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

Thomas Jefferson Planning District Commission
Thursday, October 1, 2026, 7:00 pm
In Person Meeting
Water Street Center
407 E. Water Street
Charlottesville, VA 22902

AGENDA

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 Payne, David Blount* 7:00 – 7:05
   b. *Vote to Allow Electronic Participation, if needed – Chair Payne*, David Blount*
2. **Matters from the Public** 7:05 – 7:10
   a. Comments by the public are limited to no more than two (2) minutes per person.
   b. Comments provided via email, online, website, etc. *(Read by David Blount)*
3. **Administration**
   a. Staff Introduction, Eamon Lauster, Regional Planner I – *Taylor Lowrey* 7:10 – 7:10
4. **Presentations and Public Hearings**
   a. **Presentation:** Blue Ridge Cigarette Tax Board – *David Blount* 7:15 – 7:25
   b. **Presentation:** PATH Transportation Assistance Fund (TAF) – *Igor Kalina* 7:25 – 7:35
   c. **Presentation:** Rural Long Range Transportation Plan Presentation– *Taylor Lowrey* 7:35 – 7:50
      Draft Existing Conditions
5. ***Consent Agenda** – *Chair Payne* 7:50 – 7:55
   a. *Minutes of September 3, 2026, Commission Meeting
   b. *August Financial Reports
      i. August Dashboard Report
      ii. August Consolidated Profit & Loss Statement
      iii. August Balance Sheet
      iv. August Accrued Revenue Report
   c. *Solid Waste Plan Resolution to Adopt
   d. TJPDC Financial Management Policy Amended 10.1.2026 – redlined
      *TJDPC Financial Management Policy Amended 10.1.2026 – clean
   e. TJPDC Procurement Policy 2024 – Amended 10.1.2026 – redlined
      *TJPDC Procurement Policy 2024 – Amended 10.1.2026 - clean
6. ***Old Business**
   a. *FY28 Projected Budget – Totals, Revenues, Local Contributions – *Christine Jacobs* 7:55 – 8:05
      *FY28 Projected Budget Resolution
   b. Rural Health Transformation Program: Staff Memo, Draft Scope of Work – *Christine Jacobs, David Blount* 8:05 – 8:15
7. **New Business**
   a. None 8:15 – 8:15
8. **Executive Director's Report**
   a. Monthly Report – *Christine Jacobs* 8:20 – 8:25
9. **Other Business**
   a. Roundtable Discussion by Jurisdiction 8:25 – 8:45
   b. Next Meeting – November 5, 7:00 pm
      Items for next meeting:
      i. Finance/Executive Committee Meeting – Audit Review
      ii. FY26 Annual Financial Audit Report and Acceptance
      iii. September Financials; Quarter 1 (July-Sept) Financial Report
      iv. Annual DHCD Funding Agreement
      v. Regional Water Supply Planning Update
      vi. Regional Housing Study – Presentation – Regional Strategies
      vii. Resolution Authorizing Signing DRPT Mater Agreement

10 *ADJOURN 8:45

** Designates Items to be Voted On*

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

TJPDC Staff	
Christine Jacobs, Secretary	Executive Director
David Blount	Deputy Director
Kate Wythe	Director of Regional Planning and Operations
Laura Greene	Finance and HR Director
Taylor Lowery	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
Eamon Lauster	Regional Transportation Planner I
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.

Blue Ridge Cigarette Tax Board

October 2026

BRCTB

1

Blue Ridge Cigarette Tax Board

How It Works

- The Blue Ridge Cigarette Tax Board was established in October, 2021. Original members: Charlottesville and Albemarle, Augusta, Fluvanna, Greene, Madison, and Orange counties; Town of Madison added in 2021; Rockingham County 7/1/24; Mt. Crawford 1/1/25; Rappahannock County 10/1/25.
- New local taxes levied beginning January 2022.
- As BRCTB administrator, TJPDC works with 25+ distributors who submit monthly reports on cigarette sales and remit tax revenue designated by jurisdiction.
- TJPDC tracks and reconciles stamp purchases, pack sales, and revenues.
- TJPDC distributes revenue to BRCTB members on a monthly basis, net actual administrative costs and a 2% dealer discount.

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Blue Ridge Cigarette Tax Board

Cigarette Sales and Tax Revenue Generated

- FY 2026 gross revenue: ~$3.46 million
- FY 2026 total packs sold: ~8.4 million
- FY 2026 Admin costs: ~$117.5K
- July 2026 packs sold: 764,674
- Of note:
  - Overall, packs sold decreased by about 310K, or 3.5% year to year (FY25 to FY26) after a previous 13% increase FY24 to FY25.
  - Expenses spread across the member localities were up about 4.7% but still were only about 3.4% of the total FY26 allotment.

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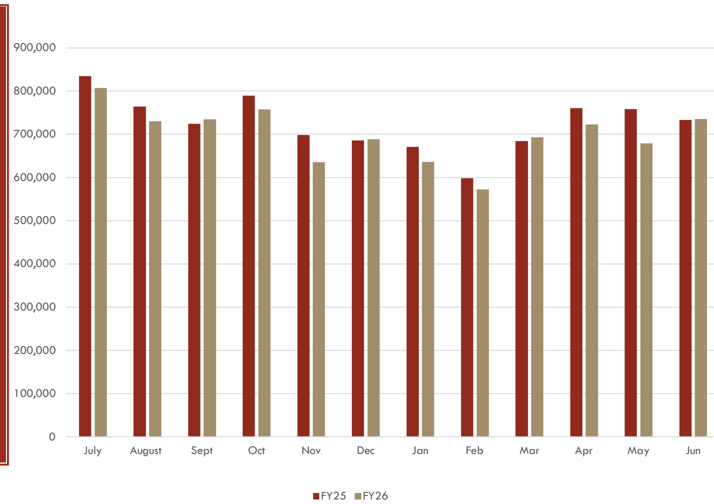
Blue Ridge Cigarette Tax Board

Packs Sold FY25 v FY26 Comparison



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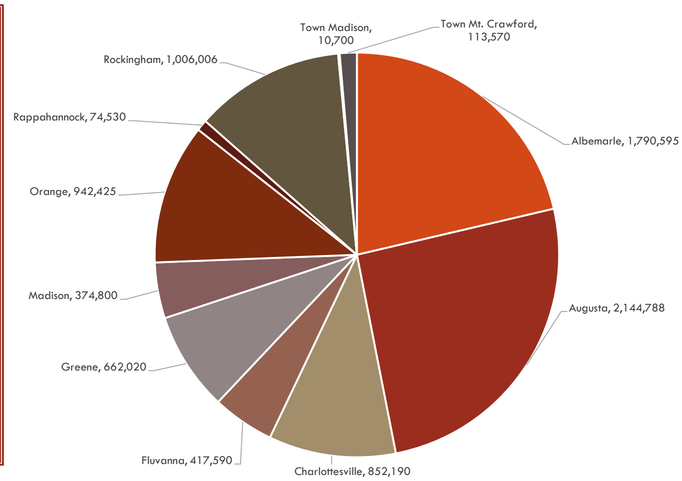
Blue Ridge Cigarette Tax Board

FY26 Total Packs Sold by Jurisdiction



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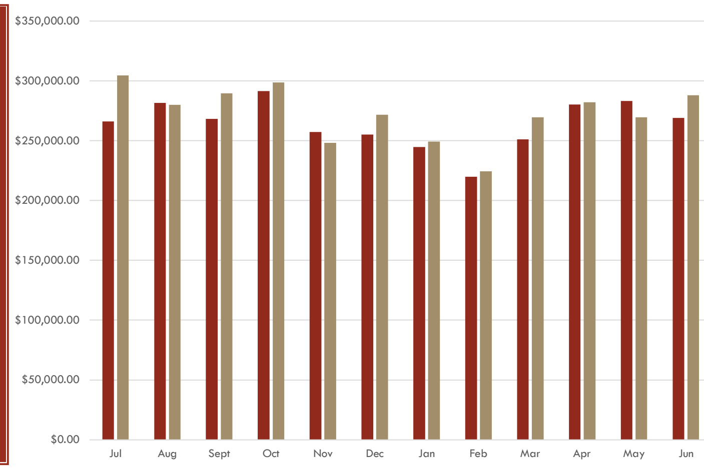
Blue Ridge Cigarette Tax Board

Total Allocation FY25 v FY26 Comparison



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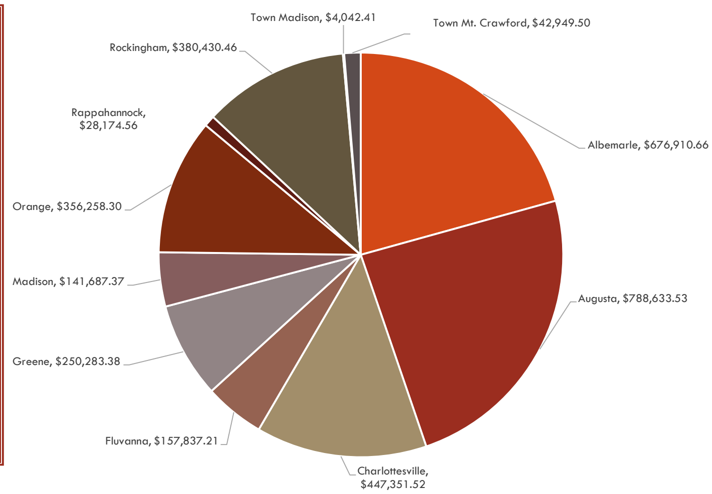
Blue Ridge Cigarette Tax Board

FY26 Allocation by Jurisdiction



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Blue Ridge Cigarette Tax Board

What's New with the Board?

- The Board met twice (April and July) since your last meeting.
- Approved FY27 budget of $3.44 million; all but $135K is pass-through.
- Enacted and extended a probationary period for one distributor.
- Adopted a "Policy on Late Reporting and Payments," which provides for a six-month permit suspension for late reporting/payment while on probation.
- We continue to work with the TJPDC's auditor on steps needed to migrate the BRCTB books out of the TJPDC books.
- All county and town members are levying $0.40/pack (Charlottesville is at $0.55/pack).

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Blue Ridge Cigarette Tax Board

Compliance Efforts

- Goal: Educate, inform and work with retailers/distributors to ensure compliance.
- >250 retailers in the BRCTB footprint.
- Most all retailers are in full compliance.
- No seizures have been made.
- In addition to the one distributor probation, we have issued warnings for late reports and/or remittances to several other distributors.

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Blue Ridge Cigarette Tax Board

Blue Ridge Cigarette Tax Board

https://tjpdc.org/brctb/

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PATH

Partnership for Accessible Transportation Help

Transportation Assistance Fund

October 1st, 2026

What is the Transportation Assistance Fund?

Program's goal:

TAF is a **last-resort transportation safety net** for **older adults and people with disabilities in Virginia's Planning District 10** who cannot afford or access transportation for essential trips.

TAF helps pay for transportation when other available options have been explored and cannot meet the person's needs.

TAF CAN BE USED IF THERE IS NO ACCESS TO:

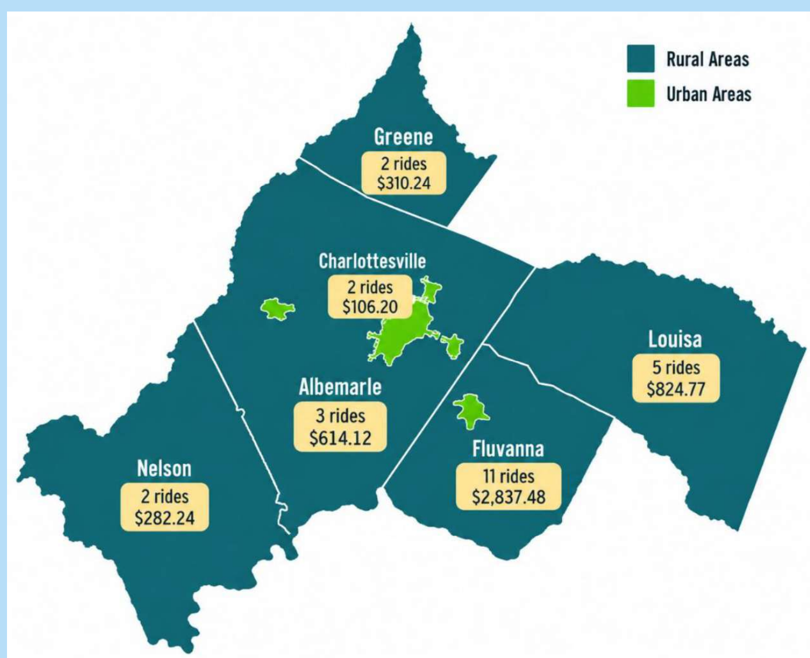
- ❑ Public transit (CAT, Jaunt, MicroCAT, etc.)
- ❑ Insurance-covered transportation
- ❑ Volunteer driver program
- ❑ Family and friends help
- ❑ Neighbors help

Transportation Assistance Fund *Timeline*

2024	2025	2026	2027
Prepared project's idea Applied for a Twice is Nice Grant Received $5,000 grant	Established policies and procedures Launched the program Applied for additional funding to DRPT	Program was awarded a $ 50,000 grant from DRPT Developed adjusted program formula Expansion of the program	Continuing support of target population and building program's wider recognition

Impact

Jurisdiction	# of rides	($) Amount spent
Albemarle County	3	$614.12
Fluvanna County	11	$2,837.48
Greene County	2	$310.24
Louisa County	5	$824.77
Nelson County	2	$282.24
Charlottesville	2	$106.20
TOTAL	25	**$4,975.05**



All 25 rides provided through the Twice Is Nice grant were for medical appointments made possible by TAF assistance.

New DRPT Grant Funding (2026-2027)

Starting October 1st, 2026, the Transportation Assistance Fund program was awarded a $50,000 grant from Virginia's Department of Rail and Public Transportation to expand the project's capacity.

$5,000	→	$50,000
25 rides	→	approx. 200 rides

Eligibility guidelines

- Live in Planning District 10 Area

- Be at least 65 years old or have a disability

- Ride cannot be provided by public transit, paratransit, family, friend, and there are no other free or low-cost transportation options

- Meets the HUD-based low-income eligibility requirements

Income eligibility guidelines

The City of Charlottesville, the Counties of Albemarle, Greene, Fluvanna, and Nelson

Income Limit Category ($)	Persons in Family							
	1	2	3	4	5	6	7	8
	$74,800	$85,450	$96,150	$106,800	$115,350	$123,900	$132,450	$141,000

County of Louisa

Income Limit Category ($)	Persons in Family							
	1	2	3	4	5	6	7	8
	$59,950	$68,500	$77,050	$85,600	$92,450	$99,300	$106,150	$113,000

Assistance in TAF Promotion

We would like to reach the following in each jurisdiction:

- Departments of Social Services
- Affordable housing
- Departments of Health
- Schools, libraries, etc.
- Community resources
- Information clerks

We will provide a printable **TAF Referral Toolkit** to help promote the project and reach more eligible residents.

Find *Your* Path

Transportation Assistance Fund

pathva.org/taf

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

Rural Long Range Transportation Plan
FY27 Update

Thomas Jefferson Planning District Commission
October 1, 2026

Thomas Jefferson Planning District Commission

1

Agenda

I. Rural Long Range Plan Overview
II. Overview of the Region
III. Rural Long Range Plan Draft Goals
IV. Next Steps

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What is the Rural Long Range Plan?

- Serves as the long term vision for transportation improvements in the region's rural jurisdictions
- Identifies regional transportation needs and priorities over a 20-year planning horizon
- Ability for local jurisdictions to adopt it as the transportation chapter or as an addendum to the local comprehensive plan
- Rural Transportation Advisory Committee (RTAC)
  - Provide data and document review
  - Identify long range transportation priorities, currently programmed projects, planned projects
  - Provide recommendations for Commission action
- TJPD Commission
  - Updates following RTAC meetings
  - Provide policy direction for plan goals, objectives, project prioritization, and plan adoption

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RLRP Schedule and Phases

MONTH	JUL 2026	AUG 2026	SEP 2026	OCT 2026	NOV 2026	DEC 2026	JAN 2027	FEB 2027	MAR 2027	APR 2027	MAY 2027	JUN 2027	JUL 2027	AUG 2027	SEPT 2027
RTAC Meetings		●			●				●		●			●	
TJPD Commission Meetings				●		●				●		●			●
PHASE	Plan Initiation and Goals			System Assessment and Framework			Virtual Public Engagement and Draft Project Recommendations				Final Recommen-dations		Final Plan		
Key Activities and Decision Points	• Kickoff and introduction • Existing conditions • Goals and objectives			• Assessment of the regional transportation system • Prioritization framework • Engagement approach ***Action:*** *Goals and Objectives*			• Engagement in partnership with local jurisdictions • Engagement analysis and summary • Prioritization Framework • Draft recommended project list by jurisdiction ***Action:*** *Prioritization Framework*				• Final project list ***Action:*** *Final Project List Approval*		• Final plan drafting, review, and approval ***Action:*** *Plan Approval*		

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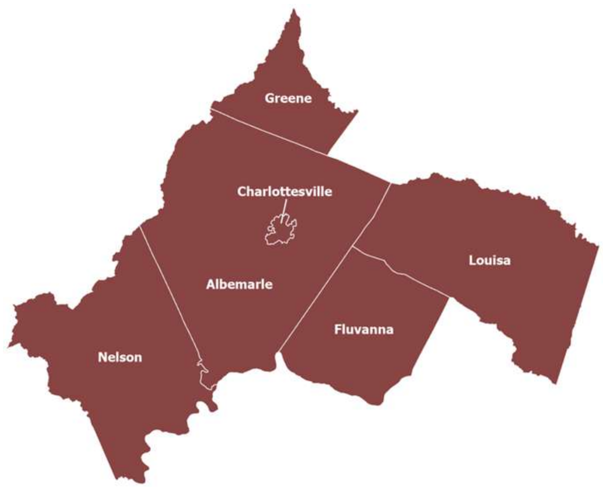
Other Concurrent Planning Efforts

- TJPDC Regional Housing Study
- TJPDC Transit Prioritization Study
- Greene County and Louisa County Comprehensive Plan updates
- Nelson County Zoning and Subdivision Ordinance update
- Albemarle County Multimodal Transportation Plan
- City of Charlottesville Citywide Mobility Plan
- Louisa County – Agricultural and Forestal Districts



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Population and Projections

- Louisa County is projected to experience the highest growth rate **(48.6%)**
- Albemarle County is projected to experience the highest increase in total residents **(43,951)**, approximately half of the region's projected growth
- Nelson County is projected to experience a slight population decline by 2050
- The TJPDC region is projected to grow at a faster rate than Virginia

	2020	2024	2030	2040	2050	2020 to 2050 Difference	2020 to 2050 Growth Rate
Albemarle	108,819	114,919	124,560	137,105	152,770	43,951	40.4%
Charlottesville	47,217	45,437	54,717	57,427	57,832	10,615	22.5%
Louisa	36,654	39,980	44,679	48,809	54,467	17,813	48.6%
Fluvanna	26,873	28,092	29,125	30,487	33,885	7,012	26.1%
Greene	19,734	21,155	22,887	24,876	27,366	7,632	38.7%
Nelson	14,812	14,732	14,486	14,150	14,230	(582)	-3.9%
TJPDC Region	254,109	264,315	290,454	312,854	340,550	86,441	34.0%
Virginia	8,509,358	8,811,195	9,060,433	9,628,974	10,343,481	1,834,123	21.6%

Sources: US Census American Community Survey 2020 and 2024 Estimates
Weldon Cooper Center Population Projections

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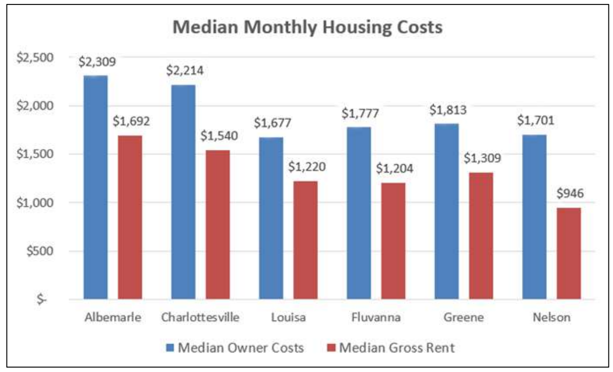
Transportation and Housing

- For most households, housing and transportation are the two largest components of the household budget
- Some may willingly accept longer commutes in exchange for other considerations, while others may choose to live closer to employment despite higher costs because overall costs may be lower once transportation is considered
- Median housing costs vary considerably throughout the region, reflecting differences in local markets, development patterns, and housing supply
- Regional Housing Study will include more detailed data and identify strategies for local housing policy and future investments



Sources: US Census American Community Survey 2024 Estimates

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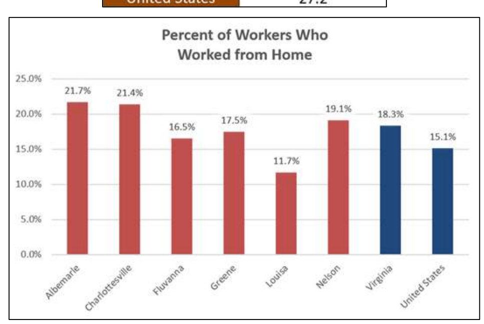
Regional Commuter Patterns

- Average commute times is one of many indicators of the relationship between housing, employment locations, and the regional transportation system
- Mean travel time to work in the TJPDC region is 28.3, though they vary considerably among jurisdictions
- Albemarle and Charlottesville have the shortest average commute times and highest percentages of workers who worked from home
- The region's rural counties experience longer average commutes, with Louisa's average commute time being the longest
- Nelson County also has a significant share of residents who work from home

Mean Travel Time to Work (Minutes)	
Albemarle	22.2
Charlottesville	17
Fluvanna	32
Greene	32.3
Louisa	35.7
Nelson	30.3
TJPDC Region	28.3
Virginia	28.3
United States	27.2



Sources: US Census American Community Survey 2024 Estimates

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Regional Commuter Patterns

- Understanding where residents work provides insight into regional travel patterns, economic connections, and transportation needs across the planning area
- **Data Source:** Census OnTheMap Longitudinal Employer-Household Dynamics (LEHD) Data
  - Administrative employment records
  - Federal administrative records
  - Census Bureau data
  - Links where workers live (home location) with where they work (work location)
- **Limitations**
  - It represents worker trips, not all trips (education, healthcare, recreation, etc.)
  - Reflects workplace location, not exact travel routes (does not indicate which roads workers use or the mode of travel)
  - Based on employment records
  - Latest year available was 2023

United States™ Census Bureau OnTheMap

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Commuting Between Jurisdictions

- In 2023, over 100,000 employed residents were within the six-jurisdiction TJPDC region
- 65,676 residents lived and worked within the TJPDC region, while over 36,000 commuted to jobs outside of the region (approximately one third)
- The region also attracts workers from surrounding areas
- Strongest commuting relationship occurs between the City of Charlottesville and Albemarle County

Work Location / Home Location	Albemarle	Charlottesville	Fluvanna	Greene	Louisa	Nelson	Outside Region
Albemarle	18,099	10,871	432	446	425	266	14,128
Charlottesville	5,862	5,984	101	91	118	56	5,385
Fluvanna	3,105	2,022	1,852	87	457	42	3,578
Greene	2,472	1,211	87	1,479	144	19	3,262
Louisa	1,843	991	330	102	3,418	26	7,605
Nelson	1,029	580	42	24	23	1,540	2,727
Outside Region	20,564	12,824	2,218	1,706	5,215	1,528	

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Albemarle County Commuting Characteristics

65.8%
34,875 Workers
COMMUTE IN

LIVE AND WORK
40.5%
18,099 Workers
WITHIN

59.5%
26,568 Workers
COMMUTE OUT

Top Worker Origins

1. Albemarle County, VA
2. Charlottesville City, VA
3. Fairfax County, VA
4. Henrico County, VA
5. Richmond City, VA

Top Commute Destinations

1. Albemarle County, VA
2. Charlottesville City, VA
3. Fluvanna County, VA
4. Greene County, VA
5. Louisa County, VA

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City of Charlottesville Commuting Characteristics

82.6%
28,499 Workers
COMMUTE IN

LIVE AND WORK
34.0%
5,984 Workers
WITHIN

66.0%
11,613 Workers
COMMUTE OUT

Top Worker Origins

1. Albemarle County, VA
2. Charlottesville City, VA
3. Fluvanna County, VA
4. Greene County, VA
5. Louisa County, VA

Top Commute Destinations

1. Charlottesville City, VA
2. Albemarle County, VA
3. Fairfax County, VA
4. Henrico County, VA
5. Richmond City, VA

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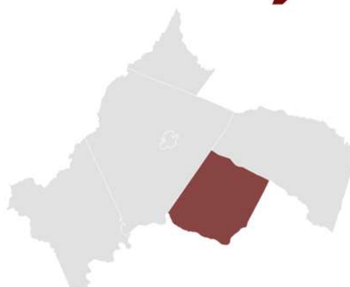
Fluvanna County Commuting Characteristics

63.4%
3,210 Workers
COMMUTE IN

LIVE AND WORK
16.6%
1,852 Workers
WITHIN

83.4%
9,291 Workers
COMMUTE OUT



Top Worker Origins
1. Fluvanna County, VA
2. Albemarle County, VA
3. Louisa County, VA
4. Buckingham County, VA
5. Chesterfield County, VA

Top Commute Destinations
1. Albemarle County, VA
2. Charlottesville City, VA
3. Fluvanna County, VA
4. Louisa County, VA
5. Fairfax County, VA

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Greene County Commuting Characteristics

62.4%
2,456 Workers
COMMUTE IN

LIVE AND WORK
17.1%
1,479 Workers
WITHIN

82.9%
7,195 Workers
COMMUTE OUT

Top Worker Origins
1. Greene County, VA
2. Albemarle County, VA
3. Orange County, VA
4. Madison County, VA
5. Rockingham County, VA

Top Commute Destinations
1. Albemarle County, VA
2. Greene County, VA
3. Charlottesville City, VA
4. Fairfax County, VA
5. Orange County, VA

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Louisa County Commuting Characteristics

65.1%
6,382 Workers
COMMUTE IN

LIVE AND WORK
23.9%
3,418 Workers
WITHIN

76.1%
10,897 Workers
COMMUTE OUT

Top Worker Origins
1. Louisa County, VA
2. Spotsylvania County, VA
3. Fluvanna County, VA
4. Albemarle County, VA
5. Orange County, VA

Top Commute Destinations
1. Louisa County, VA
2. Albemarle County, VA
3. Charlottesville City, VA
4. Fairfax County, VA
5. Orange County, VA

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Nelson County Commuting Characteristics

55.7%
1,937 Workers
COMMUTE IN

LIVE AND WORK
25.8%
1,540 Workers
WITHIN

74.2%
4,425 Workers
COMMUTE OUT

Top Worker Origins
1. Nelson County, VA
2. Amherst County, VA
3. Albemarle County, VA
4. Augusta County, VA
5. Lynchburg City, VA

Top Commute Destinations
1. Nelson County, VA
2. Albemarle County, VA
3. Charlottesville City, VA
4. Amherst County, VA
5. Augusta County, VA

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Draft 2050 RLRP Goals

- **Goal 1: Safety**
  Improve the safety of the transportation system for all users by reducing crashes, fatalities, and serious injuries through infrastructure improvements and education.
- **Goal 2: Mobility and Accessibility**
  Provide reliable access to destinations for all users by integrating various modes of transportation.
- **Goal 3: Economic Development**
  Support freight movement, workforce access, agriculture, tourism, and economic development.
- **Goal 4: Land Use and Transportation Coordination**
  Promote coordinated transportation and land use decisions that support efficient growth, improve access to destinations, preserve rural character, and maximize the effectiveness of transportation investments.
- **Goal 5: System Preservation and Maintenance**
  Maintain, preserve, and enhance the transportation system to ensure existing assets remain safe, reliable, and cost-effective.
- **Goal 6: Community and Environmental Stewardship**
  Reduce the impact of transportation projects on the environment and communities by promoting sustainable transportation investments that improve the region's quality of life.

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Next Steps

- November 2026 RTAC meeting
  - *Finalized goals and objectives
  - Assessment of the regional transportation system
  - Public engagement approach
  - Draft Prioritization Framework
- December 2026 TJPD Commission meeting
  - *Finalized goals and objectives
  - Assessment of the regional transportation system
  - Public engagement approach
  - Draft Prioritization framework

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Existing Conditions – Demographics and Regional Commuting (Draft)

TJPDC 2050 RURAL LONG RANGE PLAN

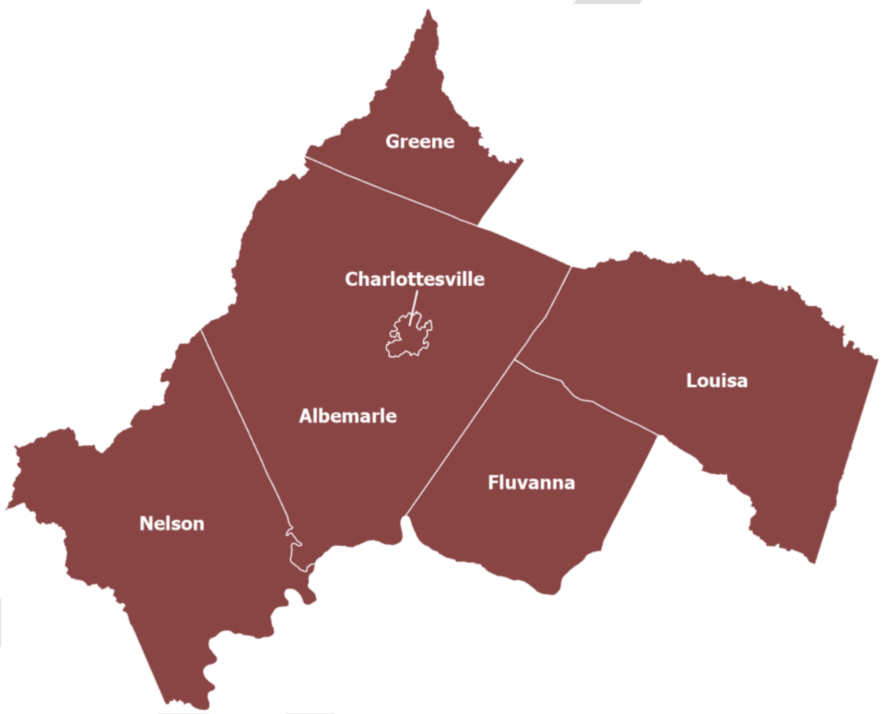
Table of Contents

DRAFT

Regional Overview

The Thomas Jefferson Planning District Commission (TJPDC) serves Planning District 10 in Central Virginia. The region consists of the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson, and the City of Charlottesville. Together, these six localities encompass a diverse mix of urban, suburban, and rural communities connected by regional transportation corridors that support commuting, freight movement, tourism, and access to employment, education, healthcare, and recreation.

Figure 1. TJPDC Jurisdictions

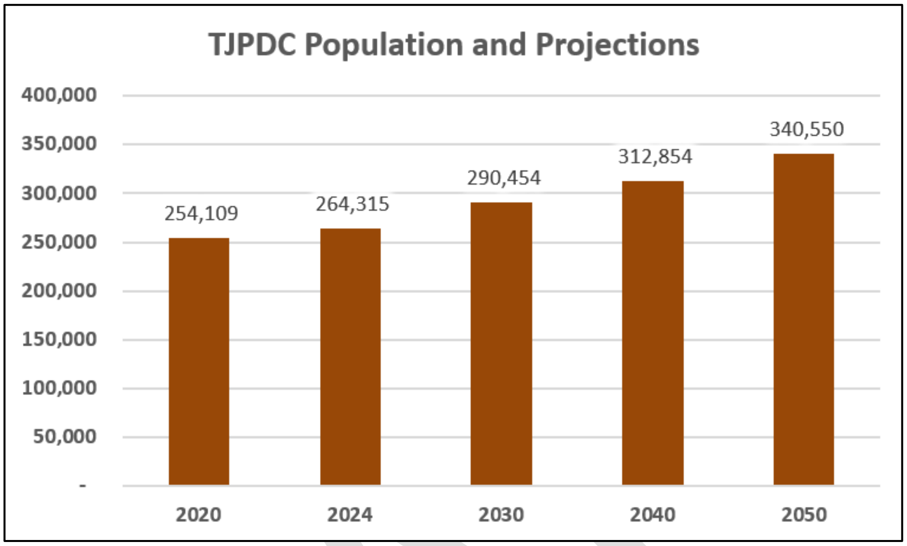


Within the TJPDC region is the federally mandated Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), which includes the City of Charlottesville and the urbanized portion of Albemarle County in its boundary. Although Charlottesville and Albemarle serve as the region's primary urban center, the planning area outside of Charlottesville is mostly rural. Development patterns in the TJPDC region range from compact neighborhoods and employment centers within the urbanized area to dispersed residential, agricultural, forestal, and other rural communities in the surrounding counties. These varying land use patterns create diverse transportation needs and emphasize the importance of maintaining safe and reliable connections between communities.

The region has experienced steady population growth over the past several decades, driven primarily by growth in Albemarle, Fluvanna, Greene, and Louisa counties. Population and employment trends continue to shape travel demand throughout the region and influence future transportation investment priorities.

According to American Community Survey (ACS) estimates, the TJPDC region grew from 254,109 residents in 2020 to an estimated 266,709 residents in 2024. Weldon Cooper Center projections anticipate continued growth, with the regional population expected to reach approximately 340,600 residents by 2050 (an overall increase of approximately 34% from 2020).

Figure 2. TJPDC Population and Projections



Sources: US Census American Community Survey 2020 and 2024 Estimates
Weldon Cooper Center Population Projections

Growth is not anticipated to occur uniformly across the region. Albemarle County is projected to add more than 43,000 residents by 2050 (half of the region's total anticipated growth) and will remain the region's most populous locality. Louisa county is expected to experience the highest percentage growth, increasing by nearly 49% over the same period. Greene County is also expected to experience substantial growth, with projections indicating nearly a 39% increase.

Charlottesville and Fluvanna are expected to experience more modest long term growth. Nelson County is the only locality projected to experience a slight population decline by 2050. While these estimates are only projections, anticipating demographic changes is important to plan investments that support growing, steady, and declining populations.

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Table 1. Population and Projections by Jurisdiction

	2020	2024	2030	2040	2050	2020 to 2050 Difference	2020 to 2050 Growth Rate
Albemarle	108,819	114,919	124,560	137,105	152,770	43,951	40.4%
Charlottesville	47,217	45,437	54,717	57,427	57,832	10,615	22.5%
Louisa	36,654	39,980	44,679	48,809	54,467	17,813	48.6%
Fluvanna	26,873	28,092	29,125	30,487	33,885	7,012	26.1%
Greene	19,734	21,155	22,887	24,876	27,366	7,632	38.7%
Nelson	14,812	14,732	14,486	14,150	14,230	(582)	-3.9%
TJPDC Region	254,109	264,315	290,454	312,854	340,550	86,441	34.0%
Virginia	8,509,358	8,811,195	9,060,433	9,628,974	10,343,481	1,834,123	21.6%

Sources: US Census American Community Survey 2020 and 2024 Estimates
Weldon Cooper Center Population Projections

Growth Areas and Land Cover

Land use patterns across the TJPDC region vary considerably among localities and play an important role in shaping transportation needs. Virginia permits local governments to voluntarily designate urban development areas (or designated growth areas), defined in Virginia State Code as "an area designated by a locality that is (i) appropriate for higher density development due to its proximity to transportation facilities, the availability of a public or community water and sewer system, or a developed area and (ii) to the extent feasible, to be used for redevelopment or infill development."[1] These areas are intended to manage future development, support more efficient growth, and mitigate the impacts of growth on infrastructure and rural land.

In the TJPDC region, Albemarle, Fluvanna, Greene, and Louisa counties have utilized their comprehensive plans to designate urban development areas. Each of the urban development areas in Albemarle County are located within the boundary of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO). Nelson County has not established designated growth areas.

Land use across the Thomas Jefferson Planning District reflects a predominantly rural landscape. The majority of land remains in agriculture, forestry, and open space. Albemarle County directs most residential, commercial, and industrial development to its development areas surrounding Charlottesville, preserving extensive rural areas through agricultural and conservation policies. Greene County is characterized by low-density residential development, farmland, and forestland, with growth focused around the Stanardsville area and US 29 corridor. Fluvanna County contains a mix of agricultural land, forests, and rural residential development, with growth concentrated near Zion Crossroads, Lake Monticello, and the Palmyra areas. Nelson County remains largely mountainous and forested, with agriculture, orchards, vineyards, and tourism-related land uses playing significant roles. Large tracts of forested land are present in Nelson within the George Washington National Forest and Wintergreen Resort. Louisa County has historically consisted

[1] Code of Virginia § 15.2-2223.1. Comprehensive plan to include urban development areas.

