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

Thomas Jefferson Planning District Commission
Thursday, February 5, at 7:00 pm
All-Virtual Meeting

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 – *Chair Smith, Ruth Emerick* 7:00 – 7:05
   b. Electronic Meeting Notice – *Chair Smith, Ruth Emerick*

2. **Matters from the Public**
   a. Comments by the public are limited to no more than two (2) minutes per person. 7:05 – 7:10
   b. Comments provided via email, online, website, etc. *(Read by Ruth Emerick)*

3. ***Administration –** *Chair Smith* 7:10 – 7:20
   a. Introduction: Jen Fleisher, City of Charlottesville
   b. Recognition: Phil d'Oronzio, City of Charlottesville
   c. *Election of Officer – Treasurer

4. ***Presentations**
   a. PATH/Mobility Management Program Update – *Lucinda Shannon* 7:20 – 7:30
      i. New Staff Introduction, Bennett Hipp
      ii. *FY27 Grant Application Presentation, Resolution of Support
   b. Rideshare Program Update – *Sara Pennington* 7:30 – 7:40
      i. *FY27 Grant Presentation, Application/Work Program, Resolution of Support

5. ***Consent Agenda** – *Chair Smith*
   a. *Minutes of December 4, 2025, Commission Meeting 7:40 – 7:40
   b. *November and December Financial Reports
      i. December Dashboard Report
      ii. November and December Consolidated Profit & Loss Statement
      iii. November and December Balance Sheet
      iv. December Accrued Revenue Report

6. ***New Business**
   a. *FY26 Quarter Two Staff Memo (Oct.-Dec.), Profit & Loss Statement – *Laura Greene* 7:40 – 7:45
   b. *BEAD Agreement, Resolution – *Christine Jacobs* 7:45 – 7:50
   c. *BUILD Grant Resolution – Rivanna River Bike/Ped Bridge – *Christine Jacobs* 7:50 – 7:55
   d. Regional Support Letters – *Christine Jacobs* 7:55 – 8:00
      i. Proposed Virginia Piedmont Region 8:00 – 8:05
      ii. Regional Support Letters for Jaunt 8:05 – 8:15
   e. FY26 *Draft* Amended Operating Budget - Staff Memo – *Christine Jacobs*
      i. Totals, Revenues, Local Contributions

7. **Old Business**
   a. None 8:15 – 8:15

8. **Executive Director's Report**
   a. Monthly Report – *Christine Jacobs* 8:15 – 8:25
      i. Building Upgrades Update

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

9. **Other Business**
   a. Roundtable Discussion by Jurisdiction 8:25 – 8:55
   b. Next Meeting – March 5, 2025, 7:00 pm – ***In-Person – Location TBD***
      Items for next meeting:
      i. FY26 Amended Operating Budget – For Consideration/Approval
      ii. FY26 Rural Transportation Work Program and Budget – Presentation/Draft – No Action
      iii. VATI Presentation/Update (6 months)
      iv. Executive Director Evaluation Process Begins
      v. January 2026 Financials
      vi. Committee/Partnership Appointments, if needed

10. *__ADJOURN__ 8:55

** Designates Items to be Voted On*

NOTICE OF ELECTRONIC MEETING
This meeting of the Thomas Jefferson Planning District Commission (TJPDC) is being held pursuant to Code of Virginia Subsection C of § 2.2-3708.3, which allows a public body to hold all-virtual public meetings. The meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public.

The method for holding this meeting shall not change unless a new meeting notice is provided. Should the electronic transmission fail, you may reach out to the TJPDC at tjenkins@tjpdc.org. Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda. The meeting is held pursuant to the Remote Electronic Participation and All-Virtual Meeting Policy as adopted by the Policy Board on August 27, 2025. The meeting minutes will reflect that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

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
Jen Fleisher	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
Bennett Hipp	PATH Transportation Assistant
Igor Kalina	PATH Transportation Counselor
Emily London	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.

PATH

Partnership for Accessible Transportation Help

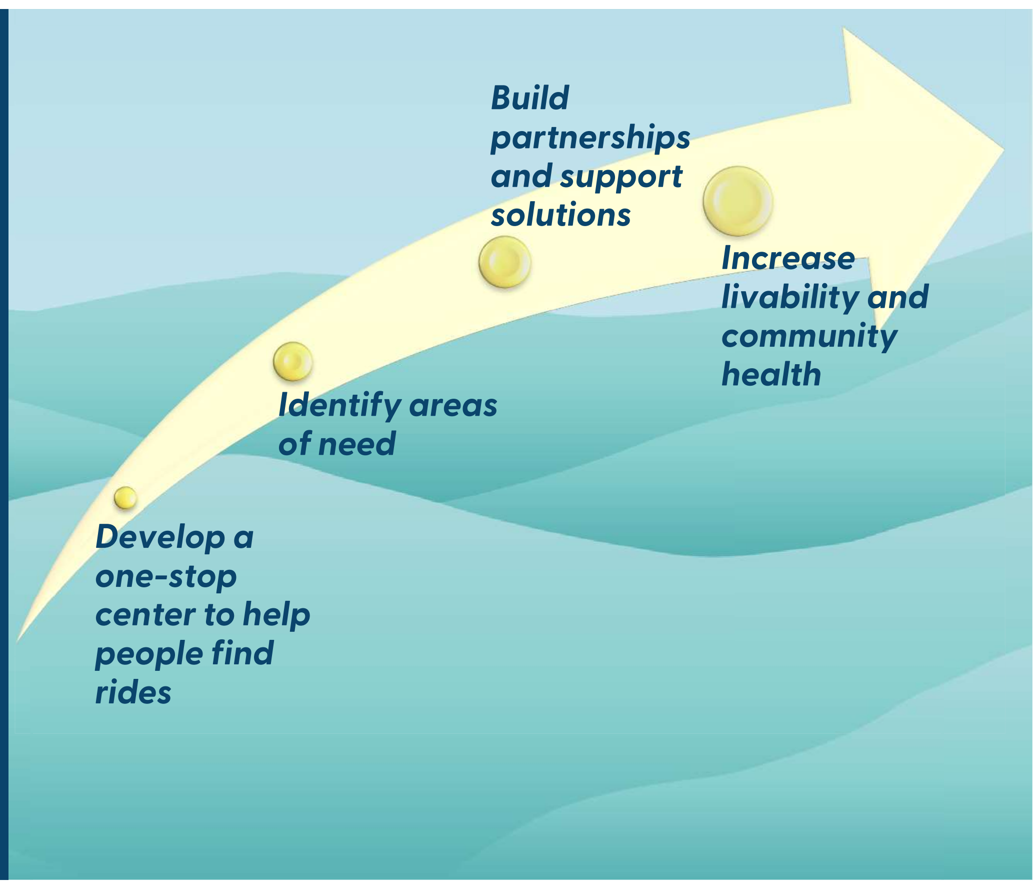
2027 DRPT Grant Application

PATH is a Mobility Management program hosted by the TJPDC and funded by community partners, The Federal Transit Administration and the Virginia Department of Rail and Public Transportation.

PATH aims to be a one stop entity for all the transportation providers in the Charlottesville Region.

PATH's Goals

- Build coordination among transportation providers and human service agencies
- Expand and improve the availability of services for seniors and people with disabilities



Program Start Up

PATH's first fiscal year started on October 1st 2023 when DRPT's funds became available. TJPDC staff formed an agreement with JABA to staff and host a transportation help line.

Winter 2023	Spring 2024	Summer 2024	Fall 2024
Secured funding and partnerships with multiple agencies	Designed and implemented data collection system Conducted marketing study Developed PATH brand.	Hired and trained Transportation Counselor Marketed program and provided transportation counseling Launched helpline	Conducted bus field trip Started travel training Secured funds to start a Transportation Assistance Fund

PATH Activities 2025

Winter 2024	Spring 2025	Summer 2025	Fall 2025
Onboarded new staff Developed partnership with Village Centers Applied for FY26 funding	Provideed I&R services Held 21 Transportation Solutions Workshops Supported volunteer driver programs Launched TAF, Newsletter Website update , FB	Provided travel training Community engagement: (participated in 10 fairs & community events) CAA-AARP Storytelling Project	Developed additional partnerships and supported the growth of transportation services for older adults and people with disabilities Website survey

PATH Annual Budgets and Programs

FY2024
Sept 2023 – Oct 2024

- FY24 Budget $110,000
- 4% local match $4,400
- Halftime manager 12 months
- Partnership with JABA
- Fulltime specialist 9 months

FY2025
Sept 2024 – Oct 2025

- FY25 Budget $215,230
- 4% local match $8,609
- Halftime manager 12 months
- Fulltime specialist 12 months
- Fulltime specialist 6 months

PATH Annual Budgets and Programs 2026

FY26 Mobility Management
Sept 2025 – Oct 2026

- FY26 Budget $322,677
- 4% local match $12,907
- Halftime manager 12 months
- 2 fulltime specialist 12 months
- Volunteer driving program staff support

FY26 Operating
Sept 2025 – Oct 2026

- FY26 Budget $6,724
- 10% local match $672
- Mileage reimbursement $0.50
- Driver training
- Background checks

PATH Annual Budgets and Programs 2027

FY27 Mobility Management Call Center	FY27 Contracting For Services Transportation Assistants Fund	FY27 Operating - Volunteer Driver Program Support
FY27 Budget $336,444	FY27 Budget $50,00	FY26 Budget $12,525
4% local match $13,457	4% local match $2,000	10% local match $1,252
Halftime manager 12 months	Rides for people with urgent transportation needs	Mileage reimbursement
2 fulltime specialist 12 months	Supporting aging in place	Insurance reimbursement
VDP support	Rural safety net	Background checks


Reliable *Accessible* *Flexible*



PATH Services

PATH is a free informational hub for all transportation options in the City of Charlottesville and Albemarle, Nelson, Greene, Louisa, and Fluvanna counties.

By centralizing assistance through an accessible and user-friendly platform, PATH aims to ensure that every individual can navigate their journey with confidence and ease.

Anyone can call 888-879-7379 or visit www.pathva.org to find their ride.

New Services

- Transportation Solutions Workshops (21)
- Travel Training and fieldtrips (234 people tried transit)
- Partnerships building transportation services (VDPs)
- Transportation Assistance Fund (14 urgent rides)

Community Benefits

- A single centralized phone number and website to connect community members with all available transportation options in the region
- Support for and connection to local non-profits and human service programs
- Increasing livability and support for living at home longer
- Complex data collection to frame informed decisions, expansions, and changes in transportation services
- Infrastructure and funding foundation for an ‘expandable model’ that serves multiple stakeholders and programs in the future

Community Partners

Instead of creating new services, PATH aims to assist existing transportation providers and human service organizations with improving and increasing transportation options for older adults and people with disabilities.

PATH will act as a public transportation information hub. People will have one place to call for information on all the transportation options available to them. PATH can act as a liason to transit providers and the public.

Active Partners & Supporters

JABA, BRHD, DRPT, CAT, Charlottesville Area Alliance, Jaunt, InnoVage, UVA Parking and Transportation, Charlottesville Area Community Foundation, Charlottesville Redevelopment & Housing Authority, HSW, Cville Village, The Center at Belvedere, Twice is Nice

Future Projects

- Work with partners to improve the transportation network
- Provide more TAF rides
- Support community transportation services and develop volunteer driver programs.

Find *Your* Path

Igor Kalina,
Transportation Counselor
ikalina@tjpdc.org

Partnership for Accessible Transportation Help **888-879-7379**

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

RESOLUTION TO APPROVE THE FY27 MOBILITY MANAGEMENT GRANT APPLICATION

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the need for improved transportation services for older adults and people with disabilities, and

WHEREAS, the Commission is also aware of the need to improve efficiencies and foster collaboration among transit and human service providers, and

WHEREAS, the Commission has included the Mobility Management program in its FY27 work plan, and

WHEREAS, funding for such activity is available through the Virginia Department of Rail and Public Transportation through a Federal Transit Administration (FTA) Section 5310 program entitled Enhanced Mobility of Seniors and Individuals with Disabilities, and

WHEREAS, the FTA 5310 program is authorized under the Infrastructure Investment and Jobs Act (IIJA), signed on November 15, 2021 (Statutory Reference: 49 U.S.C. Section 5310), and

WHERAS, the Commission commits to fund the required local match through local per capita member assessments,

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, for and on behalf of the Commission, hereafter referred to as THE PUBLIC BODY, to execute and file an application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as THE DEPARTMENT for a grant of financial assistance to defray the costs borne by THE PUBLIC BODY for amounts as may be awarded, and to authorize Lucinda Shannon, Mobility Management Program Manager, to furnish to THE DEPARTMENT such documents and information as may be required for processing the grant request.

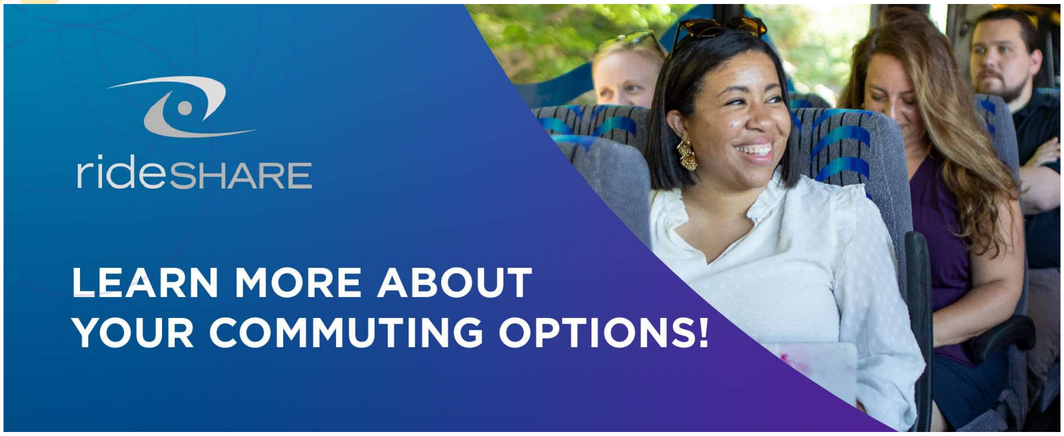
BE IT FURTHER RESOLVED that the Commission certifies that that THE PUBLIC BODY will provide funds which will be used to match the federal and state funds in the ratio as required in the act 4% local share for mobility management ($13,457.76) and contracting for services applications ($2,000) and 10% to support volunteer driving programs ($1,252.50) (through local per capita member assessments), that the records of receipts of expenditures are to be audited by THE DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to THE PUBLIC BODY shall be used only for such purposed as authorized in the Code of Virginia. The undersigned, duly qualified and acting for the Commission of THE PUBLIC BODY, certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 5th day of February 2026.

____
Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

____
Keith Smith, Chair
Thomas Jefferson Planning District Commission

____
Date

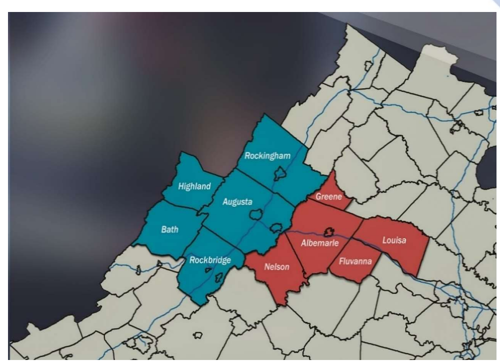
____
Date



1

Services Provided

- Ride-matching through ConnectingVA
- Ride Home Rewards (formerly GRH)
- Employer Services
- Vanpool coordination
- Incentives for trip logging



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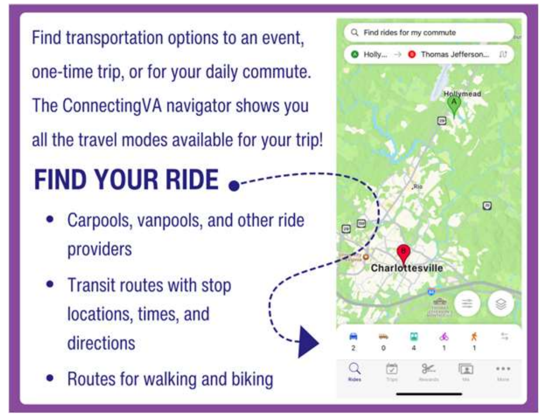


3

Partners and Other Services

- Afton Express
- Commute with Enterprise
- Park and Ride lots
- Trip planning tools

4

RideShare data for alternative transportation

Activity in RideShare Program Area

- 2,560 members
- 81,229 Reduced trips
- $6,362 rewards redeemed
- 32,631 RideShare inquiries
- 2,224,036 Reduced Miles (VMT)
- 99,222 gallons of gas saved
- $1,394,256 saved
- 972 tons of emissions prevented
- 2,638,463 calories burned

5

FY27 Program

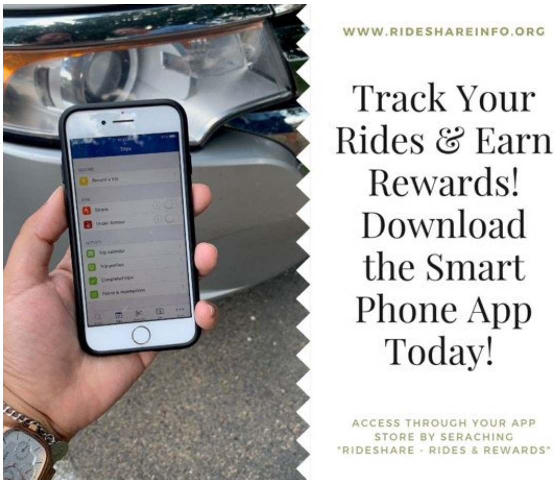
- Employer Database/Outreach
- Continued promotion of DRPT Initiatives/Campaigns
- Third Annual Bike Month Business Challenge
- Continued focus on App utilization

6

Sara Pennington, Senior TDM Program Manager
RideShare Program
Thomas Jefferson Planning District Commission
spennington@tjpdc.org
434-979-1066
rideshareinfo.org

7

Thomas Jefferson Planning District Commission
FY-2027 RideShare Work Program
July 01, 2026 – June 30, 2027



rideSHARE

Thomas Jefferson Planning District Commission

DRPT

Preface

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

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

Table of Contents

Introduction

Purpose and Objective

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

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

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

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

In FY 2027 the PDC requested $146,797 through the TDM Operating Assistance grant. The PDC will provide a local match of $36,700 for a total program funding amount of $183,497.

