

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/81473901462>

Meeting ID: 814 7390 1642

By call-in: 1(301) 715-8592#

1. **Call to Order**
 - a. Call to Order, Roll Call – *Chair Gallaway, Ruth Emerick* 7:00 – 7:00
 - b. Vote to Allow Electronic participation, if needed – *Ruth Emerick*
2. **Matters from the Public**
 - a. Comments by the public are limited to no more than 2 minutes per person. 7:00 – 7:10
 - b. Comments provided via email, online, web site, etc. (*Read by Ruth Emerick*)
3. **Presentations**
 - a. RideShare CAP Strategic Plan Update – *Sara Pennington* 7:10 – 7:20
 - b. FY25 CA-MPO Unified Planning Work Program and Presentation – *Christine Jacobs* 7:20 – 7:25
 - c. Blue Ridge Cigarette Tax Board Update – *David Blount* 7:25 – 7:35
4. *** Consent Agenda** 7:35 – 7:40
 Action Items:
 - a. * Minutes of March 7, 2024, Meeting
 - b. * February Financial Reports
 - i. February Report
 - ii. February Consolidated Profit & Loss Statements
 - iii. February Comparative Balance Sheets
 - iv. February Accrued Revenue Report
 - c. *FY25 Rural Transportation Work Program and Budget, Resolution
5. ***New Business**
 - a. Appointment of Nominating Committee for Officers – *Ned Gallaway* 7:40 – 7:50
 - b. *Appointment to GO Virginia Region 9 Council – *Christine Jacobs* 7:50 – 8:00
 - c. * Move Safely Blue Ridge Resolution of Commitment to Supporting Roadway Safety Goals – *Christine Jacobs* 8:00 – 8:05
 - d. FY25 Draft Operating Budget – *Christine Jacobs* 8:05 – 8:20
 - i. FY25 Operating Budget Totals, Revenues, and Local Contributions
 - ii. FY25 Operating Budget Memo
 - iii. FY25 Operating Budget Presentation
6. **Old Business**
 - a. Executive Director Evaluation Process Next Steps – *Ned Gallaway* 8:20 – 8:25
7. **Executive Director’s Report**
 - a. Monthly Report – *Christine Jacobs* 8:25 – 8:30
8. **Other Business**
 - a. Roundtable Discussion by Jurisdiction 8:30 – 8:55
 - b. Tentative Items for Next Meeting – May 2, 2024
 Items for Next Meeting:
 - i. FY25 Operating Budget Resolution – For Consideration/Approval
 - ii. TJPDC Officer Slate Notice from Nominating Committee
 - iii. Quarter 3 (Jan – March) Financial Report
 - iv. Comprehensive Economic Development Strategy (CEDS) Plan for Consideration/Approval
 - v. Executive Director Evaluation (Closed Session)
9. ***ADJOURN** 8:55



Designates Items to be Voted On

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpd.org or visit the website www.tjpd.org.

TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Mike Pruitt	Albemarle County
Tony O’Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Philip d’Oronzio	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Administrative Assistant
Isabella O’Brien	Regional Environmental Planner
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Davy Sell	AmeriCorps VISTA Member - Housing

OVERVIEW OF THE COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN

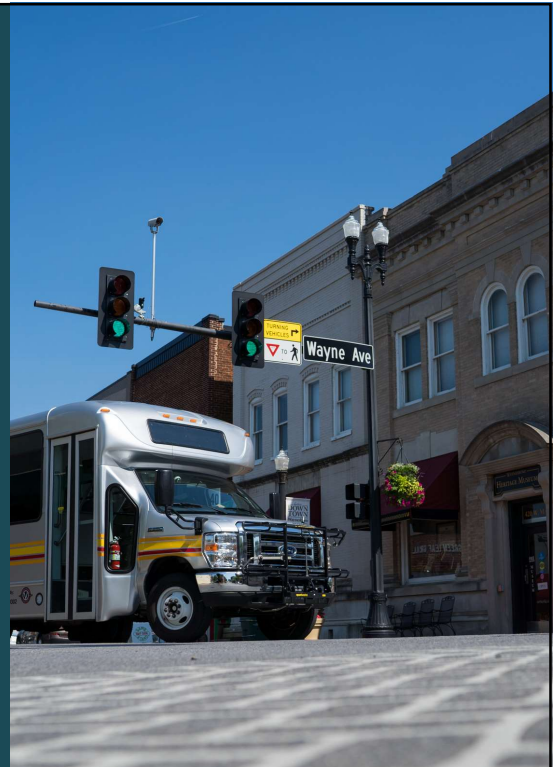


INSERT DATE
INSERT TIME

1

CAPSP Purpose

- CAPSP aims to evaluate and update commuter assistance programs to meet evolving mobility needs effectively and efficiently.
- Replaces Transportation Demand Management Plan (TDMP) for agencies required to complete one.
- Provides foundation for future funding requests, guiding agency programming and grant application processes.



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Components of the CAPSP



Assessment of changing travel demand, mobility, and transportation needs.



Evaluation and update of existing programs and services.



Strategic planning for restructuring commuter assistance programs.



Alignment with future funding requests and grant application processes.

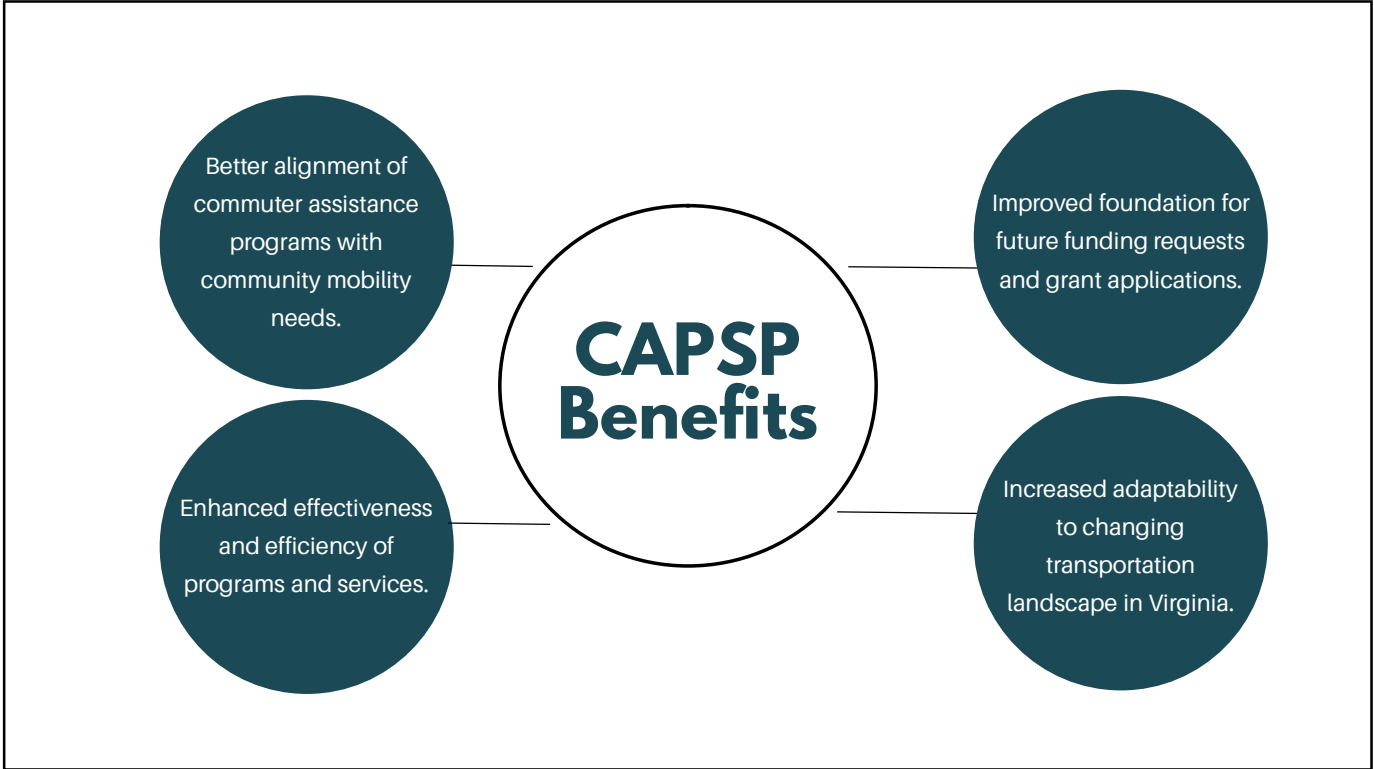
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Integration with DRPT Grant Program



- CAPSP directly informs applications for DRPT’s grant programs.
- DRPT application review includes assessment of relationship between CAPSP and grant application.
- CAPSP guides future funding requests, but funding not guaranteed by DRPT.

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- 1 **COMMUTER ASSISTANCE PROGRAM OVERVIEW**
- 2 **SERVICE AREA DEMOGRAPHICS AND CHARACTERISTICS**
- 3 **STRATEGIC VISION, GOALS, AND OBJECTIVES**
- 4 **TARGET MARKETS AND CUSTOMERS**
- 5 **OPERATIONAL PLAN**
- 6 **FINANCIAL PLAN**
- 7 **MONITORING AND EVALUATION PLAN**
- 8 **USE OF RESEARCH AND DATA**

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Chapter One

Commuter Assistance Program

Overview

- History of the program
- Type of Governance
- Program Structure
- Program Service Area

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Chapter 2: Demographics and Characteristics



DEMOGRAPHICS

Population, household, employment, and workforce demographics.



TRAVEL PATTERNS

Travel patterns of residents and workers.



EXISTING SERVICES

Inventory of existing CAP services.



EXISTING FACILITIES

Inventory of existing CAP facilities, like park and ride lots.

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**Chapter 2
Data
Collected**

Workforce Population Data

PDC	Jurisdiction	Population Estimate	Proportion of Service Area Population
TJPDC	Greene County	21,423	3.7
	Charlottesville City	46,740	8.1
	Albemarle County	115,941	20.2
	Louisa County	40,070	7.0
	Fluvanna County	28,056	4.9
CSPDC	Nelson County	14,693	2.6
	Augusta County	78,373	13.6
	Bath County	4,065	0.7
	Buena Vista City	6,598	1.1
	Harrisonburg City	51,870	9.0
	Highland County	2,205	0.4
	Lexington City	7,414	1.3
	Rockbridge County	22,642	3.9
	Rockingham County	85,620	14.9
	Staunton City	26,016	4.5
Waynesboro City	22,669	3.9	
Service Area Population		574,395	100%

PDC	Jurisdiction Name	Total Population	Employed Civilian Population (Aged 16+)	Percent of Employed Civilian Population in Service Area Workforce
TJPDC	Greene County	21,423	10,735	3.8%
	Charlottesville City	46,740	24,331	8.6%
	Albemarle County	115,941	57,191	20.2%
	Louisa County	40,070	19,619	6.9%
	Fluvanna County	28,056	12,814	4.5%
CSPDC	Nelson County	14,693	6,828	2.4%
	Augusta County	78,373	39,340	13.9%
	Bath County	4,065	1,972	0.7%
	Buena Vista City	6,598	3,541	1.3%
	Harrisonburg City	51,870	25,258	8.9%
	Highland County	2,205	961	0.3%
	Lexington City	7,414	2,905	1.0%
	Rockbridge County	22,642	10,989	3.9%
	Rockingham County	85,620	42,252	15.0%
	Staunton City	26,016	12,624	4.5%
Waynesboro City	22,669	11,191	4.0%	
Service Area Total		574,395	282,551	100%

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**Chapter 2
Data
Collected**

Employer Data

Jobs by NAICS Industry Sector	Percent of TJPDC Region	Percent of CSPDC Region
Agriculture, Forestry, Fishing and Hunting	0.8%	1.1%
Mining, Quarrying, and Oil and Gas Extraction	0.1%	0.1%
Utilities	1.4%	0.5%
Construction	5.4%	6.5%
Manufacturing	4.4%	16.2%
Wholesale Trade	2.1%	4.0%
Retail Trade	9.7%	10.7%
Transportation and Warehousing	2.7%	6.1%
Information	1.6%	1.2%
Finance and Insurance	2.5%	1.7%
Real Estate and Rental and Leasing	1.7%	1.1%
Professional, Scientific, and Technical Services	7.4%	2.7%
Management of Companies and Enterprises	1.8%	1.3%
Administration & Support, Waste Management and Re	4.7%	3.3%
Educational Services	17.8%	13.7%
Health Care and Social Assistance	18.4%	13.9%
Arts, Entertainment, and Recreation	2.1%	0.7%
Accommodation and Food Services	8.2%	9.3%
Other Services (excluding Public Administration)	4.0%	2.6%
Public Administration	3.1%	3.2%

50 Largest Employers

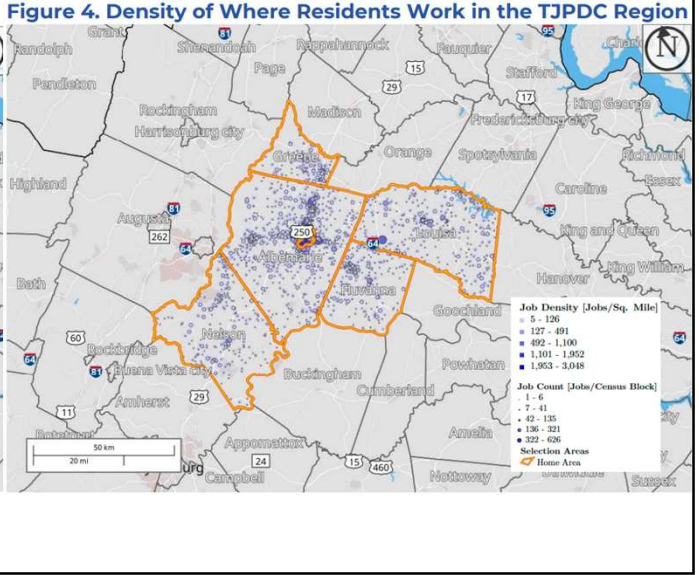
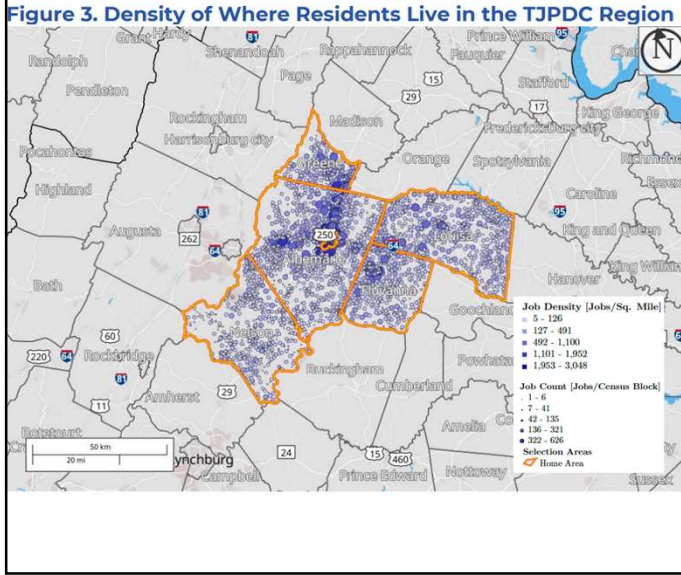
- University of Virginia / Blue Ridge Hospital
- County of Albemarle
- Wal Mart
- Sentara Healthcare
- UVA Health Services Foundation
- City of Charlottesville
- Louisa County Public School Board
- Dominion Virginia Power
- U.S. Department of Defense
- Food Lion
- Charlottesville City School Board
- Fluvanna County Public School Board
- Mmr Constructors Inc
- Crutchfield Corporation
- Sevicolink Management Com Inc
- Region Ten Community Services
- Lowes' Home Centers, Inc.
- Greene County School Board
- Atlantic Coast Athletic Club
- Klockner Pentaplast America
- Farmington Country Club
- Aramark Campus LLC
- Northrop Grumman Corporation
- Boar's Head Inn
- County of Louisa
- Postal Service
- Morrison Crothall Support
- State Farm Mutual Automobile Insurance
- Wegmans Store #07
- Piedmont Virginia Community College
- Nelson County School Board
- Wintergreen Resort
- Thomas Jefferson Memorial
- Rmc Events
- Historic Hotels of Albema
- Westminster Canterbury of the Blue Ridge
- Pharmaceutical Research Association
- ADP Totalsource Co XXII Inc
- McDonald's
- Assoc for Investment Management
- Fluvanna Correctional Center
- Kroger
- Harris Teeter Supermarket
- WillowTree Apps
- Faulconer Construction Company
- VDOT
- Integrity Cleaning Service LLC
- Apex Wind Energy Inc.
- Capital IQ Inc
- GE Fanuc Automation North Corporation

Source: Virginia Employment Commission, Economic Information & Analytics, Quarterly Census of Employment and Wages (QCEW), 3rd Quarter (July, August, September) 2023.

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**Chapter 2
Data
Collected**

Commuting Data



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**Chapter 3:
Vision, Goals,
and Objectives**

Mission

Connecting people to inclusive and sustainable transportation alternatives in order to increase mobility and enhance quality of life.

Vision

To be the trusted resource where regional travelers come to find sustainable, relevant solutions for transportation.

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Chapter 3: Vision, Goals, and Objectives

Goals

1. Reduce single-occupancy vehicle trips.
2. Encourage utilization of trip planning tools.
3. Build and maintain relationships with community stakeholders to promote regional collaboration around transportation solutions.
4. Educate community members on TDM as a solution to increased mobility and access throughout the service area.

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Chapter 4: Target Markets and Customers

- Commuters from the CSPDC region
- Commuters within the TJPDC region
- Commuters from an outside region to the TJPDC region

How to identify

- Create a customer persona/profile
 1. What are the motivators or benefits?
 2. What are the barriers?
 3. What can be done to shift behavior?

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Upcoming Chapters

- **Chapter 5: Operational Plan**
 - How we intend to implement the plan
- **Chapter 6: Financial Plan**
 - How we intend to try and fund plan objectives
- **Chapter 7: Monitoring and Evaluation Plan**
 - How we intend to monitor and evaluate the CAP
- **Chapter 8: Use of Research and Data**
 - How we used our data and where it came from

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Next Steps

- Finalize target markets and customer and the operational plan.
- Work with TJPDC to determine the financial plan.
- Craft the monitoring and evaluation plan.
- Launch! to deliver final draft of the CAPSP by July 12, 2024.

