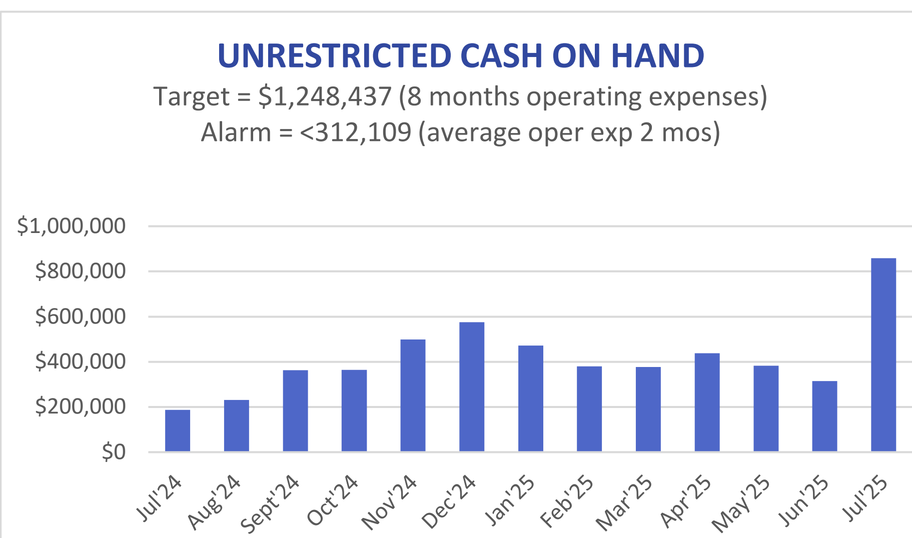
Commission materials and meeting recording may be found at www.tjpdc.org



MONTHLY NET QUICK ASSETS

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
Apr'25 = $1,689,807
May'25 = $1,707,945
Jun'25 = $1,711,040
Jul'25 = $1,727,850

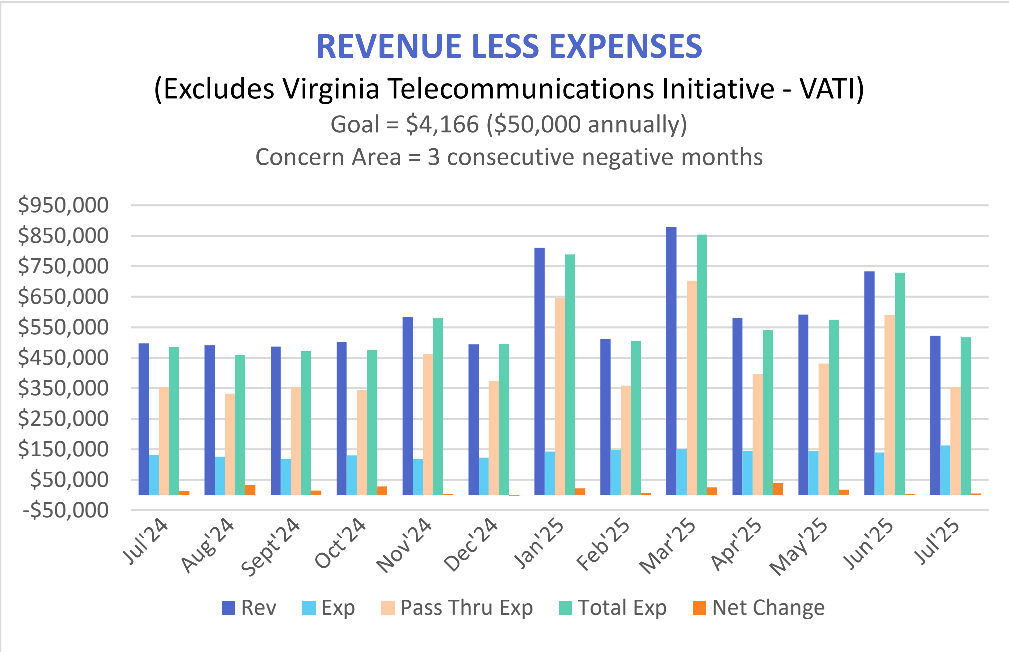
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. Effective July 1, 2025, the target is 8 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 July 2025, the TJPDC had 11.07 months of operating expenses. The rolling twelve-month average operating expenses increased to $156,055. The 3-month average operating expenses increased to $168,887. Actual operating expenses for July were $181,594. Capital reserves on July 31 were $479,413 (Effective July 1, 2025, the formula is NQA minus 8 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.

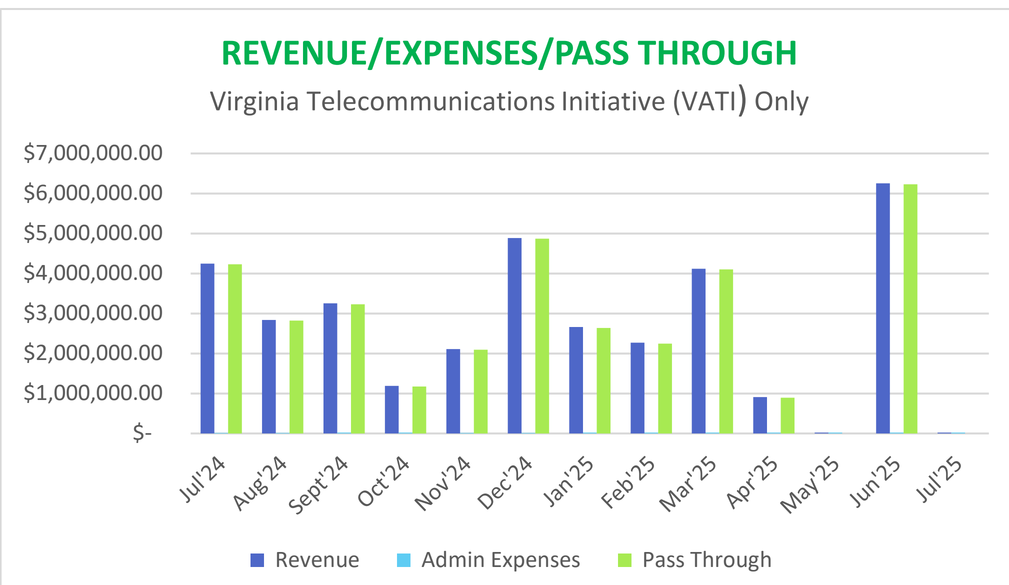
MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. July financials indicate that there were 5.50 months of unrestricted cash on hand available.