RideShare

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

Highlights of FY26

In FY26, the RideShare Program maintained the mission of reducing traffic congestion and single occupancy vehicles throughout the region. The program staff dedicated the majority of staff time and resources to promoting the ConnectingVA app/rewards program through the DRPT statewide promotions, the Bike Month Business Challenge and restructuring the website for user efficiency. TJPDC staff conducted its regular administration of the program and continued to provide ride-matching services, Guaranteed Ride Home services, and other TDM services to the region and its members, the following highlights the more substantive efforts.

BIKE MONTH – With the official statewide recognition of Bike Month by DRPT, RideShare joined local organizations to help promote biking as a commute alternative in May. Staff attended planning meetings, helped with the media campaign, and provided informational materials and promotional items, as well as the ConnectingVA app for logging bike trips in the region. In addition, staff also developed a Bike Month Business Challenge to specifically target commute trips. In it's second year, we had 11 businesses participate. During the challenge 1,013 bike trips were taken and logged, resulting in 2,799 total miles biked and 1.2 pounds of greenhouse gas emissions reduced. We look forward to continuing this successful event.

RIDE HOME REWARDS – At the beginning of FY26, DRPT instituted a statewide program for rides for members in emergency situations. This statewide program, called Ride Home Rewards, replaces the Guaranteed Home Program that RideShare previously offered. Now commuters will redeem their ride home through the ConnectingVA app. Commuters must log at least 6 alternative trips each month to be eligible for the emergency rides.

WEBSITE RESTRUCTURE/REDSIGN – TJPDC staff worked with our partners at CSPDC to restructure the website to ensure it is a better tool for the program. The goal of the website to provide both education and tools for commuters to make decisions on alternative transportation. The website will focus on the benefits of taking alternative transportation, tools to help commuters find carpool matches, vanpool opportunities, or transit routes available.

Fiscal Year 2027 Budget

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

Staff Costs	TDM
1.0 Program Administration	$60,250
2.0 Marketing and Outreach	$95,866
TOTAL	**$ 156,116**

Other Program Costs	
Communication Services	$187
Advertising & Promotion Media	$23,000
Dues & Subscriptions	$1,766
Education & Training	$86
Equipment/Data Use	$42
Printing & Reproduction	$500
Services & Maintenance Contracts	$1,400
Supplies & Materials (Other)	$100
Travel	$300
TOTAL	**$27,381**

FY 2027 Scope of Work: This section of the Scope of Work details the administrative and programming tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate awareness and utilization of resources available to support TDM efforts throughout the region. The cost allocations referenced in the following section just include staff utilization. The costs shown in the "Other Program Costs" table above have already been accounted for in the CAPS Operating Grant application.

Fiscal Year 2027 Activities by Task

FY 2027 – 1.0 Program Administration

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

Task 1.1 - Coordinate budget and usage activity reports

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Task 1.2 – MPO and PDC meeting participation

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Task 1.3 – Database Management & Customer Support

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Ensure the accuracy and reliability of the ridesharing database.
- Follow up with commuters in the database.

Task 1.4 – Program Coordination

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Completed application for the TDM Operating Assistance Grant for FY28.
- DPRT grant training and meetings.
- Development of a FY28 work plan.
- Coordination with other regional transportation programs.
- Coordination with other CAPS programs in the state for peer-to-peer exchange.
- Coordination with other PDCs with CAPS program, specifically CSPDC our partner in RideShare.
- Attend monthly CAPS program meetings hosted by DRPT.
- Attend monthly check-in meetings with DRPT Program Manager.
- Attend monthly meetings with Enterprise for vanpool coordination.
- Attend monthly check-meetings with all RideShare program staff

Task 1.5 – Professional Training

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

FY 2027 - 2.0 Marketing and Outreach

The following tasks highlight the marketing and outreach that the TJPDC will implement throughout the region in Fiscal Year 2027.

Task 2.1 – Participation in Promotional Events

DESCRIPTION OF ACTIVITIES:

Staff will develop innovative marketing strategies to support and promote activities and events that encourage alternative transportation options. This includes planning, developing, and staffing events, developing, and distributing marketing materials, and collaborating with partner organizations to capitalize on existing resources. Promotions include- Try Transit Week/Connecting Communities, Connecting Businesses, Afton Express Anniversary, Connecting Commuters, Earth Month and Bike Month.

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Task 2.2 – Maintain On-line Presence

DESCRIPTION OF ACTIVITIES:

Staff will utilize technology to increase awareness about RideShare, TDM, and events that are currently being promoted. Staff will ensure the information available online is current and accurate and will work to create opportunities for increased online interaction.

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Task 2.3 – Advertise RideShare Program

DESCRIPTION OF ACTIVITIES:

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

DELIVERABLE TASKS TO BE UNDERTAKEN:

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

Task 2.4 – Market RideShare to Employers

DESCRIPTION OF ACTIVITIES:

Staff will work to build relationships with employers in the area and will share information on the services available, such as ride-matching, density maps, and the Ride Home Rewards program. In the CAP Strategic Plan, the main program goal for FY27 is focused on employer engagement.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Research needs of area employers/employees.
- Identify potential parking constraints at work sites.
- Establish a regional employer database
- Engage in relationship building campaign with key employers and institutions
- Establish partnerships with regional workforce development offices and Chambers of Commerce
- Research data on TDM benefits to employers for materials
- Create materials for HR professionals to use
- Partner to host a webinar/training on employer benefits and services

FY28 Anticipated Work Tasks

In FY24-25, staff worked with a consultant to complete a five-year Commuter Assistance Programs Strategic Plan. The plan is a requirement from DRPT and will help dictate the necessary work tasks for FY26-30. Staff anticipate working to create targeted media content based on target markets outlined in the CAP Strategic Plan. TJPDC will continue to operate the RideShare program.

Appendices

Appendix A: FY2027 CAPS Operating Assistance Grant Application Draft

44027 - RideShare- Charlottesville Region

Application Details

Funding Opportunity:	43320-Commuter Assistance Program (CAP) Operating Assistance - FY27
Funding Opportunity Due Date:	Feb 1, 2026 11:59 PM
Program Area:	Transit Program
Status:	Editing
Stage:	Final Application
Initial Submit Date:	
Initially Submitted By:	
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Name*: Sara (First Name) Middle Name Pennington (Last Name)

Title: TDM Program Manager

Email*: spennington@tjpdc.org

Address*: 401 E. Water Street

Charlottesville (City) Virginia (State/Province) 22902 (Postal Code/Zip)

Phone*: (434) 979-1066 Ext.
Phone
###-###-####

Fax: ###-###-####

Job Category *:

Organization Information

Name*: Thomas Jefferson PDC

SYIP Agency Name: Thomas Jefferson PDC

Organization Type*: Political Subdivision

Tax ID:

Unique Entity Identifier (UEI): RE5TCTQCJ5G7
The UEI is a required field for any applicant that plans to receive federal funds

Organization Website:

Address*: 401 East Water Street

P.O. Box 1505

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

District*: Culpeper

Phone*: (434) 979-1597 Ext.
###-###-####

Fax: ###-###-####

Project Information - CAP

Project Information

Select your commuter assistance program name from the drop-down list.
If your program name is not listed, contact your DRPT Program Manager.

Commuter Assistance Program Name*: RideShare - Charlottesville Region

Project Manager*: Sara Pennington

The Project Description must be one sentence, as it will be included in DRPT's SYIP, and must state the following without deviation.
Enter your commuter assistance program name.
Enter the text "which promotes transit, carpool, vanpool, and bicycle commuting to the public, and provides free ridematching and trip planning services through"
Next enter either "the ConnectingVA app" or "the ConnectingVA app and other approved service"
End the Description by entering your program service region/area (e.g. Central Shenandoah region, Fairfax County)

Project Description*:

RideShare- Charlottesville Region, which promotes transit, carpool, vanpool and bicycle commuting to the public and provides free ridematching and trip planning services through the ConnectingVA app in the Thomas Jefferson Planning District region.

Project Scope - CAP

Project Scope

Project Scope*:

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

Budget Details - CAP

Operating Costs

Budget Category	List of Expenses	Total Line-Item Amount
2110 Salaries and Wages	Salaries for the following positions: Senior TDM Program Manager TJPDC Executive Director TJPDC Director of Transportation Regional Planner/Outreach Coordinator	$83,964.00
2120 Fringe Benefits	Fringe benefit expenses for staff listed including medical, dental, vision, disability and life insurance, also VRS for all full time staff.	$20,108.00
2460 Indirect Costs	Indirect costs associated with implementing this project and not charged to any other line-item budget categories listed in this application. Includes rent, utilities, HR, accounting and legal services provided by TJPDC at 50% for FY27 (pending approval by our cognizant agent)	$52,044.00
2320 Communication Services	VITA toll free phone service, postage	$187.00
2340 Printing & Reproduction	In house printing and copies, printing of marketing materials necessary for the program	$500.00
2360 Advertising & Promotion Media	To advertise all DRPT programming/campaigns through the following mediums: radio/spotify, social media (Facebook, LinkedIn, Instagram, X), digital ads (ex: banner ads, weather sponsorships), geo-fenced targeted ads, printed marketing materials. Additional program promotion through sponsorships (Chamber events, SHRM, other partner organizations), event tabling fees and printing updated materials.	$23,000.00
2380 Dues & Subscriptions	Canva subscription for social media/ad design ACT Annual Membership 20% cost of the annual membership for the following Chambers of Commerce: Charlottesville Regional Chamber Fluvanna County Chamber Greene County Chamber Louisa County Chamber Nelson County Chamber	$1,766.00
2310 Travel	Regional travel for meeting in our member jurisdictions Travel to meetings with CSPDC Travel to employer events Travel to tabling events Travel to ACT Chapter events (2 per year)	$300.00
2130 Education & Training	Registration fees for ACT Chapter events- 2 per year	$86.00
2440 Services & Maintenance Contracts	Contract for website with Pace Communications, includes website maintenance, updates and hosting.	$1,442.00
2240 Supplies & Materials	RideShare only supplies (not covered in indirect by TJPDC) such as items needed for tabling events, frames for awards for Bike Month Business Challenge.	$100.00
		$183,497.00

Other Funding Sources

Source Type	Source	Amount
	No Data for Table	

Revenues

Total Revenues*: $0.00

Budget Summary

DRPT Grant Amount (80% max):	$146,797.60
Local Match Required from Applicant (20%):	$36,699.40
Total:	$183,497.00
Total Other Funding:	$0.00

Total Revenues: $0.00

Justification of Memberships, Licenses & Systems - CAP

Justification of Memberships

Justification Info:

The Association for Commuter Transportation (ACT) is a nationwide organization providing information and advocacy for commuter transportation and TDM. Through this membership, RideShare staff are able to access peer directories, learning opportunities, and participation in a regional chapter. The Central Virginia Partnership for Economic Development (CVPED) serves the City of Charlottesville and surrounding counties as the regional economic development organization working to foster job creation. By collaborating with this organization, RideShare staff are able to access information and support relevant to TDM strategies that make the region more attractive for employers and employees. Membership and involvement in local chambers of commerce will provide direct access to local businesses and employer networks, which the RideShare program intends to engage with. Chambers are deeply engaged with area employers are a valuable partner in building and promoting TDM programs.

Justification of Licenses and Software, etc.

Justification Info*:

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

Staff and Contractors - CAP

Agency Staff and Work

Position/Title	Work/Tasks to be Performed	Full-Time or Part-Time Position?	%of Total Annual Salary/Wages	Total Amount Charged to Grant
Senior TDM Program Manager	Provides overall program/grant management and administration, strategic planning, budget development and management, oversees marketing/outreach to both the public and employers, provides customer service via telephone and email, manages commuter databases, reports all program activity, and promotes regional park and ride facilities.	Full	81.25%	$133,061.50
Director of Transportation	Provides direct supervision and assistance to TDM Program Manager, as well as administrative support and guidance in program areas such as invoicing, development of annual work plan, and program direction.	Full	3.32%	$6,580.20
Executive Director	As leader of the agency, this position provides guidance for program administration, budget and strategic planning. The ED also completes funding requests from localities for match funds each year.	Full	0.45%	$1,350.40
Regional Planner/Outreach Coordinator	Provides outreach to both the community and employers on program services, participates in development and management of promotions, marketing coordination, program evaluation.	Full	11.06%	$15,124.00
				$156,116.10

Contractor Work

Contractor(s)	Detailed Scope/Work to be Performed
Pace Communications	Website Scope of work for Pace Communications FY27 Task 1: Annual Hosting- $186 Term: July 22, 2026? July 21, 2027 ? $12/mo. billed annually ? Managed VPS hosting account ? Dedicated IP address ? Domain fees Task 2: Website Administration (includes regular maintenance and new content/updates)- $1256 ? Regularly scheduled platform and security updates ? Active security monitoring ? Regularly scheduled backup and archiving ? Update existing content as needed ? Post new content for promotions (including but not limited to) Try Transit/Connecting Communities, RideShare Month/Carpool Contest, and Bike Month Total Contract Estimate- $1442.00

Marketing and Promotions - CAP

Marketing and Promotional Events

Campaign/Event	Brief Description	Purpose	Call to Action	Ad Placement Media
Try Transit Week/Connecting VA App/Connects Communities	Aims to inspire residents to explore the way in which transit links them to their community.	Encourage residents to try using public transit as an alternative to single occupancy trips.	Encourage commuters to try public transit, use the trip planning tool for route selection and log trips in ConnectingVA.	Social media and digital ads
RideShare Month/Carpool contest	Promoting trying carpooling and logging those trips in ConnectingVA.	Increase awareness and participation in ridesharing programs by educating travelers on benefits and options.	Travelers are encouraged to download/use ConnectingVA and to sign up for a carpool or vanpool. The campaign will identify resources and incentives.	Printed materials for in-person events; various forms of digital content and ads, social media, radio. Messages through ConnectingVA.
Bike Month Business Challenge/Bike Month	Highlighting cycling as a healthy and enjoyable commuting option, with a strong emphasis on the third annual Business Challenge to encourage the community and employers to work with RideShare.	To partner with local organizations and employers, the City of Charlottesville, Albemarle County and UVA to take and log bike commutes in May, as a friendly competition among employers/teams.	To encourage local employers and commuters to sign up for the ConnectingVA app and log their bike trips.	Social media, digital ads, radio ads, and printed materials to pass out at tabling events and to employers. Email and ConnectingVA messaging.
Connects Businesses	Encouraging Virginia businesses to utilize our complimentary resources, connect with their local CAP, emphasize employer transit resources and benefits, and support hybrid and remote work.	To increase awareness and utilization of services offered to businesses, while also building relationships with local employers.	To promote alternative modes to their employees with information and services provided by RideShare and ConnectingVA.	Social media and digital ads

Schedule and Milestones - CAP

Program Schedule

Project Start Date	Project End Date
07/01/2026	06/30/2027

Milestones/Events

Milestone	Description	Start Date	End Date
Q1- Prepare for Employer Outreach	We will research and create materials for employer outreach	07/01/2026	09/30/2026
Q2- Build Employer Database	Continue material creation, begin compiling employer lists for database based on existing commuter data from ConnectingVA	10/01/2026	12/31/2026
Q3&4	Plan a webinar/workshop on the employer benefits of TDM programs, general program services. Partner with the Chamber (or similar org) to host.	01/01/2027	06/30/2027
Q3&4	Continue relationship building established events attended, workshop attendance, bike month business challenge and general outreach to employers	01/01/2026	06/30/2027
Try Transit/ConnectingVA app	DRPT campaign to promote transit use	08/24/2026	10/02/2026
Connecting Communities	DRPT marketing campaign	10/05/2026	11/27/2026
Connects Businesses	DRPT campaign focused on employers and TDM benefits	04/13/2026	05/29/2026
Bike Month Business Challenge	Friendly competition between regional employers to encourage bike commuting during Bike Month (May)	04/01/2027	05/31/2027
RideShare Month/Carpool Contest	To encourage carpooling trips logged in ConnectingVA, will offer a gift card drawing as incentive	08/01/2026	08/31/2026

Attachments - CAP

Attachments

Description	File Name	Type	Size	Upload Date

No files attached.