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Unified Planning Work Program (UPWP)

Fiscal Year 2025
July 1, 2024 – June 30, 2025
Approved April XX, 2024

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



PREFACE

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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INTRODUCTION

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2025. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

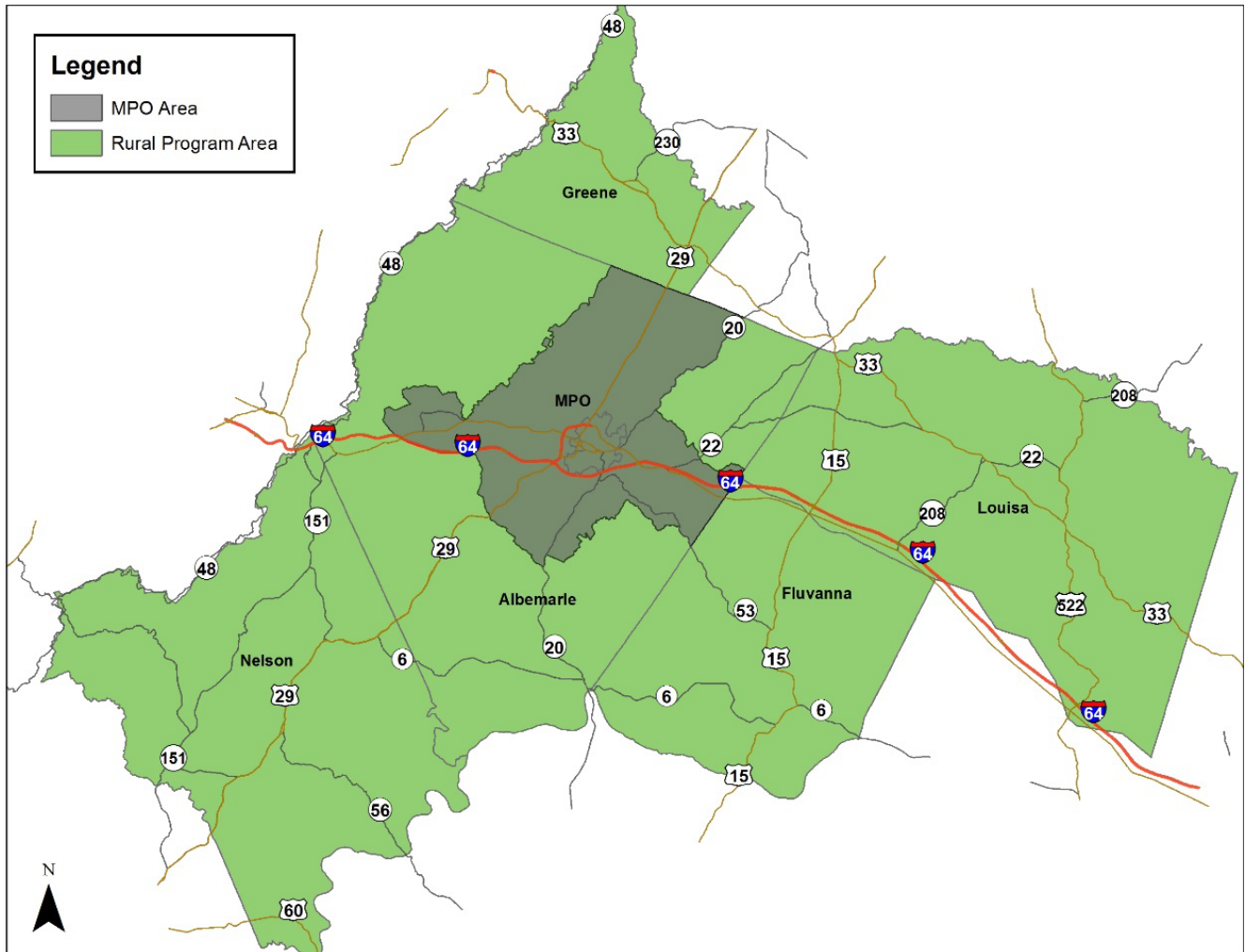
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPD), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (**Attachment A**).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, Jaunt, UVA, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), the Thomas Jefferson Planning District Commission, and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPD, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate, and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO develops its UPWP each spring. It outlines the transportation studies and planning efforts to be conducted during the upcoming fiscal year (July 1 – June 30). The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long-range planning process. Federal law requires the MPO to address eight basic planning factors in the metropolitan planning process. These eight planning factors are used in the development of any plan or other work of the MPO, including the Work Program, and are as follows:

- *Economic Vitality*: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- *Safety*: Increase the safety of the transportation system for motorized and non-motorized users.
- *Security*: Increase the security of the transportation system for motorized and non-motorized users.
- *Accessibility/Mobility*: Increase the accessibility and mobility of people and freight.

- *Environmental Quality:* Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- *Connectivity:* Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- *Efficiency:* Promote efficient system management and operation.
- *Maintenance:* Emphasize the preservation of the existing transportation system.

MPO Transportation Infrastructure Issues and Priorities

In addition to the eight planning factors identified by FHWA and FTA, the issues listed below (in no particular order) have been identified by the MPO, its transportation planning partners, and the public throughout the metropolitan planning process. These issues are interconnected components of effective regional transportation planning, and collectively create the planning priorities facing the CA-MPO that will be addressed through the Work Program tasks and deliverables.

The following issues call for a need to:

- Expand and enhance transit, transportation demand management strategies including ridesharing services, and parking strategies to provide competitive choices for travel throughout the region.
- Improve mobility and safety for the movement of people and goods in the area transportation system.
- Improve strategies to make the community friendly to bicycles and pedestrians, particularly the mobility and safety of bicyclists and pedestrians, as well as access to transit, rail and transit/rail facilities.
- Take more visible steps to better integrate transportation planning with local government land use plans, with a goal of creating patterns of interconnected transportation networks and long-term multimodal possibilities such as non-vehicular commuter trails, intercity rail, and right-of-way corridors for bus ways.
- Ensure that new transportation networks are designed to minimize negative impacts on the community and its natural environment, and to save money.
- Encourage public involvement and participation, particularly addressing environmental justice and Title VI issues.¹
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation.

¹ The 1994 Presidential Executive Order directs Federal agencies to identify and address the needs of minority and low-income populations in all programs, policies, and activities.

Public Participation/Title VI and Environmental Justice

The MPO makes every effort to include minority, low-income, and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the MPO's efforts to include these populations. In addition to the UPWP, the MPO also maintains a Public Participation Plan and a Title VI/Environmental Justice Plan. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans state that the MPO must make all official documents accessible to all members of our community. The Title VI/Environmental Justice Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the MPO's annual goals and processes for regional transportation planning.

Funding

Two federal agencies fund the MPO's planning activity. This includes FHWA's funds, labeled as "PL," and FTA, labeled as "FTA." The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC, to carry out MPO staffing and the 3c process. The CA-MPO budget consists of 10% local funds, 10% state funds, and 80% federal funds.

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials "SPR." The total budget for SPR items reflects 80% federal funds and 20% state funds. **Attachment B** shows the tasks to be performed by VDOT's District Staff, utilizing SPR funds. VDOT's Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies, and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participate actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY25 Work Program Budget. These tables outline the FY25 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY25 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-25 PL-FHWA/VDOT Funding	\$ 229,369	\$ 28,671	\$ 28,671	\$ 286,711
FY-23 PL-FHWA/VDOT Passive Rollover	\$ 28,654	\$ 3,582	\$ 3,582	\$ 35,818
FY-24 PL-FHWA/VDOT Active Rollover				
FY-24 PL-FHWA/VDOT Total	\$ 258,023	\$ 32,253	\$ 32,253	\$ 322,529
FY-25 FTA/DRPT Funding	\$ 104,959	\$ 13,120	\$ 13,120	\$ 131,199
FY-24 FTA/DRPT Active Rollover				
FY-25 FTA/DRPT Total	\$ 104,959	\$ 13,120	\$ 13,120	\$ 131,199
PL-FHWA/VDOT + FTA/DRPT Total	\$ 362,982	\$ 45,373	\$ 45,373	\$ 453,728
VDOT SPR	\$ 136,000	\$ 34,000	\$ -	\$ 170,000
Total FY25 Work Program	\$ 498,982	\$ 79,373	\$ 45,373	\$ 623,728

FY25 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	18.51%	58.37%	23.12%	100%
FY-25 PL-FHWA/VDOT Funding	\$ 62,500	\$ 166,211	\$ 68,000	\$ 296,711
FY-23 PL-FHWA/VDOT Passive Rollover	\$ -	\$ 35,818	\$ -	\$ 35,818
FY-24 PL-FHWA/VDOT Active Rollover	\$ -	\$ -	\$ -	\$ -
PL-FHWA/VDOT Total	\$ 62,500	\$ 192,029	\$ 68,000	\$ 322,529
FY-25 FTA/DRPT Funding	\$ 21,500	\$ 72,799	\$ 36,900	\$ 131,199
FY-24 FTA/DRPT Active Rollover	\$ -	\$ -	\$ -	\$ -
FTA/DRPT Total	\$ 21,500	\$ 72,799	\$ 36,900	\$ 131,199
PL-FHWA/VDOT + FTA/DRPT Total	\$ 84,000	\$ 264,828	\$ 104,900	\$ 453,728
VDOT SPR	\$ 50,000	\$ 60,000	\$ 60,000	\$ 170,000
Total FY25 Work Program	\$ 134,000	\$ 324,828	\$ 164,900	\$ 623,728

HIGHLIGHTS OF FY25 UPWP

The CA-MPO conducted several projects and initiatives in FY24. Below are highlights from that year, helping to give context for the FY25 activities.

SMART SCALE

The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY24, CA-MPO staff followed the comprehensive review of the SMART SCALE program and provided regular updates and presentations to MPO stakeholders regarding proposed changes. The CA-MPO selected projects and prepared pre-applications to be submitted as final applications in FY25.

2050 Long Range Transportation Plan

MPO staff completed the five-year update of the Long-Range Transportation Plan (LRTP), utilizing the new needs identification process that was developed through the Office of Intermodal Planning and Investment's Growth and Accessibility Planning technical assistance grant.

Comprehensive Safety Action Plan

In FY24, MPO staff worked on the process of finalizing the FHWA contract and officially launching the multi-jurisdictional effort to complete a Comprehensive Safety Action Plan. The project is largely funded through a US DOT Safe Streets and Roads for All Discretionary Grant with additional support for MPO staff programmed into the UPWP and the Rural Transportation Work Programs. The project will be completed near the end of FY25.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY24, staff completed a Regional Transit Governance Study through a DRPT Technical Assistance Grant. The Regional Transit Governance Study provides guidance on the appropriate governing and funding structure for a transit authority.

Transportation Improvement Program (TIP)

MPO continued to maintain the TIP in collaboration with VDOT, DRPT, Jaunt, and CAT, and corrected a long-standing inconsistency by removing Jaunt's funding allocations from inclusion in the TIP document.

National Transportation Performance Measures

Performance Based Planning and Programming requirements for transportation planning are laid out in the Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures, in coordination with the Virginia Department of Transportation (VDOT) and the Virginia

Department of Rail and Public Transit (DRPT), and these measures are used to help in the prioritization of TIP and Long-Range Transportation Plan projects. In FY24, the MPO Policy Board voted to adopt safety targets based on regionally specific trends.

Grant Applications

MPO staff prepared applications for federal funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to complete the preliminary engineering phase of a bicycle and pedestrian bridge across the Rivanna River. Additionally, MPO staff applied for funding through to the 5310 Mobility Management Program to develop a regional one-call-one-click center to provide support for seniors and individuals with disabilities to access transportation services.

Title VI/Public Participation

In FY23 and FY24, MPO Staff continued improving implementation of the Title VI plan in conformance with feedback received from VDOT.

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FY25 UPWP ACTIVITIES BY TASK

Task 1: Administration

Total Funding: \$84,000

PL Funding: \$62,500

FTA Funding: \$21,500

A) Reporting and Compliance with Regulations

PL Funding: \$14,000

FTA Funding: \$8,000

There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY25 Unified Planning Work Program Implementation;
- FY26 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the use of legal counsel, accounting, and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: \$24,000

FTA Funding: \$8,000

TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, public notice, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

- Staff committees;

- Maintain memberships on committees;
- Issue public notices and mailings;
- Issue notice of Public Hearings, when appropriate; and,
- Maintain committee information on the TJPDC/MPO Website.

C) Information Sharing

PL Funding: \$24,500

FTA Funding: \$5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. MPO staff will provide data and maps to State and Federal agencies, localities, and the public as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional, and state efforts with special studies, projects, and programs. Staff will also conduct ongoing intergovernmental discussions, coordinate transportation projects, and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit, and environmental topics.

Additional funding is provided in this task to complete a comprehensive overhaul of the CA-MPO website, consistent with the recent updates to the TJPDC website. This update will allow staff to manage the website content more directly, as well as provide continuity among the TJPDC's program areas.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Participate in local Land Use and Environmental Planning Committee (LUEPC) meetings, when relevant to MPO topics/projects;
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,

- Maintain and update the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$264,828

PL Funding: \$192,029

FTA Funding: \$72,799

A) Comprehensive Safety Action Plan

PL Funding: \$50,000

FTA Funding: \$0

In FY23, the TJPDC applied for and was awarded a Safe Streets and Roads for All (SS4A) discretionary grant to develop a Comprehensive Safety Action Plan for all jurisdictions within the TJPDC region. To best leverage the funding for the grant, the TJPDC staff are providing additional support for the development of this safety action plan through both the Unified Planning Work Program and the Rural Work Program. The Comprehensive Safety Action Plan will develop a better understanding of crash risk factors throughout the regional transportation system and identify strategies specific to improving safety outcomes taking a multi-faceted approach that includes infrastructure improvements, enforcement practices, information sharing, education.

The Comprehensive Safety Action Plan will consider the safety needs for all modes of transportation and will include significant public outreach as part of the scope, allowing strong emphasis on equity considerations in developing recommended priorities. This activity demonstrates compliance with the required Complete Streets planning activities found in IJJA/BIL § 11206.

End Products:

- Analysis of regional crash data detailing the high injury networks and multi-modal system deficiencies to provide better understanding of factors that contribute to crashes developed in support with VDOT's Highway Safety Improvement Program;
- The coordination of a stakeholder group to provide feedback on planning process and considerations;
- Implementation of a public engagement strategy to conduct robust and comprehensive outreach throughout the region;
- Prioritized strategies for each locality, as well as regional priorities;
- Support with project development and SS4A implementation applications for the City of Charlottesville and the County of Albemarle; and
- Template for ongoing monitoring and reporting of regional safety data.

B) Travel Demand Management Study

PL Funding: \$60,000

FTA Funding: \$15,000

Through the development of the 2050 Long Range Transportation Plan, the MPO identified the need to complete a comprehensive travel demand management study to identify long-term initiatives that would reduce the increase in vehicle miles traveled specifically within the Charlottesville City limits. This study will provide a high-level understanding of travel demand factors, and support the identification of longer-term infrastructure and transit service improvements needed to support mode-shift for those traveling into the downtown areas.

End Products:

- Synthesis of existing studies that have been previously completed in the region;
- Comprehensive data analysis providing understanding of trip origin and destination;
- Determination of primary traffic generators;
- Assessment of existing parking capacity within the City of Charlottesville;
- Review of regional transportation demand model to determine future growth impacts;
- Identification of general park and ride infrastructure needed to accommodate future traffic volumes; and
- Identification of needed transit service improvements and bicycle/pedestrian infrastructure to support travel within downtown area from parking facilities.

C) Regional Transit Authority

PL Funding: \$0

FTA Funding: \$54,799

The Thomas Jefferson Planning District Commission completed the Regional Transit Governance Study in FY24. There is an expressed desire to move forward with the next steps of activating the existing authority under the previously established legislation and to continue efforts to pursue legislative action by the General Assembly.

End Products:

- Administrative support for meetings and correspondence;
- Identify and apply for funding opportunities to support the initiative;
- Ongoing MPO staff support to draft organizational documents such as by-laws to support the activation of the Charlottesville-Albemarle Regional Transit Authority (CARTA);
- Engagement with local stakeholders to determine interest in participation in CARTA;
- Engagement with statewide and external points of contact to define goals and identify priority initiatives that should be pursued in support of the establishment of CARTA; and
- Preparing and supporting requests for legislative action by the General Assembly.

D) Travel Demand Model Update

PL Funding: \$10,000

FTA Funding: \$0

VDOT maintains and updates the regional travel demand model for the Charlottesville-Albemarle MPO area. Following the required schedule, CA-MPO's model update began in FY24

and continues into FY25. MPO staff will coordinate with local government staff and VDOT to provide needed data and inform updates to the model.

- Coordinate meetings between local and state stakeholders related to model assumptions and data needs;
- Support the collection and gathering of regional data, as needed;
- Coordinate with local government staff to provide feedback on growth projections and land use decisions; and
- Review drafts of the travel demand model and provide feedback on any requested changes.

E) Pedestrian Navigation of Innovative Intersections

PL Funding: \$20,000

FTA Funding: \$0

The implementation of innovative intersections such as roundabouts, R-cuts, and diverging diamond interchanges are increasingly used as cost-effective solutions to address roadway safety and operational needs. The outcome of this project will be a resource guide specifically for understanding the impacts of innovative intersections on bicycle and pedestrian travel.

- Identify innovation intersection used and planned in Virginia;
- Research existing resources on bicycle and pedestrian considerations in innovative intersections;
- Develop resource guide on impacts.

End Product:

- User-friendly resource guide on the impacts of innovative intersections on bicycle and pedestrian travel.

F) On-call Services/Contingencies

PL Funding: \$52,029

FTA Funding: \$3,000

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. Costs may be incurred to identify and initiate contractual arrangements. MPO staff began exploring an on-call consultant program in FY24 to provide efficient access to technical consultants as needed. MPO staff will finalize development of the on-call consultant program in FY25 if support continues to exist.

This task may also be used to support the development of grant applications that may present themselves outside of the normal application cycles.

- Transportation study or planning effort, as requested, that can be used as a basis for implementing short-term and long-term transportation solutions;
- Development and submission of grant applications;

- Development of desired services that an on-call consultant program can provide; and
- A contract or contracts with consultant(s) procured to provide on-call services to the MPO, TJPDC, and/or partner localities.

Task 3: Short Range Planning

Total Funding: \$104,900

PL Funding: \$68,000

FTA Funding: \$36,900

A) Transportation Improvement Program (TIP)

PL Funding: \$5,000

FTA Funding: \$2,000

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. In fact, any federally funded transportation project within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: implementing agency; location/service area; cost estimates; funding sources; funding amounts actual or scheduled for allocation; type of improvement, and; other information, including a required overall financial plan.

MPO staff prepared the FY24-FY27 TIP adopted by the Policy Board in FY23. This task will support the ongoing maintenance and update of the developed TIP.

End Products:

- Process the Annual Obligation Report;
- Process TIP amendments and adjustments; and
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations.

B) SMART SCALE & Other Grant Planning and Support

PL Funding: \$35,500

FTA Funding: \$10,400

MPO staff will continue to work with VDOT, DRPT, and City and County staff to identify appropriate funding sources for regional priority projects. MPO staff will coordinate with localities and VDOT to identify potential SMART SCALE projects and support engagement needed to prepare those projects for Round 7 applications (2026).