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primarily of agricultural and forested lands, with residential and commercial growth concentrated near the US Route 15 and Interstate 64 corridors, particularly around Zion Crossroads and the Town of Louisa. Louisa County's position between the Richmond and Charlottesville urbanized areas has contributed to its rapid and continued growth in population.

Transportation and Housing

Housing and transportation are interconnected. The location, type, and patterns of development influence how residents travel, the transportation facilities they rely on, and the overall cost of accessing daily destinations. Likewise, transportation investments can influence future residential and commercial development.

For most households, housing and transportation represent the two largest components of the household budget. Traditional measures of affordability typically evaluate housing costs alone, but transportation costs (vehicle ownership, fuel, insurance, maintenance, etc.) can substantially affect the affordability of living in a place. As a result, housing that appears affordable based solely on purchase price or rent may be less affordable when transportation costs are considered, and additionally, people rarely choose housing based on price alone. Households balance numerous considerations, including:

- Housing affordability
- Access to employment and commute time
- Location of schools, healthcare, and other destinations
- Location of family and social networks
- Quality of life

Some households may willingly accept longer daily commutes in exchange for other considerations, while others may choose to live closer to employment despite higher costs because overall costs may be lower once transportation is considered. Understanding the relationship between housing and transportation helps identify where future transportation investments may be needed to support existing communities, accommodate anticipated growth, improve access to services, and preserve regional mobility.

As of 2024, the Thomas Jefferson Planning District has a population of 264,315 residents with 106,013 households and 119,477 total housing units. Albemarle County has the highest share of households (45,912) and Housing Units (49,159) in the region.

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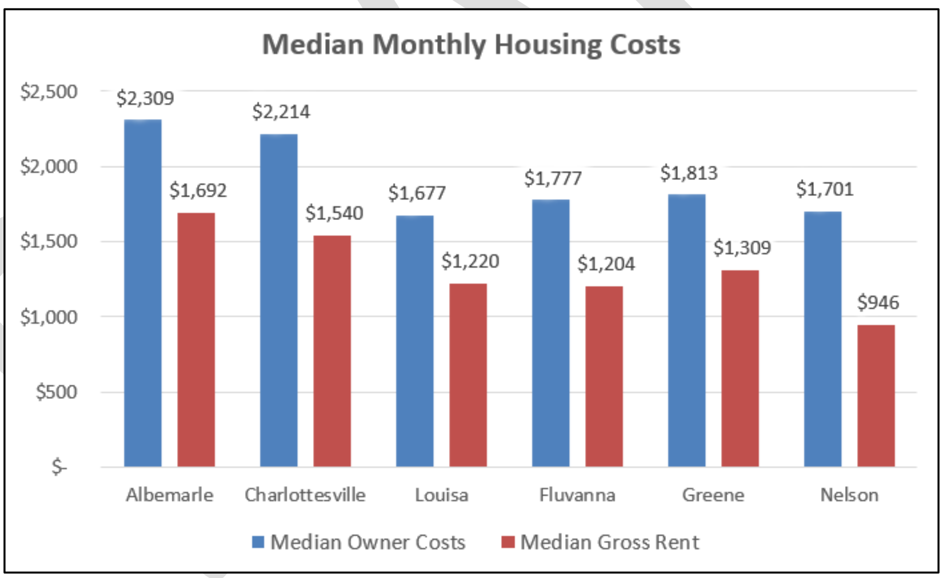
Table 2. TJPDC Households and Housing Units

	Households	Percent of Region	Housing Units	Percent of Region
Albemarle	45,912	43.3%	49,159	41.1%
Charlottesville	19,815	18.7%	21,610	18.1%
Louisa	15,561	14.7%	18,366	15.4%
Fluvanna	10,329	9.7%	11,495	9.6%
Greene	8,032	7.6%	8,852	7.4%
Nelson	6,364	6.0%	9,995	8.4%
TJPDC Region	106,013	-	119,477	-

Source: US Census American Community Survey 2024 Estimates

Median housing costs vary considerably throughout the region, reflecting differences in local housing markets, development patterns, and housing supply. As shown in Figure 3, Albemarle County ($2,309) and the City of Charlottesville ($2,214) have the highest median monthly owner housing costs among the region's jurisdictions, while Louisa County ($1,677) and Nelson County ($1,701) have the lowest. Median gross rents follow a similar pattern, ranging from $1,692 in Albemarle County to $946 in Nelson County.

Figure 3. TJPDC Average Monthly Housing Costs



Source: US Census American Community Survey 2024 Estimates

The TJPDC is currently conducting a Regional Housing Study to better understand current and future housing needs across the region. Upon completion, the Regional Housing Study will include more granular data related to housing and identify strategies to effectively guide regional and local housing policy and investment in the coming years.

Regional Commuter Patterns

Commuter patterns provide important insight into the economic and transportation relationships that connect communities across the Thomas Jefferson Planning District Commission (TJPDC) region. Travel time is one of many indicators of how residents interact with the regional transportation system. Average commute times further reflect the relationship between housing, employment locations, and transportation infrastructure throughout the region.

The mean travel time to work within the TJPDC region is 28.3 minutes. Commute times vary considerably among jurisdictions. Charlottesville has the shortest average commute at 17 minutes, reflecting the concentration of employment opportunities within the urban core. Albemarle County residents also experience shorter commutes compared to other jurisdictions (23.5 minutes), also benefiting from proximity to major employment centers.

The region's more rural counties experience substantially longer average commute times. Louisa County has the longest average commute (35.7 minutes), followed by Greene (32.3 minutes), Fluvanna (32 minutes), and Nelson (30.3 minutes). Longer commute times reflect the greater distances between residential areas and employment centers, as well as the rural nature of much of the region.

Table 4. TJPDC Mean Travel Time to Work

Mean Travel Time to Work (Minutes)	
Albemarle	22.2
Charlottesville	17
Fluvanna	32
Greene	32.3
Louisa	35.7
Nelson	30.3
TJPDC Region	28.3
Virginia	28.3
United States	27.2

Source: US Census American Community Survey 2024 Estimates

Charlottesville and Albemarle County have the highest percent of workers who work from home (21.7% and 21.4% respectively). Nelson County follows the two with 19.1% of workers who work from home, with Louisa County having the lowest percent (11.7%). With the exception of Louisa County, all other TJPDC jurisdictions have rates of telework that are higher than the United States average.

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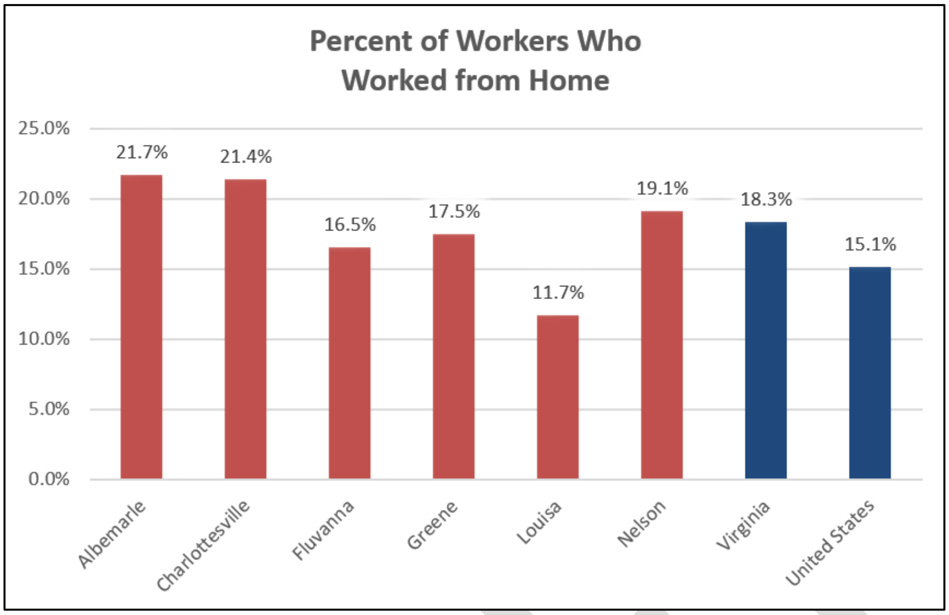
Figure 4. Percent of Workers Who Worked From Home by Jurisdiction



Source: US Census American Community Survey 2024 Estimates

Using U.S. Census Bureau OnTheMap data, a jurisdiction-to-jurisdiction commuting matrix was developed to identify where employed residents live (**home location**) and where they work (**work location**). An inflow/outflow analysis also examined workers who both live and work within the same jurisdiction, workers who leave their jurisdiction for employment, and workers who travel into a jurisdiction from elsewhere for employment.

In the tables and graphics in this section, various terms and measures will be cited for describing commuter patterns. **Resident workers** represent all employed residents living within a jurisdiction, regardless of where they work. **Total jobs** represent all jobs located within a jurisdiction, regardless of where workers live. Together, these measures help illustrate both the travel behavior of residents and the extent to which jurisdictions function as employment centers. A related measure is **self-containment**, which is the percentage of resident workers who both live and work within the same jurisdiction. Higher self-containment rates indicate that a jurisdiction can retain a larger share of its workforce locally, while lower rates suggest greater reliance on employment opportunities elsewhere.

The TJPDC region functions as a highly interconnected labor market. In 2023, over 100,000 employed residents were within the six-jurisdiction region. Of these workers, 65,676 both lived and worked somewhere within the TJPDC region, while over 36,000 (over one third of residents) commuted to jobs outside the region. Although commuting outside the region is common, particularly in the rural counties, most regional workers remain within the TJPDC region. The region also attracts workers from surrounding areas.

Table 5. TJPDC Region Commute Matrix

Home Location \ Work Location	Albemarle	Charlottesville	Fluvanna	Greene	Louisa	Nelson	Outside Region
Albemarle	18,099	10,871	432	446	425	266	14,128
Charlottesville	5,862	5,984	101	91	118	56	5,385
Fluvanna	3,105	2,022	1,852	87	457	42	3,578
Greene	2,472	1,211	87	1,479	144	19	3,262
Louisa	1,843	991	330	102	3,418	26	7,605
Nelson	1,029	580	42	24	23	1,540	2,727
Outside Region	20,564	12,824	2,218	1,706	5,215	1,528	

Source: US Census OnTheMap, 2023 Data

The strongest commuting relationship occurs between Charlottesville and Albemarle County. More than 10,800 Albemarle residents work in Charlottesville, and more than 5,800 Charlottesville residents work in Albemarle County. This bidirectional relationship is substantially larger than any other interjurisdictional commute flow in the region and reflects the concentration of employment opportunities associated with the University of Virginia, UVA Health, local government, and the boarder Charlottesville-Albemarle employment market.

Table 6. Residents Employed Within and Outside of the Region by Jurisdiction

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

Tables 5 and 6 yield several important considerations. Albemarle and Charlottesville serve as the region's primary employment center. While Albemarle has the highest number of residents that are employed outside of the TJPDC region, Louisa County exhibits the highest percentage of its residents that are employed outside of the region (53.1%), reflecting its location along I-64 and proximity to other urbanized areas. Jurisdictions outside of the TJPDC that are included in Louisa County's top 10 include Fairfax County (4.8% of resident workers), Orange County (4.6%), Spotsylvania County (3.5%), Goochland County (3.2%), Henrico County (2.8%), and Prince William County (2.5%).

Nelson County also has a significant share of workers employed outside the region (45.7%), reflecting commuting patterns toward Amherst, Augusta, Lynchburg, and other neighboring employment centers.

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Commuting patterns vary considerably by jurisdiction. Albemarle County has the highest percentage of residents who work within their home jurisdiction (40.5%). The City of Charlottesville, while geographically small, has 82.6% of jobs filled by workers who live outside of the city. Albemarle County also has a substantial commuter workforce, with 65.8% of local jobs filled by non-residents.

Table 7. Resident Workforce and Commuting Patterns by Jurisdiction[2]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

The surrounding rural counties serve as residential communities for many workers. Between 74% and 83% of employed residents in Fluvanna, Greene, Louisa, and Nelson counties commute outside of their home jurisdiction for work, demonstrating the importance of regional travel corridors and regional mobility. At the same time, each of these counties attracts workers from neighboring jurisdictions.

[2] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

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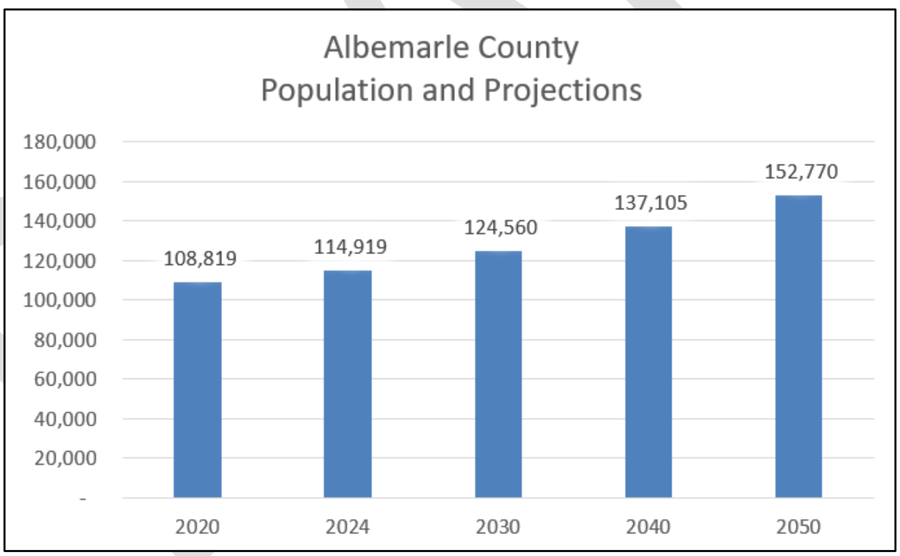
Albemarle County Overview

Albemarle County is the largest jurisdiction by population and land area in the Thomas Jefferson Planning District. Together with the City of Charlottesville, Albemarle County serves as the region's primary economic center. The County is home to major employment centers, including the University of Virginia, UVA Health, the Charlottesville-Albemarle Airport, and numerous technology, research, manufacturing, and professional service employers. Albemarle's strategic location along Interstate I-64 and the US 29 and 250 corridors make it the hub of the regional transportation network, supporting both local mobility and regional travel throughout Central Virginia.

Population Demographics

According to 2024 American Community Survey (ACS) estimates, Albemarle County is home to 114,919 residents. Population projections prepared by the Weldon Cooper Center indicate the county will continue to experience substantial growth through 2050, accounting for the largest share of regional population growth within the planning horizon. This continued growth will increase demand for infrastructure related to housing, public services, and transportation. The median age in the county is 39.7 years.

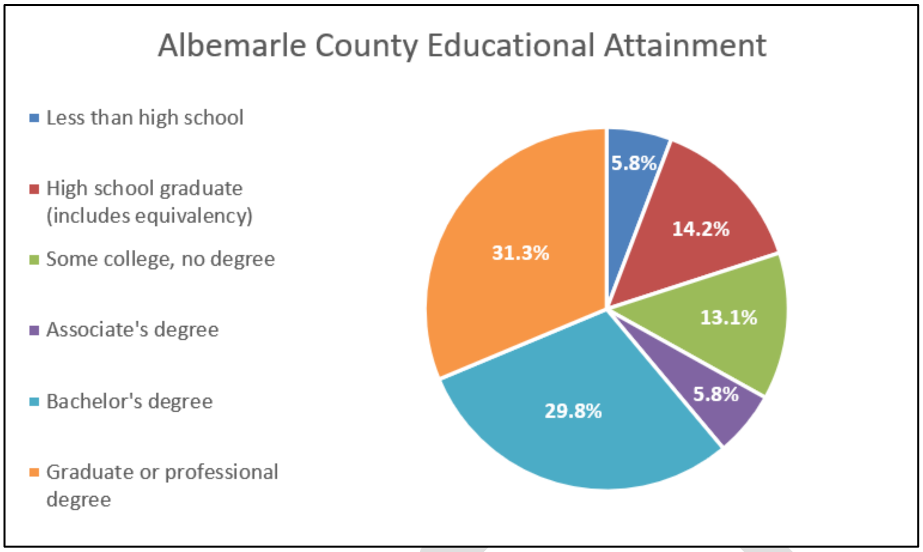
Figure 1. Albemarle County Population and Projections



Source: US Census American Community Survey 2024 Estimates
Weldon Cooper Center Population Projections

Albemarle County has a highly educated population, reflecting the presence of the University of Virgina and a diverse professional workforce. Over 61% of adults 25 and older have earned a bachelor's degree or higher, among the highest educational attainment rates in Virgina. This workforce supports the county's concentration of professional, scientific, technical, healthcare, and research industries.

Figure 2. Albemarle County Educational Attainment



Source: US Census American Community Survey 2024 Estimates

Albemarle County is also one of the more diverse jurisdictions in the region. Approximately 73% of residents identify as White, 9% as Black or African American, 5.8% as Asian, and 3.8% as two or more races. More than 7% of the population identifies as Hispanic or Latino of any race.

Table 1. Albemarle County Race/Ethnicity

Race/Ethnicity	Number	Percent
White alone	84,395	73.4%
Black or African American alone	10,344	9.0%
American Indian and Alaska Native alone	74	0.1%
Asian alone	6,660	5.8%
Native Hawaiian and Other Pacific Islander alone	9	0.0%
Some Other Race alone	432	0.4%
Two or More Races	4,358	3.8%
Hispanic or Latino (of any race)	8,647	7.5%
Total population	114,919	100.0%

Source: US Census American Community Survey 2024 Estimates

Economic and Commuter Characteristics

Albemarle County serves as the employment center for the TJPDC region. According to the 2024 ACS 5-Year estimates, the largest employment sectors include educational services, health care, and social assistance (33.6%); professional, scientific, management, administrative, and waste management services (17.5%); and retail trade (8.8%). The county's economy benefits from a highly skilled workforce and a broad mix of public institutions, private employers, technology firms, advanced manufacturing, tourism, and agricultural enterprises. As of 2024, the estimated median household income was $104,392.

Table 2. Albemarle County Employment by Industry

Industry	Number	Percent
Educational services, and health care and social assistance	18,896	33.6%
Professional, scientific, and management, and administrative and waste management services	9,843	17.5%
Retail trade	4,935	8.8%
Arts, entertainment, and recreation, and accommodation and food services	4,128	7.3%
Finance and insurance, and real estate and rental and leasing	3,762	6.7%
Other services, except public administration	2,966	5.3%
Construction	2,935	5.2%
Public administration	2,620	4.7%
Manufacturing	2,136	3.8%
Transportation and warehousing, and utilities	1,375	2.4%
Information	1,198	2.1%
Agriculture, forestry, fishing and hunting, and mining	765	1.4%
Wholesale trade	676	1.2%
Civilian employed population 16 years and over	**56,235**	**100.0%**

Source: US Census American Community Survey 2024 Estimates

According to data from the Virginia Employment Commission, the largest employers located in Albemarle County include:

1. University of Virginia / Blue Ridge Hospital
2. County of Albemarle
3. Sentara Healthcare
4. State Farm Mutual Automobile Insurance
5. U.S. Department of Defense
6. University of Virginia Medical Center
7. Atlantic Coast Athletic Club
8. Piedmont Virginia Community College
9. Crutchfield Corporation
10. Wal-Mart

Out of the six TJPDC jurisdictions, Albemarle County and the City of Charlottesville have the highest rates of workers who worked from home (21.7% and 21.4% respectively). Despite increasing teleworking, the private automobile remains the dominant commuting mode for workers. Just under 65% of workers drive alone. Carpooling accounts for 7.9% of commuting trips, while walking, public transportation, and bicycling make up for a larger share of trips than in the region's other rural counties due to the county's more urbanized development areas and additional multimodal travel options that are part of their transportation network. The county's mean travel time to work is

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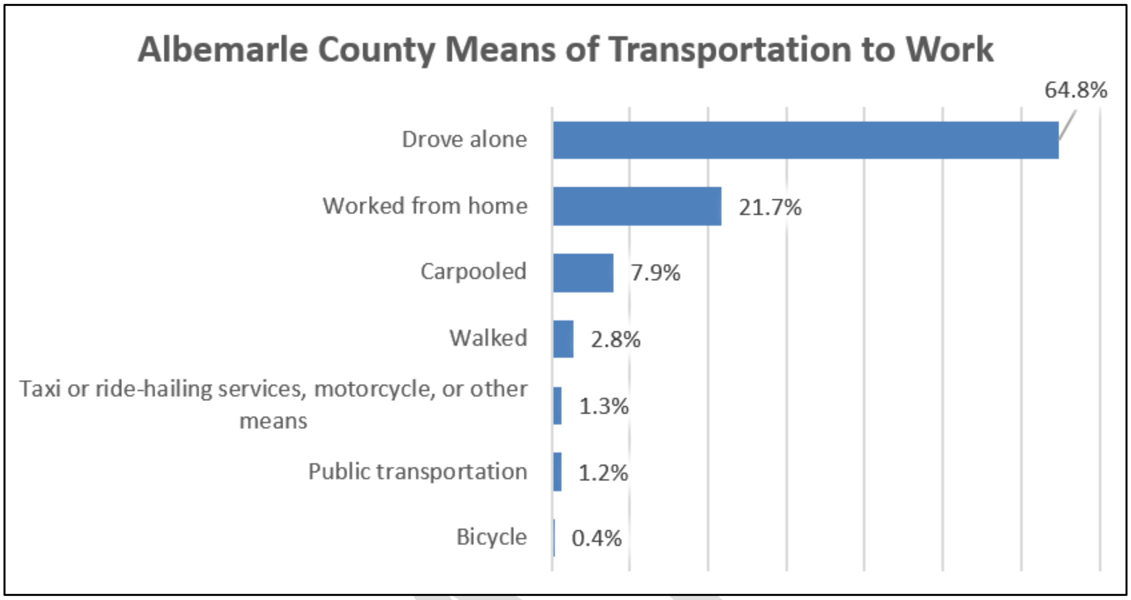
approximately 23 minutes, among the shortest in the TJPDC region, reflecting the concentration of jobs within the county despite significant regional commuting.

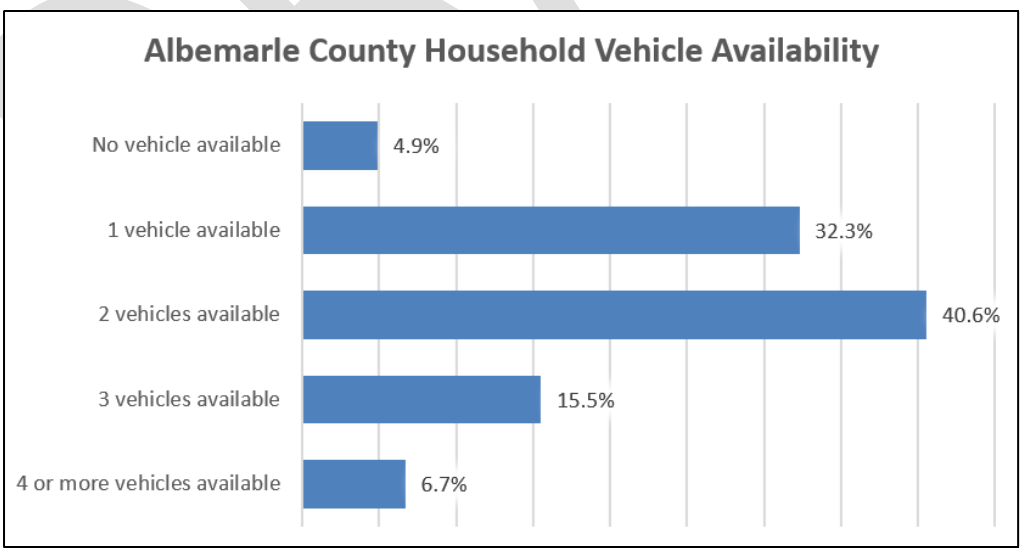
Figure 3. Albemarle County Means of Transportation to Work[3]



Source: US Census American Community Survey 2024 Estimates

Although Albemarle County has a more extensive multimodal transportation network, most households continue to rely on personal vehicles for daily travel. Over 60% of households have access to at least two vehicles, while 4.9% of households have no vehicle available.

Figure 4. Albemarle County Household Vehicle Availability



Source: US Census American Community Survey 2024 Estimates

[3] Percentages are based on ACS estimates and may not sum to exactly 100% because of independent rounding.

Using U.S. Census Bureau OnTheMap data, a Destination Analysis and Inflow/Outflow Analysis was run for each jurisdiction to identify commuter patterns throughout the region. Of the county's 44,667 working residents[4], approximately 40.7% both live and work within Albemarle, the highest within the region. Although 59.5% of residents leave the county for work, many of them (24.3%) commute to Charlottesville.

Table 3. Resident Workforce and Commuting Patterns by Jurisdiction[5]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

While Albemarle County retains a significant share of its resident workforce, over 65% of jobs located within the County are filled by workers who live elsewhere, illustrating its importance as regional economic center.

Table 4. Residents Employed Within and Outside of the Region by Jurisdiction

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

[4] Note: Worker totals may differ between Census OnTheMap and the American Community Survey (ACS) because they are derived using different data sources and methodologies. OnTheMap is based on administrative employment records, while the ACS is a household survey. Additionally, 2023 was the latest year available for OnTheMap data.

[5] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

Just under a third (31.6%) of resident workers commute outside of the TJPDC region, reflecting Albemarle County's connections to other employment centers along the I-64 corridor and Northern Virginia.

Table 5. Top Commute Destinations

Commute Destination	Count	Share
Albemarle County, VA	18,099	40.5%
Charlottesville city, VA	10,871	24.3%
Fairfax County, VA	1,965	4.4%
Henrico County, VA	860	1.9%
Richmond city, VA	746	1.7%
Augusta County, VA	678	1.5%
Harrisonburg city, VA	547	1.2%
Chesterfield County, VA	507	1.1%
Rockingham County, VA	474	1.1%
Greene County, VA	446	1.0%
All Other Locations	9,474	21.2%
Total Resident Workers	44,667	100.0%

Table 6. Top Home Locations of Workers

Home Location	Count	Share
Albemarle County, VA	18,099	34.2%
Charlottesville city, VA	5,862	11.1%
Fluvanna County, VA	3,105	5.9%
Greene County, VA	2,472	4.7%
Louisa County, VA	1,843	3.5%
Augusta County, VA	1,798	3.4%
Waynesboro city, VA	1,190	2.2%
Orange County, VA	1,124	2.1%
Nelson County, VA	1,029	1.9%
Fairfax County, VA	949	1.8%
All Other Locations	15,503	29.3%
Total Employed	52,974	100.0%

Source: US Census OnTheMap, 2023 Data

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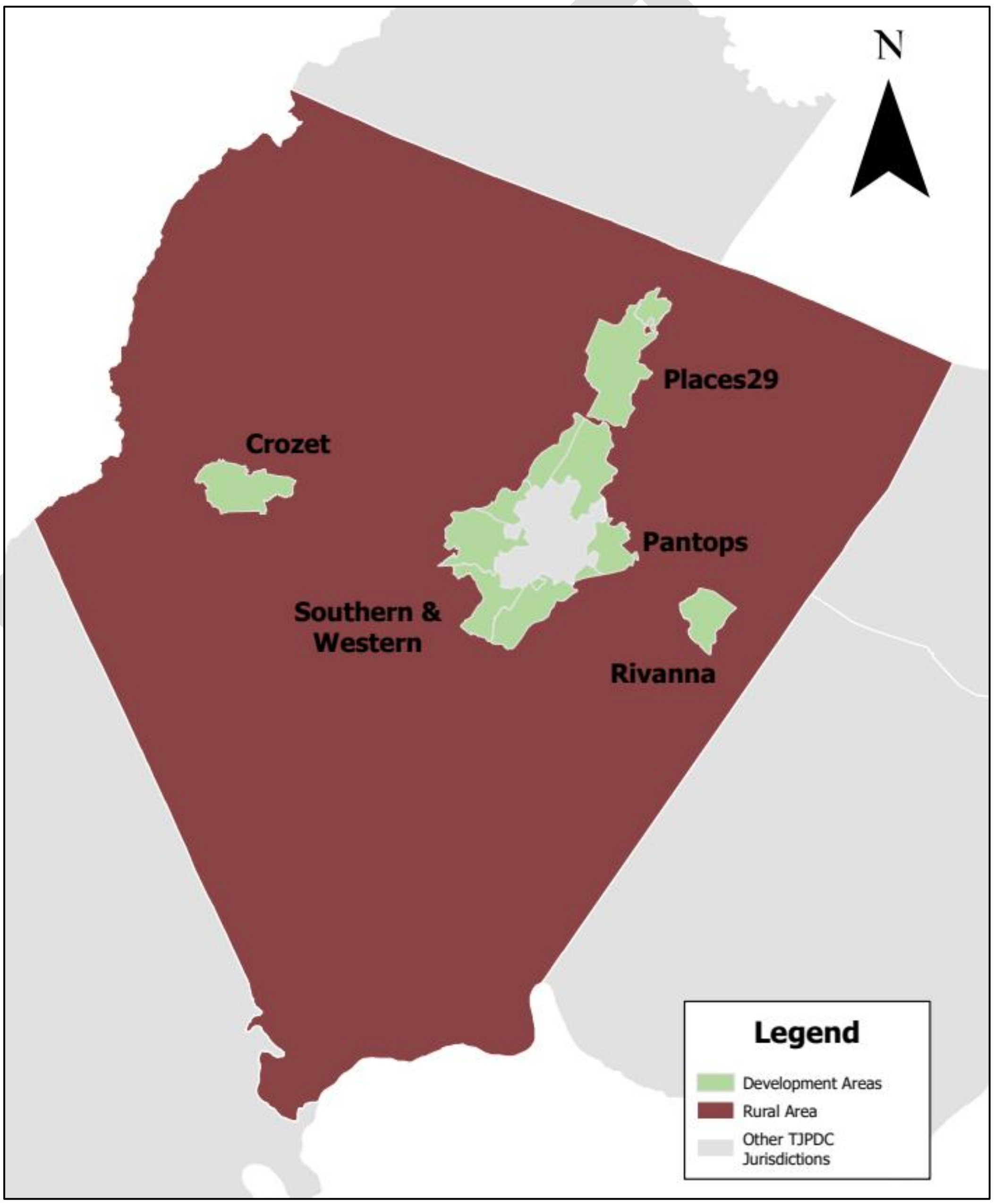
Land Use and Other Local Planning Context

Albemarle County adopted its current Comprehensive Plan (AC44) in 2025, which continued the long range vision of growth management by primarily directing growth into development areas and preserving approximately 95% of the county as rural. While accommodating significant growth, the county has remained committed to protecting its rural areas, scenic resources, and quality of life.

Each development area has its own Master Plan and Community Advisory Committee (CAC). The development areas are all within the metropolitan planning area boundary of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO).

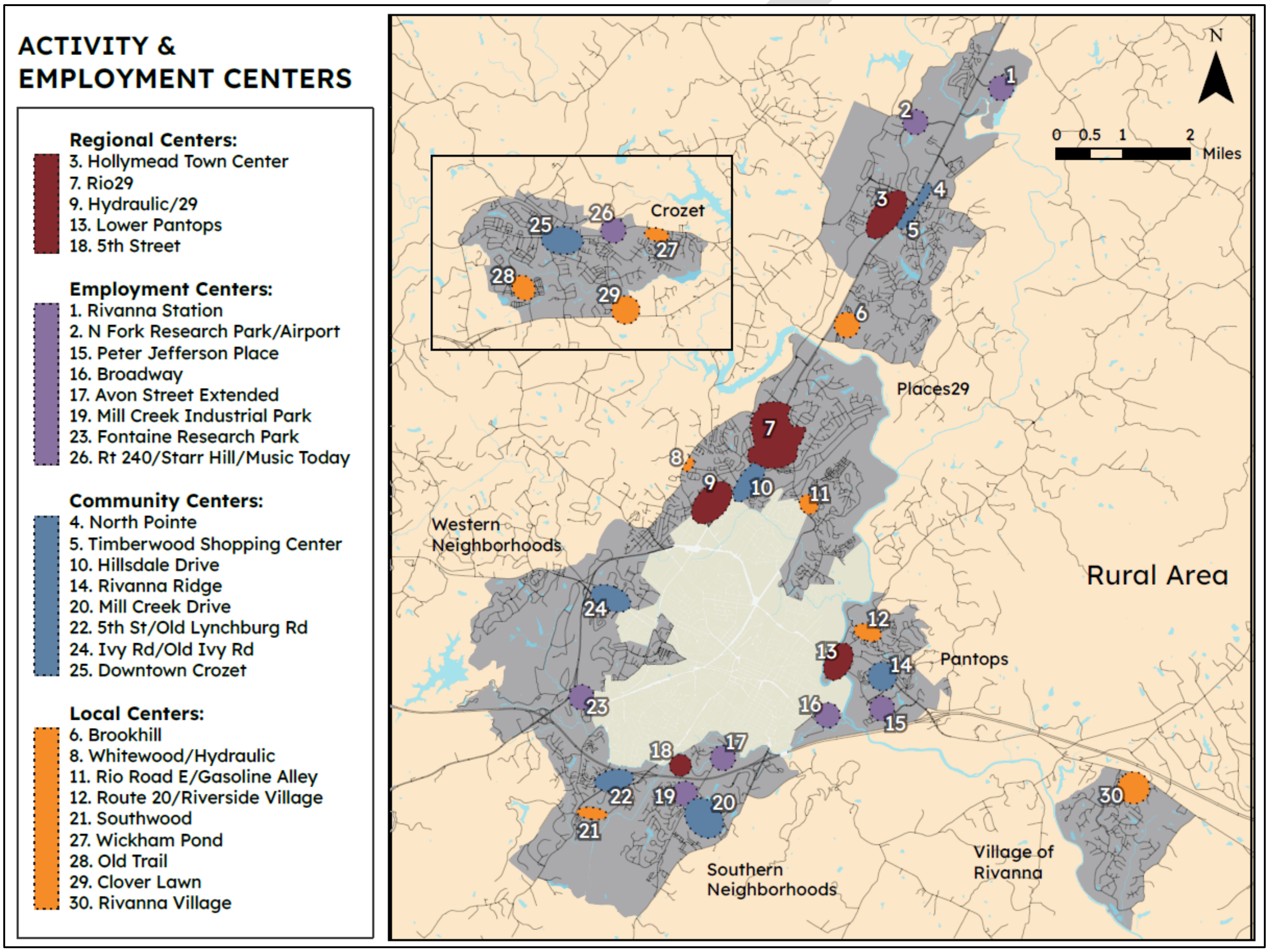
Figure 5. Albemarle County Development Areas



Albemarle County identified multiple work projects to guide implementation of AC44. Many are already underway or preparing to begin, including zoning modernization, activity center planning, and a countywide multimodal transportation plan. Though not scheduled for completion in the short-term, a rural area plan was also identified as a work project for the coming years.

AC44 identified 30 activity and employment centers, all located within the development areas. They are organized into the following categories: Regional Centers, Employment Centers, Community Centers, and Local Centers.

Figure 6. Activity and Employment Centers



Source: Albemarle County Comprehensive Plan, AC44

AC44 and other local planning efforts help inform and shape transportation investment decisions and priorities. Because Albemarle serves as the region's largest population and employment center, coordination between land use and transportation planning will remain critical for accommodating future growth while preserving the county's rural areas.