Budget

Total Project Cost

Total Project Cost*: **$183,497.00**

Application Certification

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

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

This application is complete as of this submission.

I Certify*: **Yes**

Authorized Individual*:

Sara	Pennington	01/30/2026
First Name	Last Name	Date

tjpdc.org

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

RESOLUTION TO APPROVE THE FY27 RIDESHARE GRANT APPLICATION AND ANNUAL WORK PLAN

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

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

WHEREAS, the Commission has been asked to include the RideShare program in its program area, and

WHEREAS, funding for such activity is available through the Virginia Department of Rail and Public Transportation's Commuter Assistance Program Operating Assistance Grant,

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, for and on behalf of the Commission, to execute and file an application to the Virginia Department of Rail and Public Transportation (DRPT), Commonwealth of Virginia for a grant of financial assistance for the amount of $146,797 to defray the costs borne by the Commission for amounts as may be awarded, and to authorize Sara Pennington, RideShare Program Manager, to furnish DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Commission certifies that it will provide funds in the minimum amount of $36,700, which will be used to match the state funds in the ratio as required (80/20), that the records of receipts of expenditures are to be audited by DRPT and by the State Auditor of Public Accounts, and that funds granted to the Commission shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 5th day of February 2026.

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

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, December 4, 2025

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

1. <u>CALL TO ORDER</u>:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Vice Chair, Michael Payne, presided and called the TJPDC meeting to order at 7:00 pm. Ruth Emerick, Chief Operating Officer, took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation: None

2. MATTERS FROM THE PUBLIC:

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

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

3. PRESENTATIONS:

a. **General Assembly Preview**

Deputy Director/Director of Legislative Services David Blount provided an overview of the upcoming General Assembly session, focusing on the timeline, state budget considerations, and anticipated legislation.

b. **Safe Streets and Roads for All (SS4A) Implementation Funding Opportunity**

Regional Transportation Planner Gorjan Gjorgjievski provided an overview of SS4A Implementation Funding to gauge local interest in pursuing funding prior to the expected March release of the Notice of Funding Opportunity. Eligible applicants are localities, planning districts and MPOs. A total of 43 spot specific improvements have been identified across the region. Localities can communicate with TJPDC staff about interest they have in being part of a regional application.

4. CONSENT AGENDA:

a. **Minutes of the November 6, 2025, Meeting**
b. **October Financial Reports**
   i. **October Dashboard Report**
   ii. **October Consolidated Profit & Loss Statement**
   iii. **October Balance Sheet**
   iv. **October Accrued Revenue Report**

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission approved the Consent Agenda as presented.

5. NEW BUSINESS:

a. **TJPD Corporation 101**

Ruth Emerick presented an overview of the TJPDC Corporation, which is intended to be tied to the mission of the TJPDC. She reviewed the mission of the Corporation and an agreement with the TJPDC that outlines the roles of both entities regarding the Corporation's governance and operations. She highlighted entities for which the Corp provides fiscal sponsorship, program management, and/or administrative services.

b. 2026 Calendar of Meetings

Christine Jacobs presented a proposed calendar of meetings and likely meeting agenda items for 2026, noting that the next meeting in February will be "all-virtual" due to office renovations that will be underway at that time.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved a motion to approve the 2026 meeting schedule.

6. OLD BUSINESS: None.

7. EXECUTIVE DIRECTOR'S REPORT:

Christine Jacobs highlighted the upcoming office renovations schedule and tasks to be conducted leading up to the working beginning in early January. She also noted that TJPDC has filed a complaint with the Consumer Financial Protection Bureau related to the previous fraud incident discussed with the Commission. A response is expected in January. A police report, which now has a case number, also has been filed.

8. OTHER BUSINESS:

a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.

b. **Next Meeting – February 5, 2026 (All-Virtual)**

Items for next meeting:

i. New Commission Member Orientation, if needed
ii. FY27 PATH Mobility Management Grant Application – Presentation, Resolution
iii. FY27 Rideshare Grant Application – Presentation, Resolution
iv. Deliver FY26 Amended Operating Draft Budget – No Action
v. December 2025 Financials
vi. FY26 Quarter Two (Oct-Dec) Financial Report
vii. Committee/Partnership Appointments, if needed

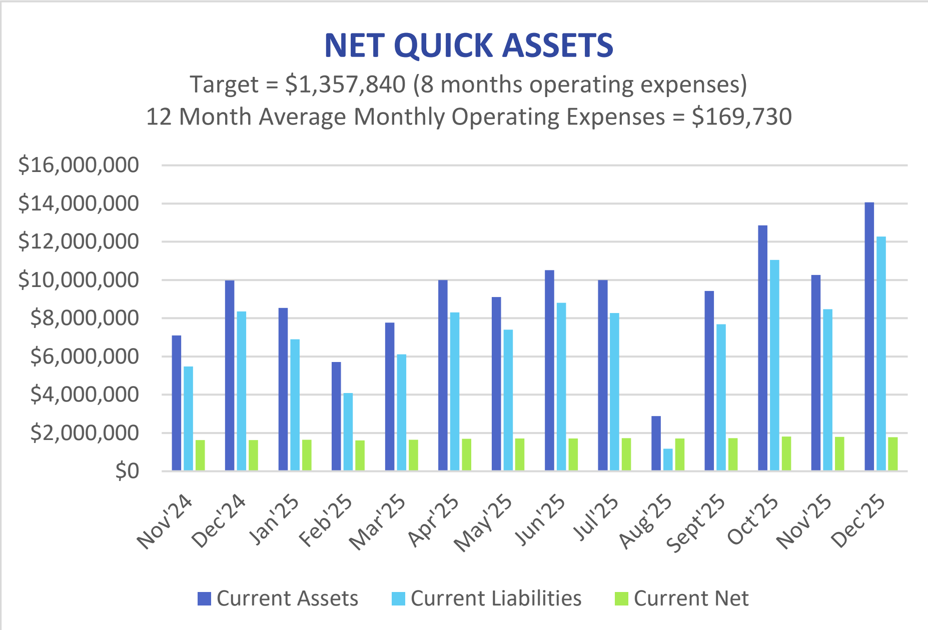
9. ADJOURNMENT:

The December 4, 2025, Commission meeting was adjourned at 8:32 pm.

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

FY 26 FINANCIAL DASHBOARD

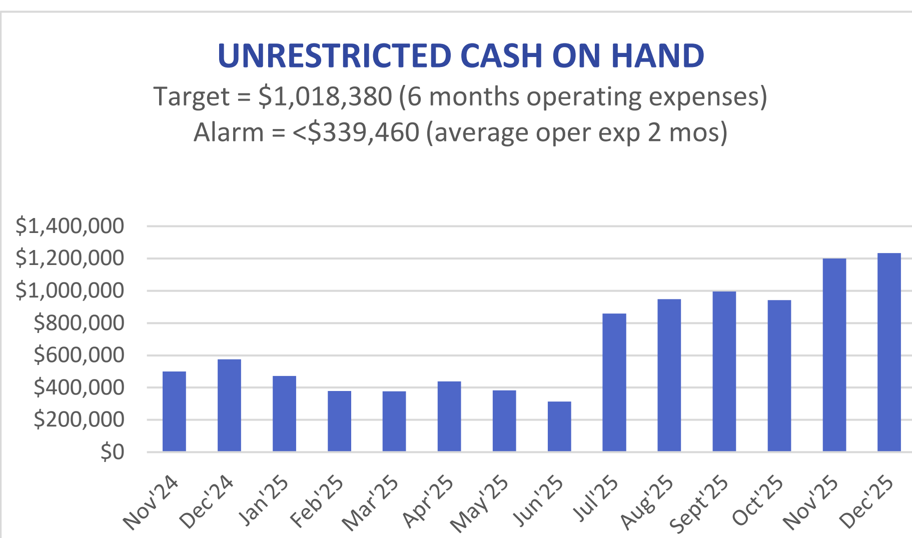
Through December 2025



MONTHLY NET QUICK ASSETS

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
Aug'25 = $1,712,139
Sept'25 = $1,735,245
Oct'25 = $1,811,900
Nov'25 = $1,792,016
Dec'25 = $1,786,737

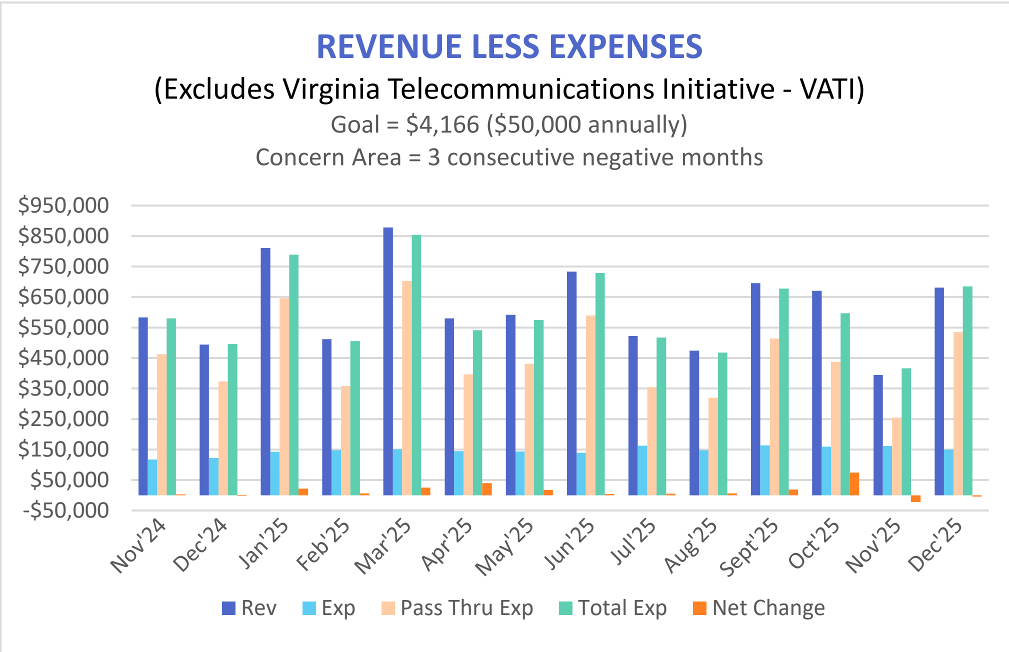
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 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 December, the TJPDC had 10.53 months of operating expenses. The rolling twelve-month average operating expenses increased to $169,730. The 3-month average operating expenses decreased to $172,317. Actual operating expenses for November were $173,980 and in December were $166,522. Capital reserves as of December 31 were $428,896 (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.

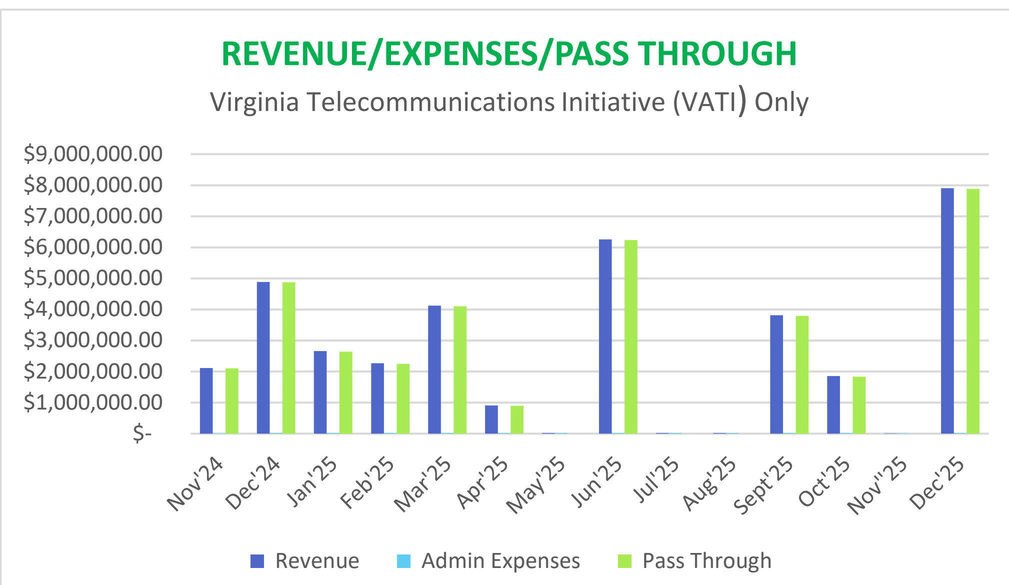
MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. December financials indicate that there were 7.27 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

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
Aug'25 = $6,503
Sept'25 = $18,207
Oct'25 = $73,864
Nov'25 = ($22,083)
Dec'25 = ($4,339)



MONTHLY ADMIN

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
Aug'25 = $20,029
Sept'25 = $16,927
Oct'25 = $17,505
Nov'25 = $12,989
Dec'25 = $16,816

<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 recorded net losses in November and December of $22,083 and $4,339.42, respectively. The majority of these losses are attributable to staff taking leave hours, reducing the billable program hours. This reduction in program hours reduces the fringe and overhead allocation used to cover the TJPDC administrative costs. The average program hours between July and October were 75%, however in November program hours were 63% and in December 65%. The December Accrued Revenue Report shows the total average available monthly funds of $218,331 for the remaining 6 months in FY26, which is ample revenue to cover projected expenses.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.
6. Effective October 2025 the TJPDC financials will recognize BRCTB member contributions, and the associated interest earned from the funds in the Virginia Investment Pool, as revenue monthly. October 2025 financials incorporate a one-time adjustment to reclassify $52,498 from deferred revenue to revenues to allow for reporting of the BRCTB fund balances.

	Nov 25	Budget	Jul - Nov 25	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	66,743	3,034,293	7,179,133	15,171,462	36,411,510
4120 · State Funding Source	21,110	511,719	1,824,401	2,558,597	6,140,634
4130 · Local Source	296,301	582,750	2,006,454	2,913,750	6,993,000
42000 · Local Match Per Capita	15,414	15,414	77,071	77,070	184,967
4280 · Interest Income	5,161	4,167	27,528	20,833	50,000
4281 · BRCTB VIP Interest Income	174		3,147		
4285 · Rent Income	2,295	2,333	11,225	11,667	28,000
4139 · Reserve Transfers	0	2,167	0	10,833	26,000
Total Income	407,197	4,152,843	11,128,959	20,764,213	49,834,111
Gross Profit	407,197	4,152,843	11,128,959	20,764,213	49,834,111
Expense					
61000 · Personnel	141,254	151,683	717,495	758,414	1,820,194
6900 · Reimb. Overhead Allocation	0	0	0	(0)	0
6240 · Advertising / Marketing	2,425	2,995	9,909	14,973	35,936
62394 · Audit -Legal Expenses	807	3,233	4,608	16,167	38,800
6258 · Bank Charges	40	63	128	313	750
6260 · COGS	2,363	417	2,363	2,083	5,000
6281 · Dues	1,103	1,007	6,862	5,036	12,087
6242 · Employee Hiring & Recruitment	0		324		
62850 · Insurance	576	668	3,380	3,342	8,020
6345 · Janitorial Service	52	417	4,394	2,083	5,000
6450 · Meeting Expenses	1,150	671	5,010	3,355	8,052
6310 · Postage	156	91	657	457	1,096
62890 · Printing/Copier	0	414	761	2,071	4,971
6390 · Professional Dev & Meetings	1,981	2,121	12,888	10,604	25,449
6320 · Rent	9,273	11,546	45,573	57,731	138,555
6280 · Subscription-Publications	40	348	322	1,738	4,170
6290 · Supplies	865	953	3,012	4,767	11,440
63210 · Technology & Equipment	4,436	4,221	17,592	21,105	50,651
6600 · Telephone & Internet Service	1,412	1,370	7,094	6,850	16,441
6380 · TJPDC Contractual Services	1,063	4,102	16,030	20,509	49,222
63300 · Travel	4,985	4,505	20,264	22,526	54,062
9999 · Miscellaneous	0	9,296	0	46,480	111,551
Total Expense	173,980	200,121	878,667	1,000,603	2,401,446
Net Ordinary Income	233,217	3,952,722	10,250,292	19,763,610	47,432,665
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	2,533	22,896	263,316	114,480	274,752
83000 · HOME Pass-Through	4,685	112,136	190,438	560,680	1,345,632
84000 · Grants Pass-Through	248,082	3,817,690	9,713,008	19,088,450	45,812,280
Total Other Expense	255,300	3,952,722	10,166,762	19,763,610	47,432,665
Net Other Income	(255,300)	(3,952,722)	(10,166,762)	(19,763,610)	(47,432,665)
Net Income	**(22,083)**	**(0)**	**83,529**	**(0)**	**0**