Net Revenue:



Monthly Net Revenue

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 = $21,787
Feb'25 = $6,062
Mar'25 = $24,705
Apr'25 = $39,522
May'25 = $17,301
Jun'25 = $4,220
Jul'25 = $5,544



Monthly Admin

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
Apr'25 = $17,863
May'25 = $17,917
Jun'25 = $24,701
Jul'25 = $18,866

<u>NET REVENUE</u> 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 July was $5,544.

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
July 2025

	Jul 25	Budget	Jul 25	YTD Budget
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	149,019	201,467	149,019	201,467
4120 · State Funding Source	26,169	39,355	26,169	39,355
4130 · Local Source	342,898	122,605	342,898	122,605
42000 · Local Match Per Capita	15,414	15,414	15,414	15,414
4280 · Interest Income	5,673	0	5,673	0
4285 · Rent Income	2,325	2,333	2,325	2,333
Total Income	541,498	381,174	541,498	381,174
Gross Profit	541,498	381,174	541,498	381,174
Expense				
61000 · Personnel	152,979	98,366	152,979	98,366
6900 · Reimb. Overhead Allocation	0	40,186	0	40,186
6901 · Non-Reimb. Overhead Allocation	0	143	0	143
6240 · Advertising / Marketing	367	2,578	367	2,578
62394 · Audit -Legal Expenses	807	647	807	647
6260 · COGS	0	124	0	124
6281 · Dues	3,435	574	3,435	574
62850 · Insurance	576	55	576	55
6345 · Janitorial Service	220	0	220	0
6450 · Meeting Expenses	23	295	23	295
6310 · Postage	382	8	382	8
62890 · Printing/Copier	166	295	166	295
6390 · Professional Dev & Meetings	1,200	2,110	1,200	2,110
6320 · Rent	9,009	2,558	9,009	2,558
6280 · Subscription-Publications	121	306	121	306
6290 · Supplies	305	245	305	245
63210 · Technology & Equipment	6,554	468	6,554	468
6600 · Telephone & Internet Service	1,432	120	1,432	120
6380 · TJPDC Contractual Services	1,595	2,828	1,595	2,828
63300 · Travel	2,423	3,212	2,423	3,212
Total Expense	181,594	155,118	181,594	155,118
Net Ordinary Income	359,904	226,056	359,904	226,056
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	0	23,104	0	23,104
83000 · HOME Pass-Through	20,438	112,136	20,438	112,136
84000 · Grants Pass-Through	333,922	90,816	333,922	90,816
Total Other Expense	354,360	226,056	354,360	226,056
Net Other Income	(354,360)	(226,056)	(354,360)	(226,056)
Net Income	**5,544**	**(0)**	**5,544**	**(0)**

	Annual Budget
Ordinary Income/Expense	
Income	
41100 · Federal Funding Source	2,417,606
4120 · State Funding Source	472,263
4130 · Local Source	1,471,255
42000 · Local Match Per Capita	184,965
4280 · Interest Income	0
4285 · Rent Income	28,000
Total Income	4,574,088
Gross Profit	4,574,088
Expense	
61000 · Personnel	1,180,394
6900 · Reimb. Overhead Allocation	482,237
6901 · Non-Reimb. Overhead Allocation	1,716
6240 · Advertising / Marketing	30,936
62394 · Audit -Legal Expenses	7,763
6260 · COGS	1,487
6281 · Dues	6,887
62850 · Insurance	655
6345 · Janitorial Service	0
6450 · Meeting Expenses	3,541
6310 · Postage	96
62890 · Printing/Copier	3,540
6390 · Professional Dev & Meetings	25,314
6320 · Rent	30,700
6280 · Subscription-Publications	3,670
6290 · Supplies	2,940
63210 · Technology & Equipment	5,619
6600 · Telephone & Internet Service	1,441
6380 · TJPDC Contractual Services	33,941
63300 · Travel	38,539
Total Expense	1,861,416
Net Ordinary Income	2,712,672
Other Income/Expense	
Other Expense	
82999 · Grants Contractual Services	277,243
83000 · HOME Pass-Through	1,345,632
84000 · Grants Pass-Through	1,089,796
Total Other Expense	2,712,672
Net Other Income	(2,712,672)
Net Income	**0**