End Products:

- Provide regular updates to the MPO committees regarding the process of developing SMART SCALE applications for Round 7;
- Support application development through coordination with VDOT pipeline projects and evaluation of previously identified high-priority projects that remain unfunded;

- Review performance of applications submitted in Round 6 and review projects for consideration in Round 7; and
- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Travel Demand Management/Transit/Bike/Ped Support

PL Funding: \$8,500

FTA Funding: \$8,500

The RideShare program, housed by the TJPDC, is an essential program of the MPO’s planning process. The Regional Transit Partnership was established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements, as requested;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville, Albemarle County, UVA, and with the rural localities; and
- Integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: \$2,000

FTA Funding: \$1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:

- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;

- Complete all documentation notifying the state of the adopted safety and performance targets; and
- Update the TIP when updated performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

There is high regional interest in improving transit and passenger rail for the Charlottesville-Albemarle urbanized areas. This task supports the engagement of the CA-MPO with the state and intra-regional stakeholders in transit and rail planning.

End Products:

- Participate in statewide initiatives to expand and improve transit and rail service to the Charlottesville region; and
- Prepare and submit planning and implementation grant applications for transit and rail projects as opportunities are identified.

F) CTAC, Public Participation, and Title VI

PL Funding: \$17,000

FTA Funding: \$10,000

TJPDC staff will participate in and help develop community events and educational forums such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations, including maintenance and implementation of the agency Title VI Plan. The TJPDC will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:

- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan, as needed;
- Review Public Participation Plan, as needed;
- Implement processes in compliance with Title VI Plan, Environmental Justice Plan, and Public Participation Plan;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved

communities;

- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

PUBLIC PARTICIPATION PROCESS

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided February 28, 2024
- Revised Draft provided March 26, 2024

MPO Technical Committee:

- Initial Draft provided March 19, 2024

CTAC Committee:

- Initial Draft provided March 20, 2024
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Online Posting

Posted as part of MPO meeting agendas for:

February 28, 2024
March 19, 2024
March 20, 2024
March 26, 2024
April 16, 2024
April XX, 2024

Posted on TJPDC.org: April 3, 2024 for 15 day public comment period

State Review

Draft submittal for VDOT review/comment: April 16, 2024

Draft submittal for DRPT review/comment: April 16, 2024

Review of Final FY25 UPWP

MPO Technical Committee: April 16, 2024

Citizen Transportation Advisory Committee (CTAC): April XX, 2024

MPO Policy Board: April 24, 2024

GLOSSARY OF ACRONYMS

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RAISE	USDOT Rebuilding American Infrastructure with Sustainability and Equity
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SS4A	Safe Streets and Roads for All (USDOT Discretionary Grant)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone

TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

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Appendix

Attachment A: Memorandum of Understanding (2019)

Attachment B: Tasks Performed by VDOT

Attachment C: PL-FHWA/VDOT and FTA/DRPT Section 5303

Attachment D: Resolution

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**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES
FOR THE CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING
AREA**

This agreement is made and entered into as of _____, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State, the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO; and the City of Charlottesville, the Charlottesville Area Transit Service, Albemarle County and JAUNT, Inc. hereinafter referred to as the Public Transportation Providers; and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#), and

WHEREAS, the regulations at [23 CFR 450.314](#) direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Charlottesville-Albemarle metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

Article 1

Planning and Modeling Boundaries

The MPO is responsible as the lead for coordinating transportation planning and programming in the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the City of Charlottesville and a portion of Albemarle County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after

each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2

MPO Structure & Committees

The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the MPO Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and MPO Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance-based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Public Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by [23 CFR 450.336](#), The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act requirements which affect public bodies under the Code of Virginia at [2.2-3700 et sequel](#).

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and
- Locally elected officials representing each County, independent City, Town or other appropriate representation within the metropolitan transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The MPO Technical Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the MPO Technical Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and MPO Technical Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meetings and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3

Unified Planning Work Program (UPWP)

Transportation planning activities anticipated within the Charlottesville-Albemarle Metropolitan Planning Area during the next one or two year period shall be documented and prepared annually by the Staff and the MPO Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in

transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

Article 4

Participation Plan

The Policy Board shall adopt and maintain a formal, written Public Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5

Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR 450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and Public Transportation Provider(s) in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6

Financial Planning and Programming, and Obligations

The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR 450.324 and 450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues

for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

Within 90 days after the close of the federal fiscal year the State and the Public Transportation Provider(s) shall provide the MPO with information for an Annual Obligation Report (AOR). This report shall contain a listing of projects for which federal highway and/or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the AOR in accordance with the MPO's public participation plan criteria for the TIP.

Article 7

Performance-Based Metropolitan Planning Process Responsibilities

The MPO

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region's metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO's performance based planning activities in the MPO UPWP.

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the state(s) and Public Transit Provider(s) of whether the MPO: 1) has selected “to contribute toward the accomplishment” of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the Public Transportation Provider(s) or the MPO for use in the MPO’s planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects “to contribute toward the accomplishment” of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO’s metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area’s performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO’s

transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

The State

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB's public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target

adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.


The Public Transportation Provider(s)

For the metropolitan areas, Public Transportation Providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Provider(s) to ensure consistency with the performance targets that Public Transportation Providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. The Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate, as appropriate, to adequately inform and enable the MPO(s) to establish and/or update metropolitan planning area transit target(s) no later than 180 days thereafter, as required by performance-based planning process.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

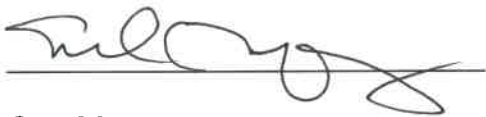


Chair
Charlottesville-Albemarle
Metropolitan Planning Organization


WITNESS BY 
DATE 7/25/18

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____
DATE _____




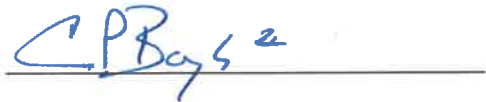
City Manager
City of Charlottesville for
Charlottesville Area Transit

WITNESS BY 
DATE 1/2/2019

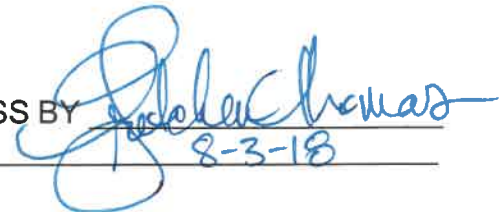


Executive Director
Jaunt, Inc.

WITNESS BY 
DATE 12/10/2018



Executive Director
Thomas Jefferson
Planning District Commission

WITNESS BY 
DATE 8-3-18

Attachment B: Memorandum of Understanding



County Executive
Albemarle County

WITNESS BY Cheryl Skoer
DATE 12/17/2018

ATTACHMENT – A
Charlottesville/Albemarle Urbanized Area
FY-2024 Unified Planning Work Program
VDOT Input

State Planning and Research (SPR) Funds Available \$ XXX,XXX

Task 1.0 Administration of the Continuing Urban Transportation Planning Process (3-C) with the Charlottesville-Albemarle MPO

Budgeted \$XX,XXX

- Preparation for and attend:
 - MPO Policy Board Committee Meeting;
 - MPO Technical Committee as the VDOT Representative;
 - MPO Citizen Transportation Advisory Committee (CTAC), and
 - Various other local and jurisdictional committee meetings as necessary.
- Preparation of PL funding agreements and addenda.
- Review and process billing invoices and progress reports.
- Process adjustments and amendments to the FY-2021-24 TIP and FY 2034-2027 TIP.
- Review Performance Measure and assist with target setting.
- Review road plans for conformance with current transportation plan.
- Conduct Federal-Aid/Functional Classification System reviews.
- Coordinate multi-modal activities and maintain/update inventory datasets.
- Assist with the updates of the Public Participation Plan, Title VI/Environmental Justice Plan, and other regional plans as needed.
- Monitor regional travel.
- Assist with studies and project development/review.
- Review local and regional transportation planning activities and attend public hearings.

Task 2.0 Long-Range Transportation Planning with the Charlottesville-Albemarle MPO

Budgeted \$XX,XXX

- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan.
- Assist the MPO with the updates of the Year 2050 Long-Range Transportation Plan.
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies.
- Evaluate and review comments and respond to concerns relative to transportation planning process.
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies.
- Evaluate planning study efforts as they relate to the NEPA process.

Task 3.0 Short-Range Transportation Planning with the
Charlottesville-Albemarle MPO

Budgeted \$XX,XXX

- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies, Rezoning's and Comprehensive Plan updates and changes
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.

Task 4.0 Coordination with the
Northern Virginia Transportation Authority and Washington Area Council of
Government

Budgeted \$XX,XXX

- Attend various MPO Committee Meeting as necessary;
- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan
- Assist the MPO with the updates of the Year 2045 Long-Range Transportation Plan
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies
- Assist with processing adjustments and amendments to the FY 2022-2027 Six Year Program
- Review Performance Measure and assist with target setting
- Review road plans for conformance with current transportation plan
- Conduct Federal-Aid/Functional Classification System reviews
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local transportation planning activities and attend public hearings
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies

- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies, Rezoning's and Comprehensive Plan updates and changes
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.

Task 5.0 Non-Urbanized/Rural Transportation Planning Program

Budgeted \$XXX,XXX

- Assist in the administration of the Rural Transportation Programs for the Thomas Jefferson Planning District Commission and the Rappahannock-Rapidan Regional Commission.
- Preparation for and attendance at Rural Technical Committee and various other local and jurisdictional committee meetings as necessary
- Review and process billing invoices and progress reports
- Coordinate multi-modal activities and maintain necessary transportation inventory datasets
- Monitor regional travel
- Assist with the updates to the STIP to FY 2024-2027.
- Assist with studies and project development/review.
- Review local and regional transportation planning activities and attend public hearings for compliance with Chapter 729
- Assist the PDCs with the update of the Rural Long-Range Plan and small area plans
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridor, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies
- Review environmental impact reports for impacts to existing and future transportation facilities

Provide advice and support on freight issues and information compilation. VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions,

regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.

Attachment C: PL-FHWA/VDOT Section 5303 and FHWA/VDOT Funding Breakdown

FY25			
	FHWA/VDOT - PL	FTA/DRPT	Total
Task 1: Administration	\$ 62,500	\$ 21,500	\$ 84,000
Reporting and Compliance with Regulations	\$ 14,000	\$ 8,000	\$ 22,000
Staffing Committees	\$ 24,000	\$ 8,000	\$ 32,000
Information Sharing	\$ 24,500	\$ 5,500	\$ 30,000
Task 2: Long Range Transportation Planning	\$ 192,029	\$ 72,799	\$ 264,828
Comprehensive Safety Action Plan	\$ 50,000		\$ 50,000
Travel Demand Management Study	\$ 60,000	\$ 15,000	\$ 75,000
Regional Transit Authority		\$ 54,799	\$ 54,799
Travel Demand Model Update	\$ 10,000		\$ 10,000
Pedestrian Navigation of Innovative Intersections	\$ 20,000		\$ 20,000
On-call Services/Contingency	\$ 52,029	\$ 3,000	\$ 55,029
Task 3: Short Range Transportation Planning	\$ 68,000	\$ 36,900	\$ 104,900
TIP Maintenance	\$ 5,000	\$ 2,000	\$ 7,000
SMART SCALE & Grant Support	\$ 35,500	\$ 10,400	\$ 45,900
RTP, TDM, and Bike/Ped Support	\$ 8,500	\$ 8,500	\$ 17,000
Performance Targets	\$ 2,000	\$ 1,000	\$ 3,000
Regional Transit & Rail Planning	\$ -	\$ 5,000	\$ 5,000
CTAC/Public Outreach/Title VI	\$ 17,000	\$ 10,000	\$ 27,000
TOTAL	\$ 322,529	\$ 131,199	\$ 453,728



Charlottesville-Albemarle Metropolitan Planning Organization

POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org

(434) 979-7310 phone • info@tjpd.org email

Resolution of Approval for the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Fiscal Year 2025 Unified Planning Work Program (UPWP)

WHEREAS, The Unified Planning Work Program (UPWP) provides a mechanism for coordinating transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

WHEREAS, the CA-MPO provides a forum for conducting a continuing, comprehensive, and coordinated (3-C) transportation decision-making process among the City of Charlottesville, County of Albemarle, University of Virginia, Jaunt, Charlottesville Area Transit, Department of Rail and Public Transportation, and Virginia Department of Transportation officials; and

WHEREAS, the UPWP identifies all activities to be undertaken in the CA-MPO area for fiscal year 2025; and

WHEREAS, the MPO Technical Committee reviewed the draft UPWP at their regular meetings, on March 19 and April 16, 2024; and

WHEREAS, the Citizen Transportation Advisory Committee (CTAC) reviewed the draft UPWP at their regular meetings, on March 20 and April 17, 2024; and

WHEREAS, the MPO Policy Board reviewed the draft UPWP at their regular meetings, on February 20 and March 26, 2024; and

WHEREAS, staff from the Virginia Department of Transportation (VDOT) and Department of Rail and Public Transportation (DRPT) reviewed the draft UPWP; and

WHEREAS, the draft UPWP was posted on the CA-MPO website and the public was provided with an opportunity to comment on the plan consistent with the Public Engagement Plan adopted on July 28, 2021.

NOW, THEREFORE BE IT RESOLVED that the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) approves the Fiscal Year 2025 Unified Planning Work Program and associated budget.

Adopted this 24th day of April, 2024 by the Charlottesville-Albemarle Metropolitan Planning Organization.

ATTESTED:

Ned Gallaway
Chair, Charlottesville-Albemarle MPO

Christine Jacobs
Executive Director, TJPDC, CA-MPO



FY25 Draft Unified Planning Work Program (UPWP)

Charlottesville-Albemarle Metropolitan Planning Organization

1

Purpose of UPWP

- Identifies all transportation planning activities to be undertaken in the CA-MPO area for fiscal year 2025 (July 1 – June 30)
- Federal law requires that the MPO address eight basic planning factors
 - Economic Vitality
 - Safety
 - Security
 - Accessibility/Mobility
 - Environmental Quality
 - Connectivity
 - Efficiency
 - Maintenance

2

Funding

- Two federal agencies fund the MPO’s planning activities:
 - FHWA (PL) – Administered through VDOT
 - FTA – Administered through DRPT
- 80% Federal, 10% State, 10% Local
- Additionally, VDOT receives state planning funds from FHWA for State Planning and Research (SPR)

3

Funding

FY25 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-25 PL-FHWA/VDOT Funding	\$ 229,369	\$ 28,671	\$ 28,671	\$ 286,711
FY-23 PL-FHWA/VDOT Passive Rollover	\$ 28,654	\$ 3,582	\$ 3,582	\$ 35,818
FY-24 PL-FHWA/VDOT Active Rollover				
FY-24 PL-FHWA/VDOT Total	\$ 258,023	\$ 32,253	\$ 32,253	\$ 322,529
FY-25 FTA/DRPT Funding	\$ 104,959	\$ 13,120	\$ 13,120	\$ 131,199
FY-24 FTA/DRPT Active Rollover				
FY-25 FTA/DRPT Total	\$ 104,959	\$ 13,120	\$ 13,120	\$ 131,199
PL-FHWA/VDOT + FTA/DRPT Total	\$ 362,982	\$ 45,373	\$ 45,373	\$ 453,728
VDOT SPR	\$ 136,000	\$ 34,000	\$ -	\$ 170,000
Total FY25 Work Program	\$ 498,982	\$ 79,373	\$ 45,373	\$ 623,728

4

Funding

FY25 Work Program: Funding by Task

PL-FHWA/VDOT Section 5303 and FHWA/VDOT Funding Breakdown			
FY25			
	FHWA/VDOT - PL	FTA/DRPT	Total
Task 1: Administration	\$ 62,500	\$ 21,500	\$ 84,000
Reporting and Compliance with Regulations	\$ 14,000	\$ 8,000	\$ 22,000
Staffing Committees	\$ 24,000	\$ 8,000	\$ 32,000
Information Sharing	\$ 24,500	\$ 5,500	\$ 30,000
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Task 3: Short Range Transportation Planning	\$ 68,000	\$ 36,900	\$ 104,900
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Performance Targets	\$ 2,000	\$ 1,000	\$ 3,000
Regional Transit & Rail Planning	\$ -	\$ 5,000	\$ 5,000
CTAC/Public Outreach/Title VI	\$ 17,000	\$ 10,000	\$ 27,000
TOTAL	\$ 322,529	\$ 131,199	\$ 453,728

5

FY25 UPWP Next Steps

- Draft of UPWP activities was presented to MPO Policy Board in February 2024 Meeting to seek direction
- Draft of UPWP to be presented to MPO Tech, CTAC, and MPO Policy Board in March 2024 meetings
- Final Draft of UPWP to be delivered to MPO Tech and CTAC in April 2024 meetings seeking 'recommendation to Policy Board'
- Final Draft of UPWP delivered to MPO Policy Board in April 2024 meeting for consideration/approval

6

Blue Ridge Cigarette Tax Board

April 2024



1

Regional Cigarette Tax Board

How It Works

- ❑ Blue Ridge Cigarette Tax Board established October 2021. Members are Albemarle, Augusta, Fluvanna, Greene, Madison, and Orange counties; Charlottesville; Town of Madison
- ❑ New local taxes levied effective Jan. 2022
- ❑ As administrator for the BRCTB, TJPDC works with 25-30 distributors who submit monthly reports on sales and remit revenue designated by jurisdiction.
- ❑ TJPDC tracks/reconciles stamp purchases/pack sales/revenues
- ❑ TJPDC distributes revenue to BRCTB members, net actual administrative costs and a 2% dealer discount, on a monthly basis

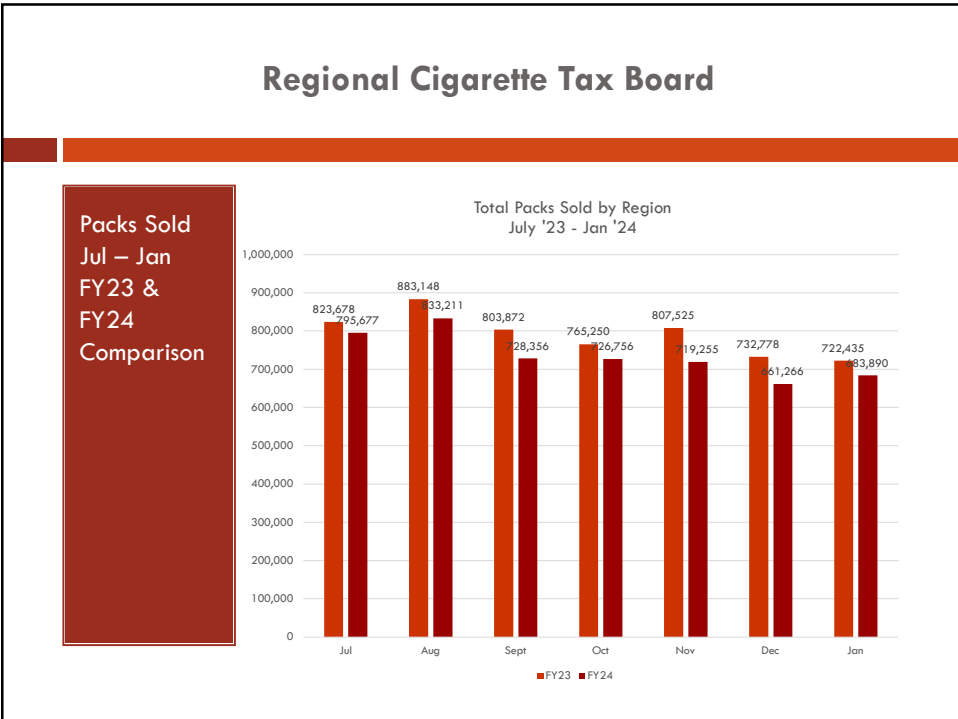
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Regional Cigarette Tax Board