Consolidated Profit and Loss

December 2025

	Dec 25	Budget	Jul - Dec 25	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	8,153,359	3,034,293	15,332,492	18,205,755	36,411,510
4120 · State Funding Source	30,184	511,719	1,854,585	3,070,317	6,140,634
4130 · Local Source	371,673	582,750	2,378,127	3,496,500	6,993,000
42000 · Local Match Per Capita	15,414	15,414	92,485	92,484	184,967
4280 · Interest Income	5,146	4,167	32,675	25,000	50,000
4281 · BRCTB VIP Interest Income	173		3,320		
4285 · Rent Income	2,155	2,333	13,380	14,000	28,000
4139 · Reserve Transfers	0	2,167	0	13,000	26,000
Total Income	8,578,105	4,152,843	19,707,063	24,917,055	49,834,111
Gross Profit	8,578,105	4,152,843	19,707,063	24,917,055	49,834,111
Expense					
61000 · Personnel	141,327	151,683	858,822	910,097	1,820,194
6900 · Reimb. Overhead Allocation	0	0	0	(0)	0
6240 · Advertising / Marketing	1,662	2,995	11,571	17,968	35,936
62394 · Audit -Legal Expenses	807	3,233	5,415	19,400	38,800
6258 · Bank Charges	120	63	248	375	750
6260 · COGS	0	417	2,363	2,500	5,000
6281 · Dues	3,054	1,007	9,916	6,044	12,087
6242 · Employee Hiring & Recruitment	0		324		
62850 · Insurance	576	668	3,956	4,010	8,020
6345 · Janitorial Service	1,348	417	5,741	2,500	5,000
6450 · Meeting Expenses	396	671	5,406	4,026	8,052
6310 · Postage	29	91	686	548	1,096
62890 · Printing/Copier	0	414	761	2,485	4,971
6390 · Professional Dev & Meetings	145	2,121	13,033	12,724	25,449
6320 · Rent	9,273	11,546	54,846	69,278	138,555
6280 · Subscription-Publications	124	348	446	2,085	4,170
6290 · Supplies	1,436	953	4,448	5,720	11,440
63210 · Technology & Equipment	2,280	4,221	19,872	25,326	50,651
6600 · Telephone & Internet Service	1,426	1,370	8,520	8,221	16,441
6380 · TJPDC Contractual Services	1,509	4,102	17,539	24,611	49,222
63300 · Travel	1,012	4,505	21,276	27,031	54,062
9999 · Miscellaneous	0	9,296	0	55,775	111,551
Total Expense	166,522	200,120	1,045,190	1,200,723	2,401,446
Net Ordinary Income	8,411,582	3,952,722	18,661,874	23,716,332	47,432,665
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	7,807	22,896	271,123	137,376	274,752
83000 · HOME Pass-Through	248,473	112,136	438,911	672,816	1,345,632
84000 · Grants Pass-Through	8,159,642	3,817,690	17,872,650	22,906,140	45,812,280
Total Other Expense	8,415,922	3,952,722	18,582,684	23,716,332	47,432,665
Net Other Income	(8,415,922)	(3,952,722)	(18,582,684)	(23,716,332)	(47,432,665)
Net Income	**(4,339)**	**0**	**79,190**	**0**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of November 30, 2025

	Nov 30, 25	Nov 30, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,708,587.12	992,922.60	715,664.52
1189 · Capital Reserve	452,177.00	938,960.00	-486,783.00
Total Checking/Savings	2,160,764.12	1,931,882.60	228,881.52
Accounts Receivable			
1190 · Receivable Grants	5,583,483.89	5,148,399.51	435,084.38
Total Accounts Receivable	5,583,483.89	5,148,399.51	435,084.38
Other Current Assets			
1310 · Prepaid Rent	2,475.00	2,475.00	0.00
1330 · Prepaid Insurance	4,741.90	4,399.45	342.45
1360 · Prepaid Other	9,743.88	7,991.36	1,752.52
1365 · Prepaid County Advance VATI	2,501,263.82	0.00	2,501,263.82
Total Other Current Assets	2,518,224.60	14,865.81	2,503,358.79
Total Current Assets	10,262,472.61	7,095,147.92	3,167,324.69
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	-126,395.27	-120,358.55	-6,036.72
Total Fixed Assets	10,312.41	16,349.13	-6,036.72
TOTAL ASSETS	**10,272,785.02**	**7,111,497.05**	**3,161,287.97**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	5,489,933.09	4,948,166.43	541,766.66
Total Accounts Payable	5,489,933.09	4,948,166.43	541,766.66
Credit Cards			
2155 · Accounts Payable Credit Card	10,948.70	6,388.22	4,560.48
Total Credit Cards	10,948.70	6,388.22	4,560.48
Other Current Liabilities			
2159 · Accrued Expenses	4,033.35	3,679.15	354.20
2160 · Accrued Payroll Payable	4,846.26	20,752.03	-15,905.77
2465 · VRS Optional Life Payable	0.00	-0.01	0.01
2469 · Hybrid 401A Cash Match Payable	0.00	232.73	-232.73
2470 · Hybrid 457 DC Payable	0.00	656.99	-656.99
2800 · Deferred Revenue	2,960,694.76	519,306.63	2,441,388.13
Total Other Current Liabilities	2,969,574.37	544,627.52	2,424,946.85
Total Current Liabilities	8,470,456.16	5,499,182.17	2,971,273.99
Long Term Liabilities			
2200 · Leave Payable	77,469.67	52,041.63	25,428.04
Total Long Term Liabilities	77,469.67	52,041.63	25,428.04
Total Liabilities	8,547,925.83	5,551,223.80	2,996,702.03
Equity			
3000 · General Operating Fund	1,178,840.43	541,483.64	637,356.79
3100 · Restricted Capital Reserve	452,177.00	938,960.00	-486,783.00
3600 · Net Investment in Fixed Assets	10,312.41	16,349.13	-6,036.72
Net Income	83,529.35	63,480.48	20,048.87
Total Equity	1,724,859.19	1,560,273.25	164,585.94
TOTAL LIABILITIES & EQUITY	**10,272,785.02**	**7,111,497.05**	**3,161,287.97**

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

	Dec 31, 25	Dec 31, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,650,396.41	1,053,570.35	596,826.06
1189 · Capital Reserve	428,896.00	932,719.00	-503,823.00
Total Checking/Savings	2,079,292.41	1,986,289.35	93,003.06
Accounts Receivable			
1190 · Receivable Grants	9,469,499.50	8,999,361.40	470,138.10
Total Accounts Receivable	9,469,499.50	8,999,361.40	470,138.10
Other Current Assets			
1310 · Prepaid Rent	2,250.00	2,250.00	0.00
1330 · Prepaid Insurance	4,064.48	3,770.94	293.54
1360 · Prepaid Other	8,779.54	6,431.16	2,348.38
1365 · Prepaid County Advance VATI	2,501,263.82	0.00	2,501,263.82
Total Other Current Assets	2,516,357.84	12,452.10	2,503,905.74
Total Current Assets	14,065,149.75	10,998,102.85	3,067,046.90
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	-126,898.33	-120,861.61	-6,036.72
Total Fixed Assets	9,809.35	15,846.07	-6,036.72
TOTAL ASSETS	**14,074,959.10**	**11,013,948.92**	**3,061,010.18**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	9,345,347.81	8,898,205.02	447,142.79
Total Accounts Payable	9,345,347.81	8,898,205.02	447,142.79
Credit Cards			
2155 · Accounts Payable Credit Card	6,380.20	9,594.79	-3,214.59
Total Credit Cards	6,380.20	9,594.79	-3,214.59
Other Current Liabilities			
2159 · Accrued Expenses	4,840.02	4,414.98	425.04
2160 · Accrued Payroll Payable	4,281.22	6,861.48	-2,580.26
2800 · Deferred Revenue	2,917,563.97	489,472.50	2,428,091.47
Total Other Current Liabilities	2,926,685.21	500,748.96	2,425,936.25
Total Current Liabilities	12,278,413.22	9,408,548.77	2,869,864.45
Long Term Liabilities			
2200 · Leave Payable	76,529.17	52,212.70	24,316.47
Total Long Term Liabilities	76,529.17	52,212.70	24,316.47
Total Liabilities	12,354,942.39	9,460,761.47	2,894,180.92
Equity			
3000 · General Operating Fund	1,202,121.43	547,724.64	654,396.79
3100 · Restricted Capital Reserve	428,896.00	932,719.00	-503,823.00
3600 · Net Investment in Fixed Assets	9,809.35	15,846.07	-6,036.72
Net Income	79,189.93	56,897.74	22,292.19
Total Equity	1,720,016.71	1,553,187.45	166,829.26
TOTAL LIABILITIES & EQUITY	**14,074,959.10**	**11,013,948.92**	**3,061,010.18**

Accrued Revenue by Grant or Contract **For Year Ending June 30, 2026**

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	YEAR TO DATE FY26	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY27+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY26	NOTES
299	**State Support to PDC (DHCD)**	$ 145,098							$ -	$ -	$ -	$ -	**$ 145,098**	State funding to TJPDC General/Contingency
112	**TJPDC Corporation**	$ 2,251	$ 254	$ 414	$ 451	$ 583	$ 550	$ -	$ 2,251	$ -	$ -	$ 2,251	**$ (0)**	501(c)3 Non-profit Arm
110	**Bank Interest**	$ 32,675	$ 5,673	$ 5,691	$ 5,474	$ 5,529	$ 5,161	$ 5,146	$ 32,675	$ -	$ -	$ 32,675	**$ -**	Interest Earned from TJPDC
760	**BRCTB One-time Adjust + Bank Interest (VIP)**	$ 53,031				$ 52,684	$ 174	$ 173	$ 53,031	$ -	$ -	$ 53,031	**$ -**	Fund Balance Adjustment + Interest Earned from BRCTB Sources
120	**SCRC**	$ 23,384	$ 638	$ 127	$ 4,224	$ -	$ -	$ -	$ 4,989	$ 18,395		$ 23,384	**$ 0**	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	**Rural Transportation**	$ 58,000	$ 4,318	$ 4,393	$ 4,379	$ 6,487	$ 3,295	$ 3,759	$ 26,632	$ -	$ -	$ 26,632	**$ 31,368**	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	$ 13,380	$ 2,325	$ 2,295	$ 2,155	$ 2,155	$ 2,295	$ 2,155	$ 13,380	$ -	$ -	$ 13,380	**$ -**	Rental Fees
277	**Legislative Liaison**	$ 114,245	$ 5,285	$ 8,175	$ 13,087	$ 18,500	$ 15,084	$ 9,884	$ 70,015	$ -	$ -	$ 70,015	**$ 44,230**	*Legislative Operations
278	**VAPDC-ED**	$ 56,100	$ 4,675	$ 4,890	$ 4,675	$ 4,942	$ 5,033	$ 4,675	$ 28,890	$ -	$ -	$ 28,890	**$ 27,210**	Contract for Admin Services
296	**Member Per Capita**	$ 202,917	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 92,485	$ -	$ 9,899	$ 92,485	**$ 100,533**	Local Govt Annual Contributions (Includes $17,949 in FY25 Deferred Rev.)
303	**Solid Waste**	$ 11,235	$ 526	$ 106	$ 1,774	$ 595	$ 2,714	$ 957	$ 6,673	$ -	$ -	$ 6,673	**$ 4,562**	*Contract for annual reporting
306.1	**Louisa Co - Comp Plan**	$ 17,546						$ 5,445	$ 5,445	$ -	$ -	$ 5,445	**$ 12,101**	Louisa County - Comp Plan ($1,000 covered w/Louisa per capita)
907	**WIP Phase III - Contract #8**	$ 58,000	$ 6,875	$ 4,558	$ 5,647	$ 8,223	$ 6,358	$ 6,262	$ 37,922	$ 20,078		$ 58,000	**$ -**	Watershed Improvement Plan
907	**WIP Phase III - Contract #9**	$ 58,000					$ -	$ -	$ -		$ 29,000	$ -	**$ 29,000**	*Watershed Improvement Plan (Pending application/award)
908	**RRBC**	$ 11,235	$ 1,272	$ 2,135	$ 5,592	$ 113	$ -	$ -	$ 9,112	$ -	$ -	$ 9,112	**$ 2,123**	*Rivanna River Basin Commission annual contributions and event fees
Program Code	**PROGRAM CONTRACTS/GRANTS With Pass-Thrus**	$ -												
172	**Safe Streets and Roads for All (SS4A)**	$ 84,259	$ 1,814	$ 5,703	$ 3,989	$ 159	$ 384	$ 391	$ 12,440	$ 70,533	$ -	$ 82,973	**$ 1,286**	*Estimated Completion - Sept 2025
	SS4A Pass-Thru	$ 985,647	$ 38,490	$ 18,830	$ 18,065	$ -	$ -	$ -	$ 75,385	$ 910,262	$ -	$ 985,647	**$ 0**	*Pass through to Kimley Horn, AvidCore, and VDOT
180-25	**Mobility Management - 2025**	$ 194,790	$ 12,927	$ 13,031	$ 14,936	$ -	$ -	$ -	$ 40,893	$ 153,896	$ -	$ 194,790	**$ (0)**	*Mobility Management - Oct 1 - September 30, 2025
	Mobility Management Pass-Thru - 2025	$ 11,831			$ -	$ -	$ -	$ -	$ -	$ 11,831	$ -	$ 11,831	**$ -**	Contracted with JABA (2 months)
180-26	**Mobility Management - 2026 (5310 other capital)**	$ 307,237			$ -	$ 16,967	$ 10,950	$ 15,666	$ 43,583	$ -	$ 84,985	$ 43,583	**$ 178,669**	*Mobility Management - Oct 1 - September 30, 2026
	Mobility Management - 2026 Cap Pass-Thru	$ 2,533			$ -	$ -	$ 2,533	$ -	$ 2,533	$ -	$ -	$ -	**$ 2,533**	*No capital pass-thru
180-26.1	**Mobility Management - 2026 (5310 operating)**	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	*Mobility Management - Oct 1 - September 30, 2026
	Mobility Management Pass-Thru - 2026	$ 6,053			$ -	$ -	$ -	$ -	$ -	$ -	$ 1,513	$ -	**$ 4,539**	PATH Volunteer Driver Assistance & mileage reimbursement
180B-Local	**Mobility Management - Branding / Other**	$ 17,473	$ 231	$ 501	$ 758	$ 169	$ 358	$ 2,140	$ 4,156	$ 9,787	$ -	$ 13,943	**$ 3,530**	*BAMA grant, CACF grant, UVA contribution to support Mobility Mgmt
	Mobility Management Pass-Thru	$ 30,027			$ -	$ -	$ -	$ -	$ -	$ 30,027	$ -	$ 30,027	**$ -**	Branding/Marketing Consultant for Mobility Management
180C-RTAP	**Mobility Management - RTAP Grant**	$ 5,825	$ -	$ 1,031		$ -	$ 396	$ -	$ 1,427	$ 4,398	$ -	$ 5,825	**$ -**	RTAP Training Grant
180D-TAF	**PATH - Transportation Asst. Fund**	$ 5,000	$ -	$ 247	$ 362	$ 801	$ 355	$ -	$ 1,765	$ 424	$ -	$ 2,189	**$ 2,811**	PATH Transportation Assistance Fund
181	**RTP/CARTA - Admin**	$ 61,000	$ 5,980	$ 2,896	$ 7,350	$ 9,808	$ 6,833	$ 3,964	$ 36,830	$ -	$ -	$ 36,830	**$ 24,170**	*Regional Transit Partnership / CARTA
185	**CARTA Prioritization Plan - Admin**	$ 40,000			$ -	$ -	$ 302	$ 2,756	$ 3,058	$ -	$ 10,000	$ 3,058	**$ 26,942**	*CARTA Prioritization Plan
	CARTA Prioritization Plan Pass-Thru	$ 160,000			$ -	$ -	$ -	$ 7,807	$ 7,807	$ -	$ 40,000	$ 7,807	**$ 112,193**	*Consultant Pass-thru
190/195/198	**MPO-PL**	$ 308,793	$ 29,829	$ 18,573	$ 23,739	$ 31,213	$ 18,491	$ 20,387	$ 142,233	$ -	$ -	$ 142,233	**$ 166,560**	*MPO PL Transportation Planning - Passive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	LRTP Support Consultant
191/196/199	**MPO-FTA**	$ 132,384	$ 19,942	$ 15,132	$ 15,550	$ 14,962	$ 8,142	$ 9,663	$ 83,389	$ -	$ -	$ 83,389	**$ 48,995**	MPO FTA Transit Planning (ext. to 12/31/25 to use remaining FY25 funds)
	MPO - FTA Pass Thru	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	Consultant Pass-thru if needed
193/193.1/193.3	**Rideshare - Admin (includes RTAP Grants)**	$ 189,533	$ 14,499	$ 17,942	$ 11,345	$ 11,656	$ 10,886	$ 11,721	$ 78,051	$ -	$ 3,759	$ 78,051	**$ 107,723**	Rideshare TDM Program Mktg & Mgmt (not eligible for roll over)
	Rideshare Pass-Thru	$ -				$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	
726	**HOME ARP - Admin**	$ 367,841	$ 1,766	$ 2,533	$ 3,428	$ 4,582	$ 5,122	$ 4,719	$ 22,150	$ 164,274	$ 159,246	$ 186,425	**$ 22,170**	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	$ 2,084,430	$ 20,438	$ 4,013	$ 1,100	$ 115,041	$ -	$ 248,473	$ 389,065	$ 132,875	$ 1,540,891	$ 521,940	**$ 21,599**	*Admin includes Consultant for Gap Analysis
727-22	**HOME-22 TJPDC Admin**	$ 74,783	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 74,783	$ -	$ 74,783	**$ -**	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	$ 698,069	$ -	$ 7,234	$ 12,290	$ -	$ 3,419	$ -	$ 22,943	$ 401,916	$ 74,038	$ 424,859	**$ 199,171**	*HUD HOME-22 Housing Grants Construction
727-23	**HOME-23 TJPDC Admin**	$ 78,529	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 78,529	$ -	$ 78,529	**$ -**	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	$ 718,217	$ -	$ -	$ 7,766	$ 17,871	$ 1,266	$ -	$ 26,903	$ 206,577	$ 306,984	$ 233,480	**$ 177,753**	*HUD HOME-23 Housing Grants Construction
727-24	**HOME-24 TJPDC Admin**	$ 65,111	$ 2,614	$ 3,992	$ 1,980	$ 1,433	$ 641	$ 2,167	$ 12,827	$ 183	$ 38,957	$ 13,010	**$ 13,144**	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	$ 586,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79,475	$ 303,915	$ 79,475	**$ 202,610**	*HUD HOME-24 Housing Grants Construction
727-25	**HOME-25 TJPDC Admin**	$ 68,701				$ -	$ -	$ -	$ -		$ 51,526	$ -	**$ 17,175**	*HUD HOME-24 Housing Grants Admin
	HOME-25 Pass Thru	$ 618,308				$ -	$ -	$ -	$ -		$ 463,731	$ -	**$ 154,577**	*HUD HOME-24 Housing Grants Construction
728-23	**Housing Preservation Grant-23 - Admin**	$ 32,838			$ 973	$ -	$ -	$ -	$ 973	$ 31,865	$ -	$ 32,838	**$ -**	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	$ 179,597	$ 3,200	$ 6,298	$ -	$ -	$ -	$ -	$ 9,498	$ 170,099	$ -	$ 179,597	**$ 0**	*USDA Housing Repair Construction
728-24	**Housing Preservation Grant-24 - Admin**	$ 20,370	$ 4,050	$ 3,978	$ 1,110	$ 2,093	$ 1,321	$ 2,454	$ 15,005	$ 4,012	$ -	$ 19,017	**$ 1,353**	*USDA Housing Repair Admin
	HPG-24 Pass-Thru	$ 115,427	$ 26,319	$ 3,702	$ -	$ 5,200	$ -	$ -	$ 35,221	$ 55,131	$ -	$ 90,352	**$ 25,075**	*USDA Housing Repair Construction
729	**Regional Housing Partnership**	$ 49,501	$ 1,757	$ 2,576	$ 15,381	$ 4,865	$ 2,676	$ 3,422	$ 30,677	$ -	$ -	$ 30,677	**$ 18,824**	Regional Housing Partnership
730.1/730.2/730.3	**RHP Housing Study**	$ 138,727	$ 7,491	$ 5,901	$ 4,625	$ 4,012	$ 1,562	$ 1,269	$ 24,858	$ 37,139	$ 44,546	$ 61,997	**$ 32,184**	Regional Housing Study Grant
	RHP Housing Study Pass-Thru	$ 148,330	$ -			$ -	$ -	$ -	$ -	$ -	$ 48,141	$ -	**$ 100,189**	
733	**VA Housing Development - Admin**	$ 199,500	$ 3,760	$ 1,505	$ 2,170	$ 3,551	$ 2,783	$ 2,657	$ 16,426	$ 152,805.72	$ 7,000	$ 169,232	**$ 23,268**	*VA Housing PDC - Admin
	VA Housing Pass-Through	$ 1,800,500	$ -	$ -	$ 183,450	$ -	$ -	$ -	$ 183,450	$ 1,616,728.11		$ 1,800,178	**$ 322**	*VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigarette Tax Board**	$ 130,466	$ 11,253	$ 7,027	$ 9,809	$ 9,662	$ 10,411	$ 7,859	$ 56,021	$ -	$ -	$ 56,021	**$ 74,445**	Includes Administrative Fees
	Cig Tax Pass-Through	$ 3,259,537	$ 304,403	$ 279,820	$ 289,486	$ 298,589	$ 248,082	$ 272,658	$ 1,693,038	$ -	$ -	$ 1,693,038	**$ 1,566,499**	Pass through - direct costs
761	**VATI 22 - Admin**	$ 875,000	$ 15,740	$ 14,224	$ 11,639	$ 13,191	$ 8,799	$ 10,176	$ 73,768	$ 677,906	$ 98,523	$ 751,674	**$ 24,803**	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	$ 117,850,904			$ 6,074,073	$ 324,259	$ -	$ 7,880,757	$ 14,279,089	$ 81,354,997	$ 9,990,853	$ 95,634,085	**$ 12,225,966**	*Program/Construction Pass-Through
762	**VATI 24 - Admin**	$ 280,062	$ 3,125	$ 5,806	$ 5,288	$ 4,314	$ 4,191	$ 6,640	$ 29,364	$ 41,241	$ 103,957	$ 70,605	**$ 105,500**	*VATI Admin - 18 months
	VATI 24 Pass-Through	$ 13,008,438	$ -	$ -	$ -	$ 1,848,767	$ -	$ -	$ 1,848,767	$ -	$ 7,508,438	$ 1,848,767	**$ 3,651,233**	*Program/Construction Pass-Through
901	**DEQ Septic Program - Admin**	$ 18,390	$ 297	$ 1,240	$ 284	$ 495	$ 1,217	$ 263	$ 3,796	$ 4,198	$ -	$ 7,995	**$ 10,396**	Dept of Environmental Quality - Septic Program
	DEQ Septic Pass-Through	$ 146,630	$ -	$ -	$ -	$ 810	$ -	$ 6,227	$ 7,037	$ -	$ -	$ 7,037	**$ 139,593**	*Program/Construction Pass-Through
902	**DEQ Rain Barrel Program**	$ 10,821	$ 355	$ 425	$ 780	$ 816	$ -	$ -	$ 2,376	$ 6,902	$ -	$ 9,278	**$ 1,543**	Dept of Environmental Quality - Rain Barrel Program
	DEQ Rain Barrel Pass-Through	$ 3,477	$ -		$ 1,949	$ -	$ -	$ -	$ 1,949	$ -	$ -	$ 1,949	**$ 1,528**	Pass through - direct costs
903	**DEQ Reg'l Water Supply Planning**	$ 18,124	$ 2,439	$ 2,374	$ -	$ -	$ -	$ -	$ 4,813	$ 4,071	$ -	$ 8,884	**$ 9,240**	Dept of Environmental Quality - Regional Water Supply Planning
	TOTAL - All Programs	**$ 147,132,663**	**$ 579,974**	**$ 494,731**	**$ 6,786,546**	**$ 2,860,510**	**$ 407,197**	**$ 8,578,105**	**$ 19,707,063**	**$ 86,610,573**	**$ 20,921,220**	**$ 106,315,104**	**$ 19,896,339**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**$ 142,411,421**	**$ 392,850**	**$ 319,897**	**$ 6,588,179**	**$ 2,610,537**	**$ 255,300**	**$ 8,415,922**	**$ 18,582,684**	**$ 84,969,917**	**$ 20,278,505**	**$ 103,550,068**	**$ 18,585,381**	Pass-Thru Subtotal