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

	Jul 31, 25	Jul 31, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,329,835.30	630,517.89	699,317.41
1189 · Capital Reserve	479,413.00	866,546.00	-387,133.00
Total Checking/Savings	1,809,248.30	1,497,063.89	312,184.41
Accounts Receivable			
1190 · Receivable Grants	8,173,388.89	6,346,591.99	1,826,796.90
Total Accounts Receivable	8,173,388.89	6,346,591.99	1,826,796.90
Other Current Assets			
1310 · Prepaid Rent	675.00	675.00	0.00
1330 · Prepaid Insurance	7,451.58	6,913.49	538.09
1360 · Prepaid Other	13,765.90	19,907.01	-6,141.11
Total Other Current Assets	21,892.48	27,495.50	-5,603.02
Total Current Assets	10,004,529.67	7,871,151.38	2,133,378.29
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	-124,383.03	-118,346.31	-6,036.72
Total Fixed Assets	12,324.65	18,361.37	-6,036.72
TOTAL ASSETS	**10,016,854.32**	**7,889,512.75**	**2,127,341.57**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	7,789,033.03	5,870,776.93	1,918,256.10
Total Accounts Payable	7,789,033.03	5,870,776.93	1,918,256.10
Credit Cards			
2155 · Accounts Payable Credit Card	7,276.64	11,646.44	-4,369.80
Total Credit Cards	7,276.64	11,646.44	-4,369.80
Other Current Liabilities			
2159 · Accrued Expenses	1,181.67	735.83	445.84
2160 · Accrued Payroll Payable	7,622.37	9,043.62	-1,421.25
2460 · Fitness Requirement Payable	0.03	0.00	0.03
2800 · Deferred Revenue	471,565.90	437,907.45	33,658.45
Total Other Current Liabilities	480,369.97	447,686.90	32,683.07
Total Current Liabilities	8,276,679.64	6,330,110.27	1,946,569.37
Long Term Liabilities			
2200 · Leave Payable	71,247.15	45,833.92	25,413.23
Total Long Term Liabilities	71,247.15	45,833.92	25,413.23
Total Liabilities	8,347,926.79	6,375,944.19	1,971,982.60
Equity			
3000 · General Operating Fund	1,171,645.89	613,897.64	557,748.25
3100 · Restricted Capital Reserve	479,413.00	866,546.00	-387,133.00
3600 · Net Investment in Fixed Assets	12,324.65	18,361.37	-6,036.72
Net Income	5,543.99	14,763.55	-9,219.56
Total Equity	1,668,927.53	1,513,568.56	155,358.97
TOTAL LIABILITIES & EQUITY	**10,016,854.32**	**7,889,512.75**	**2,127,341.57**

TJPDC SMART SCALE Area Type Consideration

TJPDC Commission Meeting
August 7, 2025

Thomas Jefferson Planning District Commission

1

Agenda

I. SMART SCALE Program Overview
II. Scoring Factors and Weighting
III. Area Type D Scoring Outcomes Analysis for TJPDC Region
IV. Next Steps

2

SMART SCALE Program Overview

Prioritization process used to fund projects in two construction programs:

- **High Priority Projects Program (HPP)**
  - Funds projects of statewide/regional significance
  - Competitive statewide
  - Projects must meet thresholds for location and project type to be eligible
  - TJPDC and CA-MPO are eligible
- **District Grant Program (DGP)**
  - Funds projects of local significance
  - Competitive within each VDOT Construction District
  - Only localities are eligible

3

Scoring Factors and Weighting

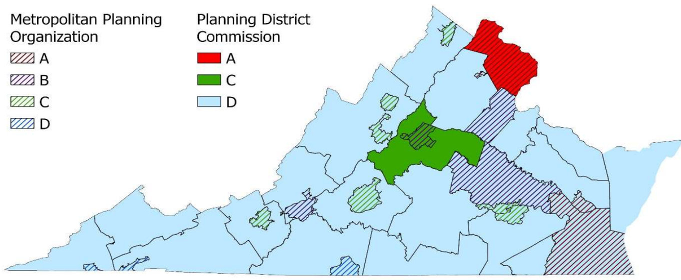
- Six scoring factors specified in Virginia State Code
- Factor weights used to calculate project score based on Area Type
  - Category A = Most Urban
  - Category D = Most Rural
- Area types are assigned by **planning district commission** and **metropolitan planning organization boundaries**
- Currently, TJPDC is **Area Type C**

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%**

4

Scoring Factors and Weighting

TJPDC and **Northern Virginia Regional Commission** are the only two PDCs not categorized as Area Type D



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%

5

Round 4: Area Type D Scoring Change Outcomes

District	Applicant	Title	Grant Program	Round 4 Criteria	Round 6 Criteria
Culpeper	TJPDC	Exit 107 Park and Ride Lot	HPP	+	+
Culpeper	Fluvanna County	Troy Road (631) and Route 250 Roundabout	DGP	+	+
Culpeper	Fluvanna County	South Boston Road (600) at Lake Monticello Road (618)	DGP	+	+
Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	Both	+	+
Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	+	+
Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	+	+
Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	+	+
Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	+	+
Lynchburg	Nelson County	Route 29 & Oak Ridge Road	Both	No Change	+
Lynchburg	Nelson County	Route 6/151 Intersection	DGP	+	+

Land Use was not a scoring factor for Area Types C & D in Round 4
→ Round 6 Criteria scoring outcomes does not include a Land Use Score

6

Round 5: Area Type D Scoring Change Outcomes

District	Applicant	Title	Grant Program	Round 5 Criteria	Round 6 Criteria
Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	+	+
Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	+	+
Culpeper	Louisa County	Spring Creek/Camp Creek/Route 15 Intersection Improvements	DGP	-	+
Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	-	-
Culpeper	Fluvanna County	Troy Road (631) and Route 15 Intersection	DGP	+	+
Culpeper	Fluvanna County	Rte 53 and Rte 618 Martin's King Road Int Improvements	DGP	+	+
Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	+	+
Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	+	+
Lynchburg	Nelson County	Route 6/151 Intersection Improvement	DGP	+	+
Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	+	+
Lynchburg	Nelson County	Route 29 and Front Street Signalized R-cut intersection	Both	+	+

7

Round 6: Area Type D Scoring Change Outcomes

District	Applicant	Title	Grant Program	Round 6
Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	+
Culpeper	Greene County	RT29-616 RCUT Project	DGP	+
Culpeper	Albemarle County	US 29 and Plank Road Intersection Improvements	DGP	+
Culpeper	Louisa County	Route 15-22 Intersection Improvements	DGP	+
Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	+
Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	DGP	+
Lynchburg	Nelson County	Route 151 at Tanbark Drive Roundabout	DGP	+