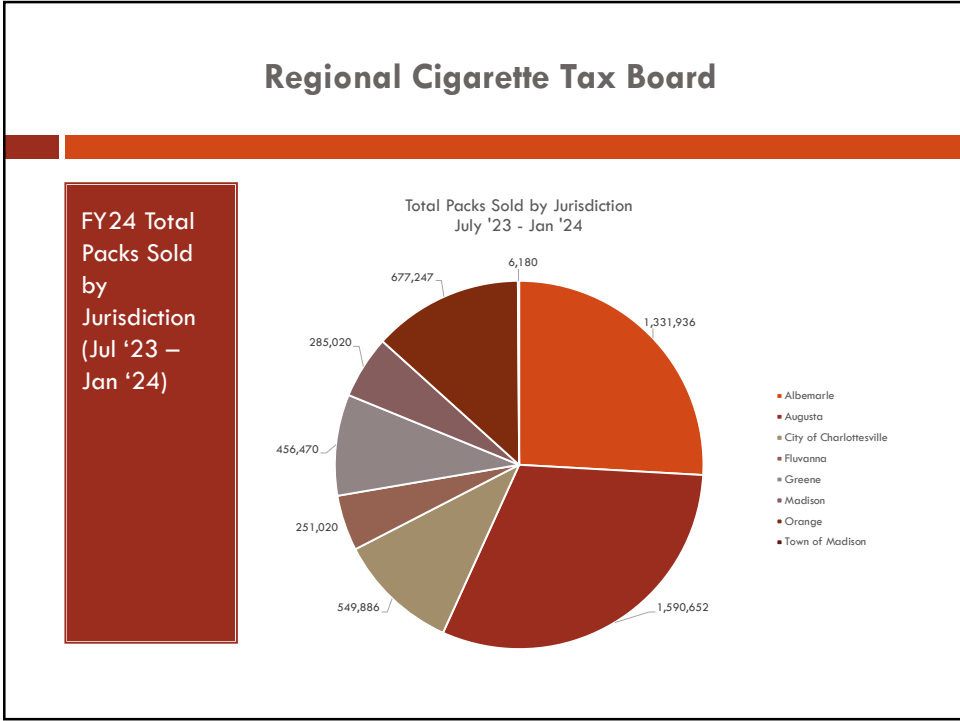
Cigarette
Sales and
Tax Revenue
Generated

- January 2024 revenue: ~\$213K
- July - December 2023: ~\$1.4M
- Total packs sold (Jul - Jan): ~5.15M
- Admin costs (July - Jan): ~\$92K
- Of note:
 - Overall, packs sold and revenues are slightly declining year over year
 - Expenses may fluctuate, but average \$11-13K per month, spread across the members

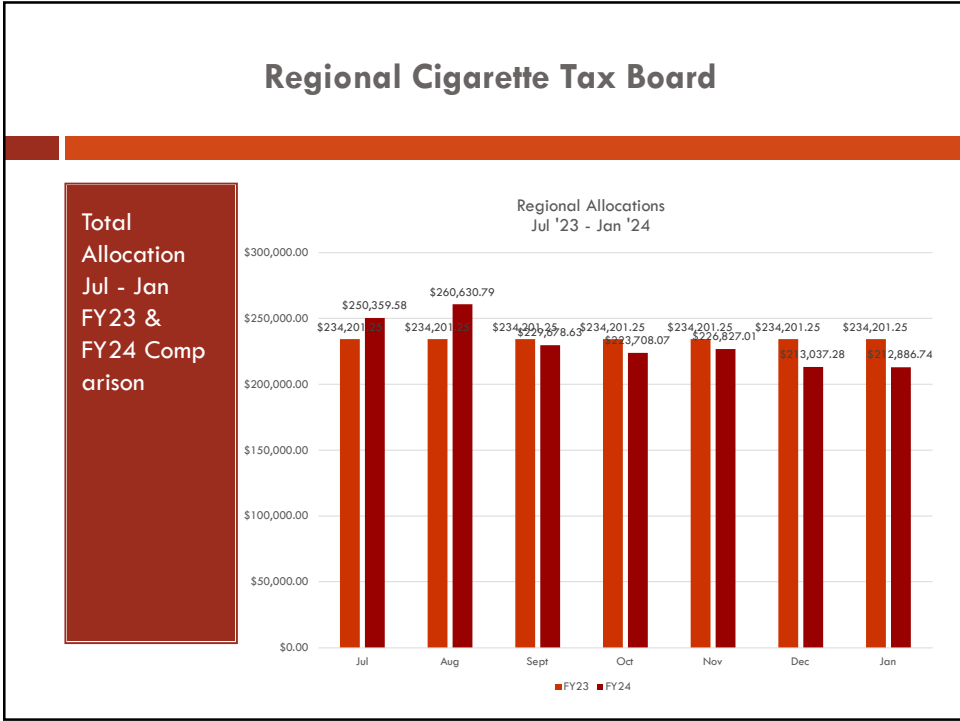
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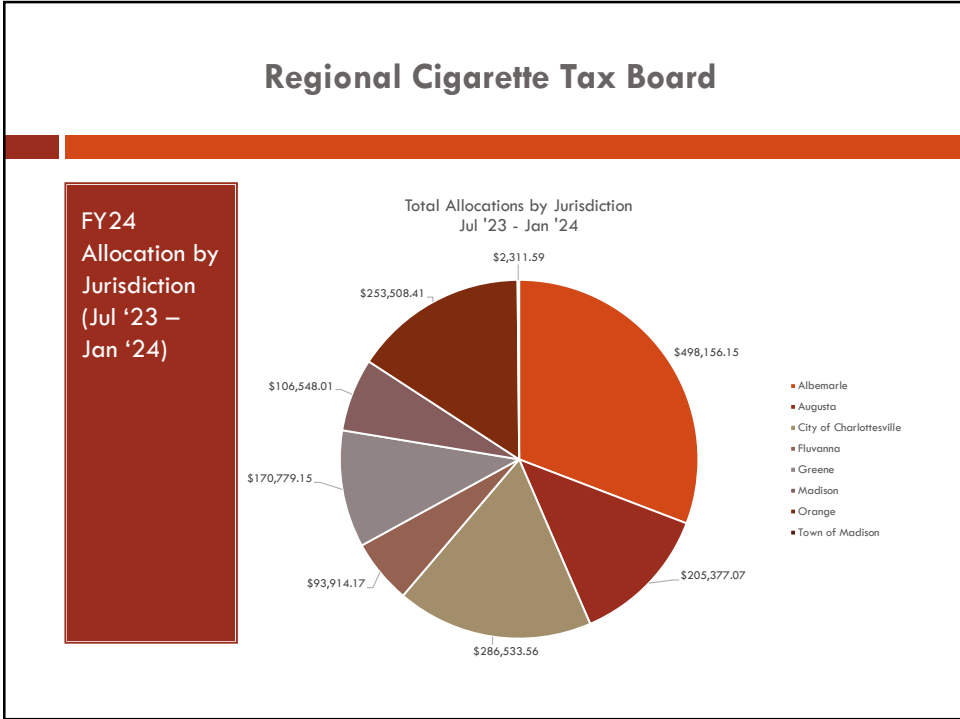
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5



6



7

- ### Regional Cigarette Tax Board
- What's New
with the
Board?

- Eric Dahl (Fluvanna) is new chair; next meeting is April 22
 - Will consider FY25 budget of \$2,965,000
 - Financial Management: 1) Returning interest/distributor fees/erroneous payments to localities monthly; 2) Board members receiving monthly operational and reserve fund bank account statements and reconciliations; 3) Opened a second bank account specifically to accept ACH payments
 - Revised distributor application/registration process was put in place for 2024; includes issuance of a numbered permit to distributors and a "Requirements for Wholesale Dealers" document

8

Regional Cigarette Tax Board

Compliance Efforts

- Distributors: If reports/remittances are late, a three-step process is in place that includes a warning, assessment of a 10% penalty, and then placing the distributor on probation
- Retailers: Initial goal to educate, inform and work with 250+ retailers to ensure compliance
- All were expected to be in full compliance by the end of 2023
- Most are in compliance or actively working toward compliance; “old product” clean-up is underway
- Have taken steps to prepare to seize noncompliant product, if necessary

9

Regional Cigarette Tax Board

Blue Ridge Cigarette Tax Board

<https://tjpd.org/brctb/>

10

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
 Minutes, March 7, 2024

COMMISSIONERS PRESENT		IN PERSON	REMOTE	STAFF PRESENT		IN PERSON	REMOTE
Albemarle County				Christine Jacobs, Executive Director		X	
Ned Gallaway, Chair		X		David Blount, Deputy Director		X	
Mike Pruitt		X		Ruth Emerick, Chief Operating Officer		X	
Fluvanna County				Laura Greene, Director of Finance			
Tony O'Brien, Vice Chair		X		Sandy Shackelford, Director of Planning and Transportation		X	
Keith Smith, Treasurer		X		Lucinda Shannon, Senior Regional Planner		X	
Greene County				Lori Allshouse, VATI Program Director		X	
Tim Goolsby							
James Higgins		X					
Louisa County							
Tommy Barlow		X					
Manning Woodward			X				
Nelson County							
Ernie Reed		X		GUESTS/PUBLIC PRESENT			
Jesse Rutherford				Sean Tubbs			X
City of Charlottesville							
Phil d'Oronzio		X					
Michael Payne							

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:01 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission’s remote participation policy: Manning Woodward participated from Louisa County, VA for a medical reason.

Motion/Action: On a motion by Tommy Barlow, seconded by Mike Pruitt, the Commission unanimously allowed Manning Woodward to participate remotely at the March 7, 2024, meeting.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

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

3. PRESENTATIONS:

a. 2022 Virginia Telecommunication Initiative (VATI) Update

Lori Allshouse, VATI Program Director, provided a bi-annual update on the 13-jurisdiction, \$79 million VATI grant from the Virginia Department of Housing and Community Development. The updates included project progress, financial management, TJPDC staff site visits, and the VATI 2024 grant application to expand the project.

b. Draft FY25 Rural Transportation Work Program and Budget

Sandy Shackelford, Director of Planning and Transportation, shared the draft Rural Transportation work program and budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in the April meeting for consideration and approval.

c. Comprehensive Economic Development Strategy (CEDS) Plan Update

Ruth Emerick, Chief Operating Officer, provided an update on the CEDS planning process. Public comment on the draft will begin at the end of March and conclude in late April. The final plan will come before the Commission in their May meeting for consideration for approval. Once the CEDS is approved by the EDA, the TJPDC will be responsible for annual reporting on strategy progress.

d. Regional Transit Governance Study Presentation and Final Report

Lucinda Shannon, Senior Regional Planner, presented an overview of the Regional Transit Governance Study and shared the final recommendations. The TJPDC received a MERIT Technical assistance grant in 2022 from the Virginia Department of Rail and Public Transportation to complete a Regional Transit Governance Study as a part of the work to explore the creation of a Regional Transit Authority. The study concluded in December 2023 and was presented to the Regional Transit Partnership in their February meeting, at which they voted to endorse the recommendations from the study.

Motion/Action: On a motion by Phil d’Oronzio, seconded by Ernie Reed, the Commission unanimously accepted the Regional Transit Governance Study final report and endorsed the final recommendations in the study.

4. CONSENT AGENDA: Action Items

a. Minutes of February 8, 2024, Meeting

Motion/Action: On a motion by Phil d’Oronzio, seconded by Mike Pruitt, the Commission unanimously approved the February 8, 2024, Commission meeting minutes as presented, with abstention by Tommy Barlow.

b. January Financial Reports

Christine Jacobs gave an overview of the financial reports for January.

Motion/Action: On a motion by Keith Smith, seconded by Mike Pruitt, the Commission unanimously accepted the financial reports as presented.

5. NEW BUSINESS:

a. FY21 Re-Issued Audit Memo and Draft FY21 Re-Issued Audit

Christine Jacobs shared that through a compliance review, staff learned that the Virginia Department of Housing and Community Development changed the funding source for the last tranche of funding from Federal Cares Act funding to Virginia State Housing Trust Fund money. This requires re-classifying \$170,000 in federal funds to state funds in both our FY21 Audit and FY21 Schedule of Expenditures of Federal Funds (SEFA).

Motion/Action: On a motion by Phil d’Oronzio, seconded by Ernie Reed, the Commission unanimously accepted the FY21 Re-Issued Audit as presented.

b. TJPDC Corporation Appointments (Greene, Albemarle, Louisa)

Ruth Emerick shared that Supervisor Jim Andrews, Supervisor Rachel Jones, and Commissioner Andrea Wilkinson were the former members from Albemarle, Louisa, and Greene, respectively, on the TJPDC Corporation’s board. The Corporation’s bylaws require that there are at least seven (7) members, six (6) of which are appointed by the TJPDC Commission to represent each member locality, with a minimum of four (4) being current commissioners. A new member from Albemarle, Louisa, and Greene need to be appointed.

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d’Oronzio, the Commission unanimously appointed Supervisor Michael Pruitt, Supervisor Manning Woodward, and Supervisor Tim Goolsby to the TJPDC Corporation board as the Albemarle, Louisa, and Greene County representatives.

c. Executive Director Evaluation Process Begins

Ned Gallaway gave an overview of the Executive Director evaluation process from prior years and what the process will look like this year.

6. OLD BUSINESS:

a. FY24 Amended TJPDC Operating Budget

Christine Jacobs shared that two changes have been made to the FY24 Draft Amended Operating Budget since it was presented in February.

Motion/Action: On a motion by Keith Smith, seconded by Tony O’Brien, the Commission unanimously approved the FY24 Thomas Jefferson Planning District Commission’s Amended Operating budget as presented.

7. EXECUTIVE DIRECTOR’S REPORT:

Monthly Report:

A staffing update, including transition planning, was shared. Both Sandy Shackelford and Curtis Scarpignato will have their last day with the TJPDC on Friday, March 8th.

As part of the Safe Streets and Roads for All/Move Safely Blue Ridge project, a leadership commitment to reducing fatalities and serious crashes was before each of the governing boards of the TJPDC member jurisdictions in their February and March meetings.

The Long-Range Transportation Plan is in the final stage of community engagement and will be before the MPO committees in their April and May meetings. Both the CA-MPO and Rural Tech Advisory

committees will continue to review the proposed FY25 work programs. Staff will begin to work on Smart Scale applications for both the MPO and for rural jurisdictions.

The TJPDC submitted a \$3,334,000 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the Preliminary Engineering (PE) phase of the Rivanna River Bicycle and Pedestrian Bridge. While the grant was not awarded in the previous round, staff were encouraged by representatives from USDOT to resubmit the project due to its merit status.

8. OTHER BUSINESS:

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

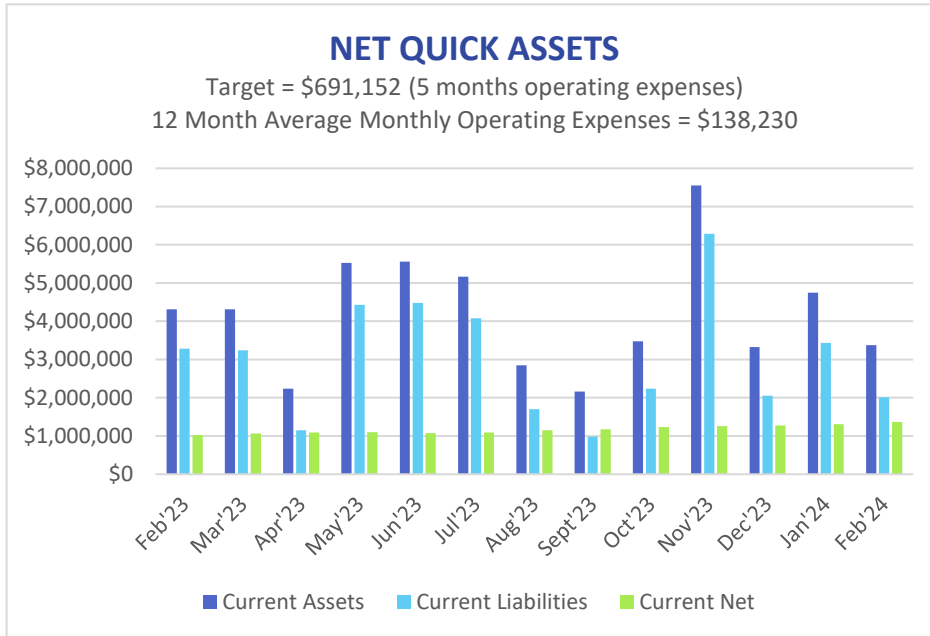
b. Items for Next Meeting – April 4, 2024

- i. Appointment of Nominating Committee for Officers
- ii. FY25 Operating Draft/Budget Memo
- iii. FY25 Rural Transportation Work Program and Budget
- iv. FY25 CA-MPO Unified Planning Work Program Update
- v. Blue Ridge Cigarette Tax Board Update
- vi. Rideshare Commuter Assistance Program Strategic Plan Update
- vii. Executive Director Evaluation (Closed Session)

9. ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Mike Pruitt, the Commission unanimously voted to adjourn the March 7, 2024, Commission meeting at 8:56 pm.

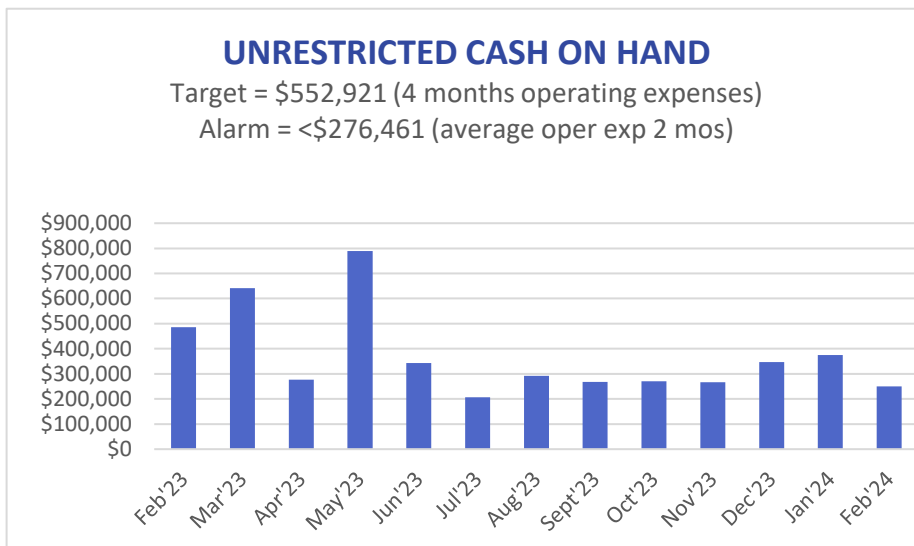
Commission materials and meeting recording may be found at www.tjpd.org



MONTHLY NET QUICK ASSETS

Jan'23 = \$1,025,890
 Feb'23 = \$1,028,551
 Mar'23 = \$1,067,654
 Apr'23 = \$1,092,951
 May'23 = \$1,097,425
 Jun'23 = \$1,073,885
 July'23 = \$1,092,237
 Aug'23 = \$1,146,254
 Sept'23 = \$1,177,731
 Oct'23 = \$1,232,483
 Nov'23 = 1,259,409
 Dec'23 = 1,273,774
 Jan'24 = \$1,309,673
 Feb'24 = \$1,364,137

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 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of February 2024, the TJPDC had 9.87 months of operating expenses. The rolling twelve-month average operating expenses decreased to \$138,230. The 3-month average operating expenses are \$134,181. Actual operating expenses for February were \$131,990. Capital reserves = \$1,364,137 - \$691,152 = \$672,985 (NQA minus 5 months operating expenses).



