

This tab is a part of the grant application and is required to be completed and submitted with the application package by the Grant Application Deadline (Friday, October 24, 2025).

Cover Sheet

This cover sheet **must** be completed in its entirety for the application to be considered for funding.

Applicant Information

1. Name of RPU:

Middle James 1

2. List of all local governments included in the RPU:

**Please note any approved requests for reassignment that have impacted this RPU*

Albemarle County, Buckingham County, City of Charlottesville, Fluvanna County, Greene County, Louisa County, Town of Dillwyn, Town of Louisa, Town of Mineral, Town of Scottsville, Town of Stanardsville

3. Lead agent first and last name:

Christine Jacobs

4. Entity represented by lead agent (e.g., Local Government name, Planning District Commission name, or Public Water Authority name):

Thomas Jefferson Planning District Commission

5. Unique Entity Identifier (UEI) number:

6. Mailing address:

**Please note that this should be the address used by your organization to receive funds*

401 E. Water St
Charlottesville VA 22902

7. Phone number:

(434) 979-7310

8. Email address:

cjacobs@tjpdcc.org

Application Summary

Provide a clear, concise, and specific overview of the entire application:

The Thomas Jefferson Planning District Commission (TJPDC), serving as the lead organization for the Middle James River 1 (MJR1) Regional Planning Unit (RPU), is requesting grant funding to support the initial stages of developing a Regional Water Supply Plan in compliance with 9VAC25-780. This funding will allow TJPDC to coordinate public and stakeholder engagement, facilitate data collection, and project administration. Specifically, the grant will support staff time for organizing public and RPU specific meetings, compiling and sharing information and data via our TJPDC website and SharePoint, and budgeting the long-term regional planning process. These efforts will help address critical water supply challenges, including growing population demands, climate and drought risks, aging infrastructure, and water source limitations.

Authorization

1. Lead Agent – please print name and title:

Christine Jacobs

2. Signature and Date:

X

MM/DD/YYYY



By checking this box and signing above, I certify that I have gained concurrence from all RPU representatives and am authorized to submit this application on behalf of the entire RPU.

Scope of Work

Tasks and Deliverables

Provide a detailed and specific description of the proposed project activities by establishing tasks and deliverables. Specific sections of the regulation (9VAC25-780) **must** be referenced for each task. Each task should include one or more deliverables, and a target date should be established for each task. Target dates should be set incrementally and should all occur before June 1, 2026. The entity responsible for each task should be clearly specified (e.g., Local Government name, Planning District Commission name, Public Water Authority name, consulting firm name, etc.).

The number of tasks and deliverables is expected to vary per application per RPU.

TASK 1

Description:

Host public information sessions as part of stakeholder engagement plan

Regulatory Reference:

9VAC25-780-50 (B)

Associated Deliverable(s):

Host a series of meetings to include non-technical/locality staff and solicit a wider swath of stakeholder input

Target Date:

1-Mar-26

Responsible Entity:

Thomas Jefferson Planning District Commission

TASK 2

Description:

Develop Long-Term Planning Budget

Regulatory Reference:

9VAC25-780-50

Associated Deliverable(s):

Alongside relevant stakeholders, produce a working budget that accounts for future costs of creating the finished plan, including locality staff, TJPDC staff, and consultant staff time.

Target Date:

1-Jun-26

Responsible Entity:

Thomas Jefferson Planning District Commission

TASK 3

Description:

Continue to engage locality staff in individual meetings to discuss data and planning needs.

Regulatory Reference:

9VAC25-780-50 (C)

Associated Deliverable(s):

Series of TJPDC hosted work meetings with locality staff. Locality needs memo.

Target Date:

31-Dec-25

Responsible Entity:

Thomas Jefferson Planning District Commission

TASK 4

Description:

Maintain webpage and stakeholder communications

Regulatory Reference:

9VAC25-780-50 (H)

Associated Deliverable(s):

Updated list of contacts and updated resource sharing sites on the public-facing TJPDC site and the RPU internal site.

Target Date:

1-Jun-26

Responsible Entity:

Thomas Jefferson Planning District Commission

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Budget Tables - Task Budget & Expense Budget

*** Please ensure that the total amount budgeted is the same across both budget tables. Totals will turn red if they are not consistent across both budget tables.***

*** Application budgets should reflect the typical award amount of \$9,240. ***

Task Budget Instructions (Application):

Complete the task budget table by filling in the name, target date, and estimated cost associated with each task and deliverable proposed in the application scope of work.