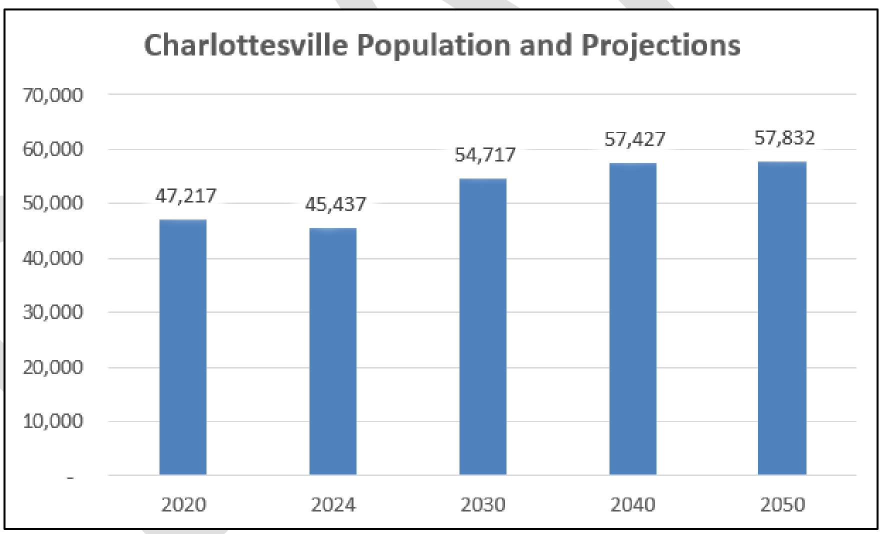
City of Charlottesville Overview

The City of Charlottesville is the urban center of the Thomas Jefferson Planning District Commission (TJPDC) region and is the core of the federally mandated Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO). Together with Albemarle County, it serves as the center for higher education, employment, and healthcare. Although it is the smallest jurisdiction geographically, Charlottesville has the highest population density. The city's transportation network supports not only residents, but also thousands of daily commuters traveling from surrounding counties in the region to destinations within and around the city.

Population Demographics

According to 2024 American Community Survey (ACS) 5-Year Estimates, Charlottesville is home to approximately 45,000 residents. Population projections from the Weldon Cooper Center estimate that the population will reach approximately 54,717 by 2030, 57,427 by 2040, and 57,832 by 2050. While the city's population has been relatively stable, future growth is expected to occur primarily through redevelopment, infill development, and increased density rather than geographical expansion.

Figure 1. Charlottesville Population and Projections



Source: US Census American Community Survey 2024 Estimates
Weldon Cooper Center Population Projections

Charlottesville has one of the youngest and most highly educated populations in Virginia, influenced by its proximity to the University of Virgia. The median age is 33.1 years, substantially younger than neighboring rural counties. Over 62% of adults aged 25 and older have earned a bachelor's degree or higher, reflecting the city's concentration of professional, healthcare, research, and academic employment.

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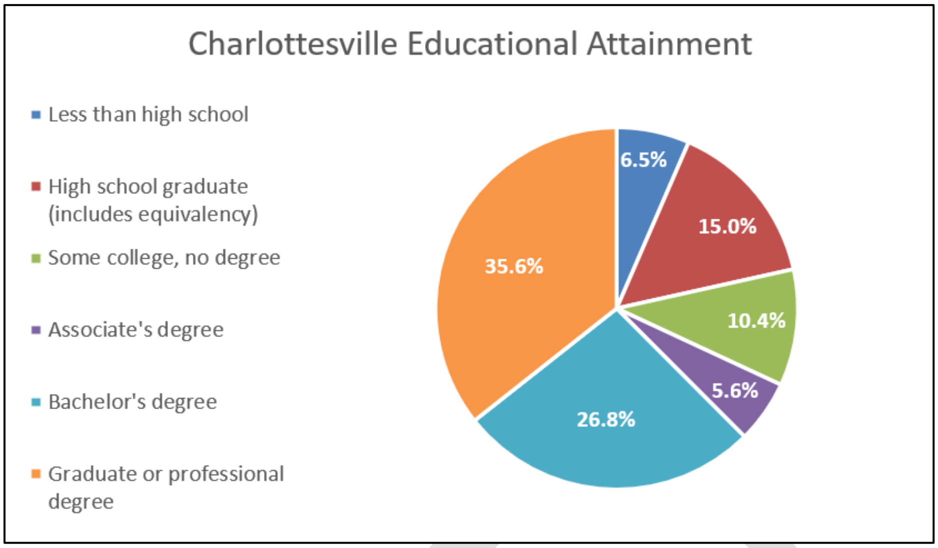
Figure 2. Charlottesville Educational Attainment



Source: US Census American Community Survey 2024 Estimates

Charlottesville is the most diverse jurisdiction in the region. Approximately 64% of residents identify as White, 15.5% identify as Black or African American, 7% identify as Asian, 6.9% identify as Hispanic or Latino (of any race), and 5.7% identify as two or more races.

Table 1. Charlottesville Race/Ethnicity

Race/Ethnicity	Number	Percent
White alone	29,163	64.2%
Black or African American alone	7,026	15.5%
American Indian and Alaska Native alone	15	0.0%
Asian alone	3,198	7.0%
Native Hawaiian and Other Pacific Islander alone	0	0.0%
Some Other Race alone	302	0.7%
Two or More Races	2,601	5.7%
Hispanic or Latino (of any race)	3,132	6.9%
Total population	45,437	100.0%

Source: US Census American Community Survey 2024 Estimates

Economic and Commuter Characteristics

Together with Albemarle County, the City of Charlottesville serves as the economic center of the TJPDC region, with a workforce concentrated in education, healthcare, government, professional services, and retail. According to ACS 2024 estimates, the largest employment sector is educational services, health care, and social assistance (41.5%), reflecting the presence of the University of Virginia and UVA Health. In 2024, the estimated median household income was $74,824.

Table 2. Charlottesville Employment by Industry

Industry	Number	Percent
Educational services, and health care and social assistance	9,939	41.5%
Professional, scientific, and management, and administrative and waste management services	3,694	15.4%
Arts, entertainment, and recreation, and accommodation and food services	2,305	9.6%
Retail trade	1,728	7.2%
Finance and insurance, and real estate and rental and leasing	1,184	4.9%
Other services, except public administration	1,104	4.6%
Manufacturing	872	3.6%
Construction	799	3.3%
Transportation and warehousing, and utilities	795	3.3%
Public administration	729	3.0%
Information	569	2.4%
Wholesale trade	145	0.6%
Agriculture, forestry, fishing and hunting, and mining	100	0.4%
Civilian employed population 16 years and over	**23,963**	**100.0%**

Source: US Census American Community Survey 2024 Estimates

According to data from the Virginia Employment Commission, the largest employers located in the City of Charlottesville include:

1. University of Virginia Medical Center
2. City of Charlottesville
3. UVA Health Services Foundation
4. Charlottesville City School Board
5. Sevicelink Management Com Inc
6. Lakeland Tours
7. Assoc for Investment Management
8. Capital IQ Inc
9. Rmc Events
10. County of Albemarle

Charlottesville experiences significant commuter activity from within and outside of the region. The city's mean travel time to work is 17 minutes, the shortest of all of the TJPDC jurisdictions, reflecting closer proximity of housing and residents' employment. Charlottesville also has the lowest household vehicle availability percentage; a higher share of households have one or no vehicles available (52.4%) than in neighboring jurisdictions.

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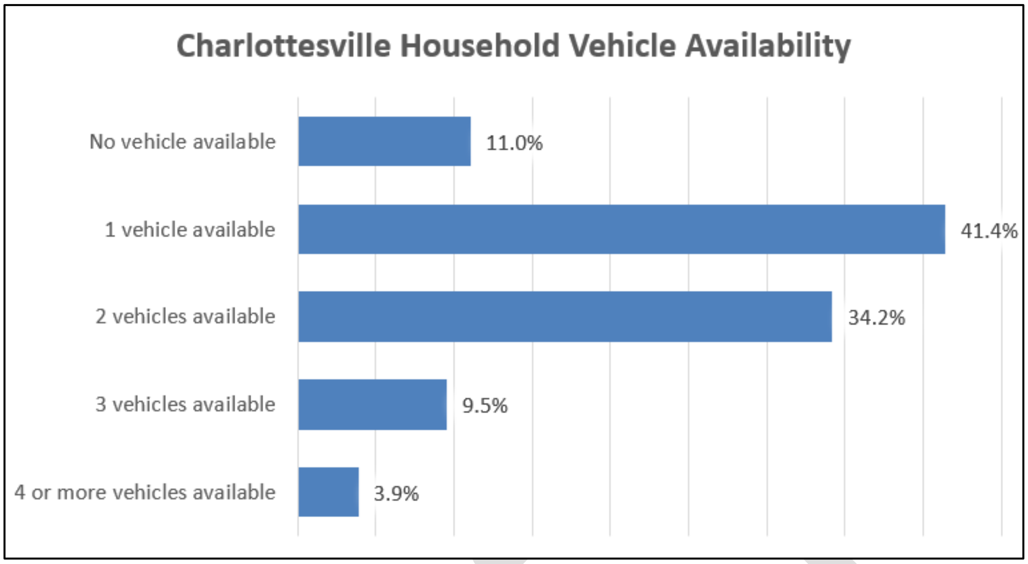
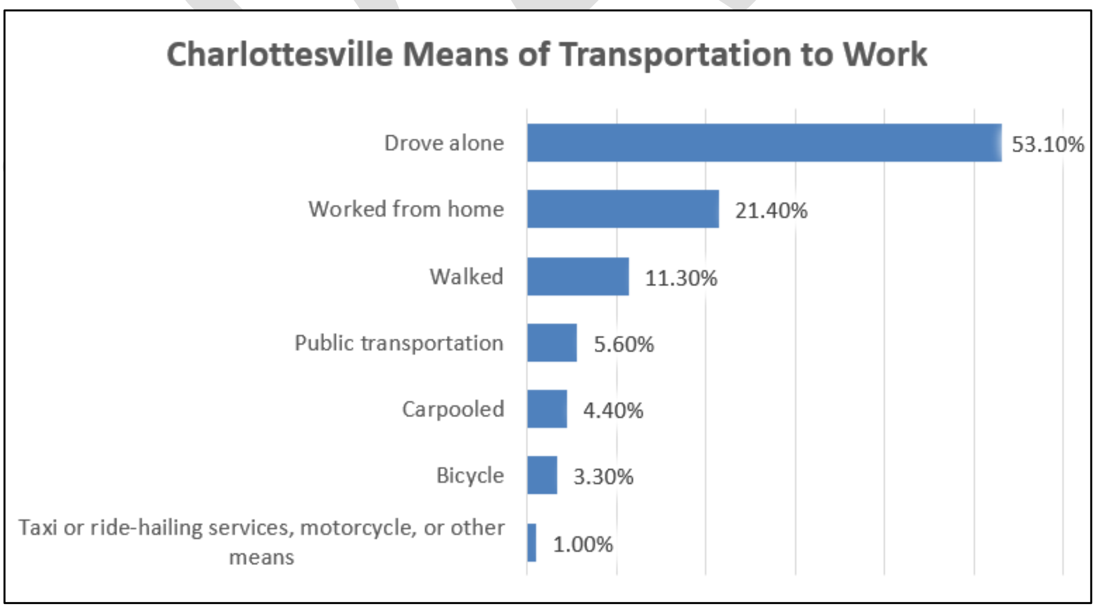
Figure 3. Charlottesville Household Vehicle Availability



Source: US Census American Community Survey 2024 Estimates

As with other jurisdictions, personal vehicles remain the dominant mode of transportation for commuting (53.1%). However, other modes of transportation are significantly higher in Charlottesville, with walking, using public transportation, and bicycling accounting for over 20% of commuters' work transportation means.

Figure 4. Charlottesville Means of Transportation to Work



Source: US Census American Community Survey 2024 Estimates

Using U.S. Census Bureau OnTheMap data, a Destination Analysis and Inflow/Outflow Analysis was run for each jurisdiction to identify commuter patterns throughout the region. Of the city's 17,597 working residents[6], approximately 34% both live and work within Charlottesville, the second highest within the region. Although 66% of residents leave the city for work, many of them (33.3%) commute to Albemarle.

Table 3. Resident Workforce and Commuting Patterns by Jurisdiction[7]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

While Charlottesville retains 34% of its resident workforce, over 82% of jobs located within the City are filled by workers who live elsewhere, illustrating its importance as regional economic center.

Table 4. Residents Employed Within and Outside of the Region by Jurisdiction

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

Just under a third (30.6%) of resident workers commute outside of the TJPDC region, reflecting Charlottesville's connections to other employment centers along the I-64 corridor and Northern Virginia.

[6] Note: Worker totals may differ between Census OnTheMap and the American Community Survey (ACS) because they are derived using different data sources and methodologies. OnTheMap is based on administrative employment records, while the ACS is a household survey. Additionally, 2023 was the latest year available for OnTheMap data.

[7] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

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Table 5. Top Commute Destinations

Commute Destination	Count	Share
Charlottesville city, VA	5,984	34.0%
Albemarle County, VA	5,862	33.3%
Fairfax County, VA	778	4.4%
Henrico County, VA	371	2.1%
Richmond city, VA	275	1.6%
Loudoun County, VA	207	1.2%
Harrisonburg city, VA	205	1.2%
Chesterfield County, VA	192	1.1%
Arlington County, VA	175	1.0%
Augusta County, VA	161	0.9%
All Other Locations	**3,387**	**19.2%**
Total Resident Workers	**17,597**	**100.0%**

Table 6. Top Home Locations of Workers

Home Location	Count	Share
Albemarle County, VA	10,871	31.5%
Charlottesville city, VA	5,984	17.4%
Fluvanna County, VA	2,022	5.9%
Greene County, VA	1,211	3.5%
Louisa County, VA	991	2.9%
Augusta County, VA	935	2.7%
Fairfax County, VA	672	1.9%
Waynesboro city, VA	601	1.7%
Nelson County, VA	580	1.7%
Henrico County, VA	561	1.6%
All Other Locations	**10,055**	**29.2%**
Total Employed	**34,483**	**100.0%**

Source: US Census OnTheMap, 2023 Data

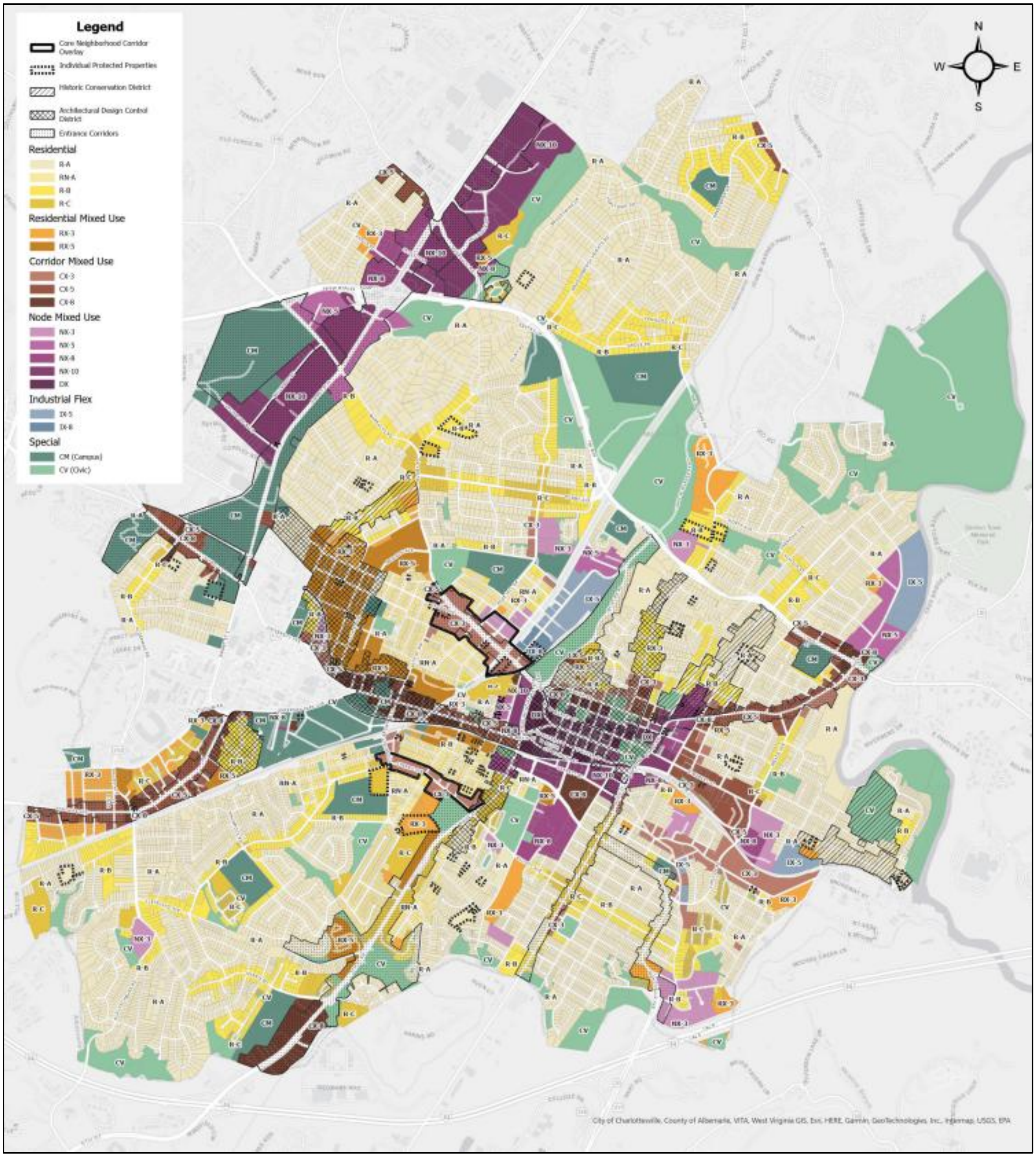
Land Use and Other Local Planning Context

The City of Charlottesville is approximately 10.3 square miles. Charlottesville's land use reflects its role as an urban center with a diverse mix of residential, commercial, and mixed uses. Due to geographical constraints, future growth will occur primarily through infill development, redevelopment, and increased density. It is surrounded on each side by Albemarle County.

Charlottesville adopted its most recent Comprehensive Plan in 2021, establishing a long-range vision for equitable growth, neighborhood livability, housing affordability, and a safe, accessible transportation network. Since the adoption of the Comprehensive Plan, the city has also implemented a new zoning ordinance designed to increase housing opportunities, encourage mixed-use development, and support walkable and bikeable neighborhoods. Charlottesville and Albemarle County serve as the region's primary employment, healthcare, and higher education center. Thousands of commuters travel into the urban core each day from neighboring jurisdictions, making the coordination of local land use and regional mobility planning essential.

The city is preparing to conduct a citywide mobility plan in the near-term, which will develop a community-driven strategy for safer, more equitable, and more connected transportation network. As an independent city, Charlottesville utilizes its own transportation project design guidelines, which will also be updated as part of the citywide mobility plan.

Figure 5. City of Charlottesville Zoning Map



Fluvanna County Overview

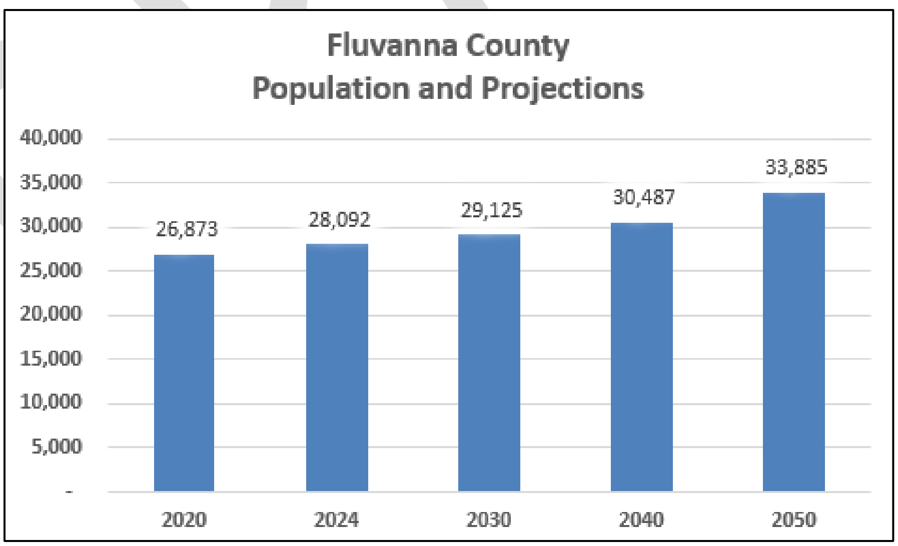
Fluvanna County is located in the southeastern portion of the Thomas Jefferson Planning District Commission (TJPDC) region and serves as a growing rural community. The County's location along the US 15 and State Route 53 corridors, combined with its proximity to I-64, has contributed to its steady growth while it also maintains a rural landscape, agricultural heritage, and natural resources.

The County most recently adopted an update to its Comprehensive Plan in 2024, establishing the long range vision for land use, transportation, housing, economic development, public facilities, and environmental stewardship. The plan emphasizes directing growth toward designated development areas while protecting rural landscapes, agricultural resources, and the county's network of natural and recreational resources.

Population Demographics

Fluvanna County continues to experience steady population growth and is projected to remain one of the faster growing rural jurisdictions within the region. According to the 2024 American Community Survey (ACS), the county's population is estimated at 28,092 residents, an increase from 26,873 in 2020. Population projections prepared by the Weldon Cooper Center estimate continued growth to approximately 29,125 by 2030, 30,487 by 2040, and 33,085 by 2050. This sustained growth will increase demand for housing, schools, transportation infrastructure, and public services over the coming decades.

Figure 1. Fluvanna County Population and Projections



Source: US Census American Community Survey 2024 Estimates
Weldon Cooper Center Population Projections

The County has a relatively mature population with a median age of 43.5 years. Educational attainment demonstrates a diverse workforce with varying levels of education. Approximately

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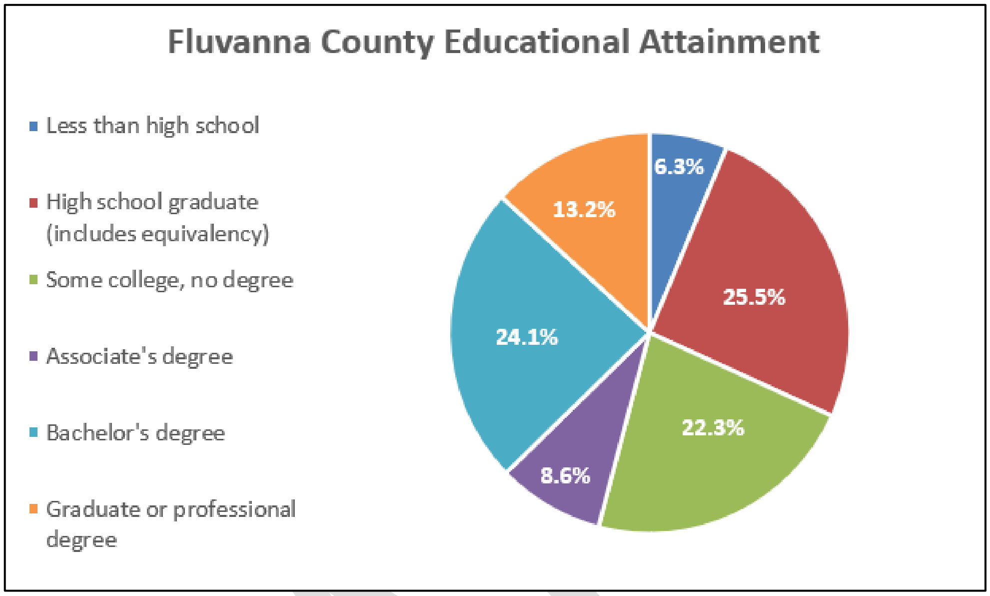
25.3% of adults have earned a high school diploma or equivalent as their highest level of education, while 24.1% hold a bachelors degree and 11.2% have earned a graduate or professional degree.

Figure 2. Fluvanna County Educational Attainment



Source: US Census American Community Survey 2024 Estimates

While the population is predominantly white (75%), Fluvanna County is becoming increasingly diverse with 11.8% of residents who identify as Black or African American, 6.4% who identify as two or more races, and 0.9% why identify as Asian. Residents who identify as Hispanic or Latino comprise 4.6% of the population.

Table 1. Fluvanna County Race/Ethnicity

Race/Ethnicity	Number	Percent
White	21,055	75.0%
Black or African American	3,311	11.8%
American Indian and Alaska Native	29	0.1%
Asian	251	0.9%
Native Hawaiian and Other Pacific Islander	0	0.0%
Some Other Race	352	1.3%
Two or More Races	1806	6.4%
Hispanic or Latino (of any race)	1,288	4.6%
Total Population	28,092	100.0%

Source: US Census American Community Survey 2024 Estimates

Economic and Commuter Characteristics

Fluvanna County's economy is centered on education, healthcare, government, manufacturing, retail, and professional services. The largest employment sector is educational services, health care, and social assistance, accounting for approximately 4,466 workers (33%). Other major industries include professional, scientific, management, administrative, and waste management services (14.2%), retail trade (12.6%), and arts, entertainment, recreation, accommodation, and food services (8%). In 2024, the estimated median household income for Fluvanna County was $96,768.

Table 2. Fluvanna County Employment by industry

Industry	Number	Percent
Educational services, and health care and social assistance	4,466	33.0%
Professional, scientific, and management, and administrative and waste management services	1,915	14.2%
Retail trade	1,706	12.6%
Arts, entertainment, and recreation, and accommodation and food services	1,085	8.0%
Construction	945	7.0%
Other services, except public administration	683	5.1%
Public administration	645	4.8%
Manufacturing	597	4.4%
Transportation and warehousing, and utilities	506	3.7%
Finance and insurance, and real estate and rental and leasing	493	3.6%
Agriculture, forestry, fishing and hunting, and mining	210	1.6%
Wholesale trade	188	1.4%
Information	77	0.6%
Civilian employed population 16 years and over	**13,516**	**100.0%**

Source: US Census American Community Survey 2024 Estimates

According to data from the Virginia Employment Commission, the largest employers located in Fluvanna County include:

1. Fluvanna County Public School Board
2. Fluvanna Correctional Center
3. County of Fluvanna
4. Fork Union Military Academy
5. BFI Transfer Systems of Virginia
6. Lake Monticello Owners
7. Dominos Pizza
8. A G Dillard Inc
9. Food Lion
10. Armor Correctional Health

Personal vehicles remain the primary means of commuting. Approximately 69% of workers drove alone to work, while 11.5% carpooled. The rise of remote work continues to influence commuting patterns, with 16.5% of employed residents working from home. Alternative transportation modes

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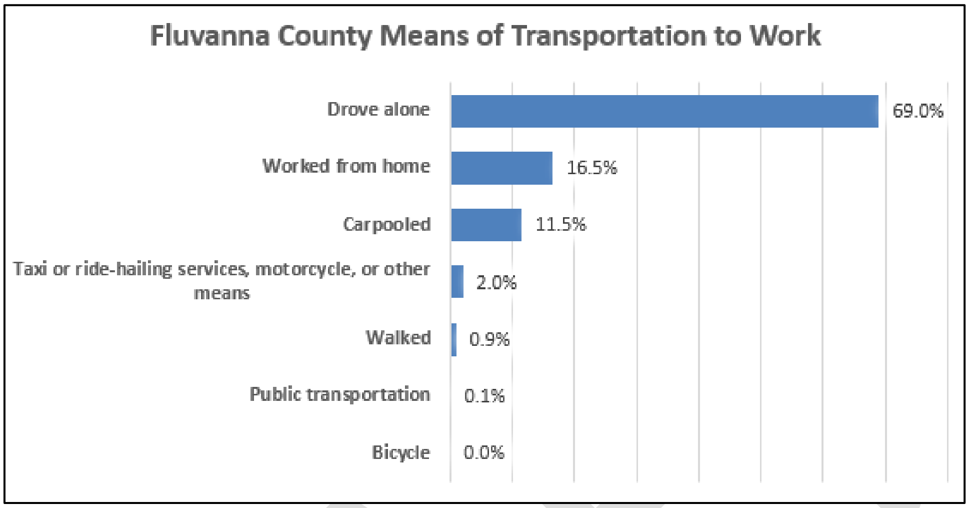
account for a relatively small share of trips, with approximately 2% using taxis, ride-hailing services, motorcycles, and other means; 0.9% walking; 0.1% using public transportation; and no bicycle commuting.

Figure 2. Fluvanna County Means of Transportation to Work

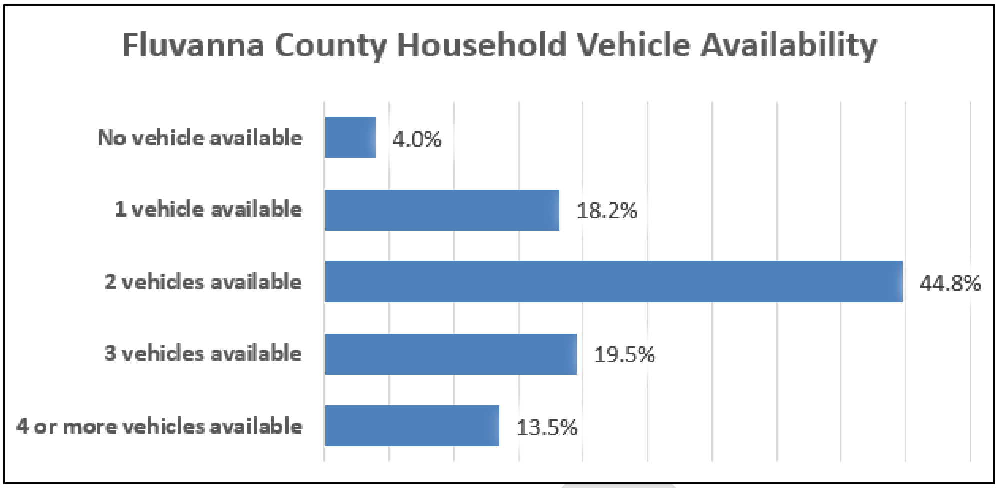


Source: US Census American Community Survey 2024 Estimates

Workers in Fluvanna County experience an average commute time of 32 minutes, reflecting the county's strong commuting ties to external employment centers. Maintaining reliable connections will remain critical as the population continues to grow.

Household vehicle ownership is high, representing the high reliance on automobiles for employment, healthcare, shopping, and other daily activities. Approximately 44.8% of households own two vehicles, 19.5% own three vehicles, and 13.5% own four or more vehicles. An additional 18.2% of households own one vehicle, while 4% of households have no vehicle available.

Figure 3. Fluvanna County Household Vehicle Availability



Source: US Census American Community Survey 2024 Estimates

Using U.S. Census Bureau OnTheMap data, a Destination Analysis and Inflow/Outflow Analysis was run for each jurisdiction to identify commuter patterns throughout the region. Of the county's 11,143 working residents[8], approximately 16.6% both live and work within Fluvanna. Approximately 63.4% of residents leave the county for work, with just under half of them commuting to Albemarle and Charlottesville (27.9% and 18.1% respectively). More than 63% of jobs in Fluvanna are filled by workers who live elsewhere.

Table 3. Resident Workforce and Commuting Patterns by Jurisdiction[9]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

[8] Note: Worker totals may differ between Census OnTheMap and the American Community Survey (ACS) because they are derived using different data sources and methodologies. OnTheMap is based on administrative employment records, while the ACS is a household survey. Additionally, 2023 was the latest year available for OnTheMap data.

[9] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

Table 4. Residents Employed Within and Outside of the Region by Jurisdiction

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

Just under a third (32.1%) of resident workers commute outside of the TJPDC region.

Table 5. Top Commute Destinations

Commute Destination	Count	Share
Albemarle County, VA	3,105	27.9%
Charlottesville city, VA	2,022	18.1%
Fluvanna County, VA	1,852	16.6%
Louisa County, VA	457	4.1%
Fairfax County, VA	445	4.0%
Henrico County, VA	226	2.0%
Richmond city, VA	190	1.7%
Chesterfield County,	144	1.3%
Rockingham County,	134	1.2%
Orange County, VA	133	1.2%
All Other Locations	**2,435**	**21.9%**
Total Resident Workers	**11,143**	**100.0%**

Table 6. Top Home Locations of Workers

Home Location	Count	Share
Fluvanna County, VA	1,852	36.6%
Albemarle County, VA	432	8.5%
Louisa County, VA	330	6.5%
Buckingham County,	261	5.2%
Chesterfield County, VA	225	4.4%
Richmond city, VA	120	2.4%
Henrico County, VA	102	2.0%
Charlottesville city, VA	101	2.0%
Greene County, VA	87	1.7%
Orange County, VA	74	1.5%
All Other Locations	**1,478**	**29.2%**
Total Employed	**5,062**	**100.0%**

Source: US Census OnTheMap, 2023 Data

Land Use and Other Local Planning Context

Fluvanna County's development pattern reflects a balance between rural preservation and planned growth. Much of the county remains devoted to agriculture, forestry, and low density residential development, while more concentrated development has occurred around Palmyra, Lake Monticello, Zion Crossroads, and other growth areas identified in the Comprehensive Plan.

Greene County Overview

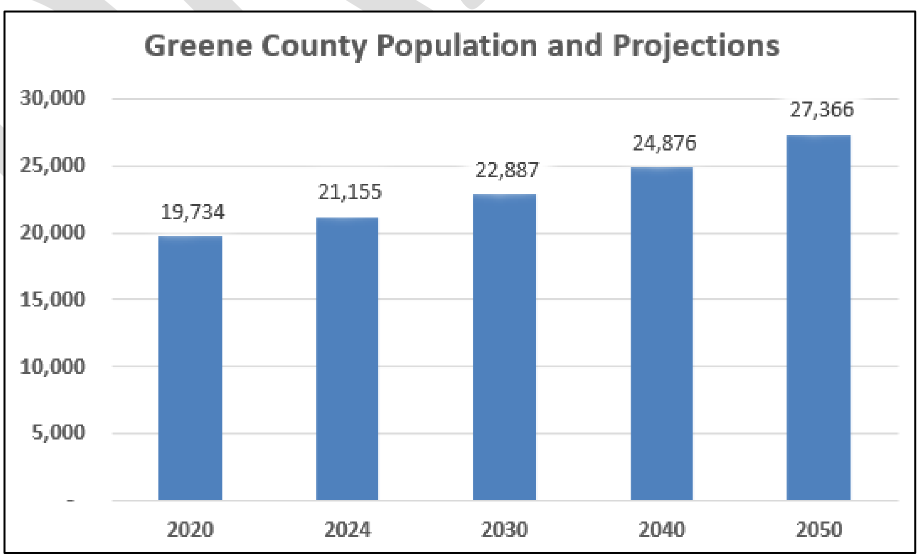
Greene County is a rural jurisdiction located in the northern portion of the Thomas Jefferson Planning District Commission region. While maintaining its rural character, Greene County has experienced steady population growth driven by its proximity to employment opportunities in neighboring jurisdictions and its location along the US 29 corridor. This growth has increased demand for housing, transportation infrastructure, and public services while reinforcing the need to balance future development with the preservation of agricultural lands, natural resources, and the county's rural identity.

Greene County most recently updated its Comprehensive Plan in 2023, providing the framework guiding future land use, transportation, housing, economic development, and resource conservation decisions. The county has begun the next comprehensive planning process, which will build on the 2023 update and develop a shared vision for growth over the next 20 years. The final document is anticipated in summer 2027.

Population Demographics

Greene County's population has grown steadily over the past decade and is projected to continue increasing through 2050. According to the 2024 American Community Survey (ACS), the county's population is estimated at 21,155, representing growth from an estimated 19,734 residents in 2020. Weldon Cooper Center population projections estimate the population will reach approximately 22,887 by 2030, 24,876 by 2040, and 27,366 by 2050, reflecting the county's attractiveness as a community.

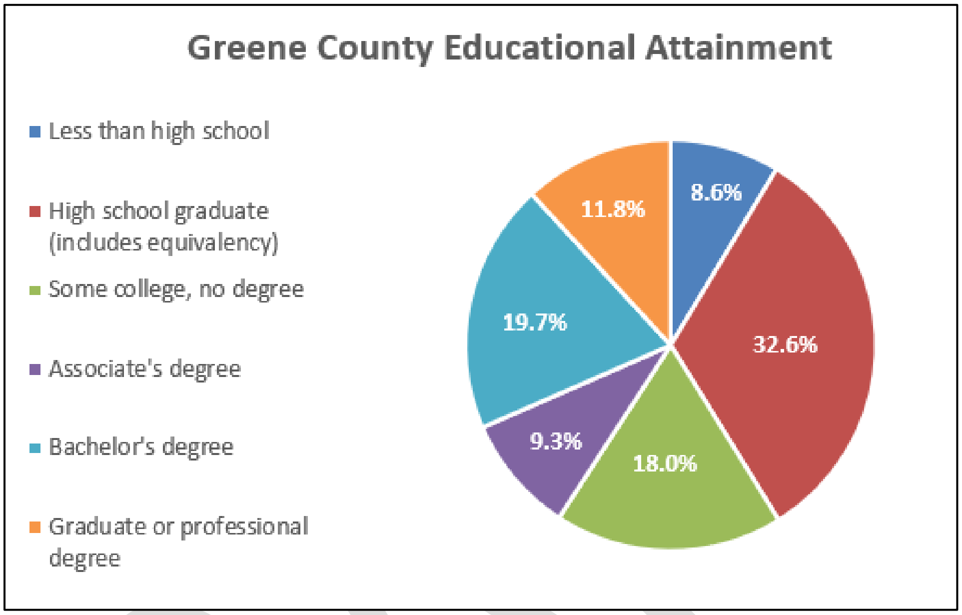
Figure 1. Greene County Population and Projections



Source: US Census American Community Survey 2024 Estimates
Weldon Cooper Center Population Projections

Educational attainment illustrates a workforce with a range of educational backgrounds. Approximately 32.6% of residents have earned a high school diploma or equivalent as their highest level of education, while 19.7% have completed a bachelor's degree and 11.8% hold a graduate or professional degree. Approximately 8.6% of adults have less than a high school education.