UNRESTRICTED CASH ON HAND

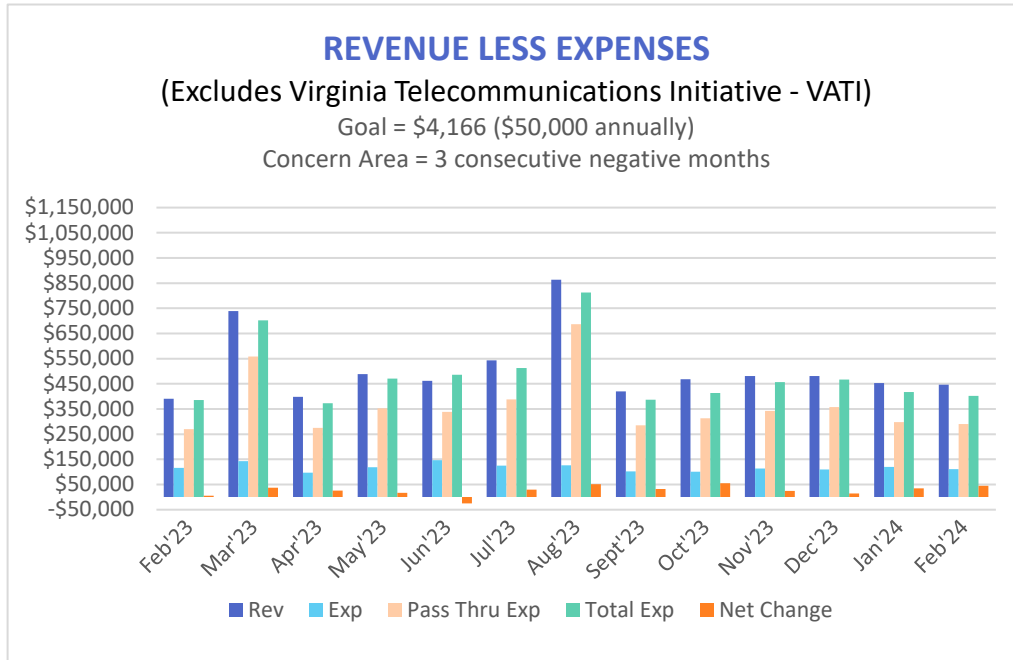
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average

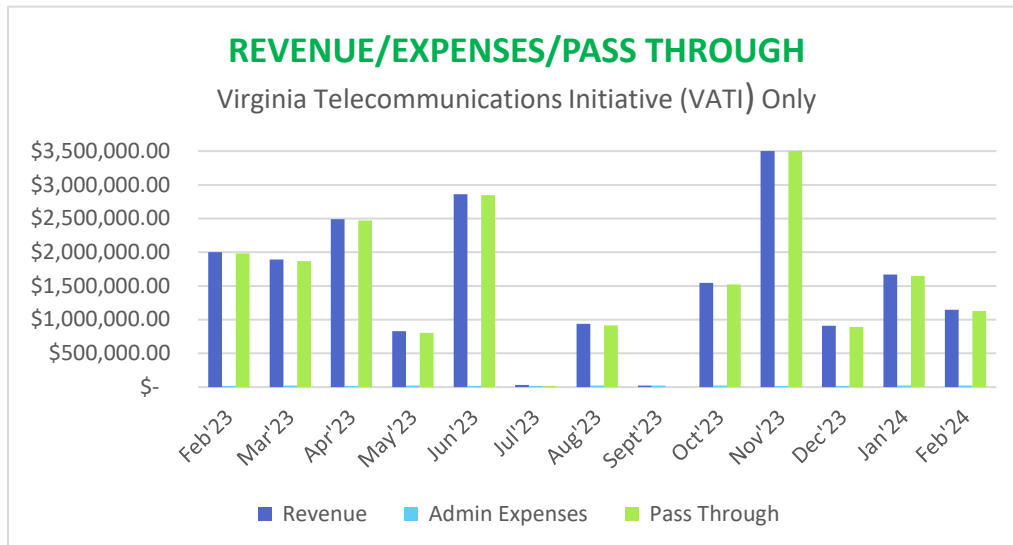
monthly operating expenses to give the number of months of operation without any additional cash received. February's financials indicate that there were 1.81 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Feb'23 = \$5,679
Mar'23 = \$35,561
Apr'23 = \$24,332
May'23 = \$17,601
Jun'23 = (\$24,309)
Jul'23 = \$30,661
Aug'23 = \$51,168
Sept'23 = \$32,138
Oct'23 = \$54,532
Nov'23 = \$24,355
Dec'23 = \$14,096
Jan'24 = \$34,814
Feb'24 = \$44,694



MONTHLY ADMIN

Feb'23 = \$19,917
Mar'23 = \$23,106
Apr'23 = \$18,772
May'23 = \$21,592
Jun'23 = \$16,734
Jul'23 = \$15,531
Aug'23 = \$23,924
Sept'23 = \$21,064
Oct'23 = \$22,897
Nov'23 = \$18,290
Dec'23 = \$19,456
Jan'24 = \$22,308
Feb'24 = \$20,510

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's net gain in February was \$44,694. The February Accrued Revenue Report shows the total average available funds of \$226,247 for the remaining 4 months in FY24, 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.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
February 2024

5:04 PM
03/22/24
Accrual Basis

	Feb 24	Budget	Jul '23 - Feb 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	1,004,629	4,213,626	9,634,829	33,709,011	50,563,516
4120 · State Funding Source	72,283	94,403	498,851	755,225	1,132,838
4130 · Local Source	499,007	252,627	4,378,008	2,023,116	3,033,624
42000 · Local Match Per Capita	14,254	14,255	114,036	114,037	171,055
4280 · Interest Income	5,877	2,083	37,626	16,667	25,000
Total Income	<u>1,596,051</u>	<u>4,576,994</u>	<u>14,663,349</u>	<u>36,618,055</u>	<u>54,926,033</u>
Gross Profit	1,596,051	4,576,994	14,663,349	36,618,055	54,926,033
Expense					
61000 · Personnel	104,511	112,414	829,414	899,205	1,348,963
6900 · Reimb. Overhead Allocation	0	0	0	(57)	0
6901 · Non-Reimb. Overhead Allocation	0		(0)		
6240 · Advertising	1,853	2,532	4,601	20,259	30,388
62394 · Audit -Legal Expenses	3,158	4,333	19,667	34,667	52,000
6258 · Bank Charges	120	0	276	0	0
6260 · COGS	0		4,575	0	0
6281 · Dues	350	1,104	7,533	8,831	13,246
6242 · Employee Search	75		125		
63210 · Equipment/Data Use	1,962	2,393	8,272	19,147	28,720
62850 · Insurance	578	583	5,093	4,667	7,000
6345 · Janitorial Service	280	500	1,965	4,000	6,000
6450 · Meeting Expenses	62	837	2,883	6,693	10,039
6310 · Postage	0	195	85	1,563	2,344
62890 · Printing/Copier	133	550	1,300	4,400	6,600
62401 · Professional Dev-Conference	131	2,651	12,876	21,207	31,810
6320 · Rent	8,753	8,516	69,282	70,231	104,296
6280 · Subscription-Publications	179	154	262	1,233	1,850
6290 · Supplies	253	723	4,668	5,785	8,678
6600 · Telephone	1,159	749	9,230	5,995	8,992
62410 · TJPDC Contractual	4,197	11,986	60,073	95,891	143,837
63300 · Travel	4,234	3,543	20,495	28,347	42,521
Total Expense	<u>131,990</u>	<u>153,765</u>	<u>1,062,673</u>	<u>1,232,062</u>	<u>1,847,284</u>
Net Ordinary Income	1,464,061	4,423,229	13,600,676	35,385,993	53,078,748
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	0	77,478	580,916	619,820	929,730
8399 · Grants Contractual Services	1,419,367	4,337,647	12,728,155	34,701,179	52,051,768
Total Other Expense	<u>1,419,367</u>	<u>4,415,125</u>	<u>13,309,071</u>	<u>35,320,999</u>	<u>52,981,498</u>
Net Other Income	<u>(1,419,367)</u>	<u>(4,415,125)</u>	<u>(13,309,071)</u>	<u>(35,320,999)</u>	<u>(52,981,498)</u>
Net Income	<u><u>44,694</u></u>	<u><u>8,104</u></u>	<u><u>291,605</u></u>	<u><u>64,994</u></u>	<u><u>97,250</u></u>

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 29, 2024

03/22/24

Accrual Basis

	Feb 29, 24	Feb 28, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	701,454.24	2,016,097.92	-1,314,643.68
1189 · Capital Reserve	672,985.00	411,094.00	261,891.00
Total Checking/Savings	1,374,439.24	2,427,191.92	-1,052,752.68
Accounts Receivable			
1190 · Receivable Grants	1,993,067.44	1,836,617.29	156,450.15
Total Accounts Receivable	1,993,067.44	1,836,617.29	156,450.15
Other Current Assets			
1310 · Prepaid Rent	1,800.00	1,800.00	0.00
1330 · Prepaid Insurance	2,713.60	11,848.21	-9,134.61
1360 · Prepaid Other	5,012.70	12,377.56	-7,364.86
Total Other Current Assets	9,526.30	26,025.77	-16,499.47
Total Current Assets	3,377,032.98	4,289,834.98	-912,802.00
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-115,831.01	-106,561.58	-9,269.43
Total Fixed Assets	20,876.67	30,146.10	-9,269.43
TOTAL ASSETS	<u>3,397,909.65</u>	<u>4,319,981.08</u>	<u>-922,071.43</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	1,530,787.69	2,825,251.38	-1,294,463.69
Total Accounts Payable	1,530,787.69	2,825,251.38	-1,294,463.69
Credit Cards			
2155 · Accounts Payable Credit Card	8,011.49	5,961.19	2,050.30
Total Credit Cards	8,011.49	5,961.19	2,050.30
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2159 · Accrued Expenses	12,666.66	0.00	12,666.66
2160 · Accrued Payroll Payable	9,579.66	3,567.55	6,012.11
2467 · 457 Supplemental Contributions	0.00	2,970.80	-2,970.80
2468 · 401A VRS Contribution	-0.06	32.50	-32.56
2469 · Hybrid VRS Contribution	0.01	-205.80	205.81
2800 · Deferred Revenue	451,850.64	442,238.02	9,612.62
Total Other Current Liabilities	474,096.91	448,603.07	25,493.84
Total Current Liabilities	2,012,896.09	3,279,815.64	-1,266,919.55
Long Term Liabilities			
2200 · Leave Payable	52,270.29	38,758.27	13,512.02
Total Long Term Liabilities	52,270.29	38,758.27	13,512.02
Total Liabilities	2,065,166.38	3,318,573.91	-1,253,407.53
Equity			
3000 · General Operating Fund	347,276.19	493,328.46	-146,052.27

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 29, 2024

	<u>Feb 29, 24</u>	<u>Feb 28, 23</u>	<u>\$ Change</u>
3100 - Restricted Capital Reserve	672,985.00	411,094.00	261,891.00
3600 - Net Investment in Fixed Assets	20,876.67	26,913.39	-6,036.72
Net Income	291,605.41	70,071.32	221,534.09
Total Equity	<u>1,332,743.27</u>	<u>1,001,407.17</u>	<u>331,336.10</u>
TOTAL LIABILITIES & EQUITY	<u>3,397,909.65</u>	<u>4,319,981.08</u>	<u>-922,071.43</u>