8

VDOT Analysis Overall Findings

Changing from Area Type C to D will improve project scores overall

- Some projects may go down in rankings due to other project scores improving by a greater amount

No indication that area type C vs D impacted actual project selection outcomes in Rounds 4 through 6

- US 33/Advance Mills/Greencroft Intersection would move up from rank 8th to 5th in Round 6 → Next funded project had additional funds been available in DGP

The Area Type for CA-MPO would remain Category B

- Area Type Category is determined by project location, not by submitting entity
- Any applications TJPDC submits for projects within the MPO boundary would still be evaluated using Area Type B Factor Weights

9

Next Steps

Commission Action	→	VDOT/OIPI Notification	→	CTB Action	→	SMART SCALE Round 7
TJPDC Staff recommend that the Commission request a change to the PDC's non-MPO Area Type from "C" to "D".		If approved, TJPDC staff will forward the request to VDOT. VDOT staff will notify OIPI.		The CTB will consider SMART SCALE policy and methodology changes at the December meeting.		If approved, requested change in TJPDC Area Type will take effect for SMART SCALE Round 7.

10

Questions?

Taylor Jenkins
(434) 424-0652
tjenkins@tjpdc.org

Thomas Jefferson
Planning District Commission

11

MEMO

To: Jeff Richardson, Albemarle County Executive
Eric Dahl, Fluvanna County Administrator
Cathy Schafrik, Greene County Administrator
Christian Goodwin, Louisa County Administrator
Candy McGarry, Nelson County Administrator
From: Christine Jacobs, TJPDC, Executive Director
Date: July 15, 2025
Re: SMART SCALE Area Type Change - Rural

Purpose:
To provide information in consideration of changing the TJPDC non-MPO Area Type from "C" to "D" for the evaluation of SMART SCALE applications.

Background:
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 key factors to include:

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

In recognition of the diverse range of physical landscapes, transportation needs, and local priorities across the Commonwealth, projects are evaluated according to an assigned "Area Type" determined by the Commonwealth Transportation Board (CTB), acting through the Office of Intermodal Planning and Investment (OIPI). The four Area Types (A through D) identify how each of the above factors are weighted in the SMART SCALE scoring process.

Area Types are assigned at the PDC (Planning District Commission) and MPO (Metropolitan Planning Organization) levels for rural and urban areas respectively. Area Types are not assigned at the individual jurisdiction level, so a change in area type would affect all counties within the PDC. The Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) area is identified as Type "B" and is not included in this discussion for consideration for change.

The rural portions of the TJPDC are identified as Type "C", and as such, the Type "C" factor weights are applied when evaluating SMART SCALE projects submitted within the rural areas.

Discussion:

Following the results of Round VI of SMART SCALE, the TJPDC and VDOT began discussing the Commonwealth's area types and their associated factor weights and the influence of area types on the scores of the most recently submitted projects. Additionally, it was noted that the TJPDC region was unique in its rural area's Type "C" designation compared to most of the state's comparable planning areas.

According to a scoring scenario comparison prepared by VDOT staff (linked below), the TJPDC is the only rural area categorized as Area Type "C". All other PDCs with rural areas are categorized as Area Type "D", in which the highest weighted factor is safety. This triggered an analysis of how the different area type designations could/would have affected the outcomes of the SMART SCALE scores on the previous three (3) rounds of the program.

A VDOT analysis of three SMART SCALE rounds (linked below) illustrated that, with a few exceptions, projects within the TJPDC's rural area would have received higher scores and been ranked more competitively if the TJPDC were categorized as Area Type "D" instead of Area Type "C". The documents linked below (and attached) show the full analysis.

1. *Attachment A: VDOT SMART SCALE Area Type Weighting Comparisons*
2. *Attachment B: VDOT SMART SCALE Scoring Scenario Comparisons*

Based on the analysis, the TJPDC staff is recommending that the TJPD Commission consider a request to change the non-MPO areas from Area Type "C" to Area Type "D." A change in Area Type designation will require action from the TJPD Commission and the Commonwealth Transportation Board (CTB) before the start of the next round of SMART SCALE (February 2026).

In advance of presenting the topic to the TJPD Commission, staff presented the analysis to the Rural Transportation Advisory Committee (RTAC) comprised of staff from each of the jurisdictions for an in-depth discussion on the impacts of an area type change. In their June 17, 2025, meeting, RTAC voted unanimously to recommend to the TJPD Commission that they submit a request to the CTB to change the PDC's non-MPO Area Type from "C" to "D." This recommendation will be presented to the TJPD Commission in their August 7, 2025 meeting as an informational item, with the intention to bring it back before them in their September 4, 2025 meeting for action. Should the commission decide to change the rural area's type, it would be forwarded to the CTB in their October meeting for consideration.

Requested Action:

TJPDC staff are forwarding this memo and the associated *VDOT SMART SCALE Area Type Weighting Comparisons* and *VDOT SMART SCALE Scoring Scenario Comparisons* to leadership in each of our rural areas to ensure that your jurisdictions are informed and supportive of the recommendation prior to the TJPD Commission's action. I would encourage you all to read the attached VDOT documents and forward them on to any additional staff members not listed below. While no official action is required on the individual jurisdictions' governing boards to request the change, the TJPDC staff would like to ensure that there is no opposition to the requested change before moving forward. The TJPDC staff are happy to make themselves available to you to discuss and answer any questions that you might have. Once you have had a chance to review, please reach out if you would like to schedule time to discuss. If we do not hear from you or someone on your team before the Commission's

September 4th meeting, we will move forward with recommending that the Commission take action to request a change the Area Type to "D."