Figure 2. Greene County Educational Attainment



Source: US Census American Community Survey 2024 Estimates

Greene County has a predominantly white population (78.8%) with Hispanic or Latino (7.5%) and Black or African American (7.4%) representing the largest minority groups. While the county's population is predominantly white, demographic trends could suggest increasing diversity over time as the region continues to grow.

Table 1. Greene County Race/Ethnicity

Race/Ethnicity	Number	Percent
White	16,667	78.8%
Black or African American	1,563	7.4%
American Indian and Alaska Native	8	0.0%
Asian	464	2.2%
Native Hawaiian and Other Pacific Islander	41	0.2%
Some Other Race	196	0.9%
Two or More Races	638	3.0%
Hispanic or Latino (of any race)	1,578	7.5%
Total Population	21,155	100.0%

Source: US Census American Community Survey 2024 Estimates

Economic and Commuter Characteristics

Greene County's economy is supported by a diverse mix of employment sectors. The largest employment sector is educational services, health care, and social assistance, employing approximately 2,903 workers (26.3%). Other major industries include professional, scientific, management, administrative, and waste management services (14.2%), retail trade (12.4%), construction (8.6%), and manufacturing (7.1%). In 2024, the estimated median household income for Greene was $89,808.

Table 2. Greene County Employment by Industry

Industry	Estimate	Percent
Educational services, and health care and social assistance	2,903	26.3%
Professional, scientific, and management, and administrative and waste management services	1,569	14.2%
Retail trade	1,364	12.4%
Construction	952	8.6%
Manufacturing	788	7.1%
Public administration	701	6.3%
Finance and insurance, and real estate and rental and leasing	677	6.1%
Other services, except public administration	670	6.1%
Arts, entertainment, and recreation, and accommodation and food services	589	5.3%
Transportation and warehousing, and utilities	373	3.4%
Wholesale trade	192	1.7%
Agriculture, forestry, fishing and hunting, and mining	186	1.7%
Information	79	0.7%
Civilian employed population 16 years and over	**11,043**	**100.0%**

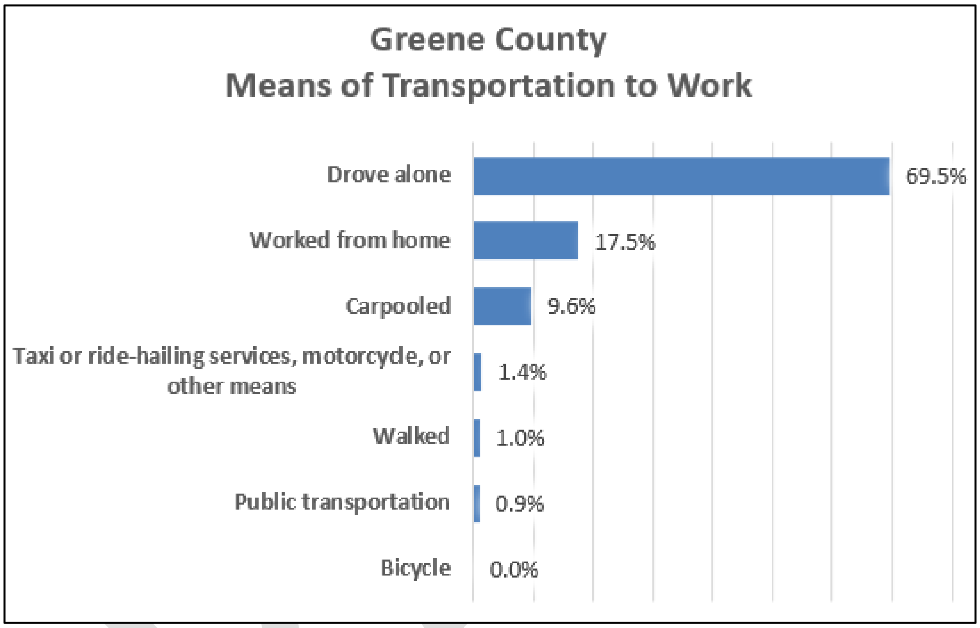
Source: US Census American Community Survey 2024 Estimates

According to data from the Virginia Employment Commission, the largest employers located in Greene County include:

1. Greene County School Board
2. Wal-Mart
3. Sunland Employee Leasing LLC
4. County of Greene
5. Lowes' Home Centers, Inc.
6. Blue Ridge School
7. Osen Hunter Group LLC
8. Insurance Institute for H Inc
9. McDonalds
10. Food Lion

As with most jurisdictions in the TJPDC region, personal vehicles remain the dominant mode of transportation for commuting. Approximately 69.5% of workers drove alone to work, while 9.6% carpooled. Remote work has become an increasingly significant component of Greene County's workforce, with 17.5% of employed residents working from home. The utilization of alternative modes of transportation remains limited, with approximately two percent of commuters walking, biking, or using public transportation.

Figure 3. Greene County Means of Transportation to Work

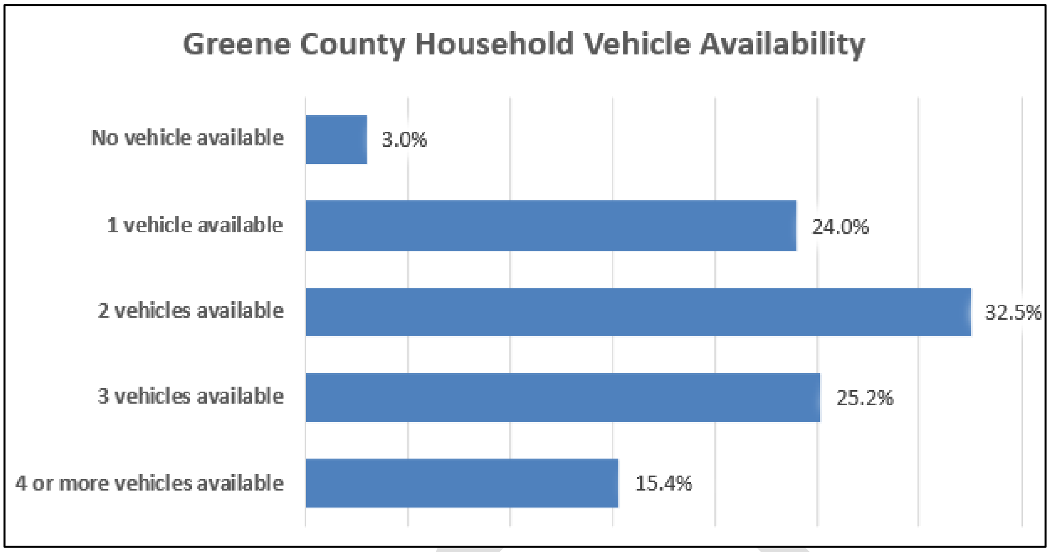


Source: US Census American Community Survey 2024 Estimates

The average commute time is 32.3 minutes, among the longer commute times in the region, highlighting the importance of maintaining reliable access to employment centers in surrounding jurisdictions. Continued population growth and regional commuting patterns will increase the importance of maintaining safe, reliable transportation connections while considering expansion of access to transit and ridesharing where feasible.

Household vehicle ownership is high, with 32.5% of households owning two vehicles, 25.2% owning three vehicles, and 15.4% owning four or more vehicles. Approximately 24% of households own one vehicle, while only 3% of households do not have access to a vehicle. Many households rely of automobiles for employment, education, healthcare, and daily services. As Greene County continues to grow, coordinating future land use decisions with transportation investments can help support and improve long-term mobility throughout the county and the broader TJPDC region.

Figure 4. Greene County Household Vehicle Availability



Source: US Census American Community Survey 2024 Estimates

Using U.S. Census Bureau OnTheMap data, a Destination Analysis and Inflow/Outflow Analysis was run for each jurisdiction to identify commuter patterns throughout the region. Of the county's 8,674 working residents[10], approximately 17.1% both live and work within Greene. Although 82.9% of residents leave the county for work, many of them commute to Albemarle and Charlottesville (28.5% and 14% respectively). Over a third (37.6%) of resident workers commute outside of the TJPDC region.

Table 3. Resident Workforce and Commuting Patterns by Jurisdiction[11]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

[10] Note: Worker totals may differ between Census OnTheMap and the American Community Survey (ACS) because they are derived using different data sources and methodologies. OnTheMap is based on administrative employment records, while the ACS is a household survey. Additionally, 2023 was the latest year available for OnTheMap data.

[11] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

Table 4. Residents Employed Within and Outside of the Region by Jurisdiction

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

Table 5. Top Commute Destinations

Commute Destination	Count	Share
Albemarle County, VA	2,472	28.5%
Greene County, VA	1,479	17.1%
Charlottesville city, VA	1,211	14.0%
Fairfax County, VA	351	4.0%
Orange County, VA	220	2.5%
Madison County, VA	210	2.4%
Rockingham County,	186	2.1%
Henrico County, VA	185	2.1%
Culpeper County, VA	175	2.0%
Harrisonburg city, VA	152	1.8%
All Other Locations	2,033	23.4%
Total Resident Workers	8,674	100.0%

Table 6. Top Home Locations of Workers

Home Location	Count	Share
Greene County, VA	1,479	37.6%
Albemarle County, VA	446	11.3%
Orange County, VA	178	4.5%
Madison County, VA	172	4.4%
Rockingham County, VA	145	3.7%
Louisa County, VA	102	2.6%
Charlottesville city, VA	91	2.3%
Fluvanna County, VA	87	2.2%
Augusta County, VA	74	1.9%
Spotsylvania County, VA	69	1.8%
All Other Locations	1,092	27.8%
Total Employed	3,935	100.0%

Source: US Census OnTheMap, 2023 Data

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Land Use and Other Local Planning Context

Greene County's land use pattern remains predominantly rural, characterized by agricultural lands, forested areas, and low density residential development. Growth has generally occurred around the US 29 and US 33 corridors and in areas with access to regional transportation networks, while much of the county retains its rural character. As population growth continues, balancing residential and commercial development with farmland preservation, environmental protection, and infrastructure capacity will remain a key planning consideration.

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Louisa County Overview

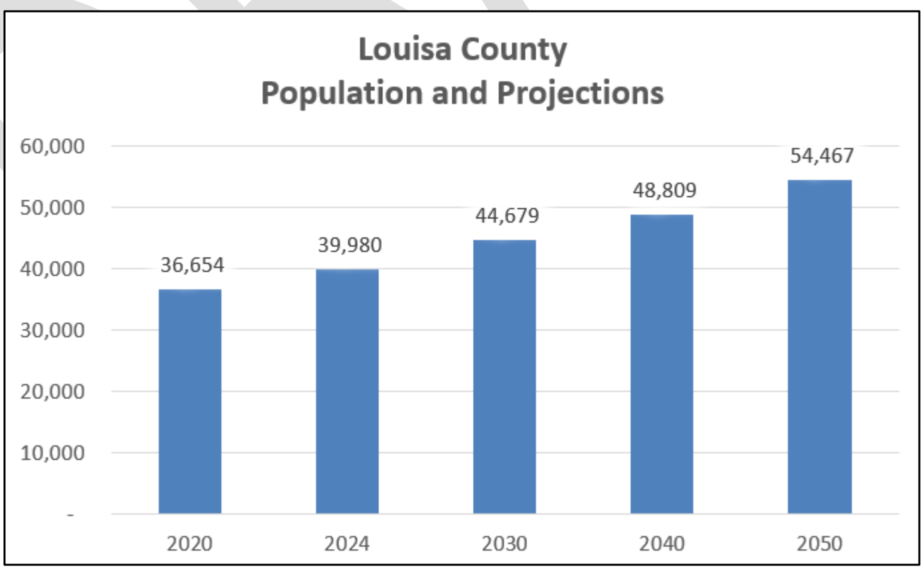
Louisa County is located in the eastern portion of the Thomas Jefferson Planning District, strategically positioned between the Charlottesville and Richmond metropolitan areas. Its location along the I-64 corridor, US Route 15, and US Route 33 has made the county an increasingly attractive place for residential growth, business investment, and industrial development while maintaining its predominantly rural character. Agriculture, forestry, manufacturing, energy production, and tourism continue to play important roles in the local economy, complemented by growing residential communities that support commuters traveling throughout Central Virginia.

Louisa County adopted its current 2040 Comprehensive Plan in 2019, establishing a long range vision for managing growth, preserving rural landscapes, strengthening economic development, and coordinating infrastructure investments. The plan emphasizes concentrating future development to protect the county's agricultural resources, historic assets, and natural environment.

Population Demographics

Louisa County continues to experience sustained population growth making it the fastest growing jurisdiction within the TJPDC region. According to 2024 American Community Survey (ACS) estimates, the county's population is estimated at just under 40,000 residents. Population projections prepared by the Weldon Cooper center indicate that by 2050, the county's population is projected to grow to more than 54,000 residents.

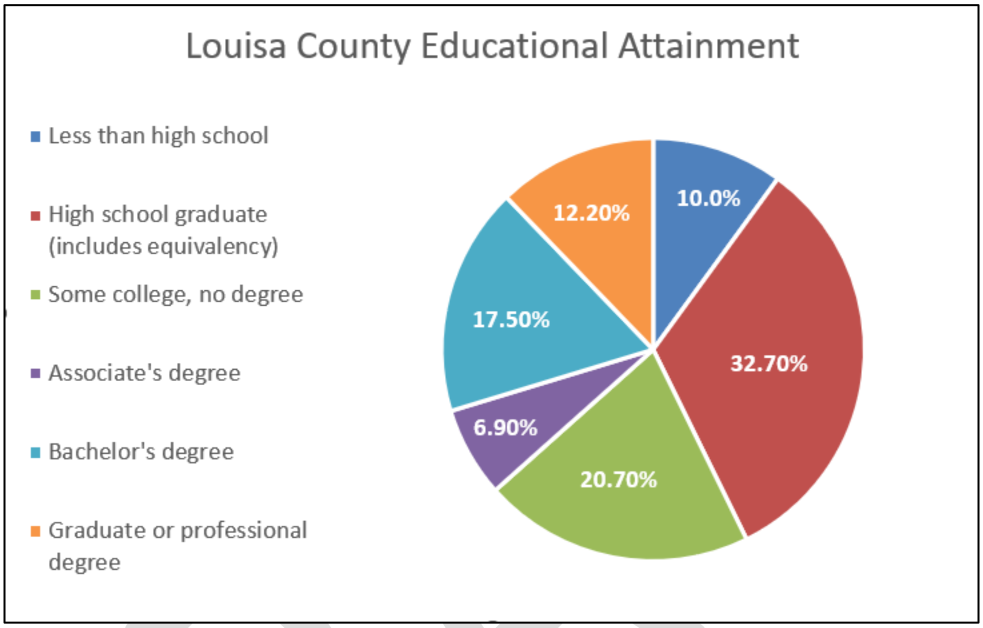
Figure 1. Louisa County Population and Projections



Source: US Census American Community Survey 2024 Estimates
Weldon Cooper Center Population Projections

Louisa County has a relatively mature population, with a median age of approximately 45 years. Educational attainment reflects a workforce with a range of educational backgrounds. Nearly 30% of adults hold a bachelor's degree or higher, while many additional residents have completed associate degrees, technical training, or some college coursework. The county's workforce supports a diverse economy requiring both skilled trades and professional occupations.

Figure 2. Louisa County Educational Attainment



Source: US Census American Community Survey 2024 Estimates

Current ACS estimates indicate that approximately 76% of residents identify as White, 11.5% identify as Black or African American, 6.4% identify as two or more races, and 4.1% identify as Hispanic or Latino. Smaller portions of the population identify as Asian, American Indian, or other racial groups.

Table 1. Louisa County Race/Ethnicity

Race/Ethnicity	Number	Percent
White alone	30,420	76.1%
Black or African American alone	4,604	11.5%
American Indian and Alaska Native alone	129	0.3%
Asian alone	242	0.6%
Native Hawaiian and Other Pacific Islander alone	10	0.0%
Some Other Race alone	353	0.9%
Two or More Races	2563	6.4%
Hispanic or Latino (of any race)	1,659	4.1%
Total Population	39,980	100.0%

Source: US Census American Community Survey 2024 Estimates

Economic and Commuter Characteristics

Louisa County maintains one of the most diverse economies among the rural jurisdictions in the TJPDC region. Employment is supported by a combination of industries, with major employment sectors including educational services, health care, and social assistance (24.3%), retail trade (12.4%), professional, scientific, management, administrative, and waste management (11%), and construction (9.5%). In 2024, the median household income in Louisa County was $86,689.

Table 2. Louisa County Employment by Industry

Industry	Number	Percent
Educational services, and health care and social assistance	4,739	24.3%
Retail trade	2,420	12.4%
Professional, scientific, and management, and administrative and waste management services	2,152	11.0%
Construction	1,847	9.5%
Finance and insurance, and real estate and rental and leasing	1381	7.1%
Transportation and warehousing, and utilities	1326	6.8%
Public administration	1226	6.3%
Manufacturing	1200	6.2%
Other services, except public administration	1078	5.5%
Arts, entertainment, and recreation, and accommodation and food services	1038	5.3%
Agriculture, forestry, fishing and hunting, and mining	710	3.6%
Wholesale trade	187	1.0%
Information	187	1.0%
Civilian employed population 16 years and over	**19,491**	**100.0%**

Source: US Census American Community Survey 2024 Estimates

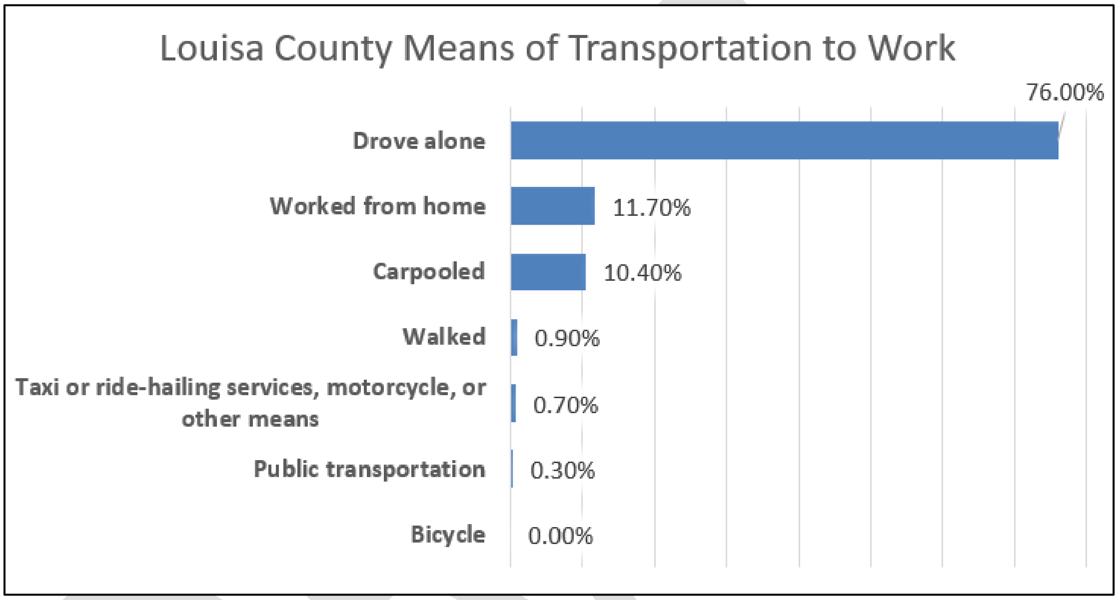
According to data from the Virginia Employment Commission, the largest employers located in Louisa County include:

11. Wal-Mart
12. Louisa County Public School Board
13. Dominion Virginia Power
14. Fluor Daniel Services Corporation
15. Klockner Pentaplast America
16. County of Louisa
17. Tri Dim Filter Corporation
18. Lowes' Home Centers, Inc.
19. Food Lion
20. The Atlantic Group Inc.

The presence of industrial employers also distinguishes Louisa County's economic base from many neighboring rural localities. While local employment continues to expand, many residents also commute to the City of Charlottesville, Albemarle County, the City of Richmond, Fredericksburg, and other places for work, reflecting the County's centralized location in Virginia.

Personal vehicles remain the dominant mode of transportation for Louisa County residents. Most workers commute by driving alone (76%) followed by carpooling (10.4%). The growth of remote work since 2020 has increased the share of residents working from home, although the majority of commuters continue to rely on inter- or intra-regional mobility.

Figure 3. Louisa County Means of Transportation to Work

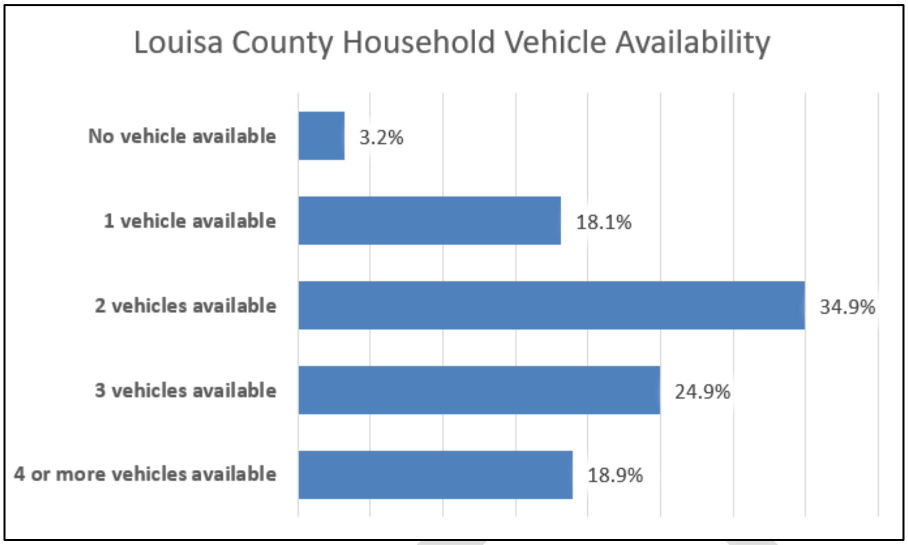


Source: US Census American Community Survey 2024 Estimates

The county's mean commute time is approximately 35.7 minutes, among the longest within the TJPDC region, highlighting the importance of safe and reliable corridors. Continued improvements to roadway safety and the exploration of alternative multimodal transportation options will be essential to support future population and employment growth.

Consistent with other rural counties in the region, Louisa County households are highly dependent on personal vehicles. High rates of vehicle ownership reflect dispersed development patterns and limited transit availability, making continued investment in regional connectivity essential. Most households (78.7%) have at least two vehicles available, while 3.2% of households have no vehicle available. Coordinating future transportation improvements with planned growth will help support economic development, improve mobility, and preserve rural character that remains central to Louisa County's identity.

Figure 4. Louisa County Household Vehicle Availability



Source: US Census American Community Survey 2024 Estimates

Using U.S. Census Bureau OnTheMap data, a Destination Analysis and Inflow/Outflow Analysis was run for each jurisdiction to identify commuter patterns throughout the region. Of the county's 14,315 working residents[12], approximately 23.9% both live and work within Louisa. Approximately 76% of resident workers leave Louisa County for work, with over 53% of those workers commuting outside of the TJPDC region entirely. Over 65% of jobs located within the County are filled by workers who live elsewhere.

Table 3. Resident Workforce and Commuting Patterns by Jurisdiction[13]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

[12] Note: Worker totals may differ between Census OnTheMap and the American Community Survey (ACS) because they are derived using different data sources and methodologies. OnTheMap is based on administrative employment records, while the ACS is a household survey. Additionally, 2023 was the latest year available for OnTheMap data.

[13] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

Table 4. Residents Employed Within and Outside of the Region by Jurisdiction

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

The county's central location between the Charlottesville and Richmond metropolitan regions provides residents with access to a wide range of employment opportunities. As a result, commuting patterns extend in multiple directions rather than being dominated by a single jurisdiction.

Table 5. Top Commute Destinations

Commute Destination	Count	Share
Louisa County, VA	3,418	23.9%
Albemarle County, VA	1,843	12.9%
Charlottesville city, VA	991	6.9%
Fairfax County, VA	694	4.8%
Orange County, VA	656	4.6%
Spotsylvania County,	508	3.5%
Goochland County, VA	453	3.2%
Henrico County, VA	404	2.8%
Prince William County,	352	2.5%
Fluvanna County, VA	330	2.3%
All Other Locations	**4,666**	**32.6%**
Total Resident Workers	**14,315**	**100.0%**

Table 6. Top Home Locations of Workers

Home Location	Count	Share
Louisa County, VA	3,418	34.9%
Spotsylvania County, VA	464	4.7%
Fluvanna County, VA	457	4.7%
Albemarle County, VA	425	4.3%
Orange County, VA	374	3.8%
Henrico County, VA	327	3.3%
Hanover County, VA	219	2.2%
Chesterfield County, VA	216	2.2%
Goochland County, VA	183	1.9%
Augusta County, VA	148	1.5%
All Other Locations	**3,569**	**36.4%**
Total Employed	**9,800**	**100.0%**

Source: US Census OnTheMap, 2023 Data

Land Use and Other Local Planning Context

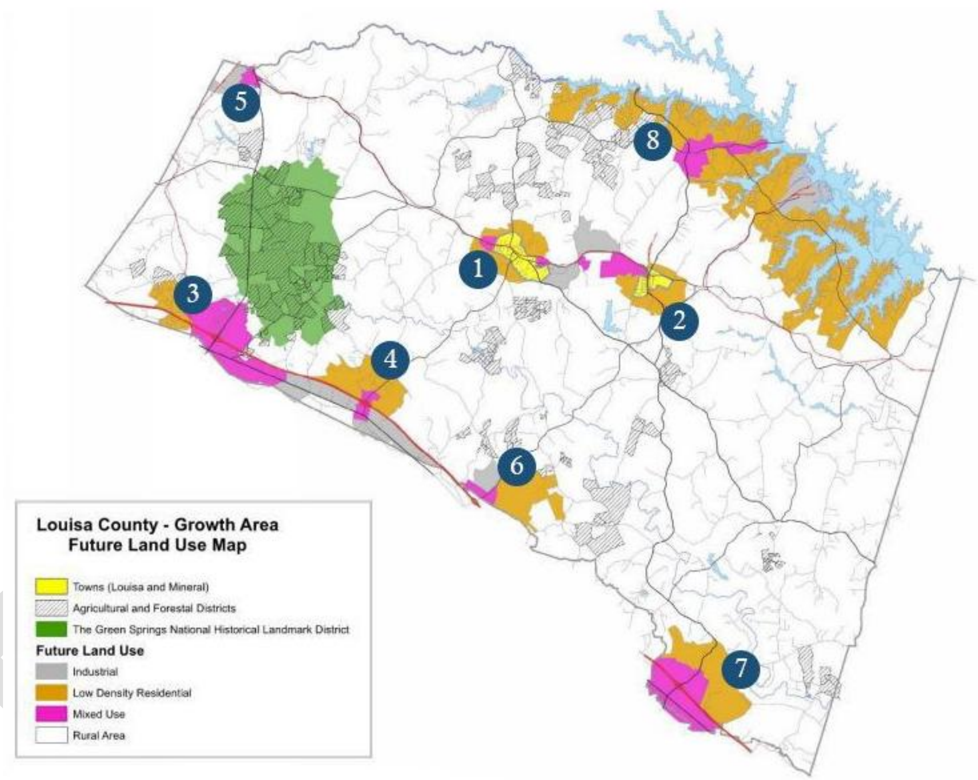
Louisa County's land use pattern reflects its expansive rural landscape, with agriculture, forestry, open space, and low-density residential development comprising the majority of the county. More intensive development is concentrated around the Town of Louisa, Zion Crossroads, and the Town of Mineral.

Louisa County adopted its current Comprehensive Plan in 2019 with a 2040 planning horizon. The county conducted a public survey in fall 2025 to collect resident feedback for use in the upcoming update to the Comprehensive Plan. Since adoption of its 2019 Comprehensive Plan, Louisa has experienced continued residential and commercial growth, continuing to stand out as one of

Virginia's fastest growing localities. Out of the six jurisdictions in the TJPDC region, Louisa County is projected to have the highest growth rate between 2020 and 2050 (48.6%, or approximately 17,000 residents). Only Albemarle County will add a greater number of residents in the coming decades.

Loisa County has eight identified designated growth areas, which are intended to help manage growth and keep rural areas rural. Managing the growth areas in partnership with establishing the Agricultural and Forestal District Program helps the county remain committed to preserving its agricultural economy, scenic resources, and rural character.

Figure 5. Louisa County Growth Areas



Louisa County's designated growth areas are:

1. Town of Louisa
2. Town of Mineral
3. Zion Crossroads
4. Ferncliff
5. Gordonsville
6. Shannon Hill
7. Gum Springs
8. Lake Anna

Nelson County Overview

Nelson County is a rural jurisdiction located in the Blue Ridge Mountains of Central Virginia. The county is characterized by scenic mountain landscapes, agricultural heritage, and recreational destinations. Development patterns center around communities including Lovingston, Nellysford, and Colleen. Natural resource conservation, economic development, transportation infrastructure, and the balance between growth and preservation remain central themes in local planning efforts. The County's location along US Route 29, US Route 151, and the Blue Ridge Parkway contribute to its importance as both a tourism destination and a regional transportation corridor.

The County recently completed an update to its comprehensive plan, adopting Nelson 2042 in April 2024. Developed through an extensive public engagement process, the plan established a vision for growth, land use, transportation, housing, economic development, environmental stewardship, and community facilities through 2042. The plan is organized around several broad themes, including protecting rural character, expanding community services, strengthening the local economy, and preserving the County's natural and cultural resources. Other plans completed by the County within the last decade include the Rockfish Valley Area Plan (2017), the Route 29 Economic Development Corridor Plan (2019), and the VDOT Route 151 Corridor Study (2024).

Population Demographics

Nelson County is the smallest locality in the TJPDC region by population and is characterized by an older population and predominantly rural settlement pattern. According to the 2024 American Community Survey (ACS) 5-Year Estimates, Nelson County had a total population of 14,732 residents and a median age of 51.3 years, significantly older than state and national averages. The county's aging population has implications for transportation planning, including increasing demand for accessible transportation options, specialized mobility services, and infrastructure that supports aging in place.

Population forecasts prepared by the Weldon Cooper Center for Public Service indicate that Nelson County is expected to experience negative population growth over the next several decades. The County's population is projected to decline slightly from 14,486 residents in 2030 to approximately 14,230 residents by 2050. The relatively stable population suggests that transportation planning efforts should focus on maintaining existing infrastructure, improving system resiliency, and meeting the needs of an aging population rather than accommodating largescale growth.

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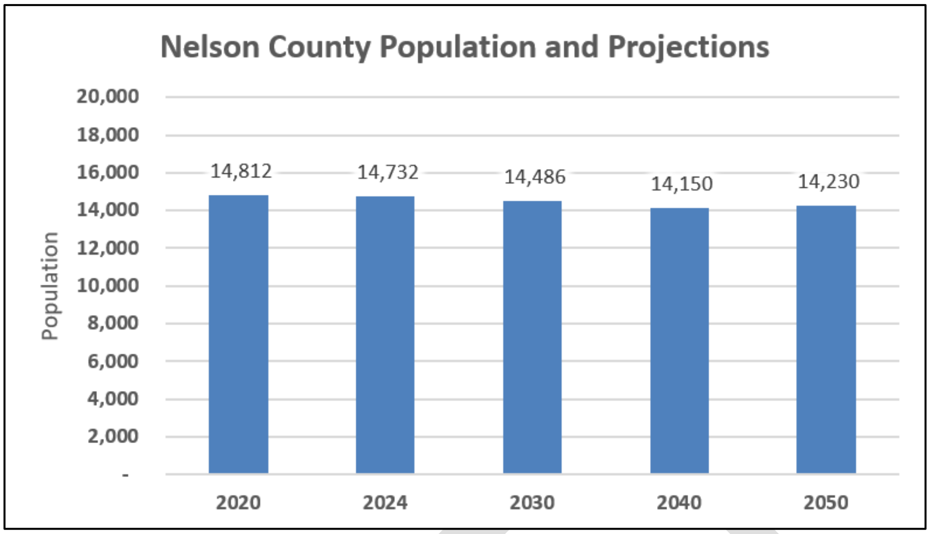
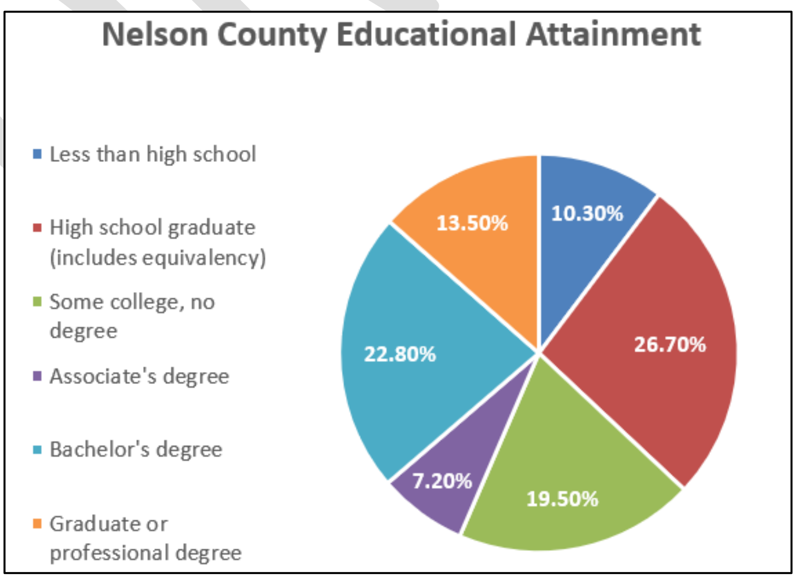
Figure 1. Nelson County Population and Projections



Source: US Census American Community Survey 2024 Estimates
Weldon Cooper Center Population Projections

Educational attainment reflects a mix of workforce backgrounds. Among residents age 25 and older, 89.7% have earned a high school diploma or equivalent, and 36.3% hold a bachelor's degree or higher. Approximately 26.7% of adults have a high school diploma as their highest level of education, while 22.8 percent have earned a bachelor's degree and 13.5% hold a graduate or professional degree. These educational attainment levels support a workforce that spans agriculture, tourism, manufacturing, healthcare, education, and professional occupations, many of which require commuting to employment centers outside of the county.

Figure 2. Nelson County Educational Attainment



Source: US Census American Community Survey 2024 Estimates

Nelson County has a predominantly white population (79.8%) with Black or African American representing the largest minority group (11%). In Table 1 below, while Hispanic or Latino is an ethnicity that can overlap with any race, it is broken out separately.

Table 1. Nelson County Race/Ethnicity

Race/Ethnicity	Total	Percent
White	11,752	79.8%
Black or African American	1,623	11.0%
American Indian and Alaska Native	28	0.2%
Asian	132	0.9%
Native Hawaiian and Other Pacific Islander	0	0.0%
Some Other Race	17	0.1%
Two or More Races	475	3.2%
Hispanic or Latino (of any race)	705	4.8%

Source: US Census American Community Survey 2024 Estimates

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Economic and Commuter Characteristics

Nelson County's economy is diverse, with employment spread across a range of service-producing and goods-producing industries. According to the 2024 American Community Survey estimates, the county had approximately 6500 employed residents 16 years and older. The largest employment sector is educational services, health care, and social assistance, accounting for 22.4% of the workforce. This reflects the importance of schools, health care providers, and social service organizations as major employers and service providers for county residents.

Professional, scientific, management, administrative, and waste management services represent the second-largest employment sector at 11.09%, followed closely by arts, entertainment, recreation, accommodation, and food services (10.3%). The prominence of tourism and hospitality related employment reflects Nelson County's role as a destination for outdoor recreation, wineries, breweries, agritourism, and visitors traveling along the Blue Ridge Parkway and nearby mountain attractions. In 2024, the estimated median household income for Nelson was $72,589.