*indicates unspent funds can 'roll-over' in FY27

$ 169,730	12 month average - Operating Expenses
$ 172,317	3 month average - Operating Expenses
$ 166,522	last month - Operating Expenses

Total Grant Funds Remaining	**$ 19,896,339**
Pass-through funds	**$ 18,585,381**
TJPDC Available Funds	**$ 1,310,958**
Average Funds Available per Month	**$ 218,493**

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners

From: Laura Greene, Director of Finance and Human Resources

Date: February 6, 2026

Re: FY26 Quarter Two Financial Report

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

The meeting materials include the December Financial Dashboard and Accrued Revenue Report, November and December Consolidated Profit and Loss Statements, and Balance Sheets. Additionally, the meeting materials include a FY26 Quarter Two Profit and Loss Prior Year Comparison Statement. Staff will present a high-level overview of the agency's performance in Quarter Two (October – December 2025).

Quarter Two Financial Overview:

Net quick assets have increased $51,491 from $1,735,245 on September 30, 2025, to $1,786,737 as of December 31, 2025. Based upon the twelve-month average for operating expenses, we have 10.53 months of available operating expenses (compared to 10.75 in September). Our current goal is eight months of available operating expenses. Funds available in our Capital Reserve Account are $428,896. (Net Quick Assets minus 8 months operating expenses).

Unrestricted Cash on Hand as of December 31 was $1,234,096 or 7.27 months of average monthly operating expenses. Six months is our current target level and concern level is less than two.

Revenue less Expenses – The net loss in December was $4,339 resulting in a cumulative fiscal year net gain of $79,190. The net gain for this time last year was $89,828.93.

Profit & Loss (P&L) - Budget vs Actual – On December 31 we were 50% through FY26:

	FY26 Operating Budget (approved 06/05/25)	FY26 Actuals as of 12/31/25	Percentage of Budget Spent	Amount Budget Remaining
Revenue	$ 49,834,111	$ 19,707,063	40%	$ 30,127,048
Operating Expense	$ 2,398,946	$ 1,045,190	44%	$ 1,353,756
Pass Through Expense	$ 47,435,165	$ 18,582,684	39%	$ 28,852,481

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

Balance Sheet As of December 31, total current assets were $14,065,150, a $3,067,047 increase from this time last year. The cash, accounts receivable and prepaid accounts increased $596,826, $470,138 and $2,503,906 respectively, while the capital reserve account decreased $503,823.

As of December 31, total current liabilities were $12,278,413, a $2,869,864 increase from this time last year. The accounts payable, accrued expenses and deferred revenues increased $2,875,659 while the credit card payable and accrued payroll payable decreased $5,795.

Accrued revenues of existing grant and contract balances for FY26 are shown in the Accrued Revenue report. As of December 31, we had $19,896,339 in grant funds remaining, of which $18,586,354 are for pass-through funds. For the remaining six months we have $218,331 available per month for operating expenses. The 12-month average for operating expenses is $169,730. Operating expenses in December were $166,522.

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

	Jul - Dec 25	Jul - Dec 24	$ Change	% Change
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	15,332,491.78	20,256,178.65	-4,923,686.87	-24.3%
4120 · State Funding Source	1,854,585.05	345,797.70	1,508,787.35	436.3%
4130 · Local Source	2,378,127.40	3,994,434.44	-1,616,307.04	-40.5%
42000 · Local Match Per Capita	92,484.85	89,206.52	3,278.33	3.7%
4279 · Program Income	0.00	1,840.00	-1,840.00	-100.0%
4280 · Interest Income	32,674.78	35,261.80	-2,587.02	-7.3%
4281 · BRCTB VIP Interest Income	3,319.50	0.00	3,319.50	100.0%
4285 · Rent Income	13,380.00	14,360.00	-980.00	-6.8%
4999 · Prior Year Rev Corr	0.00	30.62	-30.62	-100.0%
Total Income	19,707,063.36	24,737,109.73	-5,030,046.37	-20.3%
Gross Profit	19,707,063.36	24,737,109.73	-5,030,046.37	-20.3%
Expense				
61000 · Personnel	858,821.85	647,504.97	211,316.88	32.6%
6900 · Reimb. Overhead Allocation	0.00	0.00	0.00	0.0%
6240 · Advertising / Marketing	11,571.12	6,036.04	5,535.08	91.7%
62394 · Audit -Legal Expenses	5,415.02	6,682.75	-1,267.73	-19.0%
6258 · Bank Charges	248.00	255.00	-7.00	-2.8%
6260 · COGS	2,362.50	0.00	2,362.50	100.0%
6281 · Dues	9,916.00	6,105.60	3,810.40	62.4%
6242 · Employee Hiring & Recruitment	324.00	4,775.72	-4,451.72	-93.2%
62850 · Insurance	3,956.00	4,245.02	-289.02	-6.8%
6345 · Janitorial Service	5,741.34	1,098.57	4,642.77	422.6%
6450 · Meeting Expenses	5,406.47	3,474.54	1,931.93	55.6%
6310 · Postage	685.90	523.71	162.19	31.0%
62890 · Printing/Copier	760.87	1,372.88	-612.01	-44.6%
6390 · Professional Dev & Meetings	13,032.71	21,904.40	-8,871.69	-40.5%
6320 · Rent	54,846.06	53,287.95	1,558.11	2.9%
6280 · Subscription-Publications	446.43	590.96	-144.53	-24.5%
6290 · Supplies	4,448.37	4,111.82	336.55	8.2%
63210 · Technology & Equipment	19,872.24	30,280.82	-10,408.58	-34.4%
6600 · Telephone & Internet Service	8,519.76	8,068.95	450.81	5.6%
6380 · TJPDC Contractual Services	17,538.73	21,399.38	-3,860.65	-18.0%
63300 · Travel	21,276.18	25,076.76	-3,800.58	-15.2%
Total Expense	1,045,189.55	846,795.84	198,393.71	23.4%
Net Ordinary Income	18,661,873.81	23,890,313.89	-5,228,440.08	-21.9%
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	271,123.03	455,714.79	-184,591.76	-40.5%
83000 · HOME Pass-Through	438,910.83	126,052.65	312,858.18	248.2%
84000 · Grants Pass-Through	17,872,650.02	23,251,648.71	-5,378,998.69	-23.1%
Total Other Expense	18,582,683.88	23,833,416.15	-5,250,732.27	-22.0%
Net Other Income	-18,582,683.88	-23,833,416.15	5,250,732.27	22.0%
Net Income	**79,189.93**	**56,897.74**	**22,292.19**	**39.2%**

ADMINISTRATIVE AGREEMENT FOR ENVIRONMENTAL RECORDS PURSUANT TO THE BROADBAND EQUITY, ACCESS, AND DEPLOYMENT (BEAD) PROGRAM

Purpose of Agreement:

The purpose of this Agreement is to establish the duties and responsibilities of the Thomas Jefferson Planning District Commission (TJPDC) and the Virginia Department of Housing and Community Development (DHCD) related to performance and completion of records ~~documents~~ required for compliance with National Environmental Protection Act (NEPA) for high-speed internet broadband expansion projects awarded under the Broadband Equity, Access, and Deployment (BEAD) Program as part of Public Law 117-58.

Parties to Agreement:

Thomas Jefferson Planning District Commission (TJPDC)
Christine Jacobs, Executive Director
401 E Water St.
Charlottesville, VA 22911
Phone: 434-979-1597
Email: cjacobs@tjpdc.org

Virginia Department of Housing and Community Development (DHCD
Tamarah Holmes, Broadband Director
600 E. Main St, Suite 300
Richmond, VA 23218
Phone: 804-371-7056
Email: tamarah.holmes@dhcd.virignia.gov

Period of Agreement:
This agreement is authorized upon execution by both parties and continues through the completion of activities described below for projects for which the provisions of this agreement would be applicable.

Duties and Responsibilities:
The Thomas Jefferson Planning District Commission (TJPDC) is responsible for the following:

1) Review and approve payment requests, including any required documentation, from Virginia Planning District Commissions (PDC) preparing NEPA records as described herein;
2) Prepare and submit invoice for payment by DHCD of PDC ~~NEPA~~ fees for preparing NEPA records and TJPDC administrative fees; such requests shall be submitted on no more than a monthly basis;
3) Within 30 days of receipt of payment from DHCD, provide payment to the relevant PDC;
4) Document each PDC request to maintain an accounting of all transactions;
5) Work with DHCD to resolve any disputes concerning EA documentation or payment request amounts; and
6) In the event that a PDC is unable or lacks capacity to perform the assessment, assist DHCD in seeking another PDC to potentially perform the assessment.

The Virginia Department of Housing and Community Development (DHCD) is responsible for the following:

1) Designate PDCs to prepare NEPA records and communicate designation to TJPDC;

2) Provide TJPDC guidance on what is considered acceptable NEPA records from PDCs when submitting a payment request;
3) Review TJPDC invoice and associated payment requests as described herein;
4) Upon approval of such request, provide payment to TJPDC;
5) Work with TJPDC and/or the relevant PDC to resolve any dispute concerning E NEPA documentation or payment request amounts;
6) Ensure that NEPA records prepared by PDCs are in compliance with the BEAD Program and other federal laws, as may be applicable; and
7) Ensure that the PDCs preparing NEPA records consent to the terms contained herein.

Funding:
Funding available for activities performed in relation to this agreement shall be as follows:

1) Funds shall be provided by DHCD to TJPDC, which shall pay a PDC for its work to complete an NEPA records related to the planning and implementation of broadband expansion infrastructure projects, as may be required to be conducted by a successful applicant for BEAD funding;
2) Funds will be paid on a performance basis upon receipt of an invoice for the completion of the NEPA record:;
3) DHCD shall provide the following funding amounts:
    a. Standard NEPA Preparation: $5,000 for each record prepared by a PDC, when conducting standard coordination/necessary consultations with pertinent federal and state agencies and compiling documents are deemed by the PDC to be routine in nature.
    b. Standard NEPA Administration: $500 for each Standard NEPA record reviewed and processed by TJPDC.
    c. Extended NEPA Preparation: $10,000 when the record preparation process requires extended coordination, which shall be documented by the PDC. Such documentation may include, but is not limited to, correspondence with/evidence from the regulatory agency requesting additional information and that extends the time for processing the EA.
    d. Extended NEPA Administration: $1,000 for each Extended NEPA record reviewed and processed by TJPDC.
4) Payment requests for Extended NEPA Preparation shall include rationale/supporting documentation. DHCD shall determine whether the NEPA record and accompanying documentation is satisfactory for the award of funding.