Attachments:
VDOT SMART SCALE Area Type Weighting Comparisons
VDOT SMART SCALE Scoring Scenario Comparisons

CC:
Tonya Swartzendruber, Albemarle County
Alberic Karina-Plun, Albemarle County
Kelly Harris, Fluvanna County
Todd Fortune, Fluvanna County
Jim Frydl, Greene County
Stephanie Golon, Greene Couny
Chris Coon, Louisa County
Tom Egeland, Louisa County
Dylan Bishop, Nelson County
Chuck Proctor, VDOT Culpeper District
Sandy Shackelford, VDOT Culpeper District
Sean Nelson, VDOT Culpeper District
Carrie Shepheard, VDOT Albemarle and Greene Residency
Scott Thornton, VDOT Fluvanna and Louisa Residency
Chris Winstead, VDOT Lynchburg District
Rick Youngblood, VDOT Lynchburg District
Carson Eckhardt, VDOT Lynchburg District
Robert Brown, VDOT Nelson Residency
Taylor Jenkins, TJPDC
Sara Pennington, TJPDC

Attachment A

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.

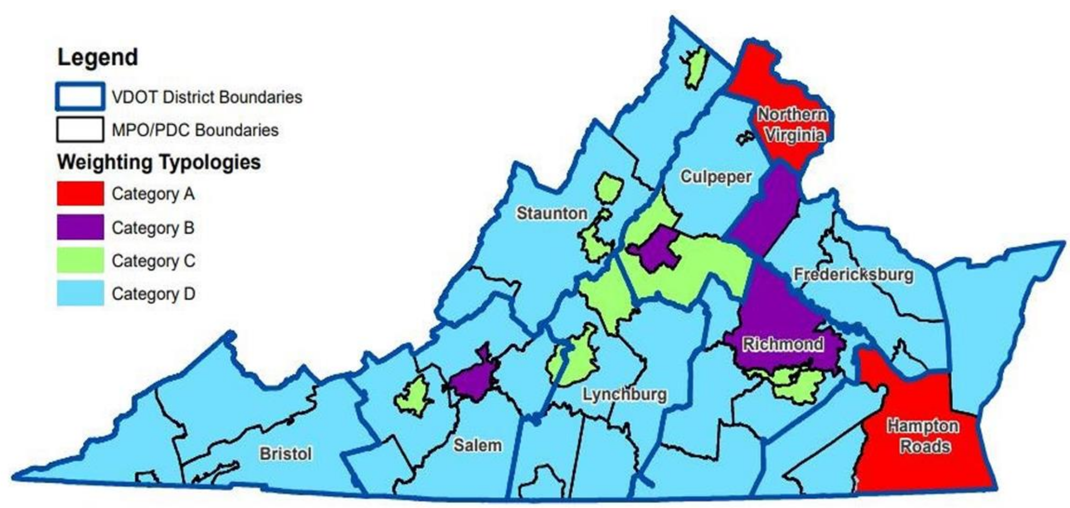


Figure 1. PDC and MPO Factor Weighting Typology Map. Source: [SMART SCALE Round 6 Technical Guide](#).

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.

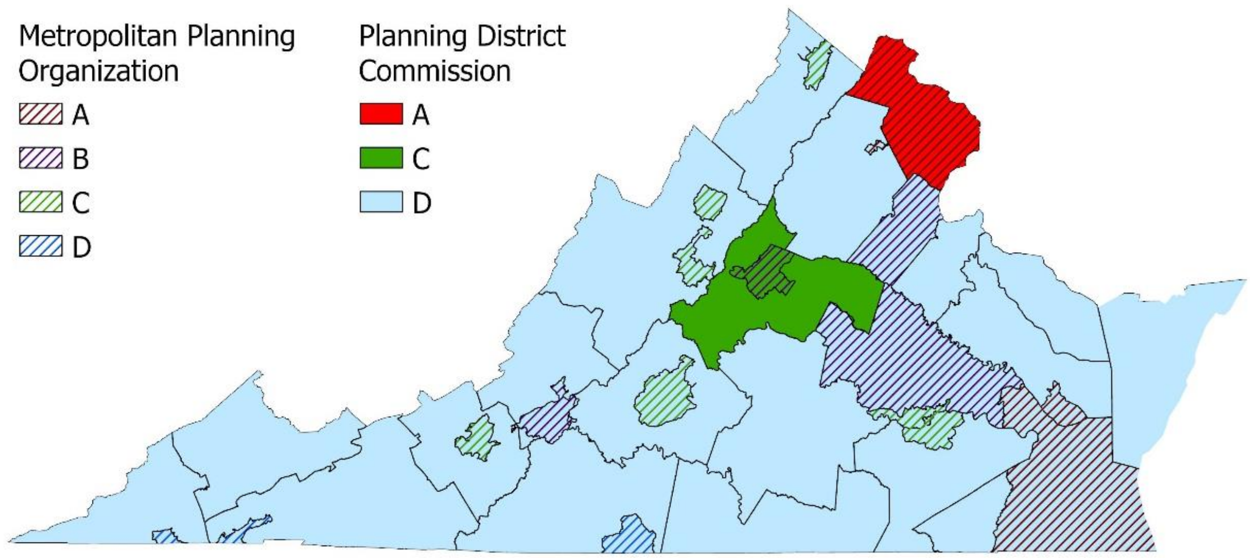


Figure 2. MPO and PDC Factor Weights Breakdown Map. Source: VDOT Culpeper District.

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.