Table 2. Nelson County Employment by Industry

Industry	Estimate	Percent
Educational services, and health care and social assistance:	1,466	22.4%
Professional, scientific, and management, and administrative and waste	726	11.1%
Arts, entertainment, and recreation, and accommodation and food	676	10.3%
Retail trade	618	9.4%
Construction	578	8.8%
Manufacturing	476	7.3%
Other services, except public administration	393	6.0%
Public administration	386	5.9%
Finance and insurance, and real estate and rental and leasing:	357	5.5%
Transportation and warehousing, and utilities:	349	5.3%
Agriculture, forestry, fishing and hunting, and mining:	297	4.5%
Wholesale trade	144	2.2%
Information	82	1.3%
Civilian employed population 16 years and over	**6,548**	**100.0%**

Source: US Census American Community Survey 2024 Estimates

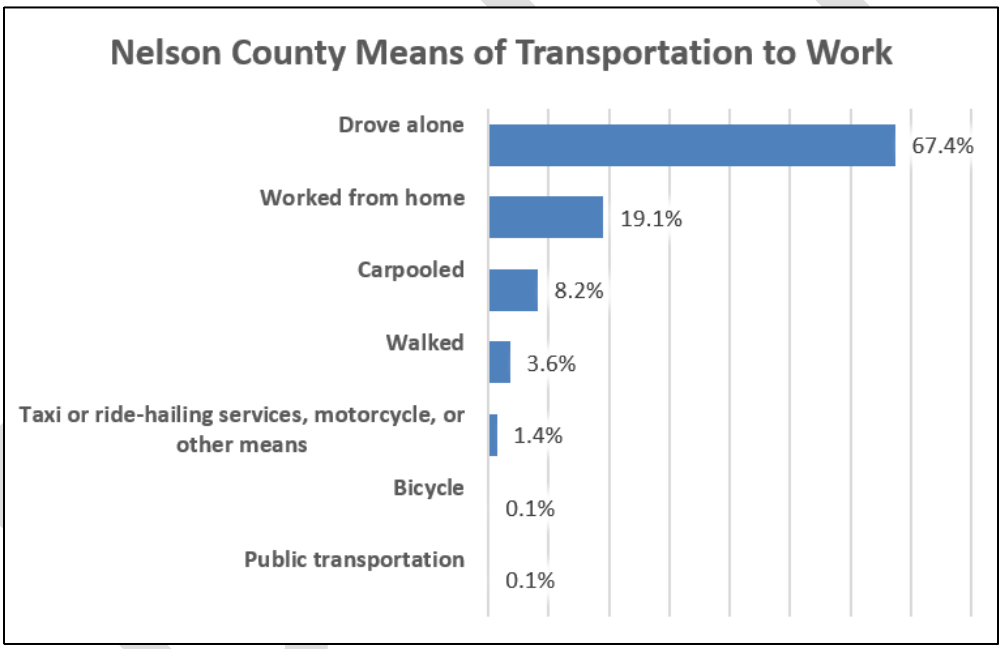
According to data from the Virginia Employment Commission, the largest employers located in Nelson County include:

1. Wintergreen Resort
2. Nelson County School Board
3. County of Nelson
4. Craft USA Holdings LLC
5. Blue Ridge Health Care Center

6. Wintergreen Property Owners Association
7. Blue Mountain Brewery Inc
8. Veritas Vineyard & Winery
9. Central Virginia Electric Co-Operative
10. Bold Rock Partners LP

Transportation and commuting characteristics further illustrate Nelson County's rural nature. Among workers aged 16 and older, 75.7% commute by car, truck, or van, with 67.4% driving alone and 8.2% carpooling. Nearly one-fifth of workers (19.1%) work from home, reflecting the growing role of remote work in the county. Walking accounts for 3.6% of commute trips, while public transportation and bicycling each represent less than one percent of commute modes. The average commute time is 30.3 minutes, among the longer commute times in the region, highlighting the importance of maintaining reliable access to employment centers in surrounding jurisdictions.

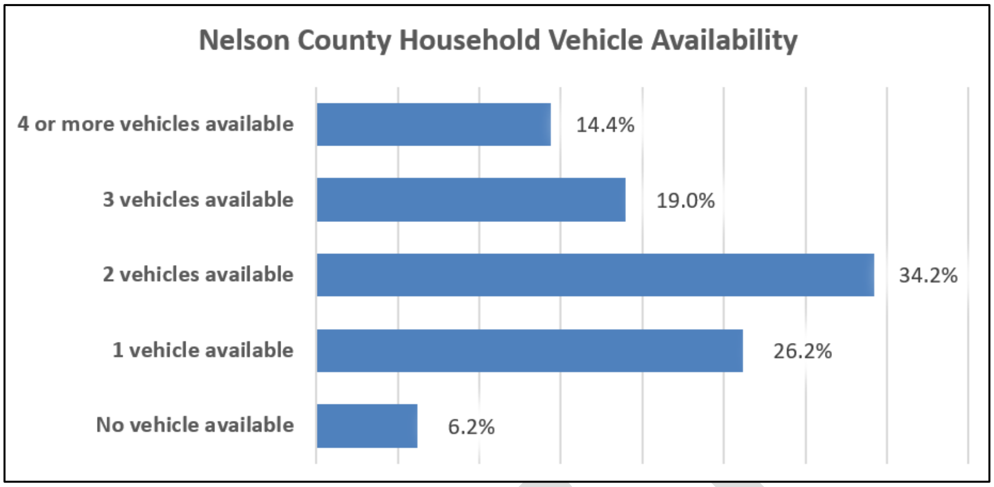
Figure 3. Nelson County Means of Transportation to Work



Source: US Census American Community Survey 2024 Estimates

Most households in Nelson County have access to two or more vehicles (67.6%). The 6.2% of households that do not have access to a vehicle may face access and mobility challenges, limited by alternative modes of travel that are available.

Figure 4. Nelson County Household Vehicle Availability



Source: US Census American Community Survey 2024 Estimates

Using U.S. Census Bureau OnTheMap data, a Destination Analysis and Inflow/Outflow Analysis was run for each jurisdiction to identify commuter patterns throughout the region. Of the county's 5,965 working residents[14], 25.8% both live and work within Nelson. Approximately 74% of residents leave the county for work, and 55.7% of jobs in Nelson are filled by workers that live elsewhere.

Table 3. Resident Workforce and Commuting Patterns by Jurisdiction[15]

	Resident Workers in Jurisdiction	Total Employed in Jurisdiction	Living and Working Within Jursidction	Living in Jurisdiction but Employed Outside	Employed in Jurisdiction but Living Elsewhere
Albemarle	44,667	52,974	40.5%	59.5%	65.8%
Charlottesville	17,597	34,483	34.0%	66.0%	82.6%
Fluvanna	11,143	5,062	16.6%	83.4%	63.4%
Greene	8,674	3,935	17.1%	82.9%	62.4%
Louisa	14,315	9,800	23.9%	76.1%	65.1%
Nelson	5,965	3,477	25.8%	74.2%	55.7%

Source: US Census OnTheMap, 2023 Data

Over 45% of resident workers commute outside of the TJDPC region entirely for employment.

Table 4. Residents Employed Within and Outside of the Region by Jurisdiction

[14] Note: Worker totals may differ between Census OnTheMap and the American Community Survey (ACS) because they are derived using different data sources and methodologies. OnTheMap is based on administrative employment records, while the ACS is a household survey. Additionally, 2023 was the latest year available for OnTheMap data.

[15] **How to read this table:** "Living and Working Within Jurisdiction" and "Living in Jurisdiction but Employed Outside" are calculated as a share of employed residents. "Employed in Jurisdiction but Living Elsewhere" is calculated as a share of jobs located within the jurisdiction. As a result, the first two percentages sum to 100% while the third represents a separate measure of the local employment base.

	Resident Workers	Employed within Region	Percent	Employed Outside Region	Percent
Albemarle	44,667	30,539	68.4%	14,128	31.6%
Charlottesville	17,597	12,212	69.4%	5,385	30.6%
Fluvanna	11,143	7,565	67.9%	3,578	32.1%
Greene	8,674	5,412	62.4%	3,262	37.6%
Louisa	14,315	6,710	46.9%	7,605	53.1%
Nelson	5,965	3,238	54.3%	2,727	45.7%

Source: US Census OnTheMap, 2023 Data

Table 5. Top Commute Destinations

Commute Destination	Count	Share
Nelson County, VA	1,540	25.8%
Albemarle County, VA	1,029	17.3%
Charlottesville city, VA	580	9.7%
Amherst County, VA	231	3.9%
Augusta County, VA	229	3.8%
Lynchburg city, VA	215	3.6%
Waynesboro city, VA	158	2.6%
Fairfax County, VA	116	1.9%
Henrico County, VA	100	1.7%
Chesterfield County, VA	90	1.5%
All Other Locations	**1,677**	**28.1%**
Total Resident Workers	**5,965**	**100.0%**

Table 6. Top Home Locations of Workers

Home Location	Count	Share
Nelson County, VA	1,540	44.3%
Amherst County, VA	375	10.8%
Albemarle County, VA	266	7.7%
Augusta County, VA	216	6.2%
Lynchburg city, VA	107	3.1%
Waynesboro city, VA	78	2.2%
Campbell County, VA	58	1.7%
Bedford County, VA	56	1.6%
Charlottesville city, VA	56	1.6%
Staunton city, VA	55	1.6%
All Other Locations	**670**	**19.3%**
Total Employed	**3,477**	**100.0%**

Source: US Census OnTheMap, 2023 Data

Several demographic and economic characteristics distinguish Nelson County within the TJPDC region. The county has one of the oldest populations in the region and is one of the few localities projected to experience a modest population decline over the coming decades. At the same time, Nelson County maintains a relatively high share of remote workers and continues to serve as both a tourism destination and a residential community for workers employed elsewhere in the region. These trends underscore the importance of transportation investments that support regional connectivity, safe travel along major corridors, access to services for older adults, and resiliency improvements that maintain mobility during emergencies.

Land Use and Other Local Planning Context

Nelson County's comprehensive plan update established a more detailed framework for future land use and community planning. The county identified a range of place types, including rural residential areas, rural villages, small-town centers, mixed-use nodes, and industrial development areas. The planning process examined opportunities for targeted investment in areas such as Lovingston, Nellysford, and others along US Route 29 while continuing to protect the surrounding rural landscape that defines much of Nelson County's character and economy. Strategy #15 from Nelson 2042 states:

> *"Encourage new development in designated growth areas so that existing infrastructure can be more efficiently used, and rural lands will be protected from development."*

Following adoption of the comprehensive plan, the county initiated efforts to update zoning and development regulations to better align with the new plan's goals and future land use framework.

Reflecting the county's rural nature, the Agricultural District covers the majority of land in the current zoning ordinance. Its location in the Blue Ridge Mountains also places constraints on development due to steep slopes, flood risk, limitations of expanding services, and lands under conservation-related protection. Also located in the County are large tracts of forested land within the George Washington National Forest and Wintergreen Resort.

DRAFT

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
DRAFT Minutes, September 3, 2026

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		Laura Greene, Finance Director		
Fluvanna County			Laurie Jean Talun, Regional Program Manager	x	
Tony O'Brien	x		Isabella O'Brien, Regional Environmental Planner II	x	
Tim Hodge	x		Joe Klodzinski, VATI Administrative Assistant	x	
Greene County			Khansa Ghumman, Regional Housing VISTA	x	
Tim Goolsby					
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford					
City of Charlottesville					
Jen Fleisher	x				
Michael Payne, Chair	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

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

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

None

2. MATTERS FROM THE PUBLIC:

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

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

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

3. ADMINISTRATION:

a. **Appointments:**
   i. **Central Virginia Regional Housing Partnership (TJPDC Member)**
   ii. **TJPDC Corporation (Fluvanna Member)**

Motion/Action: On a motion by Mike Pruitt, seconded by Ned Gallaway, the Commission unanimously appointed Commissioner Jen Fleisher to the CVRHP. On a motion by Tim Hodge, seconded by Ernie Reed, the Commission unanimously appointed Commissioner Tony O'Brien as Fluvanna representative to the TJPDC Corporation.

4. PRESENTATIONS AND PUBLIC HEARINGS:

a. **Virginia Telecommunication Initiative (VATI) Six-Month Update**

Joe Klodzinski, VATI Administrative Assistant, Regional Program Manager, presented an overview of the TJPDC's two VATI broadband projects, highlighting budget and financial management activities to date and multiple site visits to observe fiber construction throughout the region. He noted that the number of "passings" achieved by the project had increased 19% since the last update to the Commission. Work on the VATI 2022 project is nearing completion.

b. **Watershed Improvement Program (WIP) Annual Funding Update and Resolution for Chesapeake Bay Watershed Implementation Funding**

Isabella O'Brien, Regional Environmental Planner II, provided an overview of the Chesapeake Bay Watershed Improvement Program (WIP), to include the 2026 scope of work and its successes; the STEW Map data dashboard; and a proposed 2027 scope of work for funding. She also briefly explained the proposed resolution.

Motion/Action: On a motion by Tim Hodge, seconded by Jen Fleisher, the Commission unanimously approved the Resolution for Chesapeake Bay Watershed Implementation Funding.

c. **Public Hearing: Solid Waste Management Plan**

Isabella O'Brien presented the draft FY27 Solid Waste Management Plan at the August meeting. Commissioners were provided two email comments that had been received, one related to incentivizing recycling and the second related to the overall substance of the plan.

Chair Payne opened the Public Hearing for the Solid Waste Management Plan at 7:33 pm. There was no one from the public who wished to speak. The public hearing was closed.

d. **HOME and Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) Presentation, Public Hearing and Resolution Adopting the 2025 HOME-CDBG CAPER**

Laurie Jean Talun, Regional Program Manager, gave an overview of HOME-funded activities and the population served during Program Year 2025. About $1.6 million was spent on 16 homeowner rehabilitation projects, one homebuyer unit and four rental units. Additionally, the public comment period for the draft CAPER was held September 1 -16.

Public Hearing – HOME and CDBG CAPER

Chair Payne opened the public hearing for the HOME and CDBG CAPER at 7:36 pm. There was no one from the public who wished to speak, nor were any comments submitted in advance of the meeting. The public hearing was closed.

Resolution – HOME and CDBG CAPER

Motion/Action: On a motion by Tony O'Brien, seconded by Tim Hodge, the Commission unanimously approved the Resolution for the HOME and CDBG CAPER, as presented.

e. **Housing Preservation Grant (HPG) Pre-Application Statement of Activities and Intergovernmental Review (IGR)**

Christine Jacobs introduced and presented this item, noting that TJPDC has administered this grant since 2015, and that the new funding opportunity is for $83,819 in USDA HPG funding, which would be used for small and medium skill renovations on homes for income-eligible households. TJPDC also is applying for up to $50,000 in HPG declared disaster funds from a previous year. An Intergovernmental Review is required for the grants.

Public Hearing – Housing Preservation Grants

Chair Payne opened the public hearing for the Housing Preservation Grants at 7:39. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

Resolutions – Intergovernmental Review and Project Support for Housing Preservation Grants (Disaster Grant and HPG Grant)

Motion/Action: On a motion by Tim Hodge, second by Tony O'Brien, the Commission unanimously approved the IGR for the Disaster Grant, as presented. On a motion by Mike Pruitt, second by Tim Hodge, the Commission unanimously approved the IGR for the HPG Grant, as presented.

5. *CONSENT AGENDA:

a. Minutes of the August 6, 2026, Commission Meeting
b. July Financial Reports
   i. July Dashboard Report
   ii. July Consolidated Profit & Loss Statement
   iii. July Balance Sheet
   iv. July Accrued Revenue Report

Motion/Action: On a motion by James Higgins seconded by Mike Pruitt, the Commission unanimously approved the Consent Agenda as presented.

6. NEW BUSINESS:

a. Draft FY28 Projected Budget and Local Revenue Requests

Christine Jacobs gave an overview of the TJPDC's three-part budget approval process. She presented the FY28 Projected Operating Budget, FY28 Projected Revenues and FY28 Projected Per Capita and Local Contributions. The draft budget of $3,548,321 is balanced and includes only known and highly likely revenue sources. Several one-time funding sources, mostly federal funding, won't be available in FY28. She noted that the budget at this point would draw $147,178 from reserves in order to balance, but that the projected budget likely will have a number of changes prior to its official adoption in May, 2026, as additional grants and programs are identified. The draft budget includes an anticipated indirect cost rate of $.41 is anticipated and a per capita rate of $0.72 for local contributions, which is the last of the two cents per year increases that were approved by the Commission in 2022. An updated budget will be presented for action at the Commission's October meeting.

7. OLD BUSINESS:

None

8. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs noted that her report was included in the meeting packet. She highlighted information about the upcoming RRBC Conference, and of ongoing meetings being held with state officials about the Rural Health Transformation initiative. As the state is interested in PDCs cooperating regionally, TJPDC met with the Rappahannock-Rapidan Regional Commission, with whom we work cooperatively. She noted that this is anticipated to be five-year program, with ongoing opportunities to refine the process in future years.

9. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – October 1, 2026, 7:00 pm

Items for next meeting:

i. August Financials
ii. Blue Ridge Cigarette Tax Board Update (Six Months)
iii. Draft FY28 Projected Annual Budget and Local Revenue Resolution—Considertion/Approval
iv. HOME and CDBG CAPER Draft Presentation and Public Hearing, Resolution

v. Final Solid Waste Management Plan—Resolution (Consent)
vi. Transportation Assistance Fund—Guidelines/Promotion
vii. Rural Long Range Plan Update
viii. Resolution Authorizing Signing DRPT Master Agreement

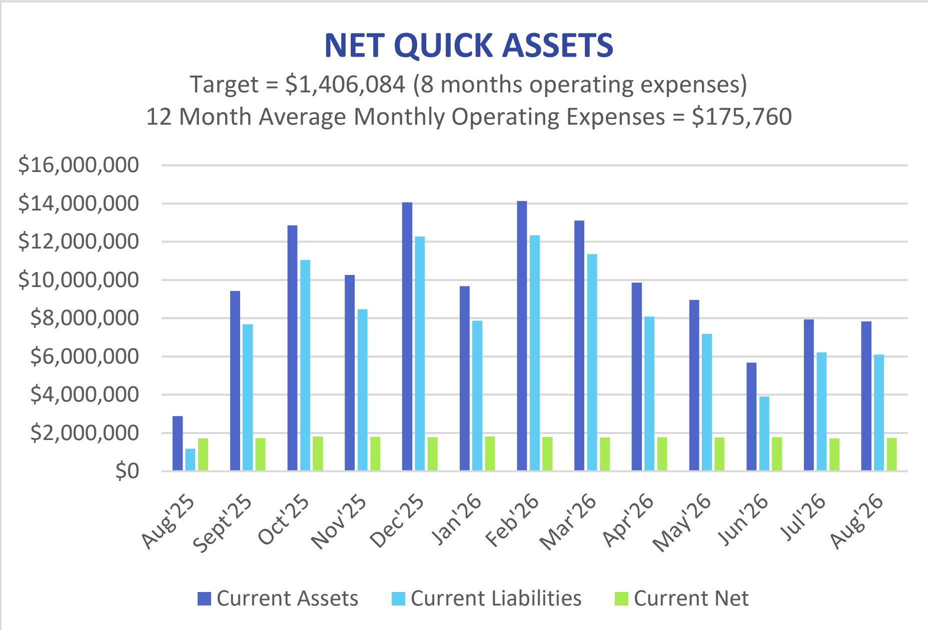
10. ADJOURNMENT:

Motion/Action: The meeting was declared adjourned at 8:50 pm.

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

FY 27 FINANCIAL DASHBOARD

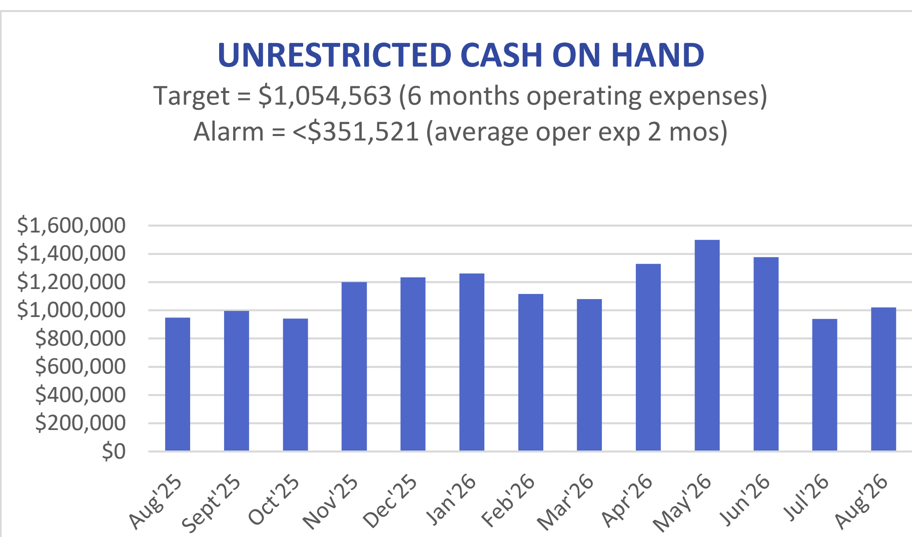
Through August 2026



MONTHLY NET QUICK ASSETS

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
Jan'26 = $1,807,543
Feb'26 = $1,792,265
Mar'26 = $1,762,278
Apr'26 = $1,777,776
May'26 = $1,770,121
Jun'26 = $1,777,530
Jul'26 = $1,720,857
Aug'26 = $1,739,996

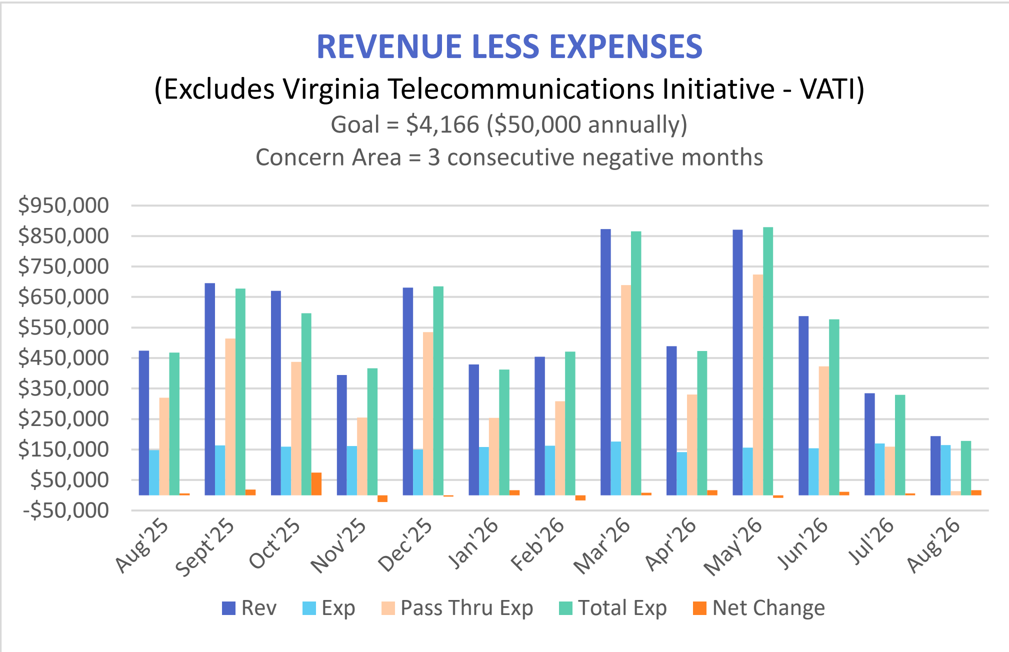
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred 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 August 31, TJPDC had 9.90 months of operating expenses. The rolling twelve-month average operating expenses increased to $175,760. The 3-month average operating expenses increased to $177,998. Actual operating expenses for August were $181,696. Capital reserves as of August 31 were $333,912 (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.

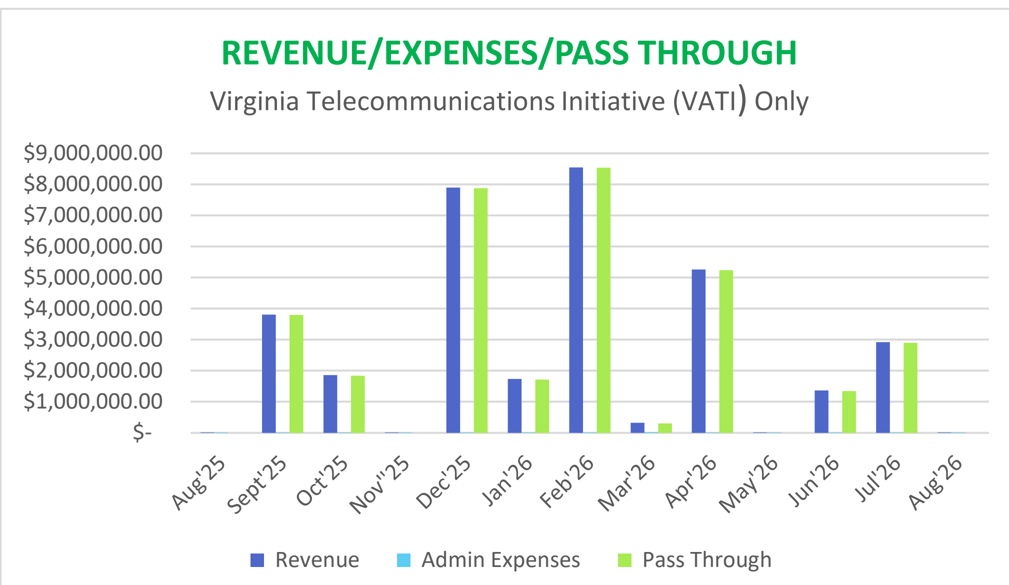
MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. August financials indicate that there were 5.81 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Aug'25 = $6,503
Sept'25 = $18,207
Oct'25 = $73,864
Nov'25 = ($22,083)
Dec'25 = ($4,339)
Jan'26 = $17,056
Feb'26 = ($16,721)
Mar'26 = $7,860
Apr'26 = $16,117
May'26 = ($8,361)
Jun'26 = $11,021
Jul'26 = $5,996
Aug'26 = $16,142



MONTHLY ADMIN

Aug'25 = $20,029
Sept'25 = $16,927
Oct'25 = $17,505
Nov'25 = $12,989
Dec'25 = $16,816
Jan'26 = $16,532
Feb'26 = $12,939
Mar'26 = $24,883
Apr'26 = $14,838
May'26 = $14,026
Jun'26 = $13,844
Jul'26 = $14,019
Aug'26 = $16,943

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass-through graph both shown above.

The agency recorded a net gain in August of $16,142. The August Accrued Revenue Report shows the total average available monthly funds of $211,797 for the remaining 10 months in FY27, 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 July 1, 2026, the TJPDC financials will no longer report BRCTB assets, liabilities, fund balances, tax revenues and expenses. The TJPDC financials will continue to report the revenue and expense associated with providing administrative services to the BRCTB. The BRCTB financials will be recorded in a separate QuickBooks data file and reported to the members of the BRCTB.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
August 2026

1:48 PM
09/24/26
Accrual Basis

	Aug 26	Budget	Jul - Aug 26	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	90,180	722,474	3,853,167	1,447,224	8,686,773
4120 · State Funding Source	38,372	757,179	81,684	1,514,359	9,091,600
4130 · Local Source	59,177	97,899	201,415	195,798	1,174,785
42000 · Local Match Per Capita	16,091	16,925	32,182	33,851	202,992
4280 · Interest Income	5,612	4,167	11,167	8,333	50,000
4285 · Rent Income	1,876	2,333	3,593	4,667	28,000
4139 · Reserve Transfers	0	739	0	1,477	8,864
Total Income	211,308	1,601,716	4,183,208	3,205,709	19,243,015
Gross Profit	211,308	1,601,716	4,183,208	3,205,709	19,243,015
Expense					
61000 · Personnel	148,869	158,459	297,084	316,918	1,899,203
6900 · Reimb. Overhead Allocation	0	96	0	192	0
6240 · Advertising / Marketing	7,205	3,669	9,295	7,338	44,028
62394 · Audit -Legal Expenses	0	2,575	2,050	5,150	30,900
6258 · Bank Charges	0	63	0	125	750
6260 · COGS	0	394	0	788	4,725
6281 · Dues	447	1,151	1,953	2,301	13,809
62850 · Insurance	613	756	1,226	1,513	9,075
6345 · Janitorial Service	0	1,100	0	2,200	13,200
6450 · Meeting Expenses	413	884	533	1,767	10,602
6310 · Postage	0	114	476	228	1,370
62890 · Printing/Copier	145	416	322	833	5,015
6390 · Professional Dev & Meetings	400	1,703	1,445	4,400	21,276
6320 · Rent	12,968	13,159	25,935	26,318	157,906
6280 · Subscription-Publications	42	400	133	800	4,800
6290 · Supplies	2,575	952	2,575	1,904	11,425
63210 · Technology, Equipment, Property	2,775	3,980	10,671	7,960	47,760
6600 · Telephone & Internet Service	1,421	1,449	3,228	2,898	17,387
6380 · TJPDC Contractual Services	956	4,623	3,822	9,245	55,472
63300 · Travel	2,869	4,016	5,103	9,312	49,467
9999 · Miscellaneous	0	7,146	0	14,291	85,747
Total Expense	181,696	207,102	365,852	416,481	2,483,918
Net Ordinary Income	29,612	1,394,614	3,817,357	2,789,228	16,759,097
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	13,471	13,072	32,614	26,144	176,246
83000 · HOME Pass-Through	0	106,954	86,761	213,908	1,283,451
84000 · Grants Pass-Through	0	1,274,588	3,675,844	2,549,175	15,299,400
Total Other Expense	13,471	1,394,614	3,795,220	2,789,228	16,759,097
Net Other Income	(13,471)	(1,394,614)	(3,795,220)	(2,789,228)	(16,759,097)
Net Income	**16,142**	**0**	**22,137**	**0**	**0**

2:18 PM
09/24/26
Accrual Basis

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of August 31, 2026

	Aug 31, 26	Aug 31, 25	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,540,161.14	1,463,502.25	76,658.89
1189 · Capital Reserve	333,912.00	446,812.00	-112,900.00
Total Checking/Savings	1,874,073.14	1,910,314.25	-36,241.11
Accounts Receivable			
1190 · Receivable Grants	4,943,287.61	952,210.44	3,991,077.17
Total Accounts Receivable	4,943,287.61	952,210.44	3,991,077.17
Other Current Assets			
1310 · Prepaid Rent	450.00	450.00	0.00
1330 · Prepaid Insurance	7,153.34	6,774.16	379.18
1360 · Prepaid Other	14,218.00	18,756.50	-4,538.50
1365 · Prepaid County Advance VATI	998,996.91	0.00	998,996.91
Total Other Current Assets	1,020,818.25	25,980.66	994,837.59
Total Current Assets	7,838,179.00	2,888,505.35	4,949,673.65
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	137,912.57	122,334.57	15,578.00
1499 · Accumulated Depreciation	-110,397.30	-124,886.09	14,488.79
Total Fixed Assets	41,888.38	11,821.59	30,066.79
TOTAL ASSETS	**7,880,067.38**	**2,900,326.94**	**4,979,740.44**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	4,568,103.70	641,863.07	3,926,240.63
Total Accounts Payable	4,568,103.70	641,863.07	3,926,240.63
Credit Cards			
2155 · Accounts Payable Credit Card	8,233.23	7,360.86	872.37
Total Credit Cards	8,233.23	7,360.86	872.37
Other Current Liabilities			
2159 · Accrued Expenses	0.00	1,613.34	-1,613.34
2160 · Accrued Payroll Payable	3,126.91	5,700.82	-2,573.91
2800 · Deferred Revenue	1,518,719.60	519,288.19	999,431.41
Total Other Current Liabilities	1,521,846.51	526,602.35	995,244.16
Total Current Liabilities	6,098,183.44	1,175,826.28	4,922,357.16
Long Term Liabilities			
2200 · Leave Payable	76,663.46	67,782.65	8,880.81
Total Long Term Liabilities	76,663.46	67,782.65	8,880.81
Total Liabilities	6,174,846.90	1,243,608.93	4,931,237.97
Equity			
3000 · General Operating Fund	1,343,386.20	1,184,205.43	159,180.77
3100 · Restricted Capital Reserve	333,912.00	446,812.00	-112,900.00
3600 · Net Investment in Fixed Assets	5,784.87	11,821.59	-6,036.72
Net Income	22,137.41	13,878.99	8,258.42

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of August 31, 2026

	Aug 31, 26	Aug 31, 25	$ Change
Total Equity	1,705,220.48	1,656,718.01	48,502.47
TOTAL LIABILITIES & EQUITY	**7,880,067.38**	**2,900,326.94**	**4,979,740.44**