Amendment:
This agreement may be amended from time to time by written authorization from both parties.

Agreed to:

By:________________________________ ________________
Christine Jacobs, TJPDC Executive Director Date

By:________________________________ ________________
Tamarah Holmes, Ph.D, Office of Broadband Director Date

Thomas Jefferson Planning District Commission
PO box 1505, 401 East Water Street, Charlottesville, VA 22902
434-979-7310 --- info@tjpdc.org

RESOLUTION of SUPPORT: ADMINISTRATIVE AGREEMENT for ENVIRONMENTAL RECORDS PURSUANT to the BROADBAND EQUITY, ACCESS, and DEPLOYMENT (BEAD) PROGRAM

WHEREAS, Public Law 117-58, the Infrastructure Investment and Jobs Act, provides funding for the National Telecommunications and Information Administration (NTIA) to administer the Broadband Equity, Access, and Deployment (BEAD) Program; and

WHEREAS, the BEAD Program requires environmental and historic preservation reviews for all last mile broadband deployment projects; and

WHEREAS, several Planning District Commissions (PDCs) in Virginia will work to complete Environmental Records (ER)) for high-speed internet broadband expansion projects awarded to broadband service providers under the Program; and

WHEREAS, the Virginia Department of Housing and Community Development (DHCD) requested that the Thomas Jefferson Planning District Commission (TJPDC) coordinate payment of federal funding to the several PDCs for such work; and

WHEREAS, under a draft Agreement being considered, TJPDC's responsibilities will include reviewing and approving requests made by the PDCs for payment; invoicing DHCD for payment of PDC ER fees and TJPDC administrative fees; and providing necessary documentation and accounting of all transactions; and

WHEREAS, funds will be provided by DHCD to TJPDC, which will pay a PDC either $5,000 or $10,000, depending on the extent of review required, for its work to complete such ER related to the planning and implementation of broadband expansion infrastructure projects; and

WHEREAS, DHCD also will pay TJPDC 10% of the cost of each ER reviewed and processed by TJPDC; now therefore, be it

RESOLVED, that the Thomas Jefferson Planning District Commission endorses the Administrative Agreement for Environmental Records Pursuant to the Broadband Equity, Access, and Deployment (BEAD) Program: and be it

RESOLVED FURTHER, that Christine Jacobs, Executive Director of the TJPDC, is authorized to sign all contracts, approvals, certifications, and amendments pertaining to this Agreement.

Adopted by the Thomas Jefferson Planning District Commission at its meeting on February 5, 2026, a quorum being present.

____
Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

____
Keith Smith, Chair
Thomas Jefferson Planning District Commission

____
Date

____
Date

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

RESOLUTION

**SUPPORTING AN FY2026 BUILD GRANT APPLICATION
TO FUND THE PRELIMINARY ENGINEERING PHASE
FOR THE RIVANNA RIVER BICYCLE AND PEDESTRIAN BRIDGE**

WHEREAS, the US Department of Transportation released a Notice of Funding Opportunity on December 15, 2025, for the FY2026 Better Utilizing Investments to Leverage Development (BUILD) Discretionary Grant Program – formerly Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants; and

WHEREAS, the proposed Rivanna River Bicycle and Pedestrian Bridge between Pantops and Woolen Mills has been identified as a high-priority regional project in multiple planning documents prepared by the City of Charlottesville, Albemarle County, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), and the Thomas Jefferson Planning District Commission (TJPDC); and

WHEREAS, substantial effort has been invested through collaboration among the TJPDC, the CA-MPO, the City of Charlottesville, Albemarle County, the Virginia Department of Transportation, and the general public to evaluate potential bridge locations and select a preferred alignment; and

WHEREAS, the unknown risks associated with construction costs for the bridge have resulted in significant contingencies that need to be applied to baseline project costs in any funding application through existing state funding programs; and

WHEREAS, the completion of the preliminary engineering phase would result in better project understanding to develop more accurate estimates of the project construction costs; and

WHEREAS, TJPDC staff submitted applications under the RAISE program for this same project that was identified as a "Project of Merit" in 2023; a 2024 grant application that was "Recommended"; and a 2025 grant application that was "Highly Recommended"; and

WHEREAS, the TJPDC serves as the fiscal and staffing agent for the CA-MPO; and

WHEREAS, the CA-MPO Policy Board will consider endorsement of the submission of this BUILD Grant Application by the application deadline of February 24, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission is in full support and endorses the BUILD planning grant funding application for the Rivanna River Bicycle and Pedestrian Crossing Preliminary Engineering Phase.

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

Adopted this 5th day of February 2026.

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

Justification for Establishing the Virginia Piedmont Tourism Region

Attachment to VTC Regional Application—Form 702A

Introduction to the Proposed Virginia Piedmont Region

Visitors already experience this part of the Commonwealth as a unified destination. Day trippers from nearby metropolitan areas, weekend travelers seeking rural immersion, and extended-stay visitors exploring Virginia over several days routinely cross between the localities of *Fauquier, Rappahannock, Madison, Culpeper, Orange, Greene, Albemarle/Charlottesville, Nelson, Fluvanna,* and *Louisa* without distinguishing jurisdictional boundaries. Their movements follow an intuitive pattern shaped by the Route 29 travel corridor, the eastern slope of the Blue Ridge Mountains, and the interconnected Rapidan, Rappahannock, Rivanna, and James River systems. These patterns reflect a consumer perception of this area as a single, cohesive tourism region long before any formal designation.

The proposed Virginia Piedmont Region captures this existing visitor identity. Its localities share a consistent rural landscape—rolling farmland, small towns, Blue Ridge views, agricultural producers, outdoor recreation sites, and vibrant culinary and cultural destinations. Whether a visitor is hiking in Greene, wine tasting in Albemarle, antiquing in Orange, or exploring downtown Culpeper, the experience is seamless and fits naturally within a unified Piedmont narrative.

Background Information

The current VTC-designated *Central Virginia Tourism Region* encompasses an overly broad geography, stretching from the ridgeline of the Blue Ridge Mountains to suburban Richmond. This vast expanse dilutes the region's tourism identity and makes it difficult to develop cohesive marketing strategies for the counties of Nelson, Albemarle, Greene, Orange, Louisa, Fluvanna, Madison, and Rappahannock, and the City of Charlottesville.

Similarly, the *Northern Virginia Tourism Region* extends from the dense metropolitan area of Washington, D.C., to the rural foothills of Rappahannock County. Within this region, the counties of Rappahannock, Fauquier, and Culpeper share little common identity with Northern Virginia's more urban and suburban localities.

Alignment with State, Regional, and Planning Frameworks

The cohesive identity of the proposed region is reinforced by the fact that all eleven participating localities already function collectively as GO Virginia Region 9, a geography formally recognized by the Commonwealth for economic development coordination.

Both regional planning bodies—the Rappahannock–Rapidan Regional Commission (RRRC) and the Thomas Jefferson Planning District Commission (TJPDC)—recently completed their CEDS (Comprehensive Economic Development Strategies) in partnership with Camoin Associates. These plans were intentionally coordinated and explicitly describe opportunities for cross-regional collaboration, including tourism, outdoor recreation, agritourism, hospitality, and small-business development.

The GO Virginia Region 9 Super-Regional Strategies, produced jointly with both PDCs, further affirms that the participating localities share economic drivers and should pursue coordinated efforts in tourism and quality-of-life investments. All three documents identify tourism as a significant and growing regional economic driver.

The participating counties in these initiatives have a long-standing history of collaboration in economic development, viticulture, workforce initiatives, and entrepreneurial support. This collaborative foundation extends naturally to tourism, as nearly all participating localities DMO leadership also carry responsibility for Economic Development within their respective localities. Local Destination Marketing Organizations (DMOs) already coordinate marketing efforts through shared regional projects and events. Several localities—Fauquier, Orange, Culpeper, Rappahannock, and Madison—actively participate in the Rappahannock-Rapidan Regional Commission's 'Purely Piedmont' tourism initiative, which demonstrates strong regional cooperation. Building upon these partnerships, the Region 9 DMOs are committed to developing coordinated visitor itineraries, unified branding, and shared marketing campaigns under VTC's guidance.

State Code Support for Regional Coordination

The importance of regional alignment in Virginia tourism is both strategic and statutory. Code of Virginia § 2.2-2320.2, which governs statewide tourism promotion grants, establishes caps on funding distribution:

- Localities within the same qualifying region may collectively receive no more than 20% of total statewide grant funds in a fiscal year (§ 2.2-2320.2(C)(3)).
- No single recipient may receive more than 15% of all statewide tourism grant funds (§ 2.2-2320.2(C)(4)).

Because these caps apply to defined "qualifying regions" in § 2.2-2484 (which includes GO Virginia Regions), alignment with the Commonwealth's regional structure is essential for maximizing competitiveness, maintaining statewide balance, and ensuring equitable distribution of tourism investments.

Recognizing the Virginia Piedmont Region allows VTC's regional map to align with the regional structure already used for economic development planning, funding, and performance measurement. This brings tourism coordination into sync with the Commonwealth's broader regional framework.

Justification for Establishing the Virginia Piedmont Region

The creation of this region is justified by:

- **Visitor Behavior:** Multi-locality travel is the norm; visitors already perceive this area as a single region.
- **Shared Geography:** The Blue Ridge foothills, Route 29 corridor, and Piedmont river systems form a cohesive physical landscape.
- **Economic Development Alignment:** All participating localities are part of GO Virginia Region 9 and share CEDS-documented tourism priorities.
- **Marketing Clarity:** Visitors respond to simple, intuitive regional identities—"Virginia Piedmont" provides this clarity.
- **Grant Competitiveness:** A unified region strengthens applications for statewide VTC grants governed under § 2.2-2320.2.
- **Collaborative History:** DMOs in this geography have engaged in multi-year discussions and shared strategies that support a formal designation.

Visitor Profile

Day Trippers: From Northern Virginia, Fredericksburg, Richmond, Staunton–Waynesboro, Lynchburg, and beyond. Motivations include food & beverage, small-town charm, drives, and outdoor recreation.

Weekend Visitors: Often, Albemarle/Charlottesville/Nelson are paired with Greene/Madison or Louisa/Fluvanna, while Orange/Culpeper are frequently linked with Fauquier/Rappahannock through curated experiences such as wine trails, hiking loops, heritage-based tours, and coordinated downtown dining itineraries.

Extended-Stay Visitors: Regularly explore multiple counties during multi-day trips, especially when visiting major attractions such as Montpelier, Shenandoah National Park, Blue Ridge Parkway, Charlottesville cultural sites, breweries, river recreation, and boutique lodging destinations. Strategic and cohesive marketing of the Virginia Piedmont has strong potential to establish the region as a compelling destination for extended-stay visitors.

Conclusion and Request for Recognition

Given consistent visitor behavior, shared geography, aligned economic development strategies, statutory support for regional frameworks, and a demonstrated history of multi-year DMO collaboration, we respectfully request that the Virginia Tourism Corporation formally designate the Virginia Piedmont Region.

Attached to this application, you will find the governing bodies' resolutions of support. In the case of Charlottesville and Albemarle County, the localities have delegated authority to the Charlottesville Albemarle Convention and Visitors Bureau (CACVB), which is a joint powers agreement housed within Albemarle County government (its fiscal agent). Given this delegation, the CACVB board passed the resolution on behalf of Charlottesville City Council and the Albemarle County Board of Supervisors with their representatives being voting members of the board.

Formal recognition will strengthen regional collaboration, extend and better target tourism investment, and maximize competitiveness under § 2.2-2320.2. It will also enable VTC to collect and analyze tourism data that more accurately reflects actual visitor behavior, supporting more effective statewide planning and grant allocation.

Establishing the Virginia Piedmont Region will further enhance Virginia's overall tourism marketing efforts by clearly positioning a cohesive destination that offers mountains, history, wine country, and authentic small-town experiences within an easily navigable geography. Currently this region has wine from two different American Viticultural Areas (AVAs), and several wineries in counties with no AVA. By creating this region, all wineries in this region would have regional representation. This designation will facilitate joint marketing initiatives, unified itineraries, and increased visibility for local businesses and attractions, ultimately driving increased visitation and new revenue for the Commonwealth.

Attachments

Appendix A: Current and Proposed Regional Maps

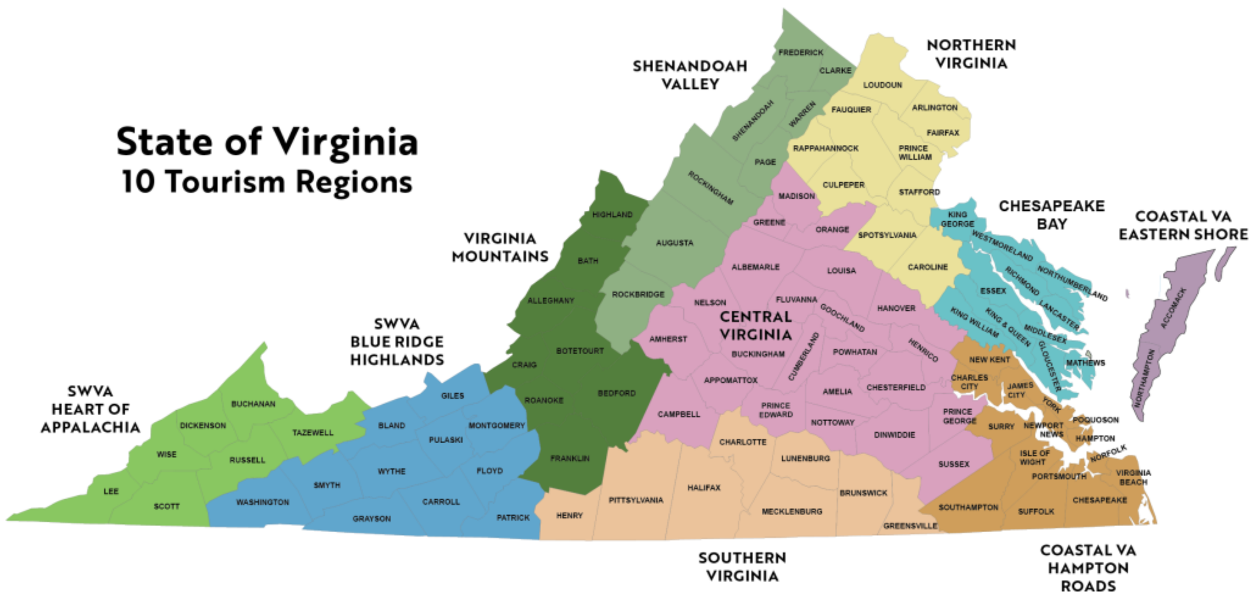
Appendix B: Governing Bodies' Applications and Resolutions of Support

Appendix C: Regional Support Letters

Appendix A: Current and Proposed Regional Maps

The following maps illustrate the current VTC regional structure and the proposed realignment to recognize the Virginia Piedmont Region.

CURRENT VIRGINIA TOURISM CORPORATION REGIONS



PROPOSED REGIONAL REALIGNMENT WITH VIRGINIA'S PIEDMONT REGION

Appendix B: Governing Bodies' Applications and Resolutions of Support

Alphabetical Attachments

- Charlottesville Albemarle Convention & Visitors Bureau
- Culpeper
- Fauquier
- Fluvanna
- Greene
- Louisa
- Madison
- Nelson
- Orange
- Rappahannock

Appendix C: Regional Support Letters

January 27, 2026

Virginia Tourism Corporation
901 East Cary Street, Suite 900
Richmond, VA 23219

Re: Support for Designation of the Virginia Piedmont Tourism Region

To Whom It May Concern:

On behalf of the Thomas Jefferson Planning District Commission (TJPDC), I am pleased to express our support for the establishment of the *Virginia Piedmont Region* as a formally recognized tourism region within the Virginia Tourism Corporation's (VTC) statewide framework.

The VTC currently recognizes the *Central Virginia Tourism Region* as encompassing an extensive collection of counties, including Madison, Orange, Greene, Albemarle, Louisa, Fluvanna, Nelson, Charlottesville, Amherst, Campbell, Appomattox, Prince Edward, Nottoway, Buckingham, Cumberland, Goochland, Hanover, Powhatan, Amelia, Dinwiddie, Chesterfield, Henrico, Prince George, and Sussex. Further, the VTC recognizes the *Northern Virginia Tourism Region* as encompassing the eclectic counties of Culpeper, Rappahannock, Fauquier, Arlington, Fairfax, Prince William, Stafford, Spotsylvania, and Caroline. These two VTC regions do not align with tourists' travel tendencies, nor support any cohesive tourism identity or unified marketing strategies.

The localities participating in the proposed *Virginia Piedmont Region* - Fauquier, Rappahannock, Madison, Culpeper, Orange, Greene, Albemarle/Charlottesville, Nelson, Fluvanna, and Louisa – actively function as an interconnected geography for planning, economic development, and visitor activities. From a regional planning perspective, this area represents a cohesive landscape shaped by shared transportation corridors, rural and small-town development patterns, and common economic drivers that naturally extend across jurisdictional boundaries.