Attachment B

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

The Honorable W. Sheppard Miller III
Office of the Secretary of Transportation
Patrick Henry Building
1111 East Broad Street, 4th Floor
Richmond, VA 23219

September 4, 2025

Dear Secretary Miller:

The Thomas Jefferson Planning District Commission (TJPDC) submits this letter formally requesting that the Commonwealth Transportation Board (CTB) change the TJPDC rural Area Type from Category “C” to Category “D” for Round 7 and future rounds of Virginia’s SMART SCALE project prioritization process. This change would not impact the urban Area Type of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), which is presently categorized as Area Type “B” and is not requesting a change at this time.

The TJPDC represents the following rural jurisdictions: the counties of Greene, Louisa, Nelson, Fluvanna, and the non-urbanized portion of Albemarle. Following the conclusion of SMART SCALE Round 6, the Virginia Department of Transportation (VDOT) and TJPDC staff began discussing Area Type categories, the associated weighting of the scoring factors, and their impacts on project scores.

The results of that analysis showed that the TJPDC is an outlier in the Commonwealth as being the only rural area (area not within an MPO) that is categorized as Area Type C. All other PDCs with rural areas are categorized as Area Type “D”, in which the highest weighted factor is safety. Additionally, the analysis illustrated that projects within the rural areas would have generally scored more competitively in SMART SCALE had the TJPDC been Area Type “D” instead of “C”.

Staff presented this topic to the TJPDC Rural Transportation Advisory Committee (RTAC), which is comprised of staff from all impacted rural jurisdictions. At the June 17, 2025, meeting, the RTAC unanimously voted to recommend that the TJPD Commission, the RTAC governing body, submit a request to change the PDC’s Area Type from “C” to “D”. Staff then sent a memo to the Chief Administrative Officers of each of the TJPDC’s rural member jurisdictions to seek guidance and feedback on requesting the Area Type change.

Finally, staff presented the completed analysis to the TJPD Commission at its August 7, 2025, meeting as informational. At its September 4, 2025, meeting, the TJPD Commission voted unanimously to pass a resolution requesting the change in Area Type.

We believe that this change in Area Type is in the best interest of the TJPDC and its rural member jurisdictions and has broad support across the region. We appreciate the CTB’s consideration and look forward to participating in future rounds of SMART SCALE.

Thank you,

Keith Smith, Chair
Thomas Jefferson Planning District Commission

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Date

Date

Attachments:
Thomas Jefferson Planning District Commission Resolution
VDOT SMART SCALE Area Type Weighting Comparisons
VDOT SMART SCALE Scoring Scenario Comparisons

CC:
Mr. John Lawson, Deputy Secretary of Transportation
Mrs. Ronique Day, Deputy Director of the Office of Intermodal Planning and Investment
Mrs. Brooke Jackson, SMART SCALE Program Manager
Captain Darrell R. Byers, Culpeper District Commonwealth Transportation Board Member
Mr. Ned Gallaway, Albemarle County Board of Supervisors
Mr. Mike Pruitt, Albemarle County Board of Supervisors
Mr. Philip D'Oronzio, City of Charlottesville Planning Commission
Mr. Michael Payne, City of Charlottesville City Council
Mr. Tony O'Brien, Fluvanna County Board of Supervisors
Mr. Tim Goolsby, Greene County Board of Supervisors
Mr. James Higgins, Greene County Citizen Representative
Mr. Manning Woodward, Louisa County Board of Supervisors
Mr. Tommy Barlow, Louisa County Board of Supervisors
Mr. Ernie Reed, Nelson County Board of Supervisors
Mr. Jesse Rutherford, Nelson County Board of Supervisors

tjpdc.org

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

**RESOLUTION REQUESTING THAT THE COMMONWEALTH OF VIRGINIA
CHANGE THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION SMART SCALE AREA TYPE
FROM C TO D FOR ROUND 7 AND FUTURE ROUNDS OF SMART SCALE**

WHEREAS, Section 33.2-2141.1 of the *Code of Virginia* provides that the Commonwealth Transportation Board (Board) shall develop a statewide prioritization process for certain projects funded by the Board; and

WHEREAS, the established biennial project prioritization process for selecting projects to be funded from the High Priority Projects (HPP) Program and Highway Construction District Grant Program (DGP) is known as SMART SCALE; and

WHEREAS, Section 33.2-214.1 requires that the CTB solicit input from localities, metropolitan planning organizations, transit authorities, transportation authorities, and other stakeholders in its development of the prioritization process; and

WHEREAS, the six factors considered in SMART SCALE scoring include safety, congestion mitigation, accessibility, land use, economic development, and environmental quality; and

WHEREAS, scoring factor weighting is determined by area type category, assigned by planning district commission and metropolitan planning organization boundaries; and

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) is presently categorized as Area Type C; and

WHEREAS, analyses completed and reviewed by VDOT and TJPDC staff indicates that projects within TJPDC rural areas would have generally scored higher in SMART SCALE had TJPDC been Area Type "D" instead of "C"; and

WHEREAS, a change in area type will affect projects submitted by all rural member jurisdictions; and

WHEREAS, SMART SCALE Round 7 will begin March 2026 with a final application deadline in August 2026; and

WHEREAS, it is in the best interests of the TJPDC and its member jurisdictions for future application submissions be scored according to Area Type "D" instead of "C".

THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission is in full support and requests a change in SMART SCALE area Type from Category "C" to "D".

Adopted this 4th day of September 2025 by the Thomas Jefferson Planning District Commission.