Accrued Revenue by Grant or Contract **For Year Ending June 30, 2027**

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2026	AUGUST 2026	YEAR TO DATE FY27	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY28+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY27	NOTES
299	**State Support to PDC (DHCD)**	$ 273,159	$ 165	$ -	$ 165	$ 5,710	$ 158,188	$ 5,875	**$ 109,096**	State funding to TJPDC General/Contingency
112	**TJPDC Corporation**	$ 1,684	$ -	$ 981	$ 981	$ -	$ -	$ 981	**$ 703**	501(c)3 Non-profit Arm
110	**Bank Interest**	$ 11,167	$ 5,555	$ 5,612	$ 11,167	$ -	$ -	$ 11,167	**$ -**	Interest Earned from TJPDC
170/171	**Rural Transportation**	$ 58,000	$ 3,794	$ 4,332	$ 8,126	$ -	$ -	$ 8,126	**$ 49,874**	VDOT Rural Transp Planning
181	**RTP/CARTA - Admin**	$ 93,403	$ 7,175	$ 5,451	$ 12,627	$ -	$ 35,389	$ 12,627	**$ 45,387**	*Regional Transit Partnership / CARTA
190/195/198	**MPO-PL**	$ 347,980	$ 15,807	$ 13,983	$ 29,790	$ -	$ -	$ 29,790	**$ 318,191**	*MPO PL Transportation Planning - Passive Roll Over Permitted
191/196/199	**MPO-FTA**	$ 127,979	$ 10,484	$ 11,681	$ 22,165	$ -	$ -	$ 22,165	**$ 105,814**	MPO FTA Transit Planning
193/193.3	**Rideshare - Admin (includes RTAP Grant)**	$ 185,773	$ 16,934	$ 18,673	$ 35,607	$ -	$ -	$ 35,607	**$ 150,166**	Rideshare TDM Program Mktg & Mgmt (not eligible for roll over)
273	**Water Street Center & Office Leases**	$ 3,593	$ 1,716	$ 1,876	$ 3,593	$ -	$ -	$ 3,593	**$ -**	Rental Fees
277	**Legislative Liaison**	$ 145,019	$ 5,166	$ 8,163	$ 13,329	$ -	$ 23,371	$ 13,329	**$ 108,319**	*Legislative Operations
278	**VAPDC-ED**	$ 59,801	$ 5,039	$ 5,038	$ 10,077	$ -	$ -	$ 10,077	**$ 49,725**	Contract for Admin Services
296	**Member Per Capita**	$ 215,364	$ 16,091	$ 16,091	$ 32,182	$ -	$ 22,270	$ 32,182	**$ 160,912**	Local Govt Annual Contributions (Includes $22,270 from Deferred Rev.)
303	**Solid Waste**	$ 13,077	$ 5,103	$ 5,506	$ 10,609	$ -	$ 909	$ 10,609	**$ 1,559**	*Contract for annual reporting
729	**Regional Housing Partnership**	$ 58,066	$ 10,951	$ 5,761	$ 16,712	$ -	$ -	$ 16,712	**$ 41,354**	Regional Housing Partnership
760	**BRCTB Administration**	$ 135,265	$ 9,969	$ 10,438	$ 20,407	$ -	$ -	$ 20,407	**$ 114,858**	Watershed Improvement Plan
907-26	**WIP Phase III - Contract #9**	$ 58,000	$ 8,618	$ 8,015	$ 16,633	$ 29,376	$ -	$ 46,009	**$ 11,991**	Watershed Improvement Plan
907-27	**WIP Phase III - Contract #10**	$ 58,000	$ -	$ -	$ -	$ -	$ 29,000	$ -	**$ 29,000**	*Watershed Improvement Plan (Pending application/award)
908	**RRBC**	$ 12,168	$ 1,879	$ 2,724	$ 4,603	$ -	$ -	$ 4,603	**$ 7,565**	*Rivanna River Basin Commission annual contributions and event fees
915	**MJRT - RainBarrel Workshops**	$ 3,422	$ -	$ 1,383	$ 1,383	$ -	$ -	$ 1,383	**$ 2,039**	*Middle James Roundtable funding for workshops
Program Code	**PROGRAM CONTRACTS/GRANTS With Pass-Thrus**	$ -								
180	**Mobility Management - All PATH Programs**	$ 653,748	$ 31,177	$ 30,749	$ 61,925	$ 212,241	$ 88,611	$ 274,166	**$ 290,970**	*Mobility Management - PATH Programs
	MM PATH Pass-Thru	$ 65,325	$ -	$ -	$ -	$ 2,742	$ 14,818	$ 2,742	**$ 47,765**	*Mobility Management - PATH Contracted Services
185	**CARTA Prioritization Plan - Admin**	$ 40,000	$ 5,053	$ 2,555	$ 7,609	$ 20,166	$ -	$ 27,774	**$ 12,226**	*CARTA Prioritization Plan
	CARTA Prioritization Plan Pass-Thru	$ 160,000	$ 19,144	$ 12,145	$ 31,288	$ 93,669	$ -	$ 124,957	**$ 35,043**	*Consultant Pass-thru
330 / 330.1	**Hazard Mitigation - Admin**	$ 131,438	$ -	$ -	$ -		$ 56,151	$ -	**$ 75,287**	36 month planning project resiliency
	Haz Mit Pass-Thru	$ 6,259	$ -	$ -	$ -		$ 2,657	$ -	**$ 3,602**	Technical Support/In-Kind Contributions
726	**HOME ARP - Admin**	$ 367,841	$ 2,427	$ 1,722	$ 4,148	$ 199,262	$ 124,258	$ 203,410	**$ 40,172**	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	$ 2,084,430	$ -	$ -	$ -	$ 781,903	$ 891,863	$ 781,903	**$ 410,664**	*Admin includes Consultant for Gap Analysis
727-22	**HOME-22 Pass-Thru**	$ 713,113			$ -	$ 693,388	$ -	$ 693,388	**$ 19,725**	*HUD HOME-22 Housing Grants Construction (includes PI)
727-23	**HOME-23 Pass-Thru**	$ 767,181	$ 49,607		$ 49,607	$ 385,595	$ -	$ 435,202	**$ 331,979**	*HUD HOME-23 Housing Grants Construction (includes PI)
727-24	**HOME-24 TJPDC Admin**	$ 65,111	$ 2,517	$ 7,156	$ 9,673	$ 29,273	$ 9,867	$ 38,946	**$ 16,298**	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	$ 646,677	$ 1,914	$ -	$ 1,914	$ 293,035	$ 151,032	$ 294,949	**$ 200,697**	*HUD HOME-24 Housing Grants Construction
727-25	**HOME-25 TJPDC Admin**	$ 68,701	$ 1,039	$ 1,900	$ 2,939	$ -	$ 34,350	$ 2,939	**$ 31,411**	*HUD HOME-24 Housing Grants Admin
	HOME-25 Pass Thru	$ 638,558	$ 35,240	$ -	$ 35,240	$ 20,249	$ 329,154	$ 55,489	**$ 253,914**	*HUD HOME-24 Housing Grants Construction
728-24	**HPG-24 Pass-Thru**	$ 115,427	$ 21,625	$ -	$ 21,625	$ 93,802		$ 115,427	**$ -**	*USDA Housing Repair Construction
728-25	**Housing Preservation Grant-25 - Admin**	$ 10,992	$ 1,670	$ 2,514	$ 4,184	$ 8,300		$ 12,484	**$ (1,492)**	*USDA Housing Repair Admin
	HPG-25 Pass-Thru	$ 62,289	$ 7,850	$ -	$ 7,850	$ 39,450		$ 47,300	**$ 14,989**	*USDA Housing Repair Construction
729-1	**RHP Housing Summit (2027)**	$ 89,521	$ 3,109	$ 2,665	$ 5,774	$ -		$ 5,774	**$ 83,747**	RHP Housing Summit 2027
730.1/730.2/730.3	**RHP Housing Study**	$ 138,727	$ 2,255	$ 1,633	$ 3,888	$ 90,823		$ 94,711	**$ 44,016**	*Regional Housing Study Grant
	RHP Housing Study Pass-Thru	$ 148,330	$ -	$ -	$ -	$ 60,735		$ 60,735	**$ 87,595**	*Pass through - Consultant for Housing Study
733	**VA Housing Development - Admin**	$ 199,500	$ 1,800	$ 1,495	$ 3,295	$ 182,677		$ 185,972	**$ 13,528**	*VA Housing PDC - Admin
	VA Housing Pass-Through	$ 1,800,500	$ -	$ -	$ -	$ 1,800,178		$ 1,800,178	**$ 322**	*VA Housing PDC - Construction/Partnership
761	**VATI 22 - Admin**	$ 925,000	$ 5,547	$ 10,817	$ 16,364	$ 825,924		$ 842,287	**$ 82,713**	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	$ 117,800,904	$ 3,622,954	$ -	$ 3,622,954	$ 109,670,941		$ 113,293,895	**$ 4,507,009**	*Program/Construction Pass-Through
762	**VATI 24 - Admin**	$ 230,062	$ 8,472	$ 6,126	$ 14,598	$ 93,438	$ 7,067	$ 108,036	**$ 114,959**	*VATI Admin - 18 months
	VATI 24 Pass-Through	$ 13,058,438	$ -	$ -	$ -	$ 4,956,047	$ 40,000	$ 4,956,047	**$ 8,062,391**	*Program/Construction Pass-Through
765	**DHCD - BEAD**	$ 26,500	$ 522	$ 616	$ 1,137	$ 1,781		$ 2,919	**$ 23,581**	DHCD--BEAD Admin Fees
	DHCD - BEAD Pass-Through	$ 265,000	$ -	$ -	$ -	$ -		$ -	**$ 265,000**	Pass through - direct costs
901	**DEQ Septic Program - Admin**	$ 18,390	$ 119	$ 436	$ 555	$ 13,258		$ 13,813	**$ 4,577**	Dept of Environmental Quality - Septic Program
	DEQ Septic Pass-Through	$ 146,630	$ 364	$ -	$ 364	$ 44,193		$ 44,557	**$ 102,073**	*Program/Construction Pass-Through
902	**DEQ Rain Barrel Program**	$ 10,821	$ -	$ 1,901	$ 1,901	$ 9,774		$ 11,675	**$ (855)**	Dept of Environmental Quality - Rain Barrel Program
	DEQ Rain Barrel Pass-Through	$ 3,477	$ -	$ 1,169	$ 1,169	$ 1,949		$ 3,118	**$ 359**	Pass through - direct costs
916	**Oak Hill Fund Septic Program Pass-Through**	$ 25,000	$ 23,050	$ -	$ 23,050	$ 1,950		$ 25,000	**$ -**	Pass through - direct costs
	TOTAL - All Programs	**$ 143,344,809**	**$ 3,971,900**	**$ 211,308**	**$ 4,183,208**	**$ 120,661,828**	**$ 2,018,955**	**$ 124,845,037**	**$ 16,480,817**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**$ 139,220,650**	**$ 3,781,749**	**$ 13,314**	**$ 3,795,063**	**$ 119,633,214**	**$ 1,429,524**	**$ 123,428,277**	**$ 14,362,850**	Pass-Thru Subtotal

*indicates unspent funds can 'roll-over' in FY28

12 month average - Operating Expenses	$	175,760
3 month average - Operating Expenses	$	177,998
last month - Operating Expenses	$	181,696

Total Grant Funds Remaining	**$ 16,480,817**
Pass-through funds	**$ 14,362,850**
TJPDC Available Funds	**$ 2,117,967**
Average Funds Available per Month	**$ 211,797**

RESOLUTION TO ADOPT THE THOMAS JEFFERSON SOLID WASTE PLANNING UNIT'S REGIONAL SOLID WASTE MANAGEMENT PLAN

WHEREAS, Virginia Code § 9VAC-130-120 and § 9VAC-130-125 requires each solid waste planning unit to have a solid waste management plan and to update the plan every five years; and

WHEREAS, Virginia Code § 9VAC-130-120 and § 9VAC-130-125 requires each solid waste management plan to include objectives for the 20-year planning horizon, discuss plan implementation and tracking, provide facility names, capacity, and lifespan, provide a strategy for funding and resources with descriptions of each, include a public education and information strategy, consider public-private partnerships and private sector participation, and maintain at least a 25% recycling rate; and

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) coordinates the Thomas Jefferson Solid Waste Planning Unit ('TJSWPU') which includes the localities of Albemarle County, Fluvanna County, Greene County, the City of Charlottesville, and the incorporated Towns of Scottsville and Stanardsville; and

WHEREAS, the Thomas Jefferson Solid Waste Planning Unit has prepared a Regional Solid Waste Management Plan in accordance with Virginia Code § 10.1-1411 and the Solid Waste Planning and Recycling Regulations (9VAC20-130);

WHEREAS, each locality in the TJSWPU has been involved in the preparation of the Plan through representation on the Technical Advisory Committee by local staff and stakeholders; and,
WHEREAS, the Plan provides a coordinated strategy for the management of solid waste and recyclable materials and helps ensure the protection of public health, safety, welfare, and the environment;

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission hereby adopts the Thomas Jefferson Solid Waste Planning Unit Regional Solid Waste Management Plan and authorizes its submission to the Virginia Department of Environmental Quality as required by law.

ADOPTED by the Thomas Jefferson Planning District Commission on this 1st day of October, 2026.

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Michael Payne, Chair Thomas Jefferson Planning District Commission	Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission

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Thomas Jefferson Planning District Commission
Financial Management Policy

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Adopted June 5, 2025
Amended November 6, 2025
Amended October 1, 2026

I. **PURPOSE**: The purpose of this section on Financial Management is to establish the process of using funds effectively, efficiently, and transparently and for appropriate purposes only. This process is a combination of procedures, methods, rules of conduct, and standards.

II. **GOVERNING STANDARDS:**

a. Generally Accepted Accounting Principles (GAAP): TJPDC applies this common set of accounting principles, standards and procedures to compile the agency's financial statements.

b. Federal Uniform Requirements: TJPDC applies cost principles in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, et al.

c. Government Auditing Standards: An independent firm conducts an annual audit, to express opinions on the TJPDC financial statements and to consider TJPDC's internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters.

d. Indirect Cost Rate Analysis: The TJPDC's cognizant agent will independently review and approve the TJPDC's Indirect Cost Rate Allocation Plan annually.

e. Purchases and Procurement: All purchases and related procurement must follow TJPDC's adopted Procurement Policy.

III. **COST PRINCIPLES**

a. Cost Allowability: TJPDC will limit costs applied to projects to those that are necessary and reasonable to carry out the work under the award or contact. These costs are authorized, or not prohibited, under state or local laws and rules, and conform to the Federal Uniform Guidelines. Costs are treated consistently, in accordance with GAAP and federal, state, and local regulations. Costs for federally funded activities will not be used to meet the cost sharing or matching requirements of any other Federal Award, unless specifically allowed by the grantor.

b. Cost Reasonableness: Costs incurred will be of types generally recognized as ordinary and necessary for agency operations. TJPDC will follow sound business practices and comply with applicable laws and regulations. The TJPDC employee handbook defines standards of conduct for employees and TJPDC's Conflict of Interest policy.

c. Cost Allocability: TJPDC will limit costs applied to projects to those goods and services that are incurred specifically for the project, benefit the project, and are necessary and assignable to the project. Costs may be allocated as direct or indirect costs, based on timesheets and the chart of accounts.

i. Direct costs include:

- Staff costs, including salaries and fringe benefits, are allocated to projects per the hours shown on timesheets. The hourly rate used to allocate staff costs is based on work hours per year. Total salary and fringe benefits are divided by the expected work hours for the year, taking out annual leave, holidays, and a portion of sick leave.
- Travel includes the use of the agency vehicle, or personal vehicle, and costs for commercial travel. A log is maintained to track date, mileage, driver, and program for each trip. Staff using their personal vehicle for travel report destination, mileage, and program on expense reports, on a form created for that purpose. Other out-of-pocket expenses such as parking, registration fees, and incidental expenses, are also reported on an expense form, backed up by receipt, and tracked by program.
- Supplies in support of an identified program, as indicated by the program manager on the receipt.
- Copies are tracked automatically on the copy machine, with codes assigned to active programs. The rates charged to programs for black and white and color copies are reviewed periodically and established through an analysis of actual costs including equipment maintenance.
- Consultant services: Some projects include work provided through contractual service contracts. These costs will be assigned to programs, if allowed by the funder and included in the project budget. Payment will be made to the consultant based on a submitted invoice, itemizing the cost components and accompanied by a progress report.
- Advertising: Public notices for meetings, comment periods, or related to procurement for a specific project may be charged directly to a program or project, if allowed by the funder and included in the project budget.
- Professional Development and Conferences: Staff may attend training or conferences related to a specific project, if allowed by the funder and included in the program/project budget. Costs may include travel by airplane, train, or other available means, hotel stays, conference registration, and incidental costs backed up by receipt and tracked by to the program or project.
- Equipment and data use may be charged to a specific program for office equipment less than $5,000, software, web hosting, and domain costs, if these are specifically dedicated to the project or program, allowed by the funder, included in the project budget, and backed up by receipt.
- Other costs include the audit, legal costs, advertising, insurance, bank charges, and dues, if these costs are directly related to a specific program and are allowable by the funding source.

ii. Indirect Costs: TJPDC's indirect cost rate is based on the agency's annual audit, and is calculated on an annual basis, using the actual indirect rate for the most recently audited year. The indirect cost rate is determined by a relation of total administrative costs to program salary costs and is applied to direct staff costs charged to individual programs based on salaries and fringe benefits. The Virginia Department of Transportation (VDOT) serves as the cognizant agency for the TJPDC and approves the indirect cost rate on an annual basis. VDOT acts as the agent on behalf of the Federal Highways Administration (FHWA). Indirect costs include:

- Administrative staff time: financial management and overall management of the agency, charged to administration on timesheets. This includes portions of the Executive Director, Deputy Director, ~~Chief Operating Officer~~Director of Operations, Finance Director, Administrative Assistant, and other designated staff's time, as determined in the annual budget.
- Staff time for general activities: This includes staff meetings and retreats, research, pipeline grant applications, and other activities not directly supporting specific projects.
- Staff time for network management: Time spent on Informational Technology issues, including equipment procurement, routine operations, and working with the IT support provider.
- Supplies are generally included as part of indirect costs, except for items purchased for a particular event or purpose in support of an identified program. TJPDC uses a rubber stamp on invoices and receipts to track costs. The invoice is stamped to indicate the program and code from the chart of accounts, program manager's initial, and the Executive Director's initial.
- Copies are tracked by automatically on the copy machine, with a code assigned to administration. Total costs for operation of the copier are charged to administration, offset by the cost of copies recovered through programs.
- Professional Development and Conferences: Staff may attend training or conferences not related to a specific project. Costs may include travel by airplane, train, or other available means, hotel stays, conference registration, and incidental costs backed up by receipt.
- Equipment and data use includes office equipment less than $5,000 (computers, printers), software, web hosting and domain costs, and costs related to the server and plotter.
- Contractual costs consist of IT and financial support services, including the payroll service charges.
- Occupancy expenses, including rent, utilities, and janitorial services.
- Other costs may include the audit, legal costs, advertising, insurance, bank charges, dues, expenses for Commission and staff meetings and retreats, and other allowable expenses that are not directly billable to programs.

iii. Other Costs: TJPDC incurs some costs that are not included in either direct or indirect costs allocated to projects. These include:

- Capital expenses are reflected on the balance sheet but are not reflected in direct or indirect costs on profit and loss statements. Capital expenses are not included in the indirect cost pool.
- Staff time related to preparing proposals is tracked through a project number for that purpose. These costs are not charged to any program and are not included in the indirect cost pool. Local funds are used for this purpose.

IV. BUDGET

a. Agency Budget: The following procedures are used by the Commission to establish the agency budget:

i. Prior to December 31, the Executive Director submits a proposed budget for the upcoming fiscal year commencing on the following July 1. The budget includes proposed expenditures and the means of financing them. This budget proposes the member allocations, to be used in budget submissions to the member localities, on the basis of an equal per-capita rate as established by the Commission and population figures adjusted each year as defined in Section 15.1-1402(f) of the 1950 Code of Virginia as amended. Each member governmental subdivision shall be represented by at least one Commission member at any meeting at which action is taken requesting per-capita donations from the participating governing bodies, and such actions shall be approved by the affirmative vote of at least two-thirds of the members present. The Executive Director, or designated staff, submits budget requests to the local governing bodies.
ii. The budget amounts depend on staff securing grants and contracts throughout the year. Appropriate budget revisions are proposed and approved by the Commission during the year. The Commission adopts a working budget for the fiscal year beginning July 1 at their May meeting, per the Bylaws. The Commission adopts the final operating budget for use in financial reporting at the March meeting.
iii. The approved budget is utilized as a management control device.
iv. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

b. Project Budget: TJPDC typically prepares the project or program budget as part of the application process for funding. TJPDC reflects all anticipated project revenues and expenses in the project budget. Revenues include the requested funding and any state, local, or private funds applied as match. Expenses include personnel costs, contracts, materials and supplies, travel, indirect costs, and other costs authorized by the regulations governing the particular award. After the award, there may be a process of budget adjustment undertaken between TJPDC and the funder.

V. **INTERNAL CONTROLS:** TJPDC has instituted internal controls to protect its financial assets, to ensure that resources are used for authorized purposes, and are protected against waste, mismanagement, and loss. TJPDC's financial policies, procedures and practices also provide mechanisms to record information on the source, amount, and use of funds in a reliable and timely fashion, readily available through reports and records.

a. Segregation of Duties: TJPDC has developed an agency organizational structure that provides an effective work environment and provides the framework for planning, directing, and controlling operations to achieve its objectives. TJPDC delegates authority and responsibility throughout the organization. For the purposes of this section, "expenditure" means payment by any means other than petty cash or individual charges to the agency credit cards. The following groups and individuals have specific duties for internal controls related to financial management:

i. TJPD Commission, as a body
- Will review and accept all financial reports
- Will periodically review and approve financial goals and targets, as recommended by the Finance/Executive Committee
- Will review and approve the annual budget, including revisions or amendments during the fiscal year, in accordance with the Commission's Bylaws

ii. TJPDC Commission Chair

- Will appoint members of the Finance/Executive Committee
- Will serve as a member of the Finance/Executive Committee
- Will be a signatory on all TJPDC bank accounts
- In the Treasurer's absence, will review reports of proposed expenditures and authorize payment(s) of those expenditures
- Will review supporting documentation for those expenditures as requested by the Chair or TJPDC staff

iii. TJPDC Finance/Executive Committee

- Will assist TJPDC staff by offering recommendations for accounting, financial, and budget preparation and reporting
- Will identify issues that require Commission deliberation and decision
- Will periodically review financial goals and targets
- Will recommend actions to the Commission
- Will participate in the annual budget process in partnership with TJPDC staff
- Will recommend budgetary actions to the Commission
- Will participate in an annual pre-audit meeting with TJPDC staff and the auditor
- Will review the annual audit and recommend approval to the Commission

iv. TJPDC Treasurer

- Will be a signatory on all TJPDC bank accounts
- Will review reports of proposed expenditures and authorize payment(s) of those expenditures. In the Treasurer's absence, the Chair will be responsible for this function.
- Will review supporting documentation for those expenditures as requested by the Treasurer or TJPDC staff
- Will serve as a member of the Finance/Executive Committee

v. TJPDC Executive Director

- Will be a signatory on all TJPDC bank accounts
- Will review approval of invoices by project/program managers, or approve vouchers and invoices for expenditures
- Will review reports of proposed expenditures and authorize payment(s) of those expenditures
- Will draft the annual budget for review by the Finance/Executive Committee, and present it to the Commission for adoption
- Will acknowledge reconciliation review by ~~Chief Operating Officer~~Director of Operations or designee
- Will review financial reports prepared by the Finance Director or other staff prior to presentation to the Finance Committee
- Will review payroll after preparation but before processing

vi. TJPDC Finance Director

- Will be a signatory on all TJPDC bank accounts in order to perform required financial activities
- Will prepare expenditure reports, if any, for review and approval
- Will process payments based on approved expenditure reports, if any

- Will reconcile monthly bank statements using accounting software
- Will prepare financial reports
- Will participate in preparation of annual budget
- Will prepare and process payroll (or supervise designee in these tasks)

vii. TJPDC Deputy Director

- Will be a signatory on all TJPDC bank accounts
- Will approve all expenditures and payments payable to the Executive Director
- In the Executive Director's absence, will review approval of invoices by project/program managers, or approve vouchers and invoices for expenditures
- In the Executive Director's absence, will review reports of proposed expenditures and authorize payment(s) of those expenditures

viii. TJPDC ~~Chief Operating Officer~~Director of Operations or designee

- Will conduct a reconciliation review of monthly bank statements and the Finance Director's bank reconciliation. Bank statements will be ~~directly accessed from the bank by~~provided by the Finance Director to the ~~Chief Operating Officer~~Director of Operations or designee.
- ~~Will be a signatory on all TJPDC bank accounts in order to verify bank records and transactions~~
- In the Administrative Assistant's absence, will receive and open all incoming mail, including any checks, unless of a confidential nature.
- In the Administrative Assistant's absence, will make copies of all checks and deposit slips, document all checks received, and make bank deposits
- In the Administrative Assistant's absence, will prepare signed checks for mailing, with a copy of the invoice as appropriate, scan and file retained check stubs and invoices for TJPDC records

ix. TJPDC Administrative Assistant

- Will receive and open all incoming mail, including any checks, unless of a confidential nature.
- Will make copies of all checks and deposit slips, document all checks received, and make bank deposits
- Will prepare signed checks for mailing, with a copy of the invoice as appropriate, scan and file retained check stubs and invoices for TJPDC records

b. Financial and Organizational Reports

i. Each month the TJPDC Finance Director and assigned staff shall prepare:

- A balance sheet showing cash accounts, accounts receivable, accounts payable, pre-paid expenses, deferred revenue and the cost and depreciation of any owned property, equipment and fixtures, and equity accounts
- A consolidated income statement showing the income received, expenses incurred and the balance for the month and year to date, with a comparison to the budget
- A chart showing accrued revenues by program
- A financial dashboard report, displaying key indicators in a visual way to convey the financial condition of the TJPDC

ii. Financial Reports to the Commission: Financial reports will be provided at each meeting of the Commission for review and acceptance
iii. The Executive Director will provide a report to the Commission at each meeting, highlighting and analyzing the TJPDC's activities

c. Controls for Incoming Funds

i. Checks Received: The majority of the money received by the TJPDC is in the form of electronic deposits or checks received by mail. The following procedures will be used for checks received via mail:
   - The Administrative Assistant receives and opens the mail.
   - All checks are endorsed and stamped "For deposit only," and recorded on a deposit slip. Copies of the deposit slip and check are made before the deposit is taken to the bank.
   - All documentation received with the check is kept with a copy of the check and deposit slip, and the original deposit receipt from the bank. The Administrative Assistant passes all of this information to the TJPDC Finance Director.
   - The Administrative Assistant records all deposits on an Excel spreadsheet, indicating date received, date deposited, check number, payer name, amount of deposit, and any additional notes specific to the payment (i.e., invoice number).

ii. Funds will be held in governmental accounts at approved financial institution(s) and in trust accounts with the Virginia Investment Pool (VIP), as necessary to perform required financial activities.

iii. Electronic Deposits: Payments for programs may be made in the form of electronic deposits directly into TJPDC's designated bank account(s). The following procedures will be used for electronic deposits:
   - Electronic notification by the funder will be sent to the Finance Director or designee
   - The Finance Director will record deposits received and programs credited

iv. Cash Received: TJPDC may receive some incidental payments by cash. The following procedures will be used for cash:
   - The Administrative Assistant receives all cash payments and provides a hand-written receipt slip to the payee, retaining the carbon copy.
   - For cash payments under $10, the cash may be added to petty cash, accompanied by a receipt to be used in the reconciliation.
   - The Administrative Assistant deposits cash payments over $10 into the bank, making a copy of the cash and deposit slip, and attaching the bank deposit receipt to the copy after making the deposit.
   - The Administrative Assistant records all cash bank deposits on an Excel spreadsheet, indicating date received, date deposited, "CASH" written in the check number column, payer name, and amount of deposit.

d. Controls for Payments

i. The Administrative Assistant will open incoming invoices received by mail/email and forward these to the Program/Project Manager or the Executive Director for review and processing.

ii. Each employee is issued a dedicated credit card with a spending limit. Staff may use their credit card for purchases as authorized. Employees will be provided access to the credit card statement. Each staff member with credit card charges for the month provides materials on credit card activity to their Program Director for approval before being sent to the Administrative Assistant. The agency credit card payment is included in the expenditures report. TJPDC makes one payment for the agency credit card account monthly.

iii. The Finance Director will review invoices received, approved by the Program/Project Manager or Executive Director, and prepare appropriate checks and expenditure reports, as needed. The Finance Director will arrange for approval by the Executive Director and Treasurer, or other approvers as appropriate.

iv. For electronic payments, the payment approvers review the expenditure report and associated documentation, if requested. Any questions are directed to the Finance Director. After any issues are resolved, the expenditure report is approved and returned to the Finance Director for processing and record retention.

v. The Finance Director provides all checks and supporting documentation to the Administrative Assistant to prepare for signature and mailing. A copy of the check stub, invoice, and other backup materials are retained for TJPDC records.

vi. Check(s) will be signed by the following:

1. Treasurer; if unavailable, the Chair may sign; and
2. Executive Director; if unavailable, the Deputy Director may sign

In the event the payment is for one of the signatories, the alternate signatory must sign instead.

vii. The Finance Director will maintain supporting documentation in the appropriate vendor files. These files will be utilized to respond to any discrepancies which arise with vendors or other payees.

e. Petty Cash:

i. The Administrative Assistant maintains cash on hand for use in incidental purchases. The following procedures will be used for petty cash:

- The Administrative Assistant keeps petty cash in a locking deposit bag, stored in a locked cabinet. The maximum amount of petty cash maintained is $200.
- Staff may use petty cash for incidental purchases as needed. Receipts for purchases, with appropriate account codes noted, are retained in the locked bag until petty cash is reconciled.
- Any cash received under $10 is noted with a hand-written receipt identifying the source of the funds~~,~~ and kept in the locked bag until petty cash is reconciled.
- No less than once each fiscal year, the Administrative Assistant reconciles petty cash based on the receipts and remaining cash and provides the reconciliation to the Finance Director.
- The Finance Director prepares a check payable to TJPDC for an amount to bring the petty cash balance up to $200.

- The ~~Chief Operating Officer~~Deputy Director or designee cashes the check at the bank and provides the cash and check stub to the Administrative Assistant. Funds are added to petty cash.

f. Bank Reconciliations:

i. The TJPDC Finance Director will download monthly bank statements and reconcile using accounting software within 15 days of the end of the prior month. The TJPDC Finance Director shall provide the bank statements, reconciled accounting reports, approved expenditure report (if any), and check register and missing check detail to the ~~Chief Operating Officer~~Director of Operations or designee to do a reconciliation review.

ii. The ~~Chief Operating Officer~~Director of Operations or designee will review the materials provided by the TJPDC Finance Director.

- Reviewer will verify that all checks are consecutive. Any missing check numbers will be documented and investigated with the Finance Director. ~~The reviewer will forward any concerns to the TJPDC Executive Director.~~
- The reviewer will examine cleared checks for authorized signatures.
- Any checks that are outstanding for more than three months will be documented for investigation and explanation.
- Reviewer will examine debits on each bank statement. ~~The reviewer will forward any concerns to the TJPDC Executive Director.~~
- Reviewer will document the reconciliation review in the Independent Monthly Bank Reconciliation and Financial Policy Review Checklist. The reviewer will notify the Executive Director that the review has occurred.
- The reconciliation review should be completed by the 25th of the month following the end of the bank statement.
- The reviewer with forward the completed checklist to the Executive Director.

iii. The TJPDC Executive Director will acknowledge the reconciliation review by initialing the report.

iv. All relevant materials will be retained for the audit process.

g. Payroll:

i. Payroll will be prepared by the Finance Director or designee.

ii. After preparation, but prior to processing, the Executive Director will review payroll for approval.

iii. Payroll will be processed by the Finance Director or designee after approval.

iv. Payroll records, including the approved copy of the payroll detail report, will be retained for the audit process.

VI. ACCOUNTING SYSTEM:

a. Software: TJPDC utilizes QuickBooks to track revenue and expenditures on an accrual basis and to produce monthly financial reports.

b. Fund Accounting: TJPDC uses a chart of accounts to classify transactions to clearly identify fund sources and uses. Governmental financial statements are produced at the end of the fiscal year.

c. Fiscal Year: TJPDC's fiscal year runs from July 1 to June 30.

VII. OTHER CONTROLS:

a. Controlled Access to Records: Current fiscal year financial records are kept in the locked office of the Finance Director. A separate drive on the server is dedicated to financial files, with access limited to the Finance Director, Executive Director and ~~Chief Operating Officer~~Director of Operations.

b. Control of Physical Assets: Physical assets include furniture, equipment, and a vehicle. The following controls are in place:

   i. The ~~Chief Operating Officer~~Director of Operations, with assistance from staff, maintains a spreadsheet of all equipment, with serial number, date purchased, and assigned user.

   ii. All physical assets are covered by an appropriate insurance policy.

   iii. Keys to the office are provided to staff members, lessees, and the janitorial staff. Keys are returned to the TJPDC upon termination of employment, lease, or contract.

   iv. TJPDC's Employee Handbook includes appropriate use and maintenance of TJPDC-owned property among Standards of Conduct for staff.

Thomas Jefferson Planning District Commission
Financial Management Policy

Adopted June 5, 2025
Amended November 6, 2025
Amended October 1, 2026

I. PURPOSE: The purpose of this section on Financial Management is to establish the process of using funds effectively, efficiently, and transparently and for appropriate purposes only. This process is a combination of procedures, methods, rules of conduct, and standards.

II. GOVERNING STANDARDS:

a. Generally Accepted Accounting Principles (GAAP): TJPDC applies this common set of accounting principles, standards and procedures to compile the agency's financial statements.

b. Federal Uniform Requirements: TJPDC applies cost principles in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, et al.

c. Government Auditing Standards: An independent firm conducts an annual audit, to express opinions on the TJPDC financial statements and to consider TJPDC's internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters.

d. Indirect Cost Rate Analysis: The TJPDC's cognizant agent will independently review and approve the TJPDC's Indirect Cost Rate Allocation Plan annually.

e. Purchases and Procurement: All purchases and related procurement must follow TJPDC's adopted Procurement Policy.

III. COST PRINCIPLES

a. Cost Allowability: TJPDC will limit costs applied to projects to those that are necessary and reasonable to carry out the work under the award or contact. These costs are authorized, or not prohibited, under state or local laws and rules, and conform to the Federal Uniform Guidelines. Costs are treated consistently, in accordance with GAAP and federal, state, and local regulations. Costs for federally funded activities will not be used to meet the cost sharing or matching requirements of any other Federal Award, unless specifically allowed by the grantor.

b. Cost Reasonableness: Costs incurred will be of types generally recognized as ordinary and necessary for agency operations. TJPDC will follow sound business practices and comply with applicable laws and regulations. The TJPDC employee handbook defines standards of conduct for employees and TJPDC's Conflict of Interest policy.

c. Cost Allocability: TJPDC will limit costs applied to projects to those goods and services that are incurred specifically for the project, benefit the project, and are necessary and assignable to the project. Costs may be allocated as direct or indirect costs, based on timesheets and the chart of accounts.

   i. Direct costs include:

      - Staff costs, including salaries and fringe benefits, are allocated to projects per the hours shown on timesheets. The hourly rate used to allocate staff costs is based on work hours per year. Total salary and fringe benefits are divided by the expected work hours for the year, taking out annual leave, holidays, and a portion of sick leave.

- Travel includes the use of the agency vehicle, or personal vehicle, and costs for commercial travel. A log is maintained to track date, mileage, driver, and program for each trip. Staff using their personal vehicle for travel report destination, mileage, and program on expense reports, on a form created for that purpose. Other out-of-pocket expenses such as parking, registration fees, and incidental expenses, are also reported on an expense form, backed up by receipt, and tracked by program.
- Supplies in support of an identified program, as indicated by the program manager on the receipt.
- Copies are tracked automatically on the copy machine, with codes assigned to active programs. The rates charged to programs for black and white and color copies are reviewed periodically and established through an analysis of actual costs including equipment maintenance.
- Consultant services: Some projects include work provided through contractual service contracts. These costs will be assigned to programs, if allowed by the funder and included in the project budget. Payment will be made to the consultant based on a submitted invoice, itemizing the cost components and accompanied by a progress report.
- Advertising: Public notices for meetings, comment periods, or related to procurement for a specific project may be charged directly to a program or project, if allowed by the funder and included in the project budget.
- Professional Development and Conferences: Staff may attend training or conferences related to a specific project, if allowed by the funder and included in the program/project budget. Costs may include travel by airplane, train, or other available means, hotel stays, conference registration, and incidental costs backed up by receipt and tracked by to the program or project.
- Equipment and data use may be charged to a specific program for office equipment less than $5,000, software, web hosting, and domain costs, if these are specifically dedicated to the project or program, allowed by the funder, included in the project budget, and backed up by receipt.
- Other costs include the audit, legal costs, advertising, insurance, bank charges, and dues, if these costs are directly related to a specific program and are allowable by the funding source.

ii. Indirect Costs: TJPDC's indirect cost rate is based on the agency's annual audit, and is calculated on an annual basis, using the actual indirect rate for the most recently audited year. The indirect cost rate is determined by a relation of total administrative costs to program salary costs and is applied to direct staff costs charged to individual programs based on salaries and fringe benefits. The Virginia Department of Transportation (VDOT) serves as the cognizant agency for the TJPDC and approves the indirect cost rate on an annual basis. VDOT acts as the agent on behalf of the Federal Highways Administration (FHWA). Indirect costs include:

- Administrative staff time: financial management and overall management of the agency, charged to administration on timesheets. This includes portions of the Executive Director, Deputy Director, Director of Operations, Finance Director, Administrative Assistant, and other designated staff's time, as determined in the annual budget.

- Staff time for general activities: This includes staff meetings and retreats, research, pipeline grant applications, and other activities not directly supporting specific projects.
- Staff time for network management: Time spent on Informational Technology issues, including equipment procurement, routine operations, and working with the IT support provider.
- Supplies are generally included as part of indirect costs, except for items purchased for a particular event or purpose in support of an identified program. TJPDC uses a rubber stamp on invoices and receipts to track costs. The invoice is stamped to indicate the program and code from the chart of accounts, program manager's initial, and the Executive Director's initial.
- Copies are tracked by automatically on the copy machine, with a code assigned to administration. Total costs for operation of the copier are charged to administration, offset by the cost of copies recovered through programs.
- Professional Development and Conferences: Staff may attend training or conferences not related to a specific project. Costs may include travel by airplane, train, or other available means, hotel stays, conference registration, and incidental costs backed up by receipt.
- Equipment and data use includes office equipment less than $5,000 (computers, printers), software, web hosting and domain costs, and costs related to the server and plotter.
- Contractual costs consist of IT and financial support services, including the payroll service charges.
- Occupancy expenses, including rent, utilities, and janitorial services.
- Other costs may include the audit, legal costs, advertising, insurance, bank charges, dues, expenses for Commission and staff meetings and retreats, and other allowable expenses that are not directly billable to programs.

iii. Other Costs: TJPDC incurs some costs that are not included in either direct or indirect costs allocated to projects. These include:

- Capital expenses are reflected on the balance sheet but are not reflected in direct or indirect costs on profit and loss statements. Capital expenses are not included in the indirect cost pool.
- Staff time related to preparing proposals is tracked through a project number for that purpose. These costs are not charged to any program and are not included in the indirect cost pool. Local funds are used for this purpose.

IV. BUDGET

a. Agency Budget: The following procedures are used by the Commission to establish the agency budget:

i. Prior to December 31, the Executive Director submits a proposed budget for the upcoming fiscal year commencing on the following July 1. The budget includes proposed expenditures and the means of financing them. This budget proposes the member allocations, to be used in budget submissions to the member localities, on the basis of an equal per-capita rate as established by the Commission and population figures adjusted each year as defined in Section 15.1-1402(f) of the 1950 Code of Virginia as amended.