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2024

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thru	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	MONTHS												YEAR TO DATE FY24	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY25+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY24	NOTES
			JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024	FEBRUARY 2024										
110	State Support to PDC (DHCD)	\$ 89,971.00	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 7,498	\$ 59,981		\$ 59,981	\$ 29,990	State funding to PDC-General		
110	TIPDC Continuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	50143 Non-profit Arm	
110	Bank Interest	\$ 36,841.00	\$ 3,890	\$ 3,706	\$ 3,701	\$ 4,133	\$ 4,486	\$ 5,400	\$ 5,824	\$ 5,701	\$ 5,701	\$ 5,701	\$ 5,701	\$ 36,841		\$ 36,841	\$ 0	Investment Pool Savings Income		
120	SCRC	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 5,137	\$ 3,807	\$ -	\$ 5,100	\$ 2,530	\$ -	\$ -	\$ -	\$ 11,985	\$ 5,750	\$ 5,235	\$ 5,265	*SCRC Cooperative Agreement (Oct 1-Sept 30)		
170/171	Rural Transportation	\$ 58,000.00	\$ 6,394	\$ 4,264	\$ 4,246	\$ 7,685	\$ 4,696	\$ 3,867	\$ 4,875	\$ 7,689	\$ -	\$ -	\$ -	\$ 43,706		\$ 43,706	\$ 14,294	VDOT Rural Transp		
274	Water Street Center & Office Leases	\$ 16,385.00	\$ 2,098	\$ 1,818	\$ 1,918	\$ 3,960	\$ 1,460	\$ 2,468	\$ 2,313	\$ 2,410	\$ -	\$ -	\$ -	\$ 16,385		\$ 16,385	\$ -	Rent/Fees		
277	Legislative Liaison	\$ 106,909.00	\$ 6,158	\$ 9,480	\$ 8,010	\$ 13,311	\$ 9,252	\$ 7,531	\$ 15,439	\$ 15,674	\$ -	\$ -	\$ -	\$ 84,855		\$ 84,855	\$ 22,054	*Legislative Operations - \$12,700 in deferred revenue budgeted		
278	VAPDC-ED	\$ 55,373.62	\$ 4,907	\$ 4,700	\$ 4,645	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 37,169		\$ 37,169	\$ 18,155	Contract for Admin Services		
296	Member Per Capita	\$ 171,055.00	\$ 14,255	\$ 14,254	\$ 14,254	\$ 14,255	\$ 14,254	\$ 14,255	\$ 14,255	\$ 14,254	\$ 14,254	\$ 14,254	\$ 14,254	\$ 114,036		\$ 114,036	\$ 57,019	Local Govt Annual Contributions		
303	Solid Waste	\$ 10,950.00	\$ 195	\$ 975	\$ 987	\$ 1,041	\$ 1,357	\$ 1,414	\$ 974	\$ 303	\$ -	\$ -	\$ -	\$ 6,845	\$ 3,958	\$ 6,845	\$ 0	Contract for annual reporting		
325	Mineral Comp Plan	\$ 16,548.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,456	\$ 6,904	\$ -	\$ -	\$ -	\$ 10,360		\$ 10,360	\$ 6,189	Contract for Support Developing Town of Mineral Comprehensive Plan		
334	Nelson TAP	\$ 4,560.00	\$ -	\$ 321	\$ 1,950	\$ 844	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116	\$ 1,444	\$ 4,560	\$ 0	(0) Lovington/Gladstone Transportation Alternative Grant Assistance		
307	WIP Phase III - Contract #6	\$ 58,000.00	\$ 4,150	\$ 5,261	\$ 4,864	\$ 6,449	\$ 4,397	\$ 2,656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,777	\$ 30,223	\$ 58,000	\$ 0	Waterfed Improvement Plan		
307	WIP Phase III - Contract #7	\$ 58,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Waterfed Improvement Plan		
308	RRBC	\$ 10,500.00	\$ 2,431	\$ 3,342	\$ 4,171	\$ 84	\$ 123	\$ 82	\$ 82	\$ 196	\$ -	\$ -	\$ -	\$ 10,429		\$ 10,429	\$ 71	*Wyanona River Basin Commission		
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
172	Safe Streets and Roads for All (SS4A)	\$ 82,000.00	\$ 682	\$ 336	\$ 1,587	\$ 3,450	\$ 1,022	\$ 1,474	\$ 484	\$ 1,566	\$ -	\$ -	\$ -	\$ 10,601	\$ 44,000	\$ 10,601	\$ 27,399	*Estimated Completion - June 2025		
172	SS4A Pass-Thru	\$ 990,000.00	\$ -	\$ -	\$ 8,981	\$ 15,677	\$ -	\$ 45,998	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ 70,903	\$ 599,200	\$ 70,903	\$ 319,897	*Pass through to Kinley Horn, AvidCore, and VDOT		
180A	Mobility Management	\$ 50,921.00	\$ -	\$ -	\$ -	\$ 910	\$ 4,931	\$ 5,592	\$ 3,026	\$ 7,713	\$ -	\$ -	\$ -	\$ 22,173		\$ 22,173	\$ 16,018	*Mobility Management - Oct 1- September 30, 2024		
180B	Mobility Management Pass-Thru	\$ 68,449.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,467	\$ 956	\$ 956	\$ 3,379	\$ -	\$ -	\$ 17,112	\$ 3,379	\$ 47,958	\$ 0	Grant Match from Local Funds		
180B	Mobility Management - Branding	\$ 18,201.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715	\$ 477	\$ 285	\$ 4,477	\$ -	\$ -	\$ 6,241		\$ 6,241	\$ 16,776	*MAMA grant, CAC grant, DVA contribution to support Mobility Management Launch		
180B	Mobility Management Pass-Thru	\$ 29,297.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,120	\$ 7,689	\$ -	\$ -	\$ -	\$ 9,809	\$ 9,809	\$ 19,488	\$ 0	Branding/Marketing Consultant for Mobility Management		
181	RTP-TDM - Admin	\$ 70,000.00	\$ 8,800	\$ 9,131	\$ 4,684	\$ 4,539	\$ 4,117	\$ 3,277	\$ 4,775	\$ 4,285	\$ -	\$ -	\$ -	\$ 42,710		\$ 42,710	\$ 27,290	*Regional Transit Partnership - *budget includes 520k deferred revenue		
181	RTP Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*Grant Match if needed		
184	Transit Governance Admin	\$ 17,723.00	\$ 2,000	\$ 2,272	\$ 4,761	\$ 5,073	\$ 5,529	\$ 3,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,638		\$ 22,638	\$ 14,010	Regional Transit Governance Study - Admin		
184	Regional Transit Governance Pass-Thru	\$ 149,505.00	\$ -	\$ 4,217	\$ -	\$ 16,721	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,444	\$ 128,061	\$ 21,444	\$ 0	Regional Transit Governance Study - Consultant		
190/195/198	MPO-PL	\$ 278,199.50	\$ 19,745	\$ 21,306	\$ 23,265	\$ 15,759	\$ 15,193	\$ 11,579	\$ 14,870	\$ 13,489	\$ -	\$ -	\$ -	\$ 135,207		\$ 135,207	\$ 142,992	*MPO PL Transportation Planning - Passive Roll Over Permitted		
190/195/198	MPO-PL - Consultant Pass-Thru	\$ 70,833.15	\$ 8,470	\$ 2,274	\$ 9,788	\$ 8,393	\$ 5,612	\$ 4,680	\$ 6,287	\$ 8,707	\$ -	\$ -	\$ -	\$ 54,208		\$ 54,208	\$ 16,625	URTP Support Consultant		
191/190/199	MPO-FTA	\$ 116,136.00	\$ 14,835	\$ 18,280	\$ 10,448	\$ 7,609	\$ 6,966	\$ 11,925	\$ 11,080	\$ 12,872	\$ -	\$ -	\$ -	\$ 94,015		\$ 94,015	\$ 22,121	MPO FTA Transit Planning		
191/190/199	MPO - FTA Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Consultant Pass-Thru if needed		
193	Rideshare - Admin	\$ 174,198.00	\$ 16,536	\$ 18,765	\$ 8,128	\$ 15,232	\$ 12,247	\$ 13,203	\$ 16,114	\$ 10,211	\$ -	\$ -	\$ -	\$ 110,436		\$ 110,436	\$ 63,762	Rideshare TDM Program Marketing & Management		
193	Rideshare Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A for FY24		
194	Rideshare CAP Strategic Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
303	Strategic Plan Pass-Thru	\$ 67,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,484	\$ 15,237	\$ 7,217	\$ -	\$ -	\$ 49,938		\$ 49,938	\$ 17,262	Roll grant to direct pass through to consultant		
330	Hazard Mitigation - Admin	\$ 67,200.00	\$ 82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82	\$ 66,679	\$ 67,161	\$ 439	24 month planning protect resiliency		
330	Haz Mit Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Technical Support/Mapping (if needed)		
333	EDA-CEIS - Admin	\$ 20,000.00	\$ 1,880	\$ 1,314	\$ 811	\$ 1,457	\$ 647	\$ 723	\$ 636	\$ 841	\$ -	\$ -	\$ -	\$ 8,209	\$ 7,723	\$ 15,932	\$ 4,068	EDA administration		
333	EDA-CEIS - Pass-Thru	\$ 80,000.00	\$ -	\$ 5,000	\$ 10,000	\$ 4,800	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ -	\$ -	\$ -	\$ 41,600	\$ 37,000	\$ 78,600	\$ 6,400	EDA Consultant Pass-through		
726	HOME ARP - Admin	\$ 367,841.00	\$ 4,470	\$ 4,755	\$ 2,456	\$ 1,452	\$ 1,946	\$ 3,755	\$ 4,627	\$ 4,441	\$ -	\$ -	\$ -	\$ 25,942	\$ 73,113	\$ 244,728	\$ 99,055	*HUD ARRA Planning funds (not to exceed 5% of grant) - \$32,670 budgeted		
726	HOME ARP Pass-Thru	\$ 2,084,430.00	\$ -	\$ 26,009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,009	\$ 34,600	\$ 1,983,830	\$ 60,609	*Admin includes Consultant for Gap Analysis - \$277,697 budgeted		
727-20	HOME-20 TIPDC Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*HUD HOME-20 Housing Grants Admin		
727-20	HOME-20 Pass-Thru	\$ 118,323.76	\$ -	\$ 118,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,324		\$ 118,324	\$ -	*HUD HOME-20 Housing Grants Construction		
727-21	HOME-21 TIPDC Admin	\$ 67,661.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,662	\$ 67,662	\$ -	*HUD HOME-21 Housing Grants Admin		
727-21	HOME-21 Pass-Thru	\$ 608,953.50	\$ -	\$ 7,650	\$ 3,000	\$ -	\$ 1,883	\$ 17,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,668	\$ 516,948	\$ 546,616	\$ 62,338	*HUD HOME-21 Housing Grants Construction		
727-22	HOME-22 TIPDC Admin	\$ 74,782.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*HUD HOME-22 Housing Grants Admin		
727-22	HOME-22 Pass-Thru	\$ 674,042.50	\$ 109,877	\$ 90,076	\$ 33,200	\$ 7,267	\$ -	\$ 36,083	\$ 2,285	\$ 272,396	\$ -	\$ -	\$ -	\$ 3,187	\$ 280,534	\$ 392,598	\$ 88,936	*HUD HOME-22 Housing Grants Construction		
727-23	HOME-23 TIPDC Admin	\$ 78,528.60	\$ 6,430	\$ 4,271	\$ 912	\$ 1,031	\$ 3,793	\$ 5,221	\$ 3,390	\$ 3,617	\$ -	\$ -	\$ -	\$ 28,665		\$ 28,665	\$ 49,863	*HUD HOME-23 Housing Grants Admin		
727-23	HOME-23 Pass-Thru	\$ 706,757.40	\$ -	\$ 98,161	\$ -	\$ -	\$ 31,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,519	\$ 98,161	\$ 227,680	\$ 479,078	*HUD HOME-23 Housing Grants Construction		
728-22	Housing Preservation Grant-22 - Admin	\$ 32,250.00	\$ 1,727	\$ 2,561	\$ 3,041	\$ 2,096	\$ 2,081	\$ 2,640	\$ 3,374	\$ 1,424	\$ -	\$ -	\$ -	\$ 18,943	\$ 7,631	\$ 18,943	\$ 5,675	*USDA Housing Repair Admin		
728-22	HPS-22 Pass-Thru	\$ 182,250.00	\$ -	\$ 30,794	\$ 9,887	\$ 17,288	\$ 35,027	\$ -	\$ 5,000	\$ 9,885	\$ -	\$ -	\$ -	\$ 107,289	\$ 42,783	\$ 127,288	\$ 29,228	*USDA Housing Repair Construction		
728-23	Housing Preservation Grant-23 - Admin	\$ 31,865.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,461	\$ 4,421	\$ -	\$ -	\$ -	\$ 5,882		\$ 5,882	\$ 25,984	*USDA Housing Repair Admin		
729	HPG-23 Pass-Thru	\$ 180,569.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,958	\$ 10,791	\$ -	\$ -	\$ -	\$ 16,749		\$ 16,749	\$ 163,821	*USDA Housing Repair Construction		
729	Regional Housing Partnership	\$ 55,000.00	\$ 7,919	\$ 18,253	\$ 4,344	\$ 5,438	\$ 10,446	\$ 5,162	\$ 3,033	\$ 1,852	\$ -	\$ -	\$ -	\$ 56,447		\$ 56,447	\$ 11,447	Regional Housing Partnership		
729	RHP - Consultant Pass-Thru	\$ 14,096.00	\$ 1,491	\$ -	\$ 2,816	\$ -	\$ 5,79	\$ -	\$ 9,194	\$ -	\$ -	\$ -	\$ -	\$ 14,079		\$ 14,079	\$ 0	Amy Nissenstem - RHP Strategic Planning Consultant - One-time		
732 CV23	VERP - Admin	\$ 11,876.00	\$ 3,334	\$ 1,119	\$ 2,028	\$ 478	\$ (1,874)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,991	\$ 6,885	\$ 11,876	\$ 0	*VA Eviction Planning Grant - Admin		
732 CV23	VERP Pass-Thru	\$ 237,525.00	\$ 17,912	\$ 22,264	\$ 22,095	\$ 25,112	\$ 12,011	\$ 36,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,529	\$ 100,996	\$ 237,525	\$ 0	*VA Eviction Planning Grant - Consultants		
732 CV24	VERP - Admin	\$ 13,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,549	\$ 2,969	\$ -	\$ -	\$ -	\$ 4,518		\$ 4,518	\$ 2,357	*VA Eviction Planning Grant - Admin		
732 CV24	VERP Pass-Thru	\$ 261,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,915	\$ 41,291	\$ -	\$ -	\$ -	\$ 52,206	\$ 130,626	\$ 206,826	\$ 78,419	*VA Eviction Planning Grant - Consultants		
733	VA Housing Development - Admin	\$ 200,000.00	\$ 1,767	\$ 2,554	\$ 1,247	\$ 3,929	\$ 1,181	\$ 814	\$ 3,384	\$ 2,139	\$ -	\$ -	\$ -	\$ 18,115	\$ 59,551	\$ 84,270	\$ 77,665	*VA Housing PDC - Admin		
760	VA Housing Pass-Through	\$ 1,800,000.00	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 21,751	\$											

Draft Thomas Jefferson Planning District Commission FY-2025 Rural Transportation Planning Work Program

July 01, 2024 – June 30, 2025



Preface

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

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 19, 2024 meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 7, 2024, meeting and approved the work program at their April 4, 2024 meeting.

The preparation of this program was financially aided through administrative funds from the FY24 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

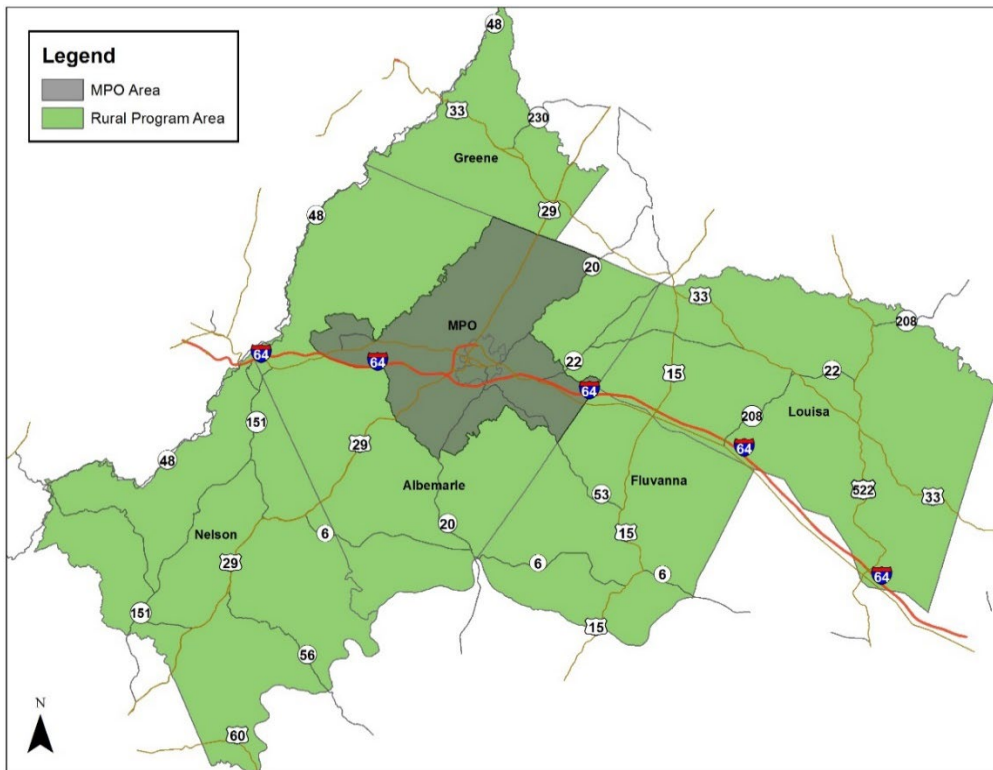
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2025 each planning district commission / regional commission that has rural areas will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research. The map below shows the rural program areas in light green.



Highlights of FY24

In FY24, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on regional transit planning. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.



REGIONAL TRANSIT PLANNING – TJPDC staff worked with consultants through a Department of Rail and Public Transportation (DRPT) technical assistance grant to complete the Regional Transit Governance Study began in the fall of 2022. While the technical assistance grant covered the costs of the consultants completing the work, the costs for the TJPDC staff administration and engagement with the program has been supplemented through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) Unified Planning Work Program.

COMPREHENSIVE SAFETY ACTION PLAN – In FY23, the TJPDC was notified that it was awarded a grant through the U.S. Department of Transportation’s Safe Streets and Roads for All Discretionary Grant Program to develop a Comprehensive Safety Action Plan for all six of its member jurisdictions. To utilize the grant funding most effectively, the TJPDC allocated additional staff effort to support the plan development through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) Unified Planning Work Program. The Comprehensive Safety Action Plan will continue into FY25.

COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN – The TJPDC undertook completion of the required five-year strategic plan for its RideShare program in FY24. Consultant expenses were paid for through a Department of Rail and Public Transportation technical assistance grant, and staff effort was supported through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) Unified Planning Work Program. The bulk of the plan was completed in FY24.

Fiscal Year 2025 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$12,800	\$3,200	\$16,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	\$45,200	\$11,300	\$56,500
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

FY2025 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2025 Activities by Task

FY 2025 – 1.0 Program Administration - \$16,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process (*the 3 C's approach*). The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Reporting and Compliance with Regulations - \$5,500

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices
- Maintain the FY25 Rural Work Program
- Prepare the FY26 Rural Work Program

Task 1.2 - Staff committee meetings - \$5,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - \$5,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, stakeholders, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders
- Participate in outreach meetings and provide/review data as requested by VDOT
- Participate with the MPOs and VDOT on setting performance measure goals
- Assist VDOT with local and regional input to annual statewide transportation improvement programs
- Conduct intergovernmental discussion and coordination of transportation projects and developments

Draft FY-2025 Rural Transportation Planning Work Program

- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend transportation sessions at statewide conferences
- Attend trainings from state agencies
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

Administration Budget

SPR Funds (80%)	\$12,800
PDC Funds (20%)	\$ 3,200
Total Budgeted Expenditure for Program Administration	\$16,000

FY 2025 - 2.0 Planning & Local Technical Assistance - \$56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2025. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Comprehensive Safety Action Plan - \$30,000

DESCRIPTION OF ACTIVITIES:

- The TJPDC was awarded a federal Safe Streets and Roads for All Discretionary Grant to develop Comprehensive Safety Action Plans for each of the six jurisdictions. To effectively leverage the funding, the TJPDC is committing additional staff support for the development of the safety action plans through both the Rural Work Program and the CA-MPO’s Unified Planning Work Program. Once funding is released, there is a two-year performance period for the development of the Comprehensive Safety Action Plan, which will identify strategies for each locality to reduce the number of fatalities and serious injuries occurring along their roadways. TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.

TASKS TO BE UNDERTAKEN:

- Conduct crash analysis and identify high-priority corridors in collaboration with VDOT staff.
- Attend meetings related to the release of the Safe Streets and Roads for All grant funding, and prepare the agency to receive the funding.
- Provide ongoing administration and coordination of the grant activities in addition to what is supported with the grant funding.

Task 2.2 – Prepare transportation infrastructure grant applications - \$6,500

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

Draft FY-2025 Rural Transportation Planning Work Program

- Assist the region’s counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP or Comprehensive Safety Action Plan projects
- Provide Assistance for Smart Scale grant applications upon request

Task 2.3 – Provide assistance to local and state partners as requested - \$10,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies
- Participate on VDOT studies as part of the project development pipeline process
- Develop and provide GIS information, as requested
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - \$10,000

DESCRIPTION OF ACTIVITIES:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

One significant effort that will be underway in FY25 is the development of a Strategic Plan for TJPDC’s commuter assistance program, RideShare. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through the Rural Work Program and the CA-MPO’s Unified Planning Work Program. Other efforts that will be programmed in this task include ongoing coordination with the Regional Transit Partnership and coordination of bike/ped projects with state funding applications.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to expand the Mobility Management program and support rural locality engagement in establishing the Regional Transit Authority
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Planning & Technical Assistance Activities Budget

SPR Funds (80%)	\$45,200
PDC Funds (20%)	\$ 11,300
<hr/>	

Total Budgeted Expenditure for Program Activities	\$56,500
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FY26 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY26, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will complete work that began in FY24 to complete the Comprehensive Safety Action Plan, and will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2025 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Reporting and Compliance with Regulations	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.2 – Staffing Committees	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.3 - Information Sharing	\$4,000.00	\$1,000.00	\$5,000.00
Total Budgeted Expenditure for Program Administration	\$12,800.00	\$3,200.00	\$16,000.00
Program Activities			
Task 2.1 – Comprehensive Safety Action Plan	\$24,000.00	\$6,000.00	\$30,000.00
Task 2.2 – Prepare transportation infrastructure grant applications	\$5,200.00	\$1,300.00	\$6,500.00
Task 2.3 – Support Local and State requests for assistance as needed	\$8,000.00	\$2,000.00	\$10,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	\$8,000.00	\$2,000.00	\$10,000.00
Total Budgeted Expenditure for Program Activities	\$45,200.00	\$11,300.00	\$56,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



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

RESOLUTION OF APPROVAL
FY 25 Rural Transportation Planning Work Program

WHEREAS, the Virginia Department of Transportation (VDOT) allocated \$58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

WHEREAS, the TJPDC dedicates a 20% match, equivalent to \$14,500, for the State Planning and Research (SPR) funding; and,

WHEREAS, the TJPDC is required to approve its Rural Transportation Planning Work Program by the April Commission meeting of each year; and,

WHEREAS, the Rural Transportation Advisory Committee reviewed the draft work program at their March meeting; and,

WHEREAS, development of SMART SCALE project funding assistance, a multi-jurisdictional Comprehensive Safety Action Plan, and coordination of regional transit initiatives will be the focus of the work plan activities.

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission, in accordance with § 15.2-4208 of the Code of Virginia, approves the FY 25 Rural Transportation Planning Work Program.

Adopted this 4th day of April 2024.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
 RESOLUTION OF COMMITMENT TO SUPPORTING ROADWAY SAFETY GOALS**

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) recognizes the critical importance of ensuring safe streets for all residents and visitors within its jurisdictions in Region 10, encompassing the City of Charlottesville, and the counties of Albemarle, Fluvanna, Nelson, Louisa, and Greene; and

WHEREAS, the TJPDC acknowledges the profound impact of roadway crashes, with 1,591 lives lost or seriously injured in its jurisdictions from 2018 to 2022, affecting individuals, families, and communities; and

WHEREAS, the Bipartisan Infrastructure Law establishes the Safe Streets and Roads for All (SS4A) discretionary program, providing crucial funding for regional, local, and Tribal initiatives aimed at preventing roadway fatalities and serious injuries; and

WHEREAS, in 2023 the TJPDC was awarded a United States Department of Transportation Safe Streets and Roads for All discretionary grant to develop a multi-jurisdictional safety action plan; and

WHEREAS, Move Safely Blue Ridge – the TJPDC’s comprehensive safety action plan, is poised to identify and prioritize roadway safety improvements across the region; and

WHEREAS, the federal grant received by the TJPDC necessitates an official public commitment within its safety action plan to ambitiously reduce roadway fatalities and serious injuries, with the ultimate goal of eliminating such incidents; and

WHEREAS, the TJPDC is committed to the Virginia Strategic Highway Safety Plan (SHSP)’s vision of zero deaths and serious injuries and its goal to reduce roadway fatalities and serious injuries by half by 2045;

NOW, THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission is committed to supporting its member jurisdictions in attaining the following safety targets approved by each member’s governing board to include:

- Undertaking efforts to one day eliminate roadway fatalities and serious injuries and to reduce the combined number of roadway fatalities and serious injuries in Albemarle, Fluvanna, Greene, Louisa, and Nelson counties by 50 percent by 2045, and
- Undertaking efforts to eliminate roadway fatalities in the City of Charlottesville by 2045 and to reduce the combined number of roadway serious injuries by 50 percent by 2045.