______________________________	______________________________
Keith Smith, Chair Thomas Jefferson Planning District Commission	Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission
______________________________	______________________________
Date	Date

	TJPDC - FY27 Projected Budget			09.04.2025
	$0.64 per capita	$0.66 per capita	$0.68 per capita	$0.70 per capita
Revenue	***FY24 Actual***	***FY25 Actual***	***FY26 Budgeted***	***FY27 Projected***
Federal	$26,941,918	$37,699,987	$36,411,510	$12,379,566
State	$838,859	$1,413,113	$6,140,634	$7,503,731
Local	$8,579,291	$6,098,534	$6,993,000	$4,106,747
Local per capita	$171,054	$161,704	$184,967	$202,992
Interest Income	$61,276	$69,118	$50,000	$50,000
Rent Income	$26,098	$28,270	$28,000	$28,000
Reserves Transfer/CIP	$11,197	$31	$26,000	$60,186
Total Revenue	$36,629,693	$45,470,758	$49,834,111	$24,331,222
Operating Expenses				
Personnel Costs				
Salaries	$998,838	$1,148,114	$1,488,530	$1,491,517
Fringe and Release	$225,045	$283,443	$331,663	$350,984
Total Personnel	$1,223,883	$1,431,557	$1,820,194	$1,842,501
Direct Costs				
Overhead Allocation	$0	$0	$0	$0
Nonreimbursable Overhead	$0	$0	$0	$0
Contingency	$0	$0	$111,552	$74,812
Postage	$326	$929	$1,096	$1,046
Subscriptions	$317	$847	$4,170	$4,170
Supplies/COGS	$15,132	$17,399	$16,440	$15,600
Audit-Legal	$28,753	$28,335	$38,800	$29,400
Advertising	$20,883	$27,212	$35,936	$33,337
Meeting Expenses	$4,383	$6,321	$8,052	$7,680
TJPDC Contractual	$77,341	$54,448	$49,222	$50,255
Dues	$10,924	$11,396	$12,837	$12,675
Insurance	$7,406	$8,026	$8,020	$8,020
Printing/Copy	$2,539	$3,038	$4,971	$4,789
Rent	$104,296	$107,343	$138,555	$148,383
Equip/Data Use	$26,592	$51,296	$50,651	$49,251
Capital & Leases	$0	$0	$0	$0
Telephone	$16,079	$16,836	$16,441	$16,441
Travel-Vehicle	$32,766	$40,424	$51,561	$49,406
Janitorial	$2,545	$1,751	$5,000	$8,450
Professional Development	$16,628	$33,274	$25,448	$17,064
Total Other Costs	*$366,910*	*$408,874*	*$578,752*	*$530,778*
TOTAL OPERATING EXPENSES	$1,590,793	$1,840,431	$2,398,946	$2,373,280
Net Ordinary Income - Pass Through $	$34,578,718	$43,459,711	$47,435,165	$21,957,942
Other				
HOME Pass Through	$775,261	$350,494	$1,345,632	$1,226,162
HPG Pass Through	$168,632	$190,063	$120,342	$0
Cigarette Tax Pass Through	$2,683,169	$3,167,406	$3,259,537	$3,259,537
VATI Broadband Pass Through	$29,941,546	$38,036,495	$42,432,402	$17,379,291
Other Grants Pass Through	$1,010,110	$1,715,253	$277,252	$92,953
Total Other Expenses	*$34,578,718*	*$43,459,711*	*$47,435,165*	*$21,957,943*
Net Other Income	-$26,615,515	-$43,459,711	-$47,435,165	-$21,957,943
Net Income	**$460,182**	**$170,615**	**$0**	**$0**

FY27 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		$114,971				
110	WSC & Offices						$28,000
110	Interest Income					$50,000	
301	Charlottesville				$39,241		
302	Albemarle				$89,330		
304	Fluvanna				$19,867		
305	Greene				$15,202		
306	Louisa				$29,000		
307	Nelson				$10,352		
	Unknown Source/Reserve Transfer/CIP			$60,186			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
	Transit and Mobility Planning						
180-26	PATH/Mobility Management FFY26 Capital	$70,821	$14,164				
180-26.1	PATH/Mobility Management FFY26 Operating	$0	$0				
180-27	PATH/Mobility Management FFY27 Capital	$187,320	$37,464				
181	CARTA - Regional Transit Authority			$68,014			
185	MERIT TA - Feasibility and Prioritization		$5,000	$5,000			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$317,869	$39,734				
191/196/199	FTA Funding	$109,481	$13,685				
	Rideshare						
193	Rideshare/TDM - DPRT		$146,798	$36,699			
	Other Transportation						
HOUSING AND NONPROFIT							
726	HOME-ARP	$44,321					
727-22	HOME Consortium Admin-22	$0					
727-23	HOME Consortium Admin-23	$0					
727-24	HOME Consortium Admin-24	$25,971					
727-25	HOME Consoritium Admin-25	$25,763					
729	Regional Housing Partnership			$54,066			
730.1	Regional Housing Study - CIG		$18,287	$0			
730.3	Regional Housing Study - Local			$26,259			
733	VA Housing - PDC		$7,000				
ENVIRONMENT							
303	Solid Waste			$12,168			
330	Hazard Mitigation	$49,588	$12,486	$0			
903	Water Supply - RPU 1		$0				
907	WIP DEQ	$29,000					
908	RRBC			$12,168			
OTHER PROGRAMS							
112	TJPDC - Corporation			$1,500			
277	Legislative Liaison			$121,649			
278	VAPDC			$56,100			
760	Reional Cigarette Tax			$130,466			
761	VATI 2022 - DHCD/Local Contributions Admin	$83,577		$0			
762	VATI 2024 - DHCD/Local Contributions Admin	$0	$96,890	$0			
PASS THRU REVENUE							
170/171	Rural Transportation Planning	$0	$0	$0			
180-FFY26	PATH/Mobility Management - FFY26	$0	$0	$0			
180-26.1	PATH/Mobility Management - FFY26 Operating	$841	$673				
180-FFY27	PATH/Mobility Management - FFY27	$0	$0	$0			
181	CARTA - Regional Transit Authority	$0	$0	$0			
185	MERIT TA - Feasibility and Prioritization		$20,000	$20,000			
190/195/198	MPO - PL	$0	$0	$0			
191/196/199	MPO - FTA	$0	$0	$0			
193	Rideshare/TDM - DRPT	$0	$0	$0			
194	CAP/Rideshare Strategic Plan						
303	Solid Waste						
330	Hazard Mitigation			$3,121			
726	HOME-ARP Pass Through	$410,664					
727-22	Consortium HOME Pass Through-22	$74,038					
727-23	Consortium HOME Pass Through-23	$306,984					
727-24	Consortium HOME Pass Through-24	$202,610					
727-25	Consortium HOME Pass Through-25	$231,866					
729	Regional Housing Partnership						
730.1	Regional Housing Study - CIG		$48,141	$0			
730.3	Regional Housing Study - Local			$0			
733	VA Housing - PDC Pass Through						
760	Regional Cigarette Tax Pass Through			$3,259,537			
761	VATI 2022- DHCD/Local Contributions Pass Through	$9,910,853					
762	VATI 2024 - DHCD/Local Contributions Pass Through	$240,000	$6,928,438	$300,000			
Total Revenues by Category		**$12,379,566**	**$7,503,731**	**$4,166,933**	**$202,992**	**$50,000**	**$28,000**
Sum Total of Revenues							**$24,331,222**