Each member governmental subdivision shall be represented by at least one Commission member at any meeting at which action is taken requesting per-capita donations from the participating governing bodies, and such actions shall be approved by the affirmative vote of at least two-thirds of the members present. The Executive Director, or designated staff, submits budget requests to the local governing bodies.

ii. The budget amounts depend on staff securing grants and contracts throughout the year. Appropriate budget revisions are proposed and approved by the Commission during the year. The Commission adopts a working budget for the fiscal year beginning July 1 at their May meeting, per the Bylaws. The Commission adopts the final operating budget for use in financial reporting at the March meeting.

iii. The approved budget is utilized as a management control device.

iv. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

b. Project Budget: TJPDC typically prepares the project or program budget as part of the application process for funding. TJPDC reflects all anticipated project revenues and expenses in the project budget. Revenues include the requested funding and any state, local, or private funds applied as match. Expenses include personnel costs, contracts, materials and supplies, travel, indirect costs, and other costs authorized by the regulations governing the particular award. After the award, there may be a process of budget adjustment undertaken between TJPDC and the funder.

V. INTERNAL CONTROLS: TJPDC has instituted internal controls to protect its financial assets, to ensure that resources are used for authorized purposes, and are protected against waste, mismanagement, and loss. TJPDC's financial policies, procedures and practices also provide mechanisms to record information on the source, amount, and use of funds in a reliable and timely fashion, readily available through reports and records.

a. Segregation of Duties: TJPDC has developed an agency organizational structure that provides an effective work environment and provides the framework for planning, directing, and controlling operations to achieve its objectives. TJPDC delegates authority and responsibility throughout the organization. For the purposes of this section, "expenditure" means payment by any means other than petty cash or individual charges to the agency credit cards. The following groups and individuals have specific duties for internal controls related to financial management:

i. TJPD Commission, as a body

- Will review and accept all financial reports
- Will periodically review and approve financial goals and targets, as recommended by the Finance/Executive Committee
- Will review and approve the annual budget, including revisions or amendments during the fiscal year, in accordance with the Commission's Bylaws

ii. TJPDC Commission Chair

- Will appoint members of the Finance/Executive Committee
- Will serve as a member of the Finance/Executive Committee
- Will be a signatory on all TJPDC bank accounts
- In the Treasurer's absence, will review reports of proposed expenditures and authorize payment(s) of those expenditures
- Will review supporting documentation for those expenditures as requested by the Chair or TJPDC staff

iii. TJPDC Finance/Executive Committee

- Will assist TJPDC staff by offering recommendations for accounting, financial, and budget preparation and reporting
- Will identify issues that require Commission deliberation and decision
- Will periodically review financial goals and targets
- Will recommend actions to the Commission
- Will participate in the annual budget process in partnership with TJPDC staff
- Will recommend budgetary actions to the Commission
- Will participate in an annual pre-audit meeting with TJPDC staff and the auditor
- Will review the annual audit and recommend approval to the Commission

iv. TJPDC Treasurer

- Will be a signatory on all TJPDC bank accounts
- Will review reports of proposed expenditures and authorize payment(s) of those expenditures. In the Treasurer's absence, the Chair will be responsible for this function.
- Will review supporting documentation for those expenditures as requested by the Treasurer or TJPDC staff
- Will serve as a member of the Finance/Executive Committee

v. TJPDC Executive Director

- Will be a signatory on all TJPDC bank accounts
- Will review approval of invoices by project/program managers, or approve vouchers and invoices for expenditures
- Will review reports of proposed expenditures and authorize payment(s) of those expenditures
- Will draft the annual budget for review by the Finance/Executive Committee, and present it to the Commission for adoption
- Will acknowledge reconciliation review by Director of Operations or designee
- Will review financial reports prepared by the Finance Director or other staff prior to presentation to the Finance Committee
- Will review payroll after preparation but before processing

vi. TJPDC Finance Director

- Will be a signatory on all TJPDC bank accounts in order to perform required financial activities
- Will prepare expenditure reports, if any, for review and approval
- Will process payments based on approved expenditure reports, if any
- Will reconcile monthly bank statements using accounting software
- Will prepare financial reports
- Will participate in preparation of annual budget
- Will prepare and process payroll (or supervise designee in these tasks)

vii. TJPDC Deputy Director

- Will be a signatory on all TJPDC bank accounts
- Will approve all expenditures and payments payable to the Executive Director
- In the Executive Director's absence, will review approval of invoices by project/program managers, or approve vouchers and invoices for expenditures

- In the Executive Director's absence, will review reports of proposed expenditures and authorize payment(s) of those expenditures

viii. TJPDC Director of Operations or designee

- Will conduct a reconciliation review of monthly bank statements and the Finance Director's bank reconciliation. Bank statements will be provided by the Finance Director to the Director of Operations or designee.
- In the Administrative Assistant's absence, will receive and open all incoming mail, including any checks, unless of a confidential nature.
- In the Administrative Assistant's absence, will make copies of all checks and deposit slips, document all checks received, and make bank deposits
- In the Administrative Assistant's absence, will prepare signed checks for mailing, with a copy of the invoice as appropriate, scan and file retained check stubs and invoices for TJPDC records

ix. TJPDC Administrative Assistant

- Will receive and open all incoming mail, including any checks, unless of a confidential nature.
- Will make copies of all checks and deposit slips, document all checks received, and make bank deposits
- Will prepare signed checks for mailing, with a copy of the invoice as appropriate, scan and file retained check stubs and invoices for TJPDC records

b. Financial and Organizational Reports

i. Each month the TJPDC Finance Director and assigned staff shall prepare:

- A balance sheet showing cash accounts, accounts receivable, accounts payable, pre-paid expenses, deferred revenue and the cost and depreciation of any owned property, equipment and fixtures, and equity accounts
- A consolidated income statement showing the income received, expenses incurred and the balance for the month and year to date, with a comparison to the budget
- A chart showing accrued revenues by program
- A financial dashboard report, displaying key indicators in a visual way to convey the financial condition of the TJPDC

ii. Financial Reports to the Commission: Financial reports will be provided at each meeting of the Commission for review and acceptance

iii. The Executive Director will provide a report to the Commission at each meeting, highlighting and analyzing the TJPDC's activities

c. Controls for Incoming Funds

i. Checks Received: The majority of the money received by the TJPDC is in the form of electronic deposits or checks received by mail. The following procedures will be used for checks received via mail:

- The Administrative Assistant receives and opens the mail.
- All checks are endorsed and stamped "For deposit only," and recorded on a deposit slip. Copies of the deposit slip and check are made before the deposit is taken to the bank.
- All documentation received with the check is kept with a copy of the check and deposit slip, and the original deposit receipt from the bank. The Administrative Assistant passes all of this information to the TJPDC Finance Director.

- The Administrative Assistant records all deposits on an Excel spreadsheet, indicating date received, date deposited, check number, payer name, amount of deposit, and any additional notes specific to the payment (i.e., invoice number).

ii. Funds will be held in governmental accounts at approved financial institution(s) and in trust accounts with the Virginia Investment Pool (VIP), as necessary to perform required financial activities.

iii. Electronic Deposits: Payments for programs may be made in the form of electronic deposits directly into TJPDC's designated bank account(s). The following procedures will be used for electronic deposits:

- Electronic notification by the funder will be sent to the Finance Director or designee
- The Finance Director will record deposits received and programs credited

iv. Cash Received: TJPDC may receive some incidental payments by cash. The following procedures will be used for cash:

- The Administrative Assistant receives all cash payments and provides a hand-written receipt slip to the payee, retaining the carbon copy.
- For cash payments under $10, the cash may be added to petty cash, accompanied by a receipt to be used in the reconciliation.
- The Administrative Assistant deposits cash payments over $10 into the bank, making a copy of the cash and deposit slip, and attaching the bank deposit receipt to the copy after making the deposit.
- The Administrative Assistant records all cash bank deposits on an Excel spreadsheet, indicating date received, date deposited, "CASH" written in the check number column, payer name, and amount of deposit.

d. <u>Controls for Payments</u>

i. The Administrative Assistant will open incoming invoices received by mail/email and forward these to the Program/Project Manager or the Executive Director for review and processing.

ii. Each employee is issued a dedicated credit card with a spending limit. Staff may use their credit card for purchases as authorized. Employees will be provided access to the credit card statement. Each staff member with credit card charges for the month provides materials on credit card activity to their Program Director for approval before being sent to the Administrative Assistant. The agency credit card payment is included in the expenditures report. TJPDC makes one payment for the agency credit card account monthly.

iii. The Finance Director will review invoices received, approved by the Program/Project Manager or Executive Director, and prepare appropriate checks and expenditure reports, as needed. The Finance Director will arrange for approval by the Executive Director and Treasurer, or other approvers as appropriate.

iv. For electronic payments, the payment approvers review the expenditure report and associated documentation, if requested. Any questions are directed to the Finance Director. After any issues are resolved, the expenditure report is approved and returned to the Finance Director for processing and record retention.

v. The Finance Director provides all checks and supporting documentation to the Administrative Assistant to prepare for signature and mailing. A copy of the check stub, invoice, and other backup materials are retained for TJPDC records.

vi. Check(s) will be signed by the following:

1. Treasurer; if unavailable, the Chair may sign; and
2. Executive Director; if unavailable, the Deputy Director may sign

In the event the payment is for one of the signatories, the alternate signatory must sign instead.

vii. The Finance Director will maintain supporting documentation in the appropriate vendor files. These files will be utilized to respond to any discrepancies which arise with vendors or other payees.

e. <u>Petty Cash:</u>

i. The Administrative Assistant maintains cash on hand for use in incidental purchases. The following procedures will be used for petty cash:

- The Administrative Assistant keeps petty cash in a locking deposit bag, stored in a locked cabinet. The maximum amount of petty cash maintained is $200.
- Staff may use petty cash for incidental purchases as needed. Receipts for purchases, with appropriate account codes noted, are retained in the locked bag until petty cash is reconciled.
- Any cash received under $10 is noted with a hand-written receipt identifying the source of the funds and kept in the locked bag until petty cash is reconciled.
- No less than once each fiscal year, the Administrative Assistant reconciles petty cash based on the receipts and remaining cash and provides the reconciliation to the Finance Director.
- The Finance Director prepares a check payable to TJPDC for an amount to bring the petty cash balance up to $200.
- The Deputy Director or designee cashes the check at the bank and provides the cash and check stub to the Administrative Assistant. Funds are added to petty cash.

f. <u>Bank Reconciliations:</u>

i. The TJPDC Finance Director will download monthly bank statements and reconcile using accounting software within 15 days of the end of the prior month. The TJPDC Finance Director shall provide the bank statements, reconciled accounting reports, approved expenditure report (if any), and check register and missing check detail to the Director of Operations or designee to do a reconciliation review.

ii. The Director of Operations or designee will review the materials provided by the TJPDC Finance Director.

- Reviewer will verify that all checks are consecutive. Any missing check numbers will be documented and investigated with the Finance Director.
- The reviewer will examine cleared checks for authorized signatures.
- Any checks that are outstanding for more than three months will be documented for investigation and explanation.
- Reviewer will examine debits on each bank statement.
- Reviewer will document the reconciliation review in the Independent Monthly Bank Reconciliation and Financial Policy Review Checklist. The reviewer will notify the Executive Director that the review has occurred.
- The reconciliation review should be completed by the 25th of the month following the end of the bank statement.

- The reviewer with forward the completed checklist to the Executive Director.

iii. The TJPDC Executive Director will acknowledge the reconciliation review by initialing the report.

iv. All relevant materials will be retained for the audit process.

g. Payroll:

i. Payroll will be prepared by the Finance Director or designee.

ii. After preparation, but prior to processing, the Executive Director will review payroll for approval.

iii. Payroll will be processed by the Finance Director or designee after approval.

iv. Payroll records, including the approved copy of the payroll detail report, will be retained for the audit process.

VI. ACCOUNTING SYSTEM:

a. Software: TJPDC utilizes QuickBooks to track revenue and expenditures on an accrual basis and to produce monthly financial reports.

b. Fund Accounting: TJPDC uses a chart of accounts to classify transactions to clearly identify fund sources and uses. Governmental financial statements are produced at the end of the fiscal year.

c. Fiscal Year: TJPDC's fiscal year runs from July 1 to June 30.

VII. OTHER CONTROLS:

a. Controlled Access to Records: Current fiscal year financial records are kept in the locked office of the Finance Director. A separate drive on the server is dedicated to financial files, with access limited to the Finance Director, Executive Director and Director of Operations.

b. Control of Physical Assets: Physical assets include furniture, equipment, and a vehicle. The following controls are in place:

i. The Director of Operations, with assistance from staff, maintains a spreadsheet of all equipment, with serial number, date purchased, and assigned user.

ii. All physical assets are covered by an appropriate insurance policy.

iii. Keys to the office are provided to staff members, lessees, and the janitorial staff. Keys are returned to the TJPDC upon termination of employment, lease, or contract.

iv. TJPDC's Employee Handbook includes appropriate use and maintenance of TJPDC-owned property among Standards of Conduct for staff.

Thomas Jefferson Planning District Commission
Procurement Policy

ADOPTED – October 4, 2024
AMENDED – October 1, 2026

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I. PURPOSE

The purpose of this Procurement Policy is to establish procedures for staff of the Thomas Jefferson Planning District Commission (TJPDC) to follow in connection with the purchase of goods and services. This policy is designed to ensure the timely and efficient acquisition of goods and services at reasonable cost, consistent with good business practices, and to assure full and open competition among vendors interested in doing business with the TJPDC. This policy contains written standards of conduct covering conflicts of interest and governs the performance of employees engaged in the selection, award, and administration of contracts. This policy replaces all prior procurement policies and purchasing procedures of the TJPDC. This does not replace the guidelines for the Public-Private Education and Infrastructure Act of 2002 (PPEA), which is of a different nature.

II. GOVERNING REQUIREMENTS

a. State Procurement Policy: As a public body, TJPDC is subject to the provisions of the Virginia Public Procurement Act.

b. Federal Uniform Requirements: Much of TJPDC's funding has a federal source. TJPDC shall procure all goods and services paid for with federal funds in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, *et al* (commonly referred to as the Omni Circular or Super Circular).

c. Grantor Specific Requirements: If any specific grantor mandates conditions or requirements that are more specific or restrictive than those set forth within this Policy, TJPDC will comply with the grantor's conditions and requirements.

d. Commission Bylaws and Directives: Per the TJPDC Bylaws, all individual payments of a regular and recurring nature and payments of a special or nonrecurring nature less than or equal to $100,000 shall be authorized with approval of the annual budget or project resolution by the Commission, with the Chair or Treasurer and the Executive Director authorized to approve such payments. In addition, all individual payments of a special or nonrecurring nature in excess of $100,000 shall be approved by the Commission by project resolution or by individual expenditure approval. The Commission may also take formal action to provide authorization, funding, instructions, delegations of authority, conditions, or requirements specific to a particular procurement transaction.

III. GENERAL PROVISIONS

a. Equal Opportunity: Staff responsible for purchasing shall take affirmative steps to assure that small and minority firms and women's businesses are solicited wherever they are potential qualified sources. Staff shall also consider the feasibility of dividing total requirements into smaller tasks or quantities or setting delivery schedules in such a way as to facilitate participation by small and minority firms and women's businesses, when permitted.

b. Basis of Payment: The basis of payment (fixed price, unit price, hourly rate, etc.) shall be appropriate to the specific procurement and must be specified in the final contract between the TJPDC and a contracting party. Cost plus a percentage of cost and percentage of construction cost methods of contracting are specifically prohibited where Federal funds are to be used.

c. Written Authorization: Whatever purchase or procurement method is used, a written contract and Notice to Proceed signed by both the TJPDC and the Contractor or a Purchase Order signed by the TJPDC is necessary and must be in place before the TJPDC is under an obligation to pay for goods or services. All contracts must include reference to the RFP, the submitted winning proposal, any mutually agreed changes to the scope, basis of payment, and TJPDC Terms and Conditions as binding.

d. Intergovernmental Agreements: TJPDC may enter into intergovernmental agreements, such as MOAs, with other public bodies to promote the cost-effective use of shared services. Intergovernmental agreements may be utilized without a formal procurement process.

e. Documentation: TJPDC shall maintain records sufficient to detail the history of all procurements.

~~f.~~ Approval: All purchases for goods and services between $1,000 and $10,000 shall be approved by the Supervising Director and the Finance Director. All purchases for good and services greater than $10~~0~~,00~~0~~0 ~~shall~~ must be additionally approved by the ~~Chief Operating Officer~~Director of Operations ~~, Deputy Director, or~~and the Executive Director. ~~All purchases for goods and services more than $100,000 shall be approved by the Executive Director.~~

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IV. DEFINITIONS

a. Goods: All material, equipment, supplies, printing and automated data processing hardware and software.

b. Services: Any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of equipment or materials or the rental of equipment of materials and supplies.

c. Responsible bidder or offeror: A vendor who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will ensure good faith performance, and who has been prequalified, if required.

d. Responsive bidder: A vendor who has submitted a bid which conforms in all material respects to the invitation for bids.

e. Professional Services: Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.

f. Nonprofessional Services: Any services not specifically identified as a professional service.

g. Vendor: A natural person, corporation, partnership, sole proprietorship, joint venture or other entity, other than a governmental entity, who has goods or services for sale, and a faith-based organization who has goods or services for sale for programs funded by a block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law § 104-193), and participates in the procurement processes identified in this manual. A vendor includes, in the appropriate context, a bidder, offeror or contractor.

V. SELECTION OF CONTRACTORS

a. Free and Open Competition: All of TJPDC's procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

b. Methods of Procurement: TJPDC will implement one of the following methods to select a supplier or contractor:

i. Micro-purchases: Supplies or services with an aggregate dollar amount no more than $10,000 may be awarded without competitive quotes, so long as TJPDC considers the price to be fair and reasonable. To the extent practicable, TJPDC will distribute micro-purchases among qualified suppliers. Micro-purchases above $1,000 must be approved by the ~~Chief Operating Office, Deputy Director, or Executive Director.~~Supervising Director and the Finance Director

ii. Small Purchases: These provisions apply to simple and informal purchases of single or term contracts for goods and services, excluding professional services, and including single or term contracts for nonprofessional services, up to $100,000, or professional services, up to $80,000, in the aggregate or the sum of all phases.

   1. $10,001 to $100,000: In addition to obtaining approval from the Supervising Director and the Finance Director, ~~O~~obtain additional approval of the ~~Chief Operating Officer~~Director of Operations and the~~, Deputy Director, or~~ Executive Director. For professional services, if the aggregate or sum of all phases is expected to exceed $80,000 competitive negotiation must be utilized instead. If the purchase is not considered professional services, valid options are to purchase through a state contract vendor, solicit four written proposals/quotes, or utilize formal procurement. Any solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured. If a simple description of goods or services will not be sufficient, a Statement of Work (SOW) shall be included as part of the solicitation of quotes. Where a SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses. Documentation of each solicitation, and any written quotes received in responses, shall be placed in the contract file. Use of GSA and other state or local government purchasing schedules, as a source of contractors to be solicited, is encouraged.

iii. Competitive Sealed and Unsealed Bidding: This method is used for construction and procurement of goods and services under the following conditions: a complete, adequate, and realistic specification or purchase description is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price contract, and the selection of the successful bidder can be made principally on the basis of price. Unsealed Bidding is allowed for purchases from $10,001 to $100,000. Over $100,000, the bids must be sealed. The process for competitive bidding shall include the following:

   1. Issue and publicize an Invitation to Bid (IFB) containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
   2. Public notice of the IFB must be made for at least 10 days prior to the date set for receipt of bids. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit bids directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
   3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over $100,000.
   4. Public opening and announcement of all bids received.
   5. Evaluate the bids based on the requirements in the Invitation to Bid.

6. Contracts must be awarded to the lowest priced responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.

iv. Competitive Unsealed Request For Proposals: This method is used for procurement of good and services, excluding construction, under the following conditions: a realistic set of requirements is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price or cost-reimbursement contract, and the selection of the successful offeror can be made principally on the basis of overall value. The process for competitive procurement shall include the following:

1. Issue and publicize a Request for Proposals (RFP) containing or incorporating by reference the requirements and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
2. Public notice of the RFP must be made for at least 10 days prior to the date set for receipt of proposals. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit proposals directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over $100,000.
4. Evaluate the proposals based on the requirements in the Request for Proposals.
5. Contracts must be awarded to the highest scoring responsive and responsible offeror. When the terms and conditions of multiple awards are provided in the Request for Proposals, awards may be made to more than one offeror.

v. Competitive Negotiation: This method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or unsealed RFP. This method must be used for professional services over $80,000. The process shall include:

1. Issue and publicize a formal Request for Proposal (RFP), identifying all evaluation factors and their relative importance. Public notice is required at least 10 days prior to the date set for receipt of bids.
2. Solicit proposals directly from at least four qualified sources.
3. Perform a cost or price analysis to make an independent estimate prior to receiving proposals.
4. Evaluate the proposals following a written procedure for conducting a technical review of the proposals and for selecting recipients.
5. For goods, non-professional services, and insurance, selection shall be made of two or more offerors deemed to be fully qualified and best suited on the basis of the factors in the RFP, including price if so stated in the RFP. Negotiations shall then be conducted with each offeror selected. After negotiations, TJPDC shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should TJPDC determine in writing and in its sole discretion that only one

offeror is fully qualified, or that one offeror is clearly more highly qualified that the others under consideration, a contract may be negotiated and awarded to that offeror.

6. For professional services, individual discussions will be held with two or more offerors deemed fully qualified, responsible and suitable based on the evaluation factors in the RFP. The RFP shall not request estimates of man-hours or cost for services. Negotiations shall then be conducted, beginning with the offeror ranked first. If a satisfactory contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. If the terms and conditions for multiple awards are included in the RFP, TJPDC may award contracts to more than one offeror.

vi. <u>Sole Source or Emergency Procurement</u>: Non-competitive procurement soliciting a proposal from only one source is limited to circumstances when the item is available only from a single source, or the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, and/or competition is determined inadequate after solicitation of a number of sources. The following process is required:

1. TJPDC will prepare a written notice/request documenting the basis for non-competitive procurement.
2. Perform a cost or price analysis to make an independent estimate prior to receiving the proposal.
3. For Federal funding, the awarding agency or pass-through entity expressly authorizes non-competitive proposals.
4. For state funding, the written notice shall be posted on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation on the day it awards or announces its decision to award the contract, whichever occurs first.
5. Documentation shall be included in the contract file.

vii. <u>Joint and Cooperative Procurement</u>:

1. The TJPDC may participate in or conduct a joint procurement agreement in conjunction with one or more of its member localities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in the acquisition of good, services, or construction. Joint procurement may include contracts for architectural or professional engineering services related to multiple construction projects provided that:
   a. Projects require similar experience and expertise.
   b. The nature of the projects is clearly identified in the Request for Proposal.
2. The TJPDC may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments or the Virginia Sheriffs' Association even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies, except for:
   a. Contracts for architectural or engineering services; or
   b. Construction.

viii. Cancelation or Rejection: A request for proposals may be canceled or any or all proposals rejected when doing so is in the best interests of the TJPDC. Any such determination must be documented in writing with the business reasons for the cancelation or rejection stated.

VI. CONFLICT OF INTEREST

a. No Conflict: No employee, officer or agent of the TJPDC shall participate in the procurement of goods or services if he or she has a real or apparent conflict of interest. A conflict would arise if the employee, officer or agent, or any members of his or her immediate family, his or her partner, has a financial or other interest in or a tangible personal benefit from a firm considered for the contract.

b. Disciplinary Action: Violation of the conflict of interest policy constitutes unsatisfactory work performance. Per TJPDC's Employee Handbook, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion or dismissal.

Thomas Jefferson Planning District Commission
Procurement Policy

ADOPTED – October 4, 2024
AMENDED – October 1, 2026

I. PURPOSE

The purpose of this Procurement Policy is to establish procedures for staff of the Thomas Jefferson Planning District Commission (TJPDC) to follow in connection with the purchase of goods and services. This policy is designed to ensure the timely and efficient acquisition of goods and services at reasonable cost, consistent with good business practices, and to assure full and open competition among vendors interested in doing business with the TJPDC. This policy contains written standards of conduct covering conflicts of interest and governs the performance of employees engaged in the selection, award, and administration of contracts. This policy replaces all prior procurement policies and purchasing procedures of the TJPDC. This does not replace the guidelines for the Public-Private Education and Infrastructure Act of 2002 (PPEA), which is of a different nature.

II. GOVERNING REQUIREMENTS

a. State Procurement Policy: As a public body, TJPDC is subject to the provisions of the Virginia Public Procurement Act.

b. Federal Uniform Requirements: Much of TJPDC's funding has a federal source. TJPDC shall procure all goods and services paid for with federal funds in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, *et al* (commonly referred to as the Omni Circular or Super Circular).

c. Grantor Specific Requirements: If any specific grantor mandates conditions or requirements that are more specific or restrictive than those set forth within this Policy, TJPDC will comply with the grantor's conditions and requirements.

d. Commission Bylaws and Directives: Per the TJPDC Bylaws, all individual payments of a regular and recurring nature and payments of a special or nonrecurring nature less than or equal to $100,000 shall be authorized with approval of the annual budget or project resolution by the Commission, with the Chair or Treasurer and the Executive Director authorized to approve such payments. In addition, all individual payments of a special or nonrecurring nature in excess of $100,000 shall be approved by the Commission by project resolution or by individual expenditure approval. The Commission may also take formal action to provide authorization, funding, instructions, delegations of authority, conditions, or requirements specific to a particular procurement transaction.

III. GENERAL PROVISIONS

a. Equal Opportunity: Staff responsible for purchasing shall take affirmative steps to assure that small and minority firms and women's businesses are solicited wherever they are potential qualified sources. Staff shall also consider the feasibility of dividing total requirements into smaller tasks or quantities or setting delivery schedules in such a way as to facilitate participation by small and minority firms and women's businesses, when permitted.

b. Basis of Payment: The basis of payment (fixed price, unit price, hourly rate, etc.) shall be appropriate to the specific procurement and must be specified in the final contract between the TJPDC and a contracting party. Cost plus a percentage of cost and percentage of construction cost methods of contracting are specifically prohibited where Federal funds are to be used.

c. Written Authorization: Whatever purchase or procurement method is used, a written contract and Notice to Proceed signed by both the TJPDC and the Contractor or a Purchase Order signed by the TJPDC is necessary and must be in place before the TJPDC is under an obligation to pay for goods or services. All contracts must include reference to the RFP, the submitted winning proposal, any mutually agreed changes to the scope, basis of payment, and TJPDC Terms and Conditions as binding.

d. Intergovernmental Agreements: TJPDC may enter into intergovernmental agreements, such as MOAs, with other public bodies to promote the cost-effective use of shared services. Intergovernmental agreements may be utilized without a formal procurement process.

e. Documentation: TJPDC shall maintain records sufficient to detail the history of all procurements.

   Approval: All purchases for goods and services between $1,000 and $10,000 shall be approved by the Supervising Director and the Finance Director. All purchases for good and services greater than $10,000 must be additionally approved by the Director of Operations and the Executive Director.

IV. DEFINITIONS

a. Goods: All material, equipment, supplies, printing and automated data processing hardware and software.
b. Services: Any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of equipment or materials or the rental of equipment of materials and supplies.
c. Responsible bidder or offeror: A vendor who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will ensure good faith performance, and who has been prequalified, if required.
d. Responsive bidder: A vendor who has submitted a bid which conforms in all material respects to the invitation for bids.
e. Professional Services: Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.
f. Nonprofessional Services: Any services not specifically identified as a professional service.
g. Vendor: A natural person, corporation, partnership, sole proprietorship, joint venture or other entity, other than a governmental entity, who has goods or services for sale, and a faith-based organization who has goods or services for sale for programs funded by a block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law § 104-193), and participates in the procurement processes identified in this manual. A vendor includes, in the appropriate context, a bidder, offeror or contractor.

V. SELECTION OF CONTRACTORS

a. Free and Open Competition: All of TJPDC's procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

b. Methods of Procurement: TJPDC will implement one of the following methods to select a supplier or contractor:

   i. Micro-purchases: Supplies or services with an aggregate dollar amount no more than $10,000 may be awarded without competitive quotes, so long as TJPDC considers the price to be fair and reasonable. To the extent practicable, TJPDC will distribute micro-purchases among qualified suppliers. Micro-purchases above $1,000 must be approved by the Supervising Director and the Finance Director

ii. Small Purchases: These provisions apply to simple and informal purchases of single or term contracts for goods and services, excluding professional services, and including single or term contracts for nonprofessional services, up to $100,000, or professional services, up to $80,000, in the aggregate or the sum of all phases.

1. $10,001 to $100,000: In addition to obtaining approval from the Supervising Director and the Finance Director, obtain additional approval of the Director of Operations and the Executive Director. For professional services, if the aggregate or sum of all phases is expected to exceed $80,000 competitive negotiation must be utilized instead. If the purchase is not considered professional services, valid options are to purchase through a state contract vendor, solicit four written proposals/quotes, or utilize formal procurement. Any solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured. If a simple description of goods or services will not be sufficient, a Statement of Work (SOW) shall be included as part of the solicitation of quotes. Where a SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses. Documentation of each solicitation, and any written quotes received in responses, shall be placed in the contract file. Use of GSA and other state or local government purchasing schedules, as a source of contractors to be solicited, is encouraged.

iii. Competitive Sealed and Unsealed Bidding: This method is used for construction and procurement of goods and services under the following conditions: a complete, adequate, and realistic specification or purchase description is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price contract, and the selection of the successful bidder can be made principally on the basis of price. Unsealed Bidding is allowed for purchases from $10,001 to $100,000. Over $100,000, the bids must be sealed. The process for competitive bidding shall include the following:

1. Issue and publicize an Invitation to Bid (IFB) containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
2. Public notice of the IFB must be made for at least 10 days prior to the date set for receipt of bids. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit bids directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over $100,000.
4. Public opening and announcement of all bids received.
5. Evaluate the bids based on the requirements in the Invitation to Bid.
6. Contracts must be awarded to the lowest priced responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.

iv. Competitive Unsealed Request For Proposals: This method is used for procurement of good and services, excluding construction, under the following conditions: a realistic set of requirements is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price or cost-reimbursement contract, and the selection of the successful offeror can be made principally on the basis of overall value. The process for competitive procurement shall include the following:

1. Issue and publicize a Request for Proposals (RFP) containing or incorporating by reference the requirements and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
2. Public notice of the RFP must be made for at least 10 days prior to the date set for receipt of proposals. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit proposals directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over $100,000.
4. Evaluate the proposals based on the requirements in the Request for Proposals.
5. Contracts must be awarded to the highest scoring responsive and responsible offeror. When the terms and conditions of multiple awards are provided in the Request for Proposals, awards may be made to more than one offeror.

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3. Perform a cost or price analysis to make an independent estimate prior to receiving proposals.
4. Evaluate the proposals following a written procedure for conducting a technical review of the proposals and for selecting recipients.
5. For goods, non-professional services, and insurance, selection shall be made of two or more offerors deemed to be fully qualified and best suited on the basis of the factors in the RFP, including price if so stated in the RFP. Negotiations shall then be conducted with each offeror selected. After negotiations, TJPDC shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should TJPDC determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified that the others under consideration, a contract may be negotiated and awarded to that offeror.
6. For professional services, individual discussions will be held with two or more offerors deemed fully qualified, responsible and suitable based on the evaluation factors in the RFP. The RFP shall not request estimates of man-hours or cost for

services. Negotiations shall then be conducted, beginning with the offeror ranked first. If a satisfactory contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. If the terms and conditions for multiple awards are included in the RFP, TJPDC may award contracts to more than one offeror.

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1. TJPDC will prepare a written notice/request documenting the basis for non-competitive procurement.
2. Perform a cost or price analysis to make an independent estimate prior to receiving the proposal.
3. For Federal funding, the awarding agency or pass-through entity expressly authorizes non-competitive proposals.
4. For state funding, the written notice shall be posted on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation on the day it awards or announces its decision to award the contract, whichever occurs first.
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1. The TJPDC may participate in or conduct a joint procurement agreement in conjunction with one or more of its member localities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in the acquisition of good, services, or construction. Joint procurement may include contracts for architectural or professional engineering services related to multiple construction projects provided that:
   a. Projects require similar experience and expertise.
   b. The nature of the projects is clearly identified in the Request for Proposal.
2. The TJPDC may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments or the Virginia Sheriffs' Association even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies, except for:
   a. Contracts for architectural or engineering services; or
   b. Construction.

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VI. CONFLICT OF INTEREST

a. No Conflict: No employee, officer or agent of the TJPDC shall participate in the procurement of goods or services if he or she has a real or apparent conflict of interest. A conflict would arise if the employee, officer or agent, or any members of his or her immediate family, his or her partner, has a financial or other interest in or a tangible personal benefit from a firm considered for the contract.

b. Disciplinary Action: Violation of the conflict of interest policy constitutes unsatisfactory work performance. Per TJPDC's Employee Handbook, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion or dismissal.