ADOPTED by the Thomas Jefferson Planning District Commission at its monthly Commission meeting of April 4, 2024, in the City of Charlottesville, Virginia, a quorum being present.

 Christine Jacobs, Executive Director
 Thomas Jefferson Planning District Commission

 Ned Gallaway, Commission Chair
 Thomas Jefferson Planning District Commission

 Date

 Date

TJPD - FY25 Projected Budget

4/4/2024

	<i>\$0.62 per capita</i>	<i>\$0.62 per capita</i>	<i>\$0.64 per capita</i>	<i>\$0.66 per capita</i>
Revenue	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Amended</u>	<u>FY25 Projected</u>
Federal	\$1,319,439	\$12,765,316	\$18,813,844	\$37,813,588
State	\$862,261	\$955,735	\$1,154,129	\$1,101,301
Local	\$1,907,957	\$5,313,450	\$8,447,665	\$3,412,608
Local per capita	\$158,876	\$160,848	\$171,055	\$178,411
Interest Income	\$2,769	\$35,208	\$25,000	\$35,000
Rent Income	\$25,200	\$22,198	\$24,000	\$24,000
Grant & Reserves Transfer		-\$25,073	\$0	\$0
Total Revenue	\$4,276,502	\$19,227,682	\$28,635,693	\$42,564,907
Operating Expenses				
Personnel Costs				
Salaries	\$775,648	\$967,741	\$1,036,276	\$1,141,975
Fringe and Release	\$147,991	\$203,213	\$234,580	\$275,736
Total Personnel	\$923,639	\$1,170,954	\$1,270,856	\$1,417,711
Direct Costs				
Overhead Allocation	\$0	\$0	\$0	\$0
Nonreimbursable Overhead	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$89,971
Postage	\$1,947	\$1,948	\$574	\$2,503
Subscriptions	\$249	\$708	\$555	\$600
Supplies	\$5,819	\$9,160	\$11,156	\$12,634
Audit-Legal	\$22,900	\$27,817	\$45,675	\$70,375
Advertising	\$22,580	\$16,030	\$23,829	\$31,574
Meeting Expenses	\$1,824	\$14,884	\$5,009	\$12,105
TJPD Contractual	\$80,652	\$109,322	\$118,258	\$92,230
Dues	\$8,623	\$9,312	\$10,126	\$10,590
Insurance	\$5,942	\$7,731	\$7,500	\$8,500
Printing/Copy	\$4,538	\$5,139	\$4,806	\$6,657
Rent	\$97,850	\$100,975	\$104,296	\$107,343
Equip/Data Use	\$40,050	\$54,376	\$28,867	\$27,460
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,388	\$6,258	\$14,492	\$15,392
Travel-Vehicle	\$9,675	\$17,741	\$40,856	\$47,449
Janitorial	\$2,050	\$2,917	\$3,500	\$4,500
Professional Development	\$16,555	\$52,815	\$26,411	\$45,744
<i>Total Other Costs</i>	<i>\$327,642</i>	<i>\$437,132</i>	<i>\$445,909</i>	<i>\$585,627</i>
TOTAL OPERATING EXPENSES	\$1,251,280	\$1,608,086	\$1,716,766	\$2,003,338
Net Ordinary Income - Pass Through \$	\$3,025,222	\$17,619,596	\$26,918,927	\$40,561,569
Other				
HOME Pass Through	\$736,642	\$376,127	\$1,132,174	\$1,181,186
HPG Pass Through	\$115,899	\$141,171	\$208,465	\$178,274
Cigarette Tax Pass Through	\$1,389,338	\$2,659,620	\$2,800,000	\$2,815,763
VATI Broadband Pass Through	\$0	\$13,376,956	\$21,000,000	\$35,000,000
Other Grants Pass Through	\$721,102	\$949,884	\$1,474,877	\$1,386,346
<i>Total Other Expenses</i>	<i>\$2,962,981</i>	<i>\$17,503,758</i>	<i>\$26,615,515</i>	<i>\$40,561,569</i>
Net Other Income	-\$2,962,981	-\$17,503,758	-\$26,615,515	-\$40,561,569
Net Income	\$62,241	\$115,839	\$303,412	\$0

FY25 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		\$89,971				
110	WSC & Offices						\$24,000
110	Interest Income					\$35,000	
301	Charlottesville				\$33,843		
302	Albemarle				\$76,227		
304	Fluvanna				\$18,376		
305	Greene				\$13,969		
306	Louisa				\$26,219		
307	Nelson				\$9,777		
	Unknown Source/Reserve Transfer			\$0			
TRANSPORTATION							
Rural Transportation							
170	Rural Admin	\$12,800					
171	Rural Transportation Planning	\$45,200					
172	Safe Streets and Roads for All (SS4A)	\$45,600		\$11,400			
180	Mobility Management	\$40,737	\$8,147				
Transit Planning							
2	Regional Transit Partnership (RTP)			\$50,000			
Charlottesville-Albemarle MPO							
190/195/198	PL Funding	\$258,026	\$32,253				
191/196/199	FTA Funding	\$104,959	\$13,120				
Rideshare							
193	Rideshare/TDM - DPRT		\$139,358	\$34,840			
Other Transportation							
334	Nelson TAP			\$0			
HOUSING AND NONPROFIT							
726	HOME-ARP	\$32,670					
727-23	HOME Consortium Admin-23	\$20,070					
727-24	HOME Consortium Admin-24	\$56,250					
728-22	Housing Preservation Admin - HPG-22	\$7,631					
728-23	Housing Preservation Admin - HPG-23	\$23,910					
729	Regional Housing Partnership			\$50,000			
732	VERP - DHCD		\$6,875				
733	VA Housing - PDC		\$70,000				
ENVIRONMENT							
303	Solid Waste			\$9,500			
907	WIP DEQ	\$58,000					
908	RRBC			\$10,500			
OTHER PROGRAMS							
120	SCRC - Capacity Building	\$23,000					
277	Legislative Liaison			\$108,128			
278	VAPDC			\$55,000			
760	Reional Cigarette Tax			\$149,237			
761	VATI 2022 - DHCD	\$201,556		\$0			
PASS THRU REVENUE							
170/171	Rural Transportation Planning	\$0		\$0			
172	Safe Streets and Roads for All (SS4A)	\$468,960		\$117,240			
180	Mobility Management	\$54,759	\$10,952				
181	Regional Transit Partnership (RTP)			\$0			
190/195/198	MPO - PL	\$0	\$0				
191/196/199	MPO - FTA	\$0	\$0				
193	Rideshare/TDM - DRPT						
303	Solid Waste			\$1,000			
726	HOME-ARP Pass Through	\$277,697					
727-23	Consortium HOME Pass Through-23	\$397,238					
727-24	Consortium HOME Pass Through-24	\$506,250					
728-22	Housing Preservation Pass Through-22	\$42,783					
728-23	Housing Preservation Pass Through-23	\$135,491					
729	Regional Housing Partnership		\$0				
732	VERP - DHCD Pass Through		\$130,625				
733	VA Housing - PDC Pass Through		\$600,000				
760	Regional Cigarette Tax Pass Through			\$2,815,763			
761	VATI 2022- DHCD	\$35,000,000		\$0			
Total Revenues by Category		\$37,813,588	\$1,101,301	\$3,412,608	\$178,411	\$35,000	\$24,000
Sum Total of Revenues							\$42,564,907

**NOTE unconfirmed source (or reserve transfer)

FY25

			Per Capita		Direct Local Contributions				Per Capita		Required Local Match					Per Commission Policy:					
7/1/2022			0.66	Local	Local	Local	0.4	Local	Local	0.66	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	75%	25%			
Program Code			110/300	193	303	908	277	181	729	Various	300	170/171	180	190/195/198		330	907	120	300	300	301-307
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	Regional Commission (SCRC)	Balance	Regional	Local	
Charlottesville	51,278	18.97%	\$ 33,843	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,511	\$ 25,000	\$ 9,550	\$ 100,113	\$ 33,843	\$ -	\$ (906)	\$ (15,052)	\$ -	\$ (2,751)	\$ (1,269)	\$ 13,866	\$ 10,399	\$ 3,466	
Albemarle	115,495	42.73%	\$ 76,227	\$ 15,876	\$ 5,560	\$ 6,210	\$ 46,198	\$ 25,000	\$ 21,310	\$ 196,381	\$ 76,227	\$ (7,645)	\$ (2,040)	\$ (33,902)	\$ -	\$ (6,195)	\$ (2,859)	\$ 23,584	\$ 17,688	\$ 5,896	
Fluvanna	27,843	10.30%	\$ 18,376	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,137	\$ -	\$ 5,250	\$ 42,030	\$ 18,376	\$ (1,843)	\$ (492)	\$ -	\$ -	\$ (1,494)	\$ (689)	\$ 13,859	\$ 10,394	\$ 3,465	
Greene	21,165	7.83%	\$ 13,969	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,466	\$ -	\$ 3,905	\$ 31,423	\$ 13,969	\$ (1,401)	\$ (374)	\$ -	\$ -	\$ (1,135)	\$ (524)	\$ 10,535	\$ 7,901	\$ 2,634	
Louisa	39,725	14.70%	\$ 26,219	\$ 5,274	\$ -	\$ -	\$ 15,890	\$ -	\$ 7,110	\$ 54,493	\$ 26,219	\$ (2,630)	\$ (702)	\$ -	\$ -	\$ (2,131)	\$ (983)	\$ 19,773	\$ 14,830	\$ 4,943	
Nelson	14,813	5.48%	\$ 9,777	\$ 2,335	\$ -	\$ -	\$ 5,925	\$ -	\$ 2,875	\$ 20,912	\$ 9,777	\$ (981)	\$ (262)	\$ -	\$ -	\$ (795)	\$ (367)	\$ 7,373	\$ 5,530	\$ 1,843	
TOTALS	270,319	100.00%	\$ 178,411	\$ 37,812	\$ 10,500	\$ 10,500	\$ 108,128	\$ 50,000	\$ 50,000	\$ 445,350	\$ 178,411	\$ (14,500)	\$ (4,775)	\$ (48,955)	\$ -	\$ (14,500)	\$ (6,692)	\$ 88,989	\$ 66,742	\$ 22,247	
Population Increase											\$14,500	\$ 4,775	\$48,955	\$ -	\$ 14,500	\$ 6,692					
0.011396587											219,041	270,319	166,773		270,319	270,319					
3,046																					

Published January 30th, 2023

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 4, 2024
Re: FY25 Budget and Work Program Draft

PURPOSE: The Annual Operating Budget and Work Program sets forth the anticipated work, revenue, and expenditures for the upcoming fiscal year, July 1, 2024, to June 30, 2025.

BACKGROUND: The budget process for each fiscal year consists of three steps: 1) approval of the Projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the Operating Budget adopted in May as prescribed in the TJPDC Bylaws, and 3) an Amended Operating Budget approved in March, to serve as the final budget for financial reports through the year. Each year, the Department of Housing and Community Development requires the submission of both the annual budget, the fiscal year work program, and an annual report.

FY25 Budget Dates	
FY25 Projected Budget	Sept/Oct, 2023
FY25 Operating Budget	April/May, 2024
FY25 Amended Budget	Feb/March, 2025

The Projected FY25 budget was approved by the Commission in October of 2023. The draft FY25 Operating Budget and Work Program is presented tonight at the April Commission meeting for review. Review of the draft at this meeting will allow all Commission members to then offer input to the Executive Committee and/or TJPDC staff. The Executive Committee will meet prior to the May 2024 Commission meeting, if necessary, to amend the FY25 recommended Operating Budget and Work Program for presentation at the May Commission meeting for consideration/adoption.

WORK PROGRAM: The FY25 TJPDC work program incorporates the Scopes of Work for the CA-MPO and the TJPDC for the urban and rural transportation programs, as well as housing activities identified in the HOME Annual Action Plan and the USDA Housing Preservation Grant. The work plan also includes activities reflected in the RideShare work plan and the Regional Transit and Regional Housing work programs. Continued programs for FY25 include the administration of a Regional Safe Streets and Roads for All Plan, and a regional Mobility Management Program (pending recurring award). Key projects and programming highlights for FY25 include:

Agency-wide
Strategic Plan Implementation (FY24-28)
TJPD Communications Plan Implementation– Newsletter
Equity – Implement Title VI Plan initiatives and integrate considerations for equity in TJPDC planning processes, projects, and programs
Staff Professional Development planning
Policy Audit/Review
Transportation
Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) – On Call Consulting Program, Travel Demand Management Study, Multimodal Use in Innovative Intersections Resource Guide, Safe Streets and Roads for All Comprehensive Safety Action Plan
CA-MPO-Transportation Improvement Program (TIP)
CA-MPO On-Call technical assistance
Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan (SAP)
RideShare/TDM/Telework/AgileMile

Regional Transit Partnership/Regional Transit Authority
Regional Mobility Management (if awarded)
Rural Transportation Planning Program and Rural Transit Needs Assessment Assistance
Housing
HOME Investment Partnership administration
HOME-ARP administration
Housing Preservation Grant administration
Regional Housing Partnership
Virginia Eviction Reduction Pilot Implementation Grant
VA Housing PDC Development Grant administration
Regional Housing Study (Gaps and Needs Analysis or Break Even Analysis)
Environment
Watershed Improvement Program (WIP)
Solid-Waste Management Planning and DEQ Recycling Report
Rivanna River Basin Commission (RRBC) activity coordination
Broadband
2022 Virginia Telecommunications Initiative (VATI) administration
2024 Virginia Telecommunications Initiative (VATI) administration (if awarded)
Regional Tax Administration
Blue Ridge Cigarette Tax Board administration
Other
Legislative Services
Local Technical Assistance, Land Use Planning, Comprehensive Planning
Southeast Crescent Regional Commission (SCRC) Participation
Virginia Association for Planning District Commissions (Executive Director)
Central Virginia Partnership for Economic Development (CVPED) participation
GOVa Region 9 Council participation
Charlottesville Area Alliance (CAA) participation
Jaunt Board participation
Center for Nonprofit Excellence (CNE) Board participation
Grant Application and Administration services

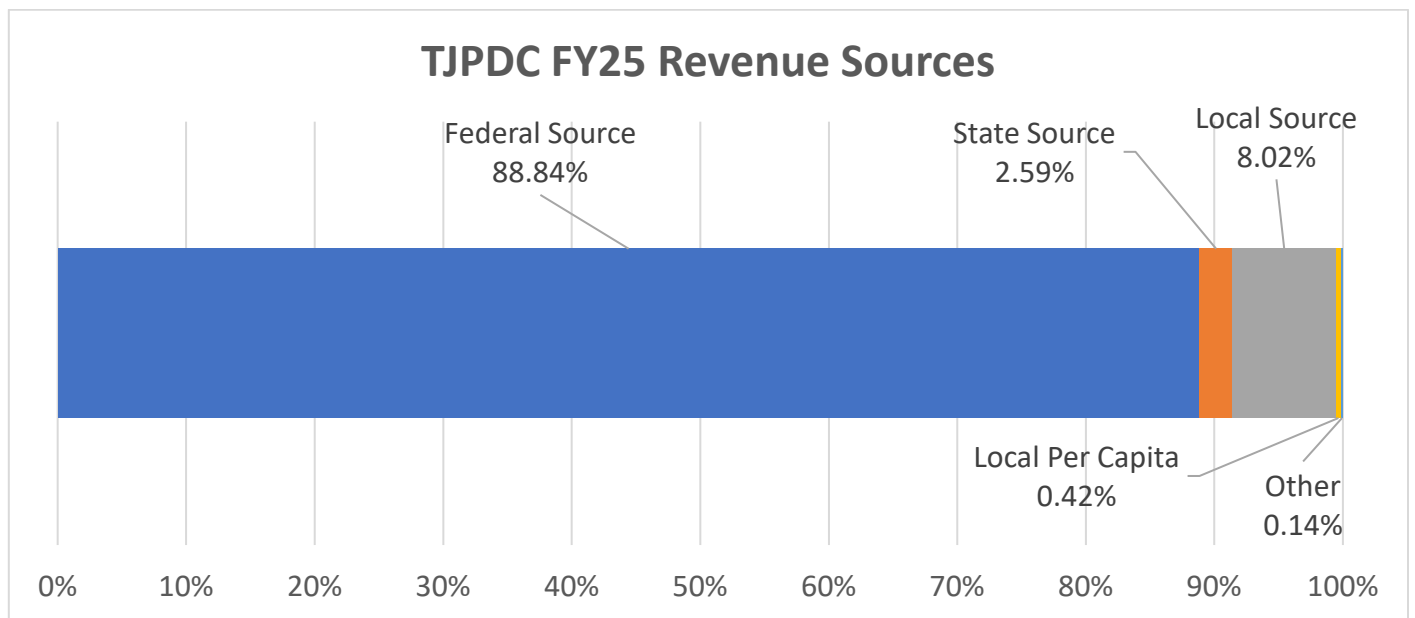
RECOMMENDED BUDGET: Attached is the draft recommended operating budget for FY25. This budget and work program incorporate changes to revenue and expense assumptions from the projected budget approved in October 2023. The draft FY25 Operating Budget is a balanced budget with projected revenues of \$42,564,907 and projected expenditures of \$42,564,907.

Staff applied for several grants for FY25 for which awards have, yet, been determined. The TJPDC staff continues to work with state and federal agencies to identify and apply for state and federally funded projects. For example, in March the TJPDC applied to the US Department of Transportation for a RAISE (Rebuilding American Infrastructure with Sustainability and Equity) to complete the preliminary engineering for the Rivanna Bicycle Pedestrian Bridge. Likewise, the TJPDC applied to the VA Department of Housing and Community Development for a 2024 VATI Broadband Grant, submitted an application to the VA Department of Housing and Community Development for additional Virginia Eviction Reduction Pilot grant funds, and will submit an application to US Housing and Urban Development for FY25 HOME funds. Only pending awards that have a high level of confidence of materializing by December 2025 are included in the budget.