NOTES

**Unconfirmed source (or reserve transfer)

Includes FY25 Per Capita Roll Over for CA-MPO Passive PL Roll-Over

FY27			Per Capita	Direct Local Contributions							Per Capita	Per Capita									Per Commission Policy:			
FY27 Rate Increase	1/27/2025		.02 cents 0.7000	7% 0.1592	7% 0.0554	7% 0.0554	5% 0.4410	7% 0.3422	7% 0.2105		.02 cents 0.7000	Required Local Match						Local Administration			75%	25%		
Program Code			296	193	303	908	277	181	729	Various	296	120	170/171	180	190/195/198 191/196/199	330	907	727	903	296	300	301-307		
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Southeast Crescent Regional Commission (SCRC)	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	HUD HOME Consortium	Regional Water Supply Planning (RPU1)	Balance	Regional	Local	Total $ Increase from FY26 Contribution	Total % Increase from FY26 Contribution
Charlottesville	51,743	18.76%	$ 36,220.10	$ 8,237.49	$ 2,866.56	$ 2,866.56	$ 22,818.66	$ 29,007.10	$ 10,891.90	$ 112,908.37	$ 36,220.10	$ -	$ -	$ (2,452.62)	$ (16,303.87)	$ -	$ (1,359.94)	$ (3,751.56)	$ (1,982.03)	$ 10,370.07	$ 7,777.56	$ 2,592.52	$ 6,952.88	6.16%
Albemarle	117,790	42.70%	$ 82,453.00	$ 18,752.17	$ 6,525.57	$ 6,525.57	$ 51,945.39	$ 29,007.10	$ 24,794.80	$ 220,003.58	$ 82,453.00	$ -	$ (7,621.23)	$ (5,583.25)	$ (37,114.84)	$ -	$ (3,095.83)	$ (8,540.21)	$ (4,511.99)	$ 15,985.66	$ 11,989.24	$ 3,996.41	$ 13,335.74	6.06%
Fluvanna	28,382	10.29%	$ 19,867.40	$ 4,518.41	$ 1,572.36	$ 1,572.36	$ 12,516.46	$ -	$ 5,974.41	$ 46,021.41	$ 19,867.40	$ -	$ (1,836.37)	$ (1,345.31)	$ -	$ -	$ (745.95)	$ (2,057.80)	$ (1,087.18)	$ 12,794.79	$ 9,596.09	$ 3,198.70	$ 2,316.81	5.03%
Greene	21,717	7.87%	$ 15,201.90	$ 3,457.35	$ 1,203.12	$ 1,203.12	$ 9,577.20	$ -	$ 4,571.43	$ 35,214.12	$ 15,201.90	$ -	$ (1,405.13)	$ (1,029.39)	$ -	$ -	$ (570.78)	$ (1,574.56)	$ (831.88)	$ 9,790.16	$ 7,342.62	$ 2,447.54	$ 2,111.14	6.00%
Louisa	41,428	15.02%	$ 28,999.60	$ 6,595.34	$ -	$ -	$ 18,269.75	$ -	$ 8,720.59	$ 62,585.28	$ 28,999.60	$ -	$ (2,680.47)	$ (1,963.69)	$ -	$ -	$ (1,088.84)	$ (3,003.68)	$ (1,586.91)	$ 18,676.01	$ 14,007.01	$ 4,669.00	$ 4,140.88	6.62%
Nelson	14,788	5.36%	$ 10,351.60	$ 2,354.25	$ -	$ -	$ 6,521.51	$ -	$ 3,112.87	$ 22,340.23	$ 10,351.60	$ -	$ (956.81)	$ (700.95)	$ -	$ -	$ (388.67)	$ (1,072.18)	$ -	$ 7,232.99	$ 5,424.74	$ 1,808.25	$ 1,073.66	4.81%
TOTALS	275,848	100.00%	$ 193,093.60	$ 43,915.00	$ 12,167.61	$ 12,167.61	$ 121,648.97	$ 58,014.19	$ 58,066.00	$ 499,072.99	$ 193,093.60	$ -	$ (14,500.00)	$ (13,075.21)	$ (53,418.71)	$ -	$ (7,250.00)	$ (20,000.00)	$ (10,000.00)	$ 74,849.68	$ 56,137.26	$ 18,712.42	$ 29,931.12	

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

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

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=oddtdtcreator

- 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://tjpdc.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 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 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, lshannon@tjpdc.org or visit the website www.tjpdc.org.