**Note that the number of tasks and deliverables is expected to vary per RPU.*

*****All funds awarded for FY2026 must be spent within the Project Period, as defined in the Grant Agreement. All funds awarded must be spent and/or returned in accordance with the terms of the Grant Agreement.**

Task Budget		
Task or Deliverable	Target Date	Cost
Task 1 Name: Host public information sessions as part of stakeholder engagement plan	3/1/2026	\$3,058.60
Deliverable 1 Name: Host series of public meetings at TJPDC	3/1/2026	\$3,058.60
Deliverable 2 Name:		\$0.00
Deliverable 3 Name:		\$0.00
Task 2 Name: Develop Long-Term Plan Budget	6/1/2026	\$695.10
Deliverable 1 Name: long-term, working budget for plan completion	6/1/2026	\$695.10
Deliverable 2 Name:		\$0.00
Deliverable 3 Name:		\$0.00
Task 3 Name: Continue to engage locality staff in individual meetings to discuss data and planning needs.	12/31/2025	\$4,429.46

Expense Budget Instructions (Application):

Complete the expense budget table by filling in estimated expenses for all categories provided. If the RPU does not expect to incur expenses in a category, \$0 may be entered. Please document expenses incurred by the grantee in column F, and the subcontractor(s) (if applicable) in column G.

**Please include all additional details where requested.*

*****All funds awarded for FY2026 must be spent within the Project Period, as defined in the Grant Agreement. All funds awarded must be spent and/or returned in accordance with the terms of the Grant Agreement.**

Expense Budget			
	Grantee	Subcontractor	Row Totals
Salaries*	\$5,020.40	\$0.00	\$5,020.40
Salary expenses must be detailed by position. Please include each position name, % of time or hours budgeted annually, and budgeted cost per position below. Position details: Logan Ende, Regional Planner II: 94 Hours, \$3,680.10 Isabella O'Brien, Regional Planner II: 20 Hours, \$783.00 Ruth Emerick, Chief Operating Officer: 10 Hours, \$557.30			
Travel	\$0.00	\$0.00	
Only essential travel needed to fulfill the specific tasks outlined in the application is permitted. Please describe how travel expenses relate to the proposed project below. Please include the type of travel cost (mileage, car rental, per diem, etc.), rate budgeted, and # of units if applicable (e.g., for mileage reimbursement) below. Travel details:			\$0.00
Supplies	\$10.31	\$0.00	\$10.31
Please include the # of units and cost per unit for supplies expenses below. Supplies details: Printing costs: \$0.07 per page for black and white, \$0.10 per page for color.			
Equipment	\$0.00	\$0.00	
Please include the # of units and cost per unit for equipment expenses below. Equipment details:			\$0.00
Production	\$0.00	\$0.00	\$0.00

Deliverable 1 <u>Name:</u> Series of locality specific meetings with TJPDC	12/31/2025	\$4,081.91
Deliverable 2 <u>Name:</u> Locality needs memo		\$347.55
Deliverable 3 <u>Name:</u>		\$0.00
Task 4 <u>Name:</u> Maintain webpage and stakeholder communications	6/1/2026	\$1,056.84
Deliverable 1 <u>Name:</u> Updated list of contacts and updated resource sharing sites on the public-facing TJPDC site and the RPU internal site.	6/1/2026	\$1,056.84
Deliverable 2 <u>Name:</u>		\$0.00
Deliverable 3 <u>Name:</u>		\$0.00
Task 5 <u>Name:</u>		\$0.00
Deliverable 1 <u>Name:</u>		\$0.00
Deliverable 2 <u>Name:</u>		\$0.00
Deliverable 3 <u>Name:</u>		\$0.00
Task Budget Total		\$9,240.00

Please include the # of units and cost per unit for production expenses below. Production details:			
Contractual	\$431.25	\$0.00	\$431.25
Please describe the services to be obtained and the applicability or necessity of each to the project. Please include the contractor name, if known. Contractual details: Ryan Pace, Pace Communications - website services: \$75.00 per hour.			
Fringe**	\$1,219.80	\$0.00	
Indirect Cost***	\$2,558.24	\$0.00	\$2,558.24
The indirect cost rate used must be specified. Please state the indirect cost rate used below. If an indirect cost rate other than the de minimis rate is used, documentation must be submitted with your application package. Indirect cost rate used: 41%			
Column Totals	\$9,240.00	\$0.00	\$9,240.00
NOTES: *Salaries and wages are defined as the cost of salaries of staff working on the project whose time is directly chargeable to this contract. The amount in this category should be detailed by position. **Fringe is defined as the cost of social security contributions, unemployment, excise and payroll taxes, employment compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable hereto. ***Indirect cost is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this agreement. These costs shall be the costs computed through use of a current federally approved indirect cost rate agreement, an indirect cost allocation plan, or the de minimis indirect cost rate (as defined by 2 CFR 200.414, currently 15% of modified total direct costs).			

\$0.00