The TJPDC, in coordination with the Rappahannock–Rapidan Regional Commission, recently completed a Super-Regional Comprehensive Economic Development Strategy (CEDS) that explicitly recognizes that these same counties share distinct tourism commonalities, including rich agricultural landscapes, vibrant main streets, historic sites, wineries and breweries, and proximity to the Blue Ridge Mountains and Shenandoah National Park, creating a natural and unified visitor experience where visitors travel organically within The Region's lodging, dining and recreating. These shared priorities align closely with the objectives of the proposed *Virginia Piedmont Region* and reflect how residents, businesses, and visitors already experience this part of the Commonwealth as a unified destination rather than a collection of isolated localities.

From a planning standpoint, regional designation also supports coordination across state and regional initiatives, including GO Virginia Region 9. Aligning tourism regions with existing economic development and planning geographies strengthens the Commonwealth's ability to strategically invest in quality-of-life assets, support small businesses, and encourage longer visitor stays that generate measurable economic benefit.

For these reasons, the Thomas Jefferson Planning District Commission supports the request for Virginia Tourism Corporation to formally recognize the Virginia Piedmont Region as a distinct tourism region in the Commonwealth. We commend the participating localities and destination marketing organizations for their collaborative, multi-year efforts and believe this designation will enhance both regional cooperation and Virginia's overall tourism strategy.

Thank you for your consideration.

Sincerely,

Christine Jacobs
Executive Director
Thomas Jefferson Planning District Commission

January 28, 2026

Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219

Dear Reviewer:

On behalf of the Thomas Jefferson Planning District Commission (TJPDC), I am pleased to offer this letter of support for Jaunt's application to the Virginia Department of Rail and Public Transportation (DRPT) MERIT Demonstration Project Assistance grant program. As the regional planning body serving the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson and the City of Charlottesville, the TJPDC works to enhance quality of life through regional collaboration and planning. Transportation access and mobility are a core part of our mission, and Jaunt is a critical partner in these efforts.

Jaunt connects residents in seven jurisdictions to their desired destinations meeting employment, healthcare, educational, social and shopping needs. Jaunt's CONNECT service provides fare-free fixed-route commuter service to UVA and downtown Charlottesville from the surrounding counties. We believe that expanding the Connect service to Ruckersville in Greene County would meet a community need and provide a cost-effective solution. Based on the high ridership observed along the existing Connect Route 29 North, expanding service to Ruckersville would likely result in greater overall demand for service. Additionally, we believe that this combination coupled with an enhanced Circulator service concept will attract new ridership and increase service demand within Greene County.

As a signatory of support for Jaunt’s National Rural Transit Assistance Program (RTAP) application for Greene County service improvements, I continue to believe that the successful implementation of this concept will positively impact the health of our community. Our organizations have a close and effective working relationship that has significantly strengthened transportation mobility throughout the region. We greatly value our partnership with Jaunt, and fully support their efforts to expand their important services through this grant opportunity.

Sincerely,

Christine Jacobs
Executive Director

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

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

January 28, 2026

Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219

Dear Reviewer:

On behalf of the Thomas Jefferson Planning District Commission (TJPDC), I am pleased to offer this letter of support for Jaunt's application to the Virginia Department of Rail and Public Transportation (DRPT) MERIT Demonstration Project Assistance grant program. As the regional planning body serving the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson and the City of Charlottesville, the TJPDC works to enhance quality of life through regional collaboration and planning. Transportation access and mobility are a core part of our mission, and Jaunt is a critical partner in these efforts.

Jaunt connects residents in seven jurisdictions to their desired destinations meeting employment, healthcare, educational, social and shopping needs. Current Jaunt service from rural Fluvanna and Louisa counties to the urban core operates on select weekdays with a limited schedule. Jaunt’s application for service expansion seeks to better align midday and late afternoon trips for residents, and we believe that the proposed service improvements would be responsive to demonstrated community demand and meaningfully improve access for residents.

The TJPDC operates the Partnership for Accessible Transportation Help (PATH), a mobility management program dedicated to improving access to transportation in Virginia’s Region 10. The need for improved midday service has been consistently reinforced by direct feedback received through the PATH helpline, particularly from elderly and disabled callers who cite gaps in Jaunt’s existing schedule as a barrier to mobility. We believe the successful implementation of this concept will positively impact the health of our community.

Our organizations have a close and effective working relationship that has significantly strengthened transportation mobility throughout the region. We greatly value our partnership with Jaunt, and fully support their efforts to expand their important services through this grant opportunity.

Sincerely,

Christine EB Jacobs

Christine Jacobs
Executive Director

Thomas Jefferson Planning District Commission

To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 5, 2026

Re: Draft Amended Operating FY26 Budget

Purpose: To present the Draft Amended FY26 Operating Budget, to be used as the basis for financial reports throughout the remainder of the fiscal year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) adoption of the operating budget in April/May preceding the fiscal year as prescribed in the TJPDC Bylaws, and 3) adoption of the amended operating budget in February/March, to serve as the budget for auditing the agency's financials for the fiscal year. The budget presented tonight is in draft form. At the March 5, 2026, meeting, the Commission will be presented with the final amended operating budget for FY26 for consideration and approval.

In your meeting packet is the Draft Amended FY26 Operating Budget. For your reference, the FY24 Actuals, FY25 Actuals, FY26 Projected, and the FY26 Amended Operating budgets are included. Staff operate from a detailed line item working budget by program that is available to you upon request.

Proposed Amended FY26 Operating Budget: The recommended Draft Amended FY26 Operating Budget incorporates changes to revenue and expense assumptions from the original FY26 budget adopted at the June 5, 2025, meeting and is adjusted to include changes that have occurred during the first half of FY26 and changes that are projected to occur during the second half of FY26. The amended budget includes total projected revenue of $42,145,462 and expenditures of $42,030,215 for an anticipated net gain of $115,247. This net gain includes $55,286 in Blue Ridge Cigarette Tax Board gains due substantially to a reclassification of deferred revenues - consisting of BRCTB Member Capital Contributions and the associated interest earned on those funds – to Revenues in FY26. While not actual "revenues," the result is to recognize these funds in the BRCTB members' fund balance, as advised by the TJPDC's auditor.

Changes to revenue in the Amended FY26 budget include, but are not limited to:

- **Federal Revenues:** Federal Revenues are amended to be $32,824,313 in the amended budget (compared to $36,411,510 in the original projected budget).

- Projections for the FY22 VATI federal revenues are lower ($29,958,407 (SLFRF and CPF) vs, $33,592,402) and better reflect the projected pace in the completion of the VATI 22 project.
- The VATI 2024 projections decreased from $240,000 to $80,000 as Madison County's Match was moved from Federal Source to Local Source.
- The PATH/Mobility Management federal revenues for the FFY26 Capital grant are decreased due to an unanticipated vacancy in the PATH assistant position from July-December of 2025. A temp agency was engaged to cover a portion of the workload during that time.
- HOME administration and pass through federal funding are less than originally projected (HOME 22 Pass Through: $222,114 vs. $267,587, HOME 23 Pass Through: $204,656 vs. $260,144; HOME 24 Admin: $25,971 vs $32,556, HOME 24 Pass Through: $202,610 vs. $253,000, HOME 25 Admin $0 vs $17,175, HOME 25 Pass Through: $0 vs $154,577). HOME pass-through funds are directed to sub-recipients. New projections are more reflective of the anticipated spend down in FY26, as reported by the sub-recipients.
- In the projected FY26 budget, the TJPDC staff anticipated work associated with the next required update of the Hazard Mitigation Regional Plan. Staff have applied for a grant which has not yet been awarded. The revised federal revenue ($0 vs. $7,689) reflects this with anticipated work being projected in FY27 if the grant is awarded.
- Through Albemarle County, the TJPDC was awarded federal CDBG funds to support the development of the Regional Housing Study. New federal revenues anticipated in FY26 include $31,556.
- The TJPDC may take on the administration of the Broadband Equity, Access and Deployment pass-through to Planning District Commissions supporting NEPA environmental assessments. The anticipated federal revenue in FY26 is $291,500 in administration and pass-throughs. This program was not included in the original FY26 projected budget.

- **State Revenues:** State Revenues are amended to be $4,225,531 (compared to $6,140,634 in the original projected budget).
  - The largest difference in state revenue is associated with the VATI 2024 grant. Updated projections indicate the need for $71,437 vs. $93,400 in administrative funds and $3,462,923 vs. $5,460,000 in state pass-through funds for FY26. Unspent funds will roll into FY27 and beyond.
  - Staff originally anticipated the need to use state DHCD revenue for various contingencies (114,971 vs $69,320), to include the cost of building renovations (additional scope contingency only). Additionally, due to several programs extending timelines (such as VATI22 and VATI24) and the planned rollover of program funds into future fiscal years (CA-MPO and Hazard Mitigation) staff will roll over state funds to future fiscal years to ensure gap funding availability.
  - Due to the federal CDBG grant award for the housing study, less Virginia Housing state money ($5,119 vs. $35,585) will be needed for staff time in FY26 for the study.

State revenues for consultant expenses are expected to be $64,189 vs. $48,819. The state admin funding will roll into future fiscal years for the study's completion.
  - Due to an extension on the Virginia Housing Planning District Commission Development grant, pass through revenues that were expected to be spent in FY25 were rolled into FY26. FY26 revenues for this program include $40,016 in administrative funds and $183,450 in pass through (compared to $0 in the projected budget).

- **Local Revenues:** Local Revenues are amended to be $4,829,797 (compared to $7,019,000 in the original projected budget).
  - The largest difference in local revenues is related to the VATI program. Revised projections include local revenues for VATI 22 at $287,500 (vs. $2.84M) and VATI 24 at $501,077 (vs. $300,000).
  - Revised local revenues for the Blue Ridge Cigarette Tax board increased from $3,259,537 to $3,386,077 with the addition of Rappahannock County effective 10/1/2025.

- **Other Revenues:**
  - Rental space projected revenue decreased from $28,000 to $18,514 due to one tenant surrendering their rental space. Additionally, no tenants are to be charged rent during the time that the office is closed for renovations and tenants do not have access to their spaces.
  - Interest income is expected to be $58,000 vs. $50,000 due to interest rates, anticipated FY26 net gains, and the use of the VIP Investment Pool for savings.

Changes to expenses in the FY26 Amended budget include, but are not limited to:

- A decrease in salary and fringe. This is attributed to the vacancy in the PATH Transportation Assistant position. Additionally, one full-time position was temporarily converted to part-time. Finally, net payroll decreases are attributed to updated projections on utilization of hourly employees.
- Decrease in contingency expenses ($69,320 vs. $111,552). DHCD state administrative funds were allocated to building renovations and specific programs for project/program costs. Unused state DHCD funds roll over into FY27.
- Decrease in anticipated Audit/Legal expenses ($29,380 vs. $38,800). Legal review is used for any new agreements, contracts, and/or MOUs. Additionally, legal consultation is used for any personnel-related matters.
- An increase in advertising expenses ($40,242 vs $35,936) related to the PATH Transportation Assistant position vacancy. Advertising expenses include costs associated with marketing the PATH and Rideshare programs, posting required public notices, etc.
- Pass through expenditures in the amended FY26 budget indicate $39,802,557 in expenses rather than the $47,435,165. This is inclusive of HOME, Housing Preservation Grant, the Blue Ridge Cigarette Tax Board, VATI, and all other grant-funded contractual expenses.

Overall, we expect revenues to exceed expenditures by approximately $115,247 for the year. $55,286 of this is related to gains due to the Blue Ridge Cigarette Tax Board and a re-classification of BRCTB deferred revenue to BRCTB member fund balances, per recommendation of the TJPDC's auditor. Staff are working to prepare the FY27 budget to be delivered to you in April 2026. The excess revenues accumulated in FY26 may be required to balance the FY27 budget.

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY26 operating budget. A final will be brought to the March 2026 meeting for consideration and approval.*

TJPDC - FY26 Operating Budget

			06.05.2025	02.04.2026
	$0.64 per capita	$0.66 per capita	$0.68 per capita	$0.68 per capita
Revenue	***FY24 Actual***	***FY25 Actual***	***FY26 Projected***	***FY26 Amended***
Federal	$26,941,918	$37,858,276	$36,411,510	$32,824,313
State	$838,859	$1,398,384	$6,140,634	$4,225,531
Local	$8,579,291	$5,936,127	$6,993,000	$4,829,797
Local per capita	$171,054	$160,463	$184,967	$184,967
Interest Income	$61,276	$69,118	$50,000	$62,340
Rent Income	$26,098	$28,270	$28,000	$18,514
Reserves Transfer/CIP	$11,197	$31	$26,000	$0
Total Revenue	$36,629,693	$45,450,668	$49,834,111	$42,145,462
Operating Expenses				
Personnel Costs				
Salaries	$998,838	$1,148,114	$1,488,530	$1,428,249
Fringe and Release	$225,045	$283,443	$331,663	$299,261
Total Personnel	$1,223,883	$1,431,557	$1,820,194	$1,727,510
Direct Costs				
Overhead Allocation	$0	$0	$0	$0
Nonreimbursable Overhead	$0	$0	$0	$0
Contingency	$0	$0	$111,552	$69,320
Postage	$326	$929	$1,096	$1,396
Subscriptions	$317	$847	$4,170	$1,390
Supplies/COGS	$15,132	$17,894	$16,440	$17,606
Audit-Legal	$28,753	$28,335	$38,800	$29,380
Advertising	$20,883	$27,212	$35,936	$40,242
Meeting Expenses	$4,383	$6,273	$8,052	$8,275
TJPDC Contractual	$77,341	$54,448	$49,222	$30,565
Dues	$10,924	$10,901	$12,837	$14,201
Insurance	$7,406	$8,026	$8,020	$7,932
Printing/Copy	$2,539	$3,038	$4,971	$3,287
Rent	$104,296	$107,343	$138,555	$132,652
Equip/Data Use	$26,592	$51,296	$50,651	$45,270
Capital & Leases	$0	$0	$0	$0
Telephone	$16,079	$16,836	$16,441	$17,441
Travel-Vehicle	$32,766	$40,424	$51,561	$48,812
Janitorial	$2,545	$1,751	$5,000	$8,000
Professional Development	$16,628	$33,274	$25,448	$24,379
Total Other Costs	*$366,910*	*$408,827*	*$578,752*	*$500,148*
TOTAL OPERATING EXPENSES	$1,590,793	$1,840,383	$2,398,946	$2,227,658
Net Ordinary Income - Pass Through $	$34,578,718	$43,459,711	$47,435,165	$39,917,804
Other				
HOME Pass Through	$775,261	$350,494	$1,345,632	$1,090,044
HPG Pass Through	$168,632	$190,063	$120,342	$116,511
Cigarette Tax Pass Through	$2,683,169	$3,167,406	$3,259,537	$3,386,077
VATI Broadband Pass Through	$29,941,546	$38,036,495	$42,432,402	$34,289,907
Other Grants Pass Through	$1,010,110	$1,715,253	$277,252	$920,017
Total Other Expenses	*$34,578,718*	*$43,459,711*	*$47,435,165*	*$39,802,557*
Net Other Income	-$26,615,515	-$26,615,515	-$47,435,165	-$39,802,557
Net Income	**$460,182**	**$150,574**	**$0**	**$115,247**