TJPDC - FY28 Projected Budget				10.1.2026
	$0.66 per capita	$0.68 per capita	$0.70 per capita	$0.72 per capita
REVENUE				
	FY25 Actual	***FY26 Actual***	***FY27 Budgeted***	***FY28 Projected***
Federal	$37,699,987	$30,896,004	$8,686,773	$2,095,918
State	$1,413,113	$4,875,150	$9,091,600	$443,183
Local	$6,098,534	$4,615,558	$1,174,786	$552,821
Local per capita	$161,704	$180,649	$202,992	$201,780
Interest Income	$69,118	$68,121	$50,000	$58,000
Rent Income	$28,270	$18,268	$28,000	$31,536
Reserves Transfer/CIP	$31	$0	$8,864	$163,547
TOTAL REVENUE	$45,470,758	$40,653,749	$19,243,015	$3,546,786
EXPENSES				
Operating Expenses				
Personnel Costs				
Salaries	$1,148,114	$1,380,394	$1,508,443	$1,468,570
Fringe and Release	$283,443	$307,175	$390,760	$392,475
Total Personnel	$1,431,557	$1,687,569	$1,899,203	$1,861,045
Direct Costs				
Overhead Allocation	$0	$0	$0	$0
Nonreimbursable Overhead	$0	$0	$0	$0
Contingency	$0	$0	$85,747	$1
Postage	$929	$830	$1,370	$1,360
Subscriptions	$847	$825	$4,800	$4,800
Supplies/COGS	$17,399	$16,511	$16,150	$16,650
Audit-Legal	$28,335	$30,959	$30,900	$33,850
Advertising	$27,212	$31,150	$44,028	$43,840
Meeting Expenses	$6,321	$6,915	$10,602	$10,195
TJPDC Contractual	$54,448	$27,285	$55,472	$37,183
Dues	$11,396	$13,005	$14,559	$14,059
Insurance	$8,026	$8,119	$9,075	$9,075
Printing/Copy .	$3,038	$2,043	$5,015	$5,052
Rent	$107,343	$132,652	$157,906	$162,562
Equip/Data Use	$51,296	$52,748	$47,760	$47,579
Depreciation	$0	$0	$0	$8,332
Telephone	$16,836	$16,811	$17,387	$17,387
Travel-Vehicle	$40,424	$39,742	$49,467	$51,331
Janitorial	$1,751	$5,741	$13,200	$14,355
Professional Development	$33,274	$17,915	$21,276	$25,530
Total Direct Costs	*$408,874*	*$403,253*	*$584,715*	*$503,140*
Total Operating Expenses	$1,840,431	$2,090,821	$2,483,918	$2,364,185
Other/Pass-Through Expenses				
HOME Pass Through	$350,494	$1,353,327	$1,283,451	$1,045,163
HPG Pass Through	$190,063	$87,619	$15,572	$11,874
Cigarette Tax Pass Through	$3,167,406	$3,274,559	$0	$0
VATI Broadband Pass Through	$38,036,495	$33,271,991	$15,174,438	$40,000
Other Grants Pass Through	$1,715,253	$466,911	$285,636	$85,563
Total Other/Pass-Through Expenses	*$43,459,711*	*$38,454,407*	*$16,759,097*	*$1,182,600*
TOTAL EXPENSES	$45,300,142	$40,545,228	$19,243,015	$3,546,785
NET INCOME	**$170,615**	**$108,520**	**$0**	**$0**

evenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
CAPITA AND STATE REVENUE						
State - DHCD Allocation		$114,971				
WSC & Offices						$31,536
Interest Income					$58,000	
Charlottesville				$35,084		
Albemarle				$88,983		
Fluvanna				$20,691		
Greene				$15,914		
Louisa				$30,541		
Nelson				$10,567		
Unknown Source/Reserve Transfer/CIP			$163,547			
ION						
Rural Transportation						
Rural Admin	$14,400					
Rural Transportation Planning	$43,600					
Transit and Mobility Planning						
PATH/Mobility Management FFY27 Capital	$70,550	$14,110				
PATH/Mobility Management FFY27.1 Operating	$0	$0				
PATH/Mobility Management FFY27 Other Cap - Contracted Trans.						
PATH/Mobility Management FFY28 Capital	$209,718	$41,944				
PATH/Mobility Management FFY28 Operating	$4,697	$3,758				
PATH/Mobility Management Local			$0			
PATH/Mobility Management FFY27 TAF						
CARTA - Regional Transit Authority			$60,936			
Charlottesville-Albemarle MPO						
PL Funding	$230,128	$28,766				
FTA Funding	$113,759	$14,220				
Rideshare						
Rideshare/TDM - DPRT		$146,798	$36,699			
Rideshare - RTAP	$2,276					
Other Transportation						
NONPROFIT						
HOME-ARP	$39,796					
HOME Consortium Admin-Overrun	$0					
HOME Consortium Admin-22	$0					
HOME Consortium Admin-23	$0					
HOME Consortium Admin-24	$17,911					
HOME Consoritium Admin-25	$25,763					
HOME Consoritium Admin-26	$37,027					
Housing Preservation Admin - Overrun	$0					
Housing Preservation Admin - HPG-23	$0					
Housing Preservation Admin - HPG 24	$0					
Housing Preservation Admin - HPG 25	$0					
Housing Preservation Admin - HPG 26	$2,095					
Regional Housing Partnership			$61,781			
Regional Housing Summit		$0	$0			
Regional Housing Study - CIG		$0	$0			
Regional Housing Study - Local			$0			
VA Housing - PDC		$0				
T						
Solid Waste			$10,883			
Hazard Mitigation	$44,508	$11,868	$0			
Hazard Mitigation Admin - 5%	$3,262					
IIJA DEQ Septic Program	$0					
IIJA DEQ Rain Barrel Program	$0					
Water Supply - RPU 1		$24,240				
WIP DEQ 2027	$29,000					
WIP DEQ 2028	$29,000					
RRBC			$12,883			
Rain Barrel Workshops - Middle James	$3,422	$0				
Debris Management Plan	$62,096					
AMS						
TJPDC - Corporation			$2,424			
SCRC - Capacity Building	$0					
Legislative Liaison			$127,046			
VAPDC			$61,937			
Mineral - LSL			$0			
CEDS	$0		$0			
BRCTB -Cigarette Tax Board - Admin Only			$135,265			
VATI 2022 - DHCD/Local Contributions Admin - SLFRF	$7,000		$0			
VATI 2024 - DHCD/Local Contributions Admin	$0	$17,000	$0			
BEAD - Admin	$0					
VENUE						
Rural Transportation Planning	$0	$0	$0			
PATH/Mobility Management - FFY27	$0	$0	$0			
PATH/Mobility Management - FFY27 Operating	$1,566	$1,252				
PATH/Mobility Management - FFY27 Other Cap - Contracted Transp.	$6,250	$5,000				
PATH/Mobility Management - FFY28	$0	$0	$0			
PATH/Mobility Management - FFY28 Operating	$0	$0				
PATH/Mobility Management - Local						
PATH/Mobility Management - TAF			$0			
MPO - PL	$34,056	$4,257	$0			
MPO - FTA	$0	$0	$0			
Rideshare/TDM - DRPT	$0	$0	$0			
CAP/Rideshare Strategic Plan						
Solid Waste						
Hazard Mitigation			$2,967			
HOME-ARP Pass Through	$326,415					
Consortium HOME Pass Through-22	$0					
Consortium HOME Pass Through-23	$0					
Consortium HOME Pass Through-24	$154,036					
Consortium HOME Pass Through-25	$231,866					
Consortium HOME Pass Through-26	$332,846					
Housing Preservation Pass Through-24	$0					
Housing Preservation Pass Through-25	$0					
Housing Preservation Pass Through-26	$11,874					
Regional Housing Summit			$0			
Regional Housing Study - CIG		$0	$0			
Regional Housing Study - CDBG	$0					
Regional Housing Study - Local			$0			
VERP - DHCD Pass Through		$0				
VATI 2022- DHCD/Local Contributions Pass Through -SLFRF	$0	$0	$0			
VATI 2022- DHCD/Local Contributions Pass Through -CPF	$7,000	$0	$0			
VATI 2024 - DHCD/Local Contributions Pass Through	$0	$0	$40,000			
BEAD	$0					
IIJA DEQ Septic Program	$0					
IIJA DEQ Rain Barrel Program	$0					
Water Supply Planning Pass Through		$15,000				
Oak Hill Fund - Septic Assistance Program			$0			
s by Category	**$2,095,918**	**$443,183**	**$716,368**	**$201,780**	**$58,000**	**$31,536**
evenues						**$3,546,786**

Unconfirmed source (or reserve transfer)

Includes $4,257.00 in FY25 Per Capita Roll Over for CA-MPO Passive PL Roll-Over

FY28

FY27 Rate Increase

			Per Capita	Direct Local Contributions						
			.02 cents	7%	7%	7%	5%	7%	7%	
	7/1/2025		0.7200	0.1703	0.0593	0.0593	0.4631	0.3662	0.2252	
Program Code			110/300	193	303	908	277	181	729	Various
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	CARTA-Regional Transit Authority	Regional Housing Partnership	Total Contribution
Charlottesville	46,923	17.10%	$ 33,784.56	$ 7,990.99	$ 2,782.53	$ 2,782.53	$ 21,730.04	$ 30,468.21	$ 10,567.06	$ 110,105.92
Albemarle	119,479	43.55%	$ 86,024.88	$ 20,347.27	$ 7,085.10	$ 7,085.10	$ 55,330.72	$ 30,468.21	$ 26,906.67	$ 233,247.97
Fluvanna	28,738	10.48%	$ 20,691.36	$ 4,894.08	$ 1,704.16	$ 1,704.16	$ 13,308.57	$ -	$ 6,471.80	$ 48,774.13
Greene	22,103	8.06%	$ 15,914.16	$ 3,764.14	$ 1,310.71	$ 1,310.71	$ 10,235.90	$ -	$ 4,977.60	$ 37,513.21
Louisa	42,418	15.46%	$ 30,540.96	$ 7,223.79	$ -	$ -	$ 19,643.78	$ -	$ 9,552.53	$ 66,961.05
Nelson	14,677	5.35%	$ 10,567.44	$ 2,499.49	$ -	$ -	$ 6,796.92	$ -	$ 3,305.26	$ 23,169.11
TOTALS	274,338	100.00%	$ 197,523.36	$ 46,719.76	$ 12,882.51	$ 12,882.51	$ 127,045.93	$ 60,936.41	$ 61,780.92	$ 519,771.40

	Per Capita	Per Capita										Per Commission Policy:				
	.02 cents	Required Local Match						Local Administration					75%	25%		
	0.7200															
Program Code	300	120	170/171	180	190/195/198 191/196/199	330	907	727.1	728.1	903	112	300	300	301-307		
Program	Per Capita	Southeast Crescent Regional Commission (SCRC)	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	HUD HOME Consortium	USDA Housing Preservation Grant	Regional Water Supply Planning (RPU1)	TJPD Corporation (501c3)	Balance	Regional	Local	Total $ Increase from FY27 Contribution	Total % Increase from FY27 Contribution
Charlottesville	$ 33,784.56	$ -	$ -	$ (2,824.89)	$ (12,022.54)	$ (43.62)	$ (2,480.09)	$ (1,710.41)	$ (1,710.41)	$ (1,807.09)	$ (256.56)	$ 10,928.96	$ 8,196.72	$ 2,732.24	$ (2,802.45)	-2.55%
Albemarle	$ 86,024.88	$ -	$ (7,617.99)	$ (7,192.96)	$ (30,963.32)	$ (111.06)	$ (6,315.00)	$ (4,355.18)	$ (4,355.18)	$ (4,601.35)	$ (653.28)	$ 19,859.58	$ 14,894.68	$ 4,964.89	$ 13,244.38	5.68%
Fluvanna	$ 20,691.36	$ -	$ (1,832.34)	$ (1,730.11)	$ -	$ (26.71)	$ (1,518.93)	$ (1,047.54)	$ (1,047.54)	$ (1,106.75)	$ (157.13)	$ 12,224.31	$ 9,168.23	$ 3,056.08	$ 2,752.72	5.64%
Greene	$ 15,914.16	$ -	$ (1,409.29)	$ (1,330.66)	$ -	$ (20.54)	$ (1,168.24)	$ (805.68)	$ (805.68)	$ (851.23)	$ (120.85)	$ 9,401.97	$ 7,051.48	$ 2,350.49	$ 2,299.10	6.13%
Louisa	$ 30,540.96	$ -	$ (2,704.58)	$ (2,553.68)	$ -	$ (39.43)	$ (2,241.98)	$ (1,546.19)	$ (1,546.19)	$ (1,633.59)	$ (231.93)	$ 18,043.38	$ 13,532.54	$ 4,510.85	$ 4,375.78	6.53%
Nelson	$ 10,567.44	$ -	$ (935.81)	$ (883.60)	$ -	$ (13.64)	$ (775.75)	$ (535.00)	$ (535.00)	$ -	$ (80.25)	$ 6,808.41	$ 5,106.30	$ 1,702.10	$ 828.88	3.58%
TOTALS	$ 197,523.36	$ -	$ (14,500.00)	$ (16,515.90)	$ (42,985.85)	$ (255.00)	$ (14,500.00)	$ (10,000.00)	$ (10,000.00)	$ (10,000.00)	$ (1,500.00)	$ 77,266.61	$ 57,949.96	$ 19,316.65	$ 20,698.41	

Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpdc.org
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RESOLUTION APPROVING THE FISCAL YEAR 2028 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION PROJECTED BUDGET

WHEREAS, the Thomas Jefferson Planning District Commission ("the Commission") is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organizations, the Charlottesville-Albemarle Metropolitan Planning Organization, the TJPD Corporation, and the Blue Ridge Cigarette Tax Board, carry out a program of work on behalf of its members and in cooperation with its federal, state, and local partners; and

WHEREAS, the Commission prepares an annual projected budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year; and

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year; and

WHEREAS, the Executive Director recommends to the Commission for the Fiscal Year 2028 a Projected Budget of $3,546,786 in Revenues and $3,546,786 in Expenses; and

WHEREAS, the FY 2028 projected budget recommends annual local funding for per capita contributions at seventy-two cents ($0.7200) per person and local per capita funding of $0.1703 for Rideshare, $0.0593 for Solid Waste, $0.0593 for the Rivanna River Basin Commission, $0.4631 for Legislative Services, $0.3662 for the Charlottesville-Area Regional Transit Authority, and $0.2252 for the Regional Housing Partnership, dependent upon jurisdictional participation, based upon the most recent Weldon Cooper Center population estimates revised and published in July of 2026; and

WHEREAS, the FY 2028 budget anticipates local per capita contributions to first provide grant matching funds to urban and rural transportation grants, PATH/Mobility Management, the Hazard Mitigation Plan, Watershed Improvement Program, and then to Regional Water Supply Planning administration, TJPDC Corporation Administration, and federal housing grant administration, and finally to regional and local services in a ratio of 75% regional and 25% direct local services, per commission policy; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2028 Projected Budget and Member Assessments, which is attached hereto, and which shall be included in the minutes of the Commission meeting of October 1, 2026.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 1, 2026, a quorum being present.

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

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MEMORANDUM

TO: TJPD Commissioners
FROM: David Blount, Deputy Director, and Christine Jacobs, Executive Director
DATE: September 24, 2026
RE: Rural Health Transformation Program Update

Purpose: To provide an update on discussions between state officials and TJPDC concerning the Rural Health Transformation Program.

Background, Information and Activities: At the August meeting, the Commission adopted a resolution (attached) concerning the Rural Health Transformation Program (RHTP), to authorize the TJPDC to participate in this program, and for the Executive Director to take actions as necessary to enable TJPDC to manage and administer program subgrants. Since that time, TJPDC has participated in numerous meetings with representatives from the governor's office, the Department of Medical Assistance Services (DMAS) and other PDCs, and most recently, with DMAS officials specifically as we move toward executing an agreement to govern TJPDC participation in the program. Following is an update on activities to date that have occurred and that are still to come:

Activities to Date:
→ Verbal agreement has been reached for TJPDC and the Rappahannock-Rapidan Regional Commission (RRRC) to be implementation partners with the state for the Northern Piedmont region, with TJPDC to be the lead partner and Subrecipient that will contract with DMAS;
→ Detailed discussions with state officials of a Scope of Work (working draft attached) for the project;
→ Detailed discussions with state officials of a Subrecipient Agreement, to include various exhibits, which will govern the award to TJPDC from the Department to the Subrecipient;
→ Consultation with TJPDC's legal counsel, who has conducted a thorough review of and suggested changes for documents presented to TJPDC by DMAS for consideration and execution; and
→ Consultation with RRRC on formulating a proposed administrative budget for the initiative. For budgeting purposes, the Northern Piedmont region is expected to have approximately $11.8 million available for TJPDC/RRRC administrative costs, and to make subawards to successful applicants proposing mobile and hybrid care projects.

Activities to Come:
→Formal execution of the Subrecipient Agreement with DMAS is anticipated by September 30.
→Initiation of a formal "Request for Applications" for mobile and hybrid care projects will follow soon after. We expect to utilize a team of state and regional partners to score proposals following what is anticipated to be a three-week application period.

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RESOLUTION TO AUTHORIZE PARTICIPATION IN THE RURAL HEALTH TRANSFORMATION PROGRAM

WHEREAS, Virginia has received first year funding of $189.5 million for the Rural Health Transformation Program (RHTP), which was authorized by the federal H.R. 1 last year, and is being administered by the Virginia Department of Medical Assistance Services (DMAS); and

WHEREAS, one of the program's four core initiatives includes $63.9 million for mobile and hybrid care subgrants; and

WHEREAS, state officials have reached out to Planning District Commissions (PDCs) and have been meeting regularly with them about assisting the state to implement the initiative; and

WHEREAS, the state would like PDCs to be implementation partners who manage and administer program subgrants for telehealth expansion and community-based access projects in rural areas of the state; and

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) is aware of the need for expanded healthcare access in rural parts of the region and the state; and

WHERAS, under a state/PDC partnership, PDCs would be in line to run a selection process to award grant funds to community health care providers; request grant funds from DMAS and distribute them; monitor the projects; and submit regular reports to DMAS; and

WHERAS, administrative costs available for such work cannot exceed 10% of the total award for the entire program, and the performance period would extend to September 2027; now therefore be it

RESOLVED by the Thomas Jefferson Planning District Commission, that Executive Director Christine Jacobs be authorized to execute any contract with DMAS or another Virginia Planning District Commission to enable the TJPDC to manage and administer program subgrants under this initiative; and be it

RESOLVED FURTHER, that the Commission certifies that any funds granted to the TJPDC shall be used only for such purposes as authorized, and that records of receipts of expenditures will be maintained for auditing purposes.

Adopted this 6th day of August, 2026.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

8/6/26
Date

Michael Payne, Chair
Thomas Jefferson Planning District Commission

8/6/26
Date

Exhibit B

Scope of Work, Milestones, Activities, and Performance Measures

This Exhibit is incorporated into and forms part of Subrecipient Agreement No. RHT26-019-PDC10 (the "Agreement") by and between the Virginia Department of Medical Assistance Services ("DMAS") and Thomas Jefferson Planning District Commission ("TJPDC" or "Subrecipient"). This Exhibit sets forth the scope of work applicable to the Subrecipient under the Rural Health Transformation Program ("RHTP"), including the approved activities, milestones, and performance measures associated with the Subrecipient's funded work.

1. Purpose

The purpose of this Exhibit is to document the requirements the Subrecipient shall perform under the Agreement and to establish a framework for tracking implementation, milestone achievement, and performance over the applicable period of performance.

2. Method of Selection

The Subrecipient was selected for an award under the Connected Care, Closer to Home initiative, Mobile and Hybrid Care Implementation sub-initiative because the Subrecipient, TJPDC, is the public entity established by the Virginia General Assembly pursuant to the Code of Virginia § 15.2-4207 with a purpose of encouraging and facilitating local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance, including but not limited to the functional areas of human services and economic and physical infrastructure development. The organization's established partnerships position it to effectively implement activities consistent with the Commonwealth's CMS-approved Rural Health Transformation Program (RHTP) project narrative and allowable funding uses while supporting the goals of the Connected to Care, Closer to Home initiative, Mobile and Hybrid Care Implementation sub-initiative and fulfilling required oversight, performance monitoring, and reporting responsibilities.

Because the Subrecipient determines eligibility for program participation, has its performance measured against RHTP objectives, exercises programmatic decision-making authority, is responsible for adherence to applicable Federal program requirements, and uses Federal funds to carry out a program for a public purpose, TJPDC meets the definition of a subrecipient under 2 C.F.R. §§ 200.1 and 200.331.

3. RHTP Initiative Alignment

RHTP Initiative: Connected to Care, Closer to Home

RHTP Sub-Initiative: Mobile and Hybrid Care Implementation

RHTP Domain(s) Supported:

- ☒ Care coordination / care delivery transformation
- ☐ Workforce development and support
- ☐ Service line transformation / sustainability

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☐Technology / digital enablement

☐ Prevention / wellness

☐Other: Evaluation

4. Scope of Work

The Subrecipient shall perform the requirements below, including the services and tasks to be completed to achieve program objectives and the intended use and purpose of funds as described in Exhibit G (DMAS Proposal Narrative).

Scope of Work / Key Services and Activities:

Mobile and Hybrid Care expands access to primary, preventive, specialty, and diagnostic care by bringing services closer to where rural Virginians live and work. The Subrecipient shall run a competitive selection process to award grants to providers serving qualified rural areas to purchase, develop, and deploy mobile and hybrid care solutions that expand access to healthcare services in rural areas. Funded mobile and hybrid care solutions may include, but are not limited to, mobile care units, telehealth kiosks, clinics in a box, electronic consultations, rural care hubs and other mobile or technology-enabled care delivery models consistent with Exhibit G and CMS's RHT program objectives and requirements.

The Subrecipient shall ensure that selected providers use technology-enabled approaches, including hub-and-spoke models, to deliver community-based care while connecting patients and local providers with larger facilities and specialists. Services may include but are not limited to primary care, behavioral health and substance use disorder services, dental care, vision care, screenings, and diagnostics.

Funds shall be used to support the activities described above and may be used to support, but not be limited to, the service area that follows: Thomas Jefferson (Albermarle County, Fluvanna County, Greene County, Louisa County, Nelson County, Charlottesville City) and Rappahannock-Rapidan (Culpeper County, Fauquier County, Madison County, Orange County, Rappahannock County). Funds must directly benefit rural areas.

Use and Purpose of Funds:

Funds shall be used to support the start-up and implementation of mobile and hybrid care models that expand access to health care services in rural communities. Subject to the Agreement and applicable program requirements, allowable uses may include, but are not limited to:

- Equipment (e.g., vans for mobile units, screening equipment, basic diagnostic equipment)
- Initial time-limited personnel costs
- Data infrastructure needed for mobile and hybrid care models
- Minor renovations to existing buildings
- Technical assistance for development of care models and value-based payment models
- Training for physicians and clinical staff

5. Period of Performance

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The period of performance for this Scope of Work, Milestones, and Budget as defined in this document shall be the same as the Term of the Agreement.

6. Milestones

The Subrecipient shall perform the milestones and deliverables below during the period of performance.

Milestone No.	Milestone Description	Date	Evidence of Completion / Deliverable
1	Establish governance and implementation framework	FFY Q1 2027	• Organizational chart and project plan
2	Release competitive RFP, RFA, or other competitive process for sub-grantees	FFY Q1 2027	• Draft RFP/RFA • Evidence of RFP/RFA release and final RFP/RFA
3	Award first round of sub-grants and begin start-up	FFY Q2 2027	• Awarded contracts
4	Deploy initial infrastructure and/or equipment	FFY Q3 2027	• Evidence of early deployment

7. Acceptance Criteria

Specific acceptance criteria and format for submission for each milestone/deliverable above will be mutually agreed upon in writing by Subrecipient and DMAS following the execution of the Agreement. Upon completion of the milestone(s) above, Subrecipients shall submit associated deliverable(s) to the DMAS Contract Administrator. DMAS will review the information submitted by the Subrecipient within ten (10) business days (excluding State holidays) of receipt. DMAS will determine if the deliverable complies with requirements and notify the Subrecipient in writing of its acceptance or rejection. If rejected, the Subrecipient shall make revisions and resubmit the deliverable within the time specified by DMAS.

8. Program Performance Metrics

During the period of performance, the Subrecipient shall require subgrantees to report on the performance measures, indicators, and/or metrics below, impacted by their projects, as applicable and as directed by DMAS.

Metric No.	Metric	Baseline (if applicable)	Target	Data Source / Documentation
1	Rate of annual wellness visits in rural regions	First reported value to be used as baseline	At least a 1-3 percentage point increase from	TBD

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			baseline in each of the six rural health regions by FFY 2030.	
2	Incremental number of rural residents served by mobile and hybrid care programs in localities targeted by the sub-initiative	0	Target description to be specified after Round 1 sub-awards, by FFY 2027 Q1 report.	TBD

9. Itemized Budget and Justification

During the period of performance, the Subrecipient budget is as follows:

Category	Budget	Justification of Budget Amounts
Personnel		
Fringe		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Indirect*		
Total	**$11,813,913.00**	

***Indirect cost rate utilized (if applicable): Insert.**

Note: Per CMS, administrative costs may not exceed 10% of the total budget.

Federal funds awarded pursuant to the Agreement are subject to applicable federal and state requirements, including 2 C.F.R. Part 200, CMS award terms, and Commonwealth of Virginia laws, regulations, policies, and guidance. Funds may be used only for allowable costs associated with approved RHTP activities, as described in the Agreement and its exhibits, and are contingent upon the availability of funds, continued federal approval, and compliance with program requirements.

Annual award amounts are subject to continued federal approval and the Commonwealth's demonstrated progress toward program objectives. As such, federal funding levels may fluctuate across budget periods. All disbursements to Subrecipients are subject to the availability of federal funds received from CMS, continued federal approval, and the Subrecipient's satisfactory performance and compliance with the Agreement and applicable requirements as determined by DMAS.

DMAS may adjust, reduce, suspend, or terminate funding consistent with the Agreement and applicable law. The award amount listed above and within the Agreement is contingent upon the result of the competitive selection processes administered by the Subrecipient and other Planning District Commissions. DMAS reserves the right to reduce or reallocate funding prior to the Subrecipient executing agreements with downstream subrecipients to maximize efficiency and benefit to the

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Commonwealth and maintain geographic balance for the Mobile and Hybrid Care initiative, taking into account the quality of applications across the Commonwealth. As such the amount of available funding for the Mobile and Hybrid Care initiative within each Planning District Commission service area will depend upon the quality and scope of applications received from downstream subrecipients, available funding, proposed budgets, anticipated community impact, and the resulting portfolio of projects for the Commonwealth.

10. Reporting and Documentation Expectations

The Subrecipient shall perform all reporting obligations and maintain all records and supporting documentation required under the Agreement in accordance with **Exhibit A**, as may be supplemented by written instructions issued by DMAS. The Subrecipient shall provide timely, complete, and accurate reporting and shall maintain documentation sufficient to support reported activities, milestones, deliverables, outputs, expenditures, and other required performance information.

11. Method of Accountability: Subrecipient Monitoring and Remedies

Subrecipient shall comply with monitoring and associated requests in accordance with **Section H. Subrecipient Monitoring** and **Section I. Audit of Financial Records** of the Agreement.

Subrecipient shall cooperate with any audit by the CMS/HHS, DMAS, APA, or other authorized auditing entity.

In accordance with 2 C.F.R. § 200.339 and the terms in the Agreement, if the Subrecipient fails to provide agreed upon deliverables, reports, or documentation associated with the metrics, milestones, or reporting obligations listed above, DMAS may impose any of the remedies indicated in **Section Z. Remedies** of the Agreement or any remedy available under state or federal law.

12. Changes to Scope

The Subrecipient shall not modify the scope of work described in this Exhibit without prior written approval from DMAS. Any requested change to the activities, milestones, outputs, metrics, timeline, or expected results under this Exhibit shall be submitted to DMAS in writing and shall not take effect unless approved by DMAS in accordance with the Agreement.

13. Additional Notes/Special Conditions

RESERVED.

14. Subrecipient Contact Information

	Project Director	Project Administrator	Finance Office
Name			
Title			
Address			
Phone			
Fax			
Email			

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MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: October 1, 2026
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since September 3, 2026. Items with an asterisk (*) require action from the Commission.

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

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

3. **Administration**
   a. Staff Introduction, Eamon Lauster, Regional Planner I – *Taylor Lowrey*

4. **Presentations and Public Hearings**
   a. **Presentation: Blue Ridge Cigarette Tax Board –** *David Blount*
   Staff will provide a six-month update on the administration of the Blue Ridge Cigarette Tax Board to include a review of membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. A copy of the staff's presentation is included in the meeting materials.

   b. **Presentation: PATH Transportation Assistance Fund (TAF)** – *Igor Kalina*
   Staff will present the PATH Transportation Assistance Fund's program goals, impacts of a pilot Twice is Nice grant, new funding available for the program, eligibility guidelines, and an upcoming marketing campaign that will advertise the program's availability. A copy of the staff's presentation is included in the meeting materials.

   c. **Presentation: Rural Long Range Transportation Plan Presentation and Draft Existing Conditions** – *Taylor Lowrey*
   Staff will give an overview of the Rural Long Range Transportation Planning process, to include an overview of the region, commuter patterns, and draft plan goals. The plan will be discussed in the November RTAC meeting. They will vote on the recommended goals and objectives that will ultimately come before the Commission in their December meeting for action. A copy of the staff's existing conditions report and presentation is included in the meeting materials.

5. ***Consent Agenda –** *Chair Payne*
   Copies of the following materials are included in the meeting materials:
   a. ***Minutes of September 3, 2026, Commission Meeting**

b. ***August Financial Reports**
   i. August Dashboard Report
   ii. August Consolidated Profit & Loss Statement
   iii. August Balance Sheet
   iv. August Accrued Revenue Report

c. ***Solid Waste Management Plan Resolution to Adopt**
The Thomas Jefferson Solid Waste Planning Unit (SWPU) includes the City of Charlottesville and the counties of Albemarle, Fluvanna, and Greene. The SWPU conducts an annual census of solid waste and recycling activities within the unit and submits an annual report to the Virginia Department of Environmental Quality. Additionally, the SWPU maintains the Five-Year Solid Waste Management Plan (9VAC20-130-120. Planning Requirements). Staff presented a draft of the Solid Waste Management Plan in the August TJPD Commission meeting. The plan was open for public comment in the month of August, and presentations were given to each of the four Solid Waste Planning Unit's governing boards prior to adoption. The plan was adopted by each of the planning unit's governing boards. The plan requires final approval from the TJPDC Commission via Resolution before submission to DEQ on or before October 24, 2026.

The Solid Waste Management Plan materials can be found at the links below.
- Draft 2026 – 2031 Solid Waste Management Plan
- Appendix A – Local Resolutions
- Appendix B – Public Engagement Materials and Results
- Appendix C – Applied Policy Project
- Appendix D – Regional Implementation Plan

d. **TJPDC Financial Management Policy** Amended 10.1.2026 – redlined
*TJDPC Financial Management Policy Amended 10.1.2026 – clean
Staff updated the Financial Management policy to be in line with the title of the new Director of Operations position. The amendment removes reference to the Chief Operating Officer and replaces it with the Director of Operations. Additionally, language was added to the bank reconciliation section to align with current practices.

e. **TJPDC Procurement Policy 2024** – Amended 10.1.2026 – redlined
*TJPDC Procurement Policy 2024 – Amended 10.1.2026 – clean
Staff updated the Procurement policy to be in line with the title of the new Director of Operations position. The amendment removes reference to the Chief Operating Officer and replaces it with the Director of Operations. Additionally, language was added to sections 3f and 4B, ii, 1 to align with current approval practices.

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

6. *Old Business

a. ***FY28 Projected Budget and Local Revenue Requests –** *Christine Jacobs*
Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2028 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. To balance the budget, a one-time reserve transfer in the amount of $147,178 ($8,331.58 capital reserve for building renovations and $163,547 one-time savings reserve transfer) is required. The FY28 projected budget will likely have significant changes prior to its

official adoption in May of 2027 as additional grants and programs are identified. In the past several years, the budgeted reserve transfer was not utilized as the funding gap was closed prior to final budget adoption. However, with several significant one-time programs closing in FY27 (VATI, VA Housing Development Grant, Regional Housing Study, Regional Housing Summit, etc.), and with continued uncertainty around federal funding and programmatic changes, there may be a shortfall in FY28 that requires a one-time reserve transfer to cover expenses.

The draft FY28 budget assumes a $0.72 per capita rate as approved by the commission in their September 1, 2022, meeting and 5% or 7% rate increases in each of the local contributions for programs as approved during the local revenues analysis completed in FY26. Indirect costs for FY28 will be determined using the actual indirect cost rate from FY26 (tentatively 41% pending audit). The budget includes a placeholder Cost of Living Adjustment (COLA) increase in the amount of 3.8% which will be reevaluated when this year's COLA is officially published and the funding gap is reassessed. Further, the budget assumes staffing 15.5 FTEs. It is important to note that to date, not all staff are fully allocated in the FY28 budget, and as such, if the budget were to be approved and implemented, there would be a direct impact on the indirect cost rate (that would be applied to the FY30 budget).

As it stands, the projected budget has $3,546,785 in revenues and expenses. Staff presented the draft budget in the September commission meeting. Included in the meeting materials are the proposed projected total budget, revenues by source, local per capita and local contribution requests, and a draft resolution for consideration for approval.

***Recommended Action:** <u>Staff recommends a motion to approve the resolution approving the Fiscal Year 2028 TJPDC Projected Budget, as presented.</u>

b. **Rural Health Transformation Program** – *Christine Jacobs, David Blount*
Staff will provide an update on the activities completed in pursuit of a Rural Health Transformation grant from the Virginia Department of Medical Assistance Services (DMAS). Additionally, staff will discuss next steps for the initiative. A copy of a staff memo, a draft scope of work for the program, and a copy of the signed resolution are included in the meeting materials.

7. New Business

a. None

8. Executive Director's Monthly Report

a. <u>**BROADBAND**</u>
<u>Virginia Telecommunications Initiative (VATI) 2022</u>: As the VATI 22 project nears completion, staff continue to prepare, schedule, and facilitate internal project team and external meetings. TJPDC submits progress reports and reimbursement requests to DHCD and to counties providing matching funding for the project and provides reimbursements to Firefly.

VATI 22 Project milestones reported to DHCD in September are as follows:

- 1,716 miles of field data collection.
- 4,962 miles of fiber design.
- 2,474 miles of make ready construction.
- 15 communications huts set.

- 2,296 miles of aerial fiber placement.
- 1,356 miles of underground fiber placement.
- 3,359 miles of splicing.
- 39,198 passings.

Firefly's website includes timelines, project progress in each County, and maps for specific project areas. This information is updated on a regular basis.

Virginia Telecommunications Initiative (VATI) 2024: The TJPDC and Firefly's $12.2 million VATI 2024 grant funded project is underway. This grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, including Fluvanna, Greene and Louisa Counties in our Planning District. TJPDC submits progress reports and reimbursement requests to DHCD and to counties providing matching funding for the project and provides reimbursements to Firefly.

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

- Field data collection, fiber design, aerial and underground construction, fiber splicing and installations are underway.
- 173,462 linear feet of fiber completed.
- 500 passings.

Site Visits: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On September 18, TJPDC staff observed fiber splicing and installation at the Miller School in Albemarle County.

b. **TRANSPORTATION**

General

- Staff will serve on the stakeholder committee for six (6) upcoming studies conducted by the Virginia Department of Transportation (VDOT) and the Office of Intermodal Planning and Investment (OIPI). The Study locations include:

US 29 at Airport Rd	Albemarle	Project Pipeline
US 29 at I-64 Exit 118	Albemarle	STARS
Preston and Ridge-McIntire	Charlottesville	STARS
US 29 between Matthew Mill Rd (Rt 607) and Frays Mill Rd	Greene/Albemarle	Project Pipeline
US 33 at Shannon Hill	Louisa	Project Pipeline
US 29 and River Rd (VA 6)	Nelson	Project Pipeline

Rural Transportation

- The Rural Long-Range Transportation Plan is underway. The Rural Transportation Advisory Committee (RTAC) will meet November 10, 2026. Staff are in the process of developing a web page to share materials related to the planning effort.

Charlottesville-Albemarle Regional Transit Authority

- The CARTA board met Thursday, September 24, 2026. Agenda items included a discussion on key policy question for the board to consider, an overview of the Northern Virginia Transportation Authority by guest speaker Monica Backmon, and an annual update presentation on the Afton Express.

PATH/Mobility Management

- PATH is working to close federal fiscal year 2025 grants and will prepare a year-end report on activities and impact of the program. Staff continue to hold transportation workshops that have been well received.
- Most recently, staff conducted a travel training workshop for Louisa County High School's Special Education Program. The students learned the transit options available to them, learned how to book their own rides using Jaunt, and took a practice ride on the bus.
- Staff are working to roll out a marketing campaign to advertise the Transportation Assistance Fund (TAF).
- PATH updated its website to provide accessible information about all transportation services available for the residents of Planning District 10. Currently, www.pathva.org is the only website covering all transportation options in the region.

c. **ENVIRONMENT**

Watershed Improvement Program

- Staff submitted an application to the VA Department of Environmental Quality (DEQ) for Watershed Improvement Program Implementation funds to support the implementation of Best Management Practices (BMP) in partnership with the Town of Louisa and the Chesapeake Bay Alliance. The Town of Louisa is in the process of decommissioning an old water pump station. The grant would allow for the design and implementation of a public park with multiple green infrastructure elements. Additionally, staff submitted an application to DEQ to continue the Septic Assistance Program (SAP).

Rivanna River Basin Commission

- The Rivanna River Basin Commission's Annual Conference was held on September 30 at The Center at Belvedere. The conference brought together technical experts, local stewards, policymakers, and community stakeholders to discuss watershed stewardship and access, share innovative approaches to protecting our waterways, and strengthen regional collaboration in support of a healthy Rivanna River Basin.

Rain Barrel Workshops

- Staff are supporting rain barrel workshops to be held in Fluvanna, Greene, Louisa, and Albemarle County.
    1. **Thursday, October 8, 2026, at 6PM** - Rain Barrel Workshop in Fluvanna - Cunningham Creek Winery **Registration link:** Rain Barrel Workshop at Cunningham Creek Winery
    2. **Thursday, October 15, 2026, at 6PM** - Rain Barrel Workshop in Louisa - Callie Opie's Orchard - Rain Barrel Workshop – Thomas Jefferson Soil and Water Conservation District
    3. **Thursday, October 22, 2026, at 6PM** - Rain Barrel Workshop in Albemarle - James River Brewery **Registration link:** Rain Barrel Workshop at James River Brewery
    4. **Thursday, October 29, 2026, at 6pm** - Rain Barrel Workshop in Greene - VCE Office in Ruckersville

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 opportunities for comment.

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

d. **HOUSING**

Regional Housing Partnership

- The quarterly meeting of the Regional Housing Partnership was held on September 23, 2026. Ryan Price from Virginia REALTORS presented on the state of the economy and the impacts to the for-sale housing market in Virginia compared to the state and nation.
- The RHP's bi-annual Housing summit will be held April 15, 2026, at the OMNI in Charlottesville. The tagline for the event is "Shared Investment in Community." Staff are working diligently to develop the sponsorship materials, to apply for grants to support the event, and to secure speakers for various topics determined by the event's steering committee.

HOME/HOME-ARP

- Staff prepared and submitted the required year-end reports to HUD.

9. Other Business

a. Round Table Discussion by Jurisdiction
b. Next Meeting – November 5, 2026
Items for next meeting:
i. Finance/Executive Committee Meeting – Audit Review
ii. FY26 Annual Financial Audit Report and Acceptance
iii. September Financials; Quarter 1 (July-Sept) Financial Report
iv. Annual DHCD Funding Agreement
v. Regional Water Supply Planning Update
vi. Regional Housing Study – Presentation – Regional Strategies
vii. Resolution Authorizing Signing DRPT Mater Agreement

10. 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.