*Includes $55,286 760-BRCTB Gains/Deferred Revenue to Fund Balance

FY26 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		$69,320				
273	WSC & Offices						$18,514
110	Interest Income					$58,000	
301	Charlottesville				$34,770		
302	Albemarle				$78,981		
304	Fluvanna				$19,186		
305	Greene				$14,532		
306	Louisa				$27,495		
307	Nelson				$10,005		
	Unknown Source/Reserve Transfer/CIP			$0			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
	Transit and Mobility Planning						
180-25	PATH/Mobility Management FFY25	$34,079	$6,816				
180-26	PATH/Mobility Management FFY26 Capital	$172,695	$34,539				
180-26.1	PATH/Mobility Management FFY26 Operating	$0	$0				
180B-Local	PATH/Mobility Management - Local			$7,687			
180C -RTAP	PATH/RTAP Technical Assistnce	$1,427					
180D-TAF	PATH/Travel Assistance Fund			$4,576			
181	CARTA/RTP			$61,000			
185	MERIT TA - Feasibility and Prioritization		$15,000	$15,000			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$254,720	$31,840				
191/196/199	FTA Funding	$117,675	$14,709				
	Rideshare						
193	Rideshare/TDM - DPRT		$146,798	$36,699			
193.3	Rideshare/RTAP	$2,276					
	Other Transportation						
172	Safe Streets and Roads for All (SS4A)	$9,205		$4,522			
HOUSING AND NONPROFIT							
726	HOME-ARP	$44,321					
727-22	HOME Consortium Admin-22	$0					
727-23	HOME Consortium Admin-23	$0					
727-23.1	HOME Consortium Admin-23.1	$0					
727-24	HOME Consortium Admin-24	$25,971					
727-25	HOME Consortium Admin-25	$0					
728-23	Housing Preservation Admin - HPG-23	$974					
728-23.1	Housing Preservation Admin - HPG-23.1	$0					
728-24	Housing Preservation Admin - HPG 24	$16,358					
728-25	Housing Preservation Admin - HPG 25	$8,244					
729	Regional Housing Partnership			$49,501			
730.1	Regional Housing Study - CIG	$0	$5,119	$0			
730.2	Regional Housing Study - CDBG	$31,556	$0	$0			
730.3	Regional Housing Study - Local	$0	$0	$14,483			
733	VA Housing - PDC		$40,016				
ENVIRONMENT							
303	Solid Waste			$13,735			
330	Hazard Mitigation	$0	$0				
901	IIJA DEQ Septic Program	$14,000					
902	IIJA DEQ Rain Barrel Program	$3,919					
903	Water Supply - RPU 1		$14,053				
907-25	WIP DEQ - CY2025	$37,922					
907-26	WIP DEQ - CY2026	$29,000					
908	RRBC			$11,235			
OTHER PROGRAMS							
112	TJPDC - Corporation			$3,240			
120	SCRC - Capacity Building	$4,989					
277	Legislative Liaison			$114,245			
278	VAPDC			$56,940			
306.1	Louisa - Comp Plan Support			$17,546			
760	Reional Cigarette Tax			$169,658		$4,340	
761	VATI 2022 - DHCD - SLFRF	$154,871	$0	$0			
761.1	VATI 2022 - DHCD - CPF	$0	$0	$0			
762	VATI 2024 - DHCD	$0	$71,437	$0			
765	BEAD	$26,500					
PASS THRU REVENUE							
170/171	Rural Transportation Planning	$0	$0	$0			
172	Safe Streets and Roads for All (SS4A)	$60,308	$0	$15,077			
180-FFY25	PATH/Mobility Management - FFY25	$0	$0	$0			
180-FFY26	PATH/Mobility Management - FFY26	$16,521	$3,304	$0			
180-FFY26.1	PATH/Mobility Management FFY26 Operating	$2,522	$2,018				
180B-Local	PATH/Mobility Management - Local	$0	$0	$0			
181	CARTA/RTP	$0	$0	$0			
185	MERIT TA - Feasibility and Prioritization		$60,000	$60,000			
330	Hazard Mitigation (In Kind Pass Through)			$0			
726	HOME-ARP Pass Through	$460,664					
727-22	Consortium HOME Pass Through-22	$222,114					
727-23	Consortium HOME Pass Through-23	$204,656					
727-24	Consortium HOME Pass Through-24	$202,610					
727-25	Consortium HOME Pass Through-25	$0					
728-23	Housing Preservation Pass Through-23	$9,498					
728-24	Housing Preservation Pass Through-24	$60,296					
728-25	Housing Preservation Pass Through-25	$46,717					
729	Regional Housing Partnership						
729.1	Regional Housing Summit						
730.1	Regional Housing Study - CIG		$64,189				
730.2	Regional Housing Study - CDBG	$36,000					
733	VA Housing - PDC Pass Through		$183,450				
760	Regional Cigarette Tax Pass Through			$3,386,077			
761	VATI 2022- DHCD Pass Through - SLFRF	$27,458,407		$287,500			
761.1	VATI 2022- DHCD Pass Through - CPF	$2,500,000	$0	$0			
762	VATI 2024 - DHCD Pass Through	$80,000	$3,462,923	$501,077			
765	BEAD	$265,000					
901	IIJA DEQ Septic Program	$146,822					
902	IIJA DEQ Rain Barrel Program	$3,477					
Total Revenues by Category		**$32,824,313**	**$4,225,531**	**$4,829,797**	**$184,967**	**$62,340**	**$18,514**
Sum Total of Revenues							**$42,145,462**
*NOTE $55,286 Gain - BRCTB one-time reclassification from Deferred Revenue to Fund Balance				*$50,946		*$4,340	

FY26

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

Program	Per Capita	Southeast Crescent Regional Commission (SCRC)	Rural Transportation	Mobility Management - 5310	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	HUD HOME Consortium	Regional Water Supply Planning (RPU1)	Balance	Regional	Local
	Per Capita				Required Local Match						Per Commission Policy:	
	0.68	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita		75%	25%
Program Code	300	120	170/171	180	190/195/198 191/196/199	330	907-25/26	727	903	300	300	301-307
Charlottesville	$ 34,769.76	$ (7.02)	$ -	$ (2,193.53)	$ (14,228.62)	$ -	$ (3,144.93)	$ (2,819.67)	$ (1,987.27)	$ 10,388.72	$ 7,791.54	$ 2,597.18
Albemarle	$ 78,980.64	$ (15.95)	$ (7,624.74)	$ (4,982.68)	$ (32,320.77)	$ -	$ (7,143.82)	$ (6,404.96)	$ (4,514.14)	$ 15,973.56	$ 11,980.17	$ 3,993.39
Fluvanna	$ 19,185.52	$ (3.87)	$ (1,852.16)	$ (1,210.36)	$ -	$ -	$ (1,735.34)	$ (1,555.86)	$ (1,096.55)	$ 11,731.38	$ 8,798.54	$ 2,932.85
Greene	$ 14,531.60	$ (2.93)	$ (1,402.87)	$ (916.76)	$ -	$ -	$ (1,314.39)	$ (1,178.44)	$ (830.55)	$ 8,885.65	$ 6,664.23	$ 2,221.41
Louisa	$ 27,495.12	$ (5.55)	$ (2,654.36)	$ (1,734.60)	$ -	$ -	$ (2,486.94)	$ (2,229.73)	$ (1,571.49)	$ 16,812.46	$ 12,609.34	$ 4,203.11
Nelson	$ 10,004.84	$ (2.02)	$ (965.86)	$ (631.18)	$ -	$ -	$ (904.94)	$ (811.35)	$ -	$ 6,689.49	$ 5,017.12	$ 1,672.37
TOTALS	$ 184,967.48	$ (37.35)	$ (14,500.00)	$ (11,669.12)	$ (46,549.39)	$ -	$ (16,730.36)	$ (15,000.00)	$ (10,000.00)	$ 70,481.26	$ 52,860.94	$ 17,620.31

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

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: February 5, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since December 4, 2025. Items with an asterisk (*) require action from the Commission.

1. **Call to Order**
   a. Call to Order, Roll Call – *Chair Smith, Ruth Emerick*
   b. Electronic Meeting Notice – *Ruth Emerick*

2. **Matters from the Public**
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, website, etc. *(Read by Ruth Emerick)*

3. ***Administration** – *Chair Smith*
   a. **Introduction:** Jen Fleisher, City of Charlottesville
   In their January 5, 2026, meeting, the City of Charlottesville appointed Jen Fleisher to serve on the TJPD Commission. Her term will run from January 1, 2026, through December 31, 2027.
   b. **Recognition:** Phil d'Oronzio, City of Charlottesville
   Phil has served as a TJPD Commissioner since January of 2024. Phil was elected to be the Treasurer of the Commission in their June 5, 2025, meeting and served dutifully in his role. He served on the Executive/Finance Committee, the Officer Nominating Committee, and the Building Committee.
   c. ***Election of Officer:** Treasurer
   The TJPD Commission Bylaws state the following:
   "Section 4: A vacancy in an office shall be filled for the unexpired term by the Commission at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed to all members. A member elected to fill an unexpired term may be elected to a successive full term in that office.

4. **Presentations**

   a. **PATH/Mobility Management** – *Igor Kalina*

   New Staff Introduction: Staff will introduce the TJPDC's newest team member, Bennett Hipp. Bennett is joining the staff as a PATH transportation assistant.

   FY27 PATH/Mobility Management Application and Resolution: The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's PATH Mobility Management Program. The grant application was due February 1, 2026, prior to the commission's regularly scheduled February meeting. Support letters and resolutions of support are accepted after the official submission of the grant application. A copy of a draft resolution of support is included in the meeting materials. Staff will present on the application and proposed work plan in the February meeting. A copy of staff's presentation is also included in the meeting materials.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY27 PATH Mobility Management grant application.

b. **Rideshare –** *Sara Pennington*
The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's Rideshare and Transportation Demand Management program. The grant application was due February 1, 2026, prior to the commission's regularly scheduled February meeting. Support letters and resolutions of support are accepted after the official submission of the grant application. A copy of a draft resolution of support is included in the meeting materials. Staff will present on the application and proposed work plan in the February meeting. A copy of staff's presentation is also included in the meeting materials.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY27 Rideshare grant application.

5. *Consent Agenda – *Chair Smith*

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

a. ***Minutes of December 4, 2025, Commission Meeting**
b. ***November and December Financial Reports**
   i. December Dashboard Report
   ii. November and December Consolidated Profit & Loss Statement
   iii. November and December Balance Sheet
   iv. December Accrued Revenue Report

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

6. New Business

a. ***FY26 Quarter Tow Report (Oct-Dec) –** *Laura Greene*
Each quarter, the Finance Director provides an update to the commission on the quarterly financials. A copy of staff's Quarter Two Financial Memo is included in the meeting materials.

***Recommended Motion:** Staff recommend a motion to accept the TJPDC Quarter Two financial report.

b. ***DHCD/BEAD Agreement, Resolution –** *Christine Jacobs*
BEAD (Broadband Equity, Access and Deployment) is a federal program administered by the VA Department of Housing and Community Development to support continued extension of broadband access throughout the Commonwealth. One element of BEAD is the requirement for NEPA environmental records on certain broadband construction projects. Due to the TJPDC's familiarity with broadband grants and deployment, and due to the success that the TJPDC has demonstrated in managing federal grants related to broadband, DHCD staff reached

out to TJPDC staff to see if we would be interested in partnering to administer BEAD funds to eligible Planning District Commissions conducting the environmental assessments of BEAD-funded projects. Staff will discuss the proposal. A copy of a draft agreement and a draft resolution of support are included in the meeting materials. The expectation is that TJPDC would serve as administrative support to DHCD, passing through funding to other PDCs and collecting required documents for DHCD's review. The TJPDC would receive administrative funds to support this role. The program is expected to be completed in FY26.

***Recommended Motion:** Staff recommends a motion to adopt the resolution supporting entering into an administrative agreement with the Virginia Department of Housing and Community Development for Environmental Records pursuant to the Broadband, Equity, Access, and Deployment (BEAD) Program and to authorize the Executive Director to take all actions necessary to enter into an agreement and administer the program.

c. **US Department of Transportation BUILD Grant Resolution for Application –** *Christine Jacbos*
The TJPDC previously applied for grant funding from the US Department of Transportation (USDOT) through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) (now called Better Utilizing Investments to Leverage Development - BUILD) discretionary program to conduct the Preliminary Engineering phase for the proposed Rivanna Bicycle and Pedestrian Bridge. While we were not successful in the 2023, 2024, or 2025 rounds, the application scored very well in all rounds and received 'merit status' and 'recommended status'. Participation in a debrief with USDOT staff indicated that continued attempts to seek funding were recommended. Staff will seek a support letter from the Chair of the Charlottesville-Albemarle Metropolitan Planning Organization on behalf of its members. The application is due February 24, 2026. A copy of a draft resolution is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to adopt the Resolution supporting a BUILD Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

d. **Regional Support Letters-** *Christine Jacobs*
The TJPDC was asked to provide letters of support for several regional initiatives. Support was required prior to the commission's regularly scheduled meeting. Staff provided letters of support for the following:

i. Virginia Tourism Corporation's consideration of a proposed *Virginia Piedmont Region,* inclusive of all counties and cities within Go Virginia Region 9 – Fauquier, Rappahannock Madison, Culpeper, Orange, Greene, Albemarle/Charlottesville, Nelson, Fluvanna, and Louisa. VTC currently recognizes the *Central Virginia Tourism Region* and the *Northern Virginia Tourism Region,* however, neither of these encompass the interconnected geography for planning, economic development, and visitor activities in the proposed region. This initiative has been supported at the local level by all TJPDC member jurisdictions. A copy of the application justification and the signed letter of support provided are included in the meeting materials.

ii. The TJPDC, through our PATH/Mobility Management program and our Regional Transit Planning/CARTA work, supports increased options for mobility within the TJPDC footprint. Jaunt is submitting two applications to the Virginia Department of Rail and Public Transportation for expanded service within the region. The first is for a MERIT Demonstration grant to expand CENNECT service to Ruckersville in Greene County. The second is for a MERIT Demonstration Grant to expand service to include midday trips to Fluvanna and Louisa County. A copy of the letter of support provided is included in the meeting materials.

e. **FY26 *Draft* Amended Operating Budget** – *Christine Jacobs*
Staff will present the FFY25 Draft Amended operating budget for review, questions, and comments. No action is requested from the commission in this meeting. The final draft will be brought before the Commission in their March meeting or consideration and approval. The approved amended budget will be the final approved budget for FY26 to be utilized for auditing purposes unless amended prior to June 30th. This amended budget allows staff to update budgeted revenues and expenses after six months of actual operating expenses and new contract awards. A copy of the budget totals, budget revenues, and local contributions are included in the meeting materials.

7. Old Business

None

8. Executive Director's Monthly Report

a. **TJPDC ADMINISTRATION**

Tenant Improvements – *Christine Jacobs*
The building renovations began on January 5, 2026, and will last for a minimum of six to eight weeks. The TJPDC staff continue to work remotely. The crew is in the process of completing the LVP flooring in common areas and commercial carpet tile in individual offices as well as finalizing the painting. Staff will provide additional details at the meeting.

b. **TRANSPORTATION**

General

- Staff continue to work with local staff to evaluate the potential for a Safe Streets and Roads for All (SS4A) Implementation Grant. The Notice of Funding Opportunity is expected to be released in late March with applications due before the end of June 2026.
- Staff was notified that the TJPDC was not awarded the SS4A Supplemental Planning Grant that was submitted in collaboration with the University of Virginia. Staff participated in a debrief with US Department of Transportation staff. The application was overall scored Medium (High, Medium, Low, or Not Recommended). The primary factor that affected our application was the Safety Impact criterion. This criterion evaluates roadway fatalities using the most recent five-year Fatality Analysis Reporting System (FARS) data (2018-2022) and normalized fatality rate per 100,000 population. The fatality rate for our region was 11.2 per 100,000 people, and reviewers indicated that the cutoff used for this round of funding was 17.5 per 100,000 people. USDOT staff indicated that they received an unprecedented volume of applications this year compared to prior years.
- TJPDC staff are available to offer technical assistance to member jurisdictions ahead of Virginia's SMART SCALE Round 7 process, which kicks off for pre-applications March 2026. OIPI has released 2025 VTrans Mid-Term Needs for viewing and downloading at https://vtrans.virginia.gov/interactvtrans/map-explorer. For Round 7 eligibility, projects that meet 2025 or 2023 VTrans Needs will be accepted.
- Due February 1, TJPDC staff submitted FY27 DRPT grant application pillar programs including RideShare and PATH. CA-MPO 5303 applications are due in May.

PATH/Mobility Management

- Staff continue to work on building partnerships for volunteer driver programs. The goal is to develop five (5) volunteer driver programs by the end of Fiscal Year 27.

Rural Transportation

- The Rural Transportation Advisory Committee (RTAC) will meet virtually on February 3, at 1:00pm. Meeting materials and login information can be accessed on the RTAC webpage.

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The Charlottsville-Albemarle Regional Transit Authority (CARTA) has two new members to include Jen Fleisher, City of Charlottesville, and Sally Duncan, Albemarle County. Their January 22, 2026, meeting included presentations from the Director of Jaunt, Mike Murphy, and the Director of University of Virginia's Parking and Transportation, Scott Silsdorf. Additionally, a consulting representative from RK&K gave an update on the CARTA Prioritization Study timeline.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff are continuing to work on the transportation demand management (TDM) study as part of the FY26 Unified Planning Work Program (UPWP). Additionally, staff are beginning to develop the draft FY27 Unified Planning and Work Program (UPWP) alongside the required Transportation Improvement Program (TIP) and the Performance Safety Targets for upcoming presentations to the policy board and technical committee.

c. **ENVIRONMENT**

Solid Waste Plan

- A Technical Advisory Committee meeting was held on January 29, 2026, as a part of the plan update.

Environmental Reviews

- Executive Order 12372 tasks federal agencies with notifying and seeking comments 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. **BLUE RIDGE CIGARETTE TAX BOARD (BRCTB)**

The Blue Ridge Cigarette Tax Board (BRCTB) met on January 26. It approved several changes to the Administrator Agreement with TJPDC to reflect a transition to the BRCTB having its own financial books and audit, as recommended by the TJPDC auditor, to be effective at the start of FY27. The Administrator's report highlighted ongoing challenges with timely receipt of distributor payments by US Mail, noted a first-ever late payment penalty that was issued to a distributor, and shared that the annual registration process for distributors was successfully completed in early January. For the first half of FY26, packs sold across the region were more than 4.3 million, generating nearly $1.7 million in revenue for the member jurisdictions.

e. **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 January are as follows:

- 1,600 miles of field data collection.
- 4,861 miles of fiber design.
- 2,343 miles of make ready construction.
- 10 communications huts set.
- 1,906 miles of aerial fiber placement.
- 914 miles of underground fiber placement.
- 2,387 miles of splicing.
- 28,652 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 January VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 29,400 linear feet of fiber completed.
- 147 passings.

Site Visits: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On December 16th, staff conducted a site visit to observe the setting of the Keene Hut, which will serve both the VATI 22 and VATI 24 areas in Esmont and parts of southern Albemarle County. On December 19th, TJPDC staff conducted a site visit to view recently completed overhead fiber installed in the VATI 22 and VATI 24 areas of rural, northwest Madsion County.

9. **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 accommodation 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.