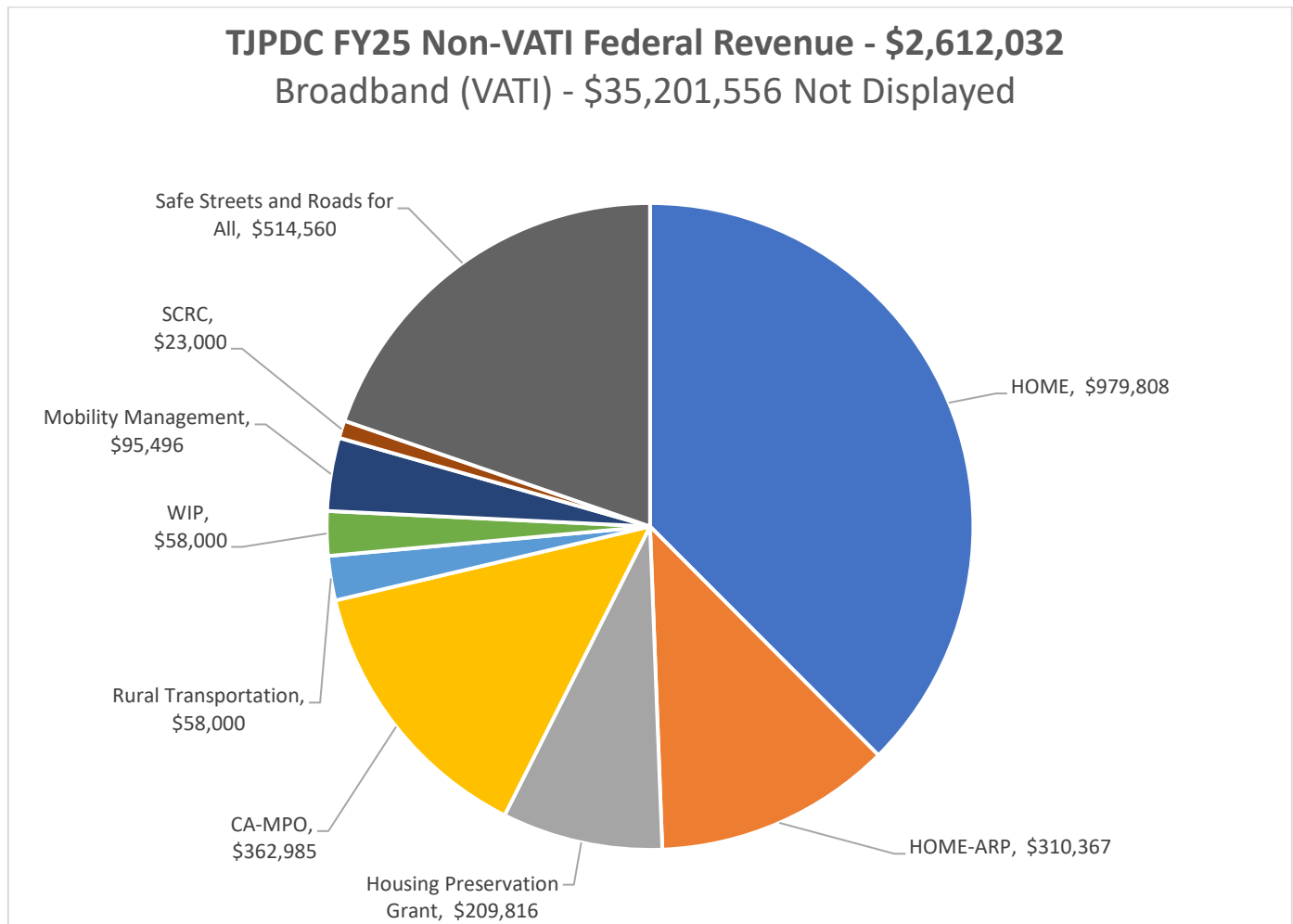
Staff’s goal is to have positive net earnings each fiscal year and to have each fiscal year’s budget stand alone with no use of prior year’s retained earnings until our optimal retained earnings are reached. If the previous

six fiscal years are an indication, we should not need to use prior years' reserves. A long-term goal is to build retained earnings, first to a safe level maintaining six months of average operating expenses available for immediate use if needed, and secondly to save for capital expenses such as toward the purchase of a future office building, and third to have resources available to take advantage of regional project grants that require a local match. Now that we safely have six months of operating funds in savings, using cash reserves is less risky. We are now at a point where we are concentrating on building capital reserves and funding regional projects instead of growing reserves beyond current amounts.

BUDGET REVENUES: The proposed budget reflects projected revenue of \$42,564,907. Nearly 89% of revenues for FY25 are from federal sources, 2.6% are from state sources, 8.0% are from local sources, and less than 1% are from local per-capita contributions from our member governments or other sources. At this point in the year, the TJPDC does not have full commitments of local funding or all state and federal awards or contracts for FY25. Funds included reflect recently awarded projects and estimates of potential projects that have a very high likelihood of being awarded. The chart below shows the TJPDC FY25 revenue by source.



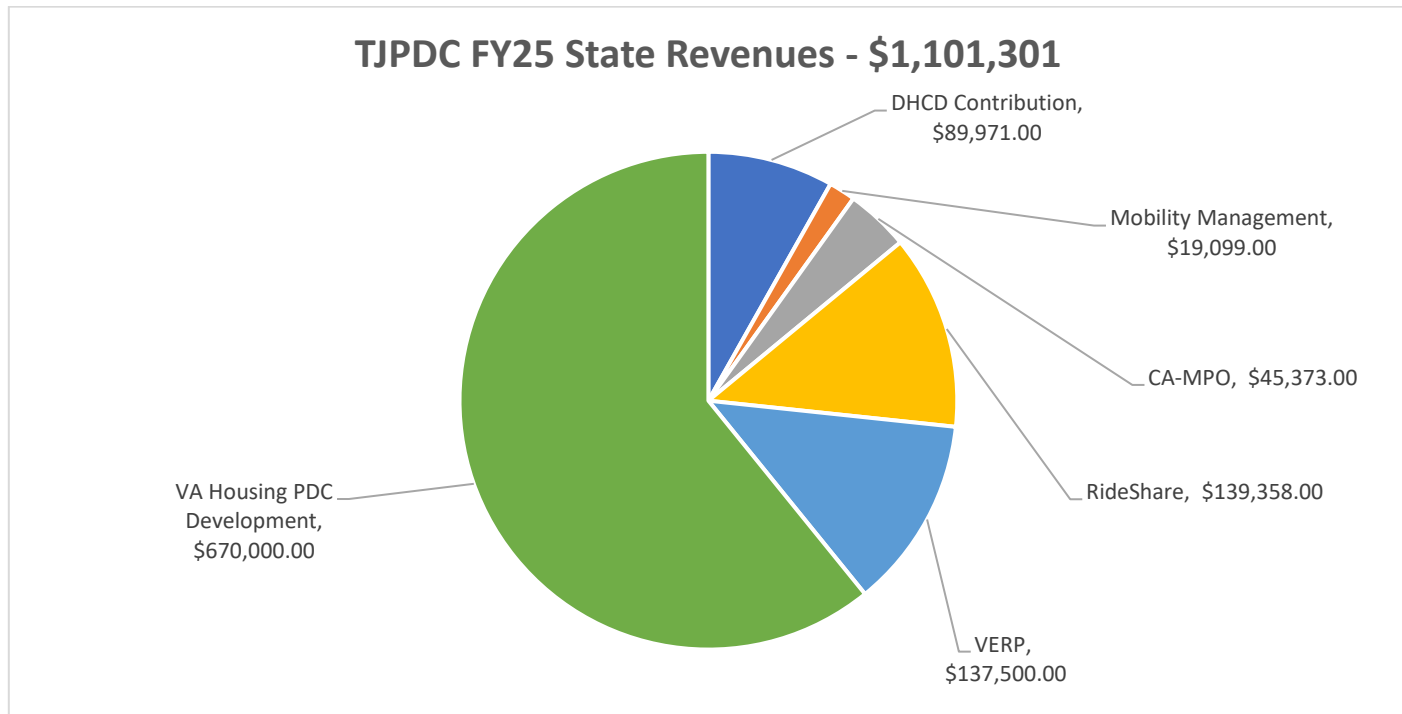
Federal Revenue: TJPDC revenues include \$37,813,588 from federal sources. The largest federal program is the administration of the Broadband (VATI) grant. In order not to skew the data represented below, the VATI program is not displayed.



- Federal ARPA funding for the Virginia Telecommunications Initiative (VATI) Broadband Grant are received through the Department of Housing and Community Development. There is a local match provided by all 13 participating jurisdictions. At the start of the fiscal year, all VATI funding is coded as federal. If local governments indicate that their match is provided from a local source, this will be indicated in the amended budget in February/March 2025.
- The US Department of Transportation’s Safe Streets and Roads for all Grant funding is an 80% federal source with a 20% required local match provided proportionately by the six participating member jurisdictions.
- Southeast Crescent Regional Commission (SCRC) is 100% federal (with only 10% indirect costs allowable, requiring \$6,692 in local sources to cover the remaining indirect costs)
- The Department of Rail and Public Transportation (DRPT) Mobility Management grant is 80% federal/15% state/4% local per capita match and is a pending revenue source.
- Chesapeake Bay Watershed Improvement Plan (WIP) funding reflects federal allocations through the Virginia Department of Environmental Quality (DEQ) at an 80% federal, 20% local per-capita match.
- Federal Highway Research Funds for Rural Transportation funding are received through VDOT at an 80% federal, 20% local per-capita match.

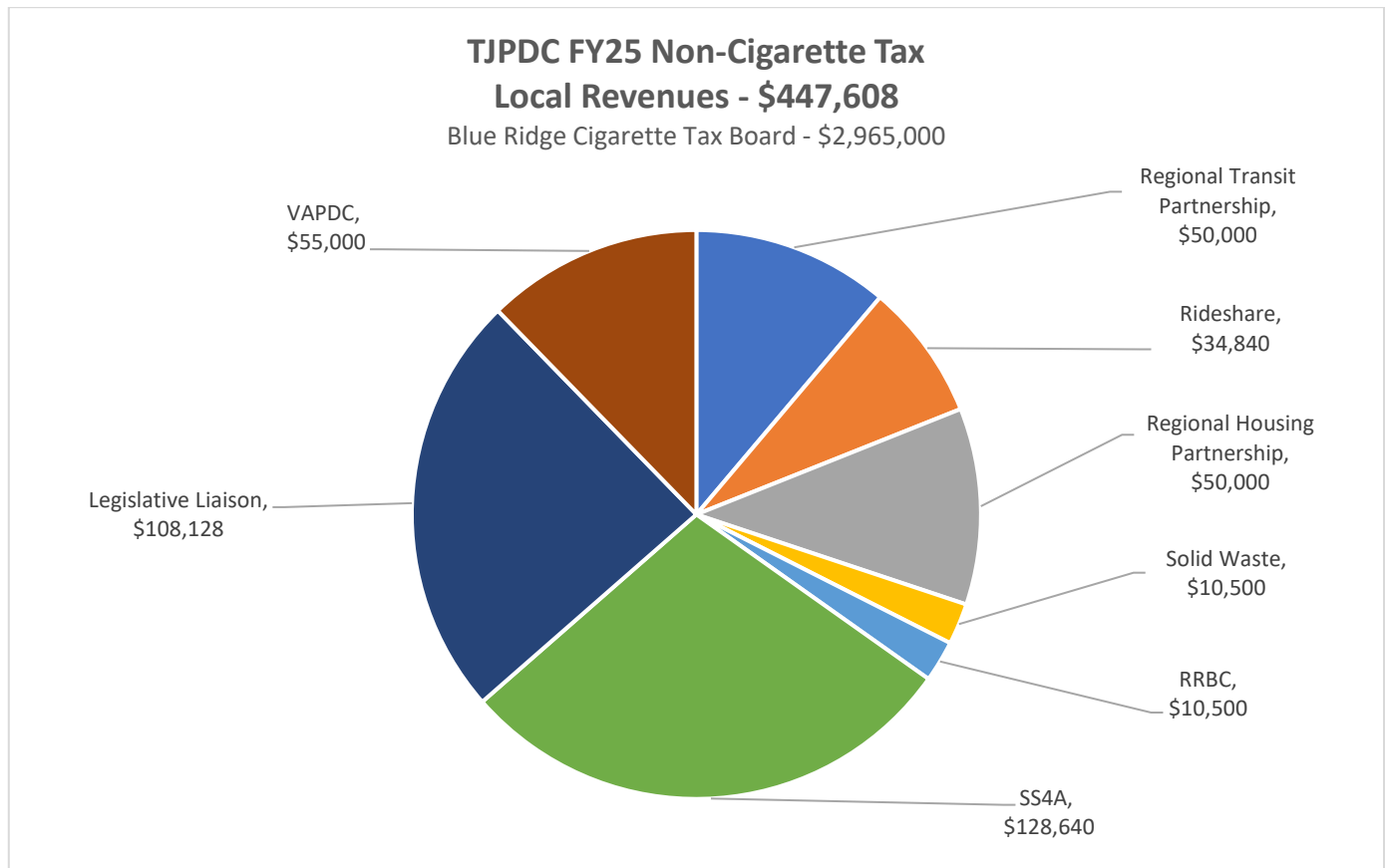
- Charlottesville-Albemarle MPO (CA-MPO) funding reflects federal allocations through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) at an 80% federal, 10% state, and 10% local per-capita match.
- The US Department of Agriculture (USDA) Housing Preservation Grant (HPG) funding is 50% federal source with a 50% local match provided by sub-recipients of the funding.
- The Housing and Urban Development (HUD) HOME Consortium and HOME-ARP funding is a 75% federal source with a 25% local match provided by sub-recipients of the funding.

State Revenue: TJPDC revenues include \$1,101,301 from state sources.



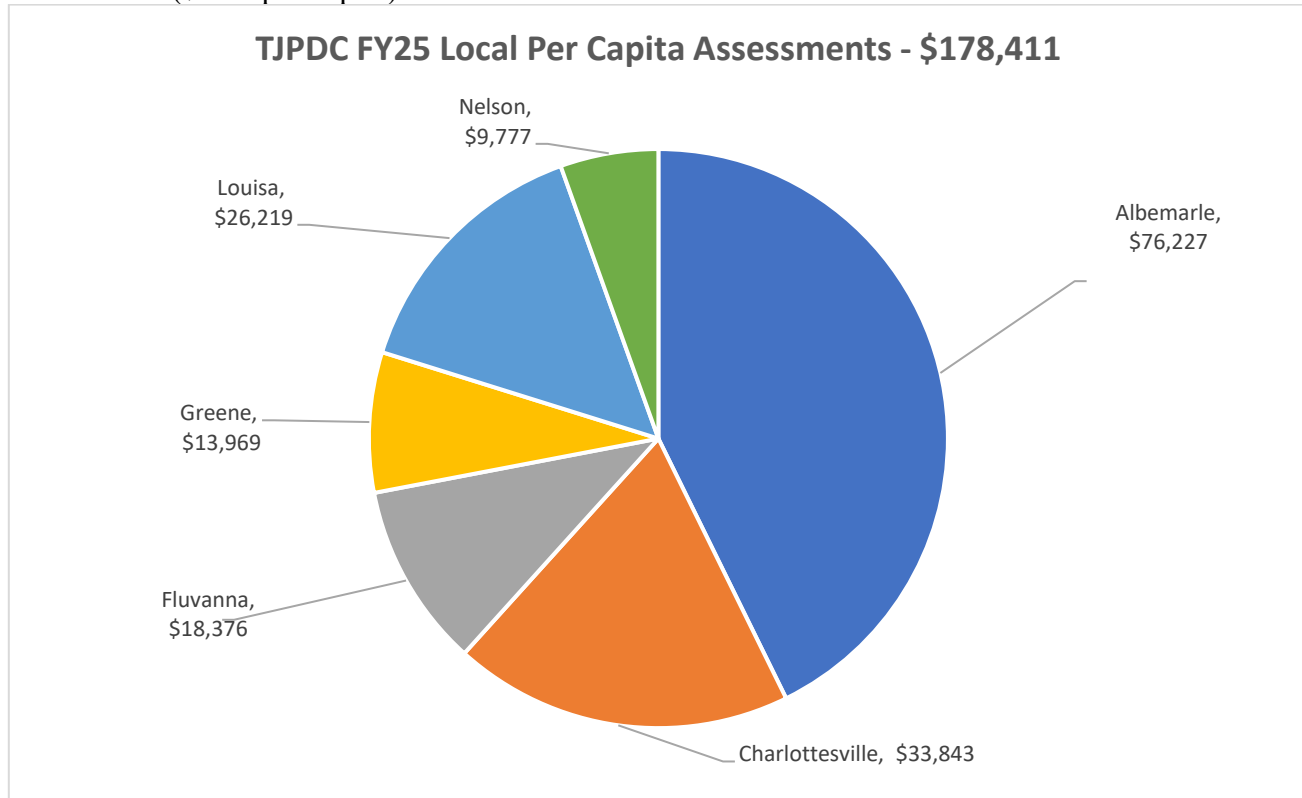
- Virginia Housing provides 100% state funding for the VA Housing Planning District Commission (PDC) Housing Development grant program.
- The Department of Housing and Community Development (DHCD) funding for the Virginia Eviction Reduction Pilot (VERP) Implementation program is a 100% state source.
- RideShare funding reflects the state award through the Department of Rail and Public Transportation (DRPT) at 80% state with a 20% local match.
- The state match through the Virginia Department of Transportation (VDOT) for the CA-MPO is 10% (with 80% federal and 10% local per-capita match).
- The Department of Rail and Public Transportation (DRPT) Mobility Management grant is 80% federal/15% state/4% local per capita match and is a pending revenue source.
- The state budget includes an FY25 contribution to the TJPDC through the Department of Housing and Community Development (DHCD). An additional \$25,000 is in the state’s budget but has not, yet, been approved by the governor and is therefore not included in the state revenue projection.

Local Revenue: TJPDC revenues include \$3,412,608 from local sources. The largest local program is the administration of the Blue Ridge Cigarette Tax Board (BRCTB). In order not to skew the data represented below, the BRCTB's \$2,965,000 is not displayed.



- Local funds for the Blue Ridge Cigarette Tax board include local taxes collected on behalf of the 8 participating jurisdictions (which they receive as a pass-through) as well as administrative fees paid by the local governments for TJPDC's administration of the program. Administrative expenses are projected to be \$149,237 with \$2,815,763 in pass through tax revenue to the participating local governments.
- VAPDC funding is from a 100% local source.
- Legislative services funding is a 100% local source.
- The US Department of Transportation's Safe Streets and Roads for all Grant funding is an 80% federal source with a 20% required local match provided proportionately by the six participating member jurisdictions.
- Rivanna River Basin Commission funding is a 100% local source.
- Solid Waste Planning funding is 100% local source.
- Regional Housing Partnership funding requested is from a 100% local source.
- Local funding for Rideshare is provided from participating jurisdictions at 20% of the total program (federal 80%).
- Regional Transit Partnership funding is a 100% local source.
- Other revenue received includes bank interest earned and rent revenue from tenants totaling \$59,000. We do not have available office space to rent at this time.

Local Per Capita Revenue: TJPDC revenues include \$178,411 from Local Per Capita member assessments (\$0.66 per capita).



- Local per capita revenue is shown based on member assessments adopted at the October 2022 Commission meeting and is reflected in FY25 budget requests. Not all localities have taken action on budgets at this time. Local per capita is \$0.66.

BUDGET EXPENDITURES: The largest TJPDC expenditures are pass-through expenditures, meaning that the TJPDC passes funds through to a sub-recipient, local government, or contracted partner. \$40,561,569 of the \$42,564,907 (95.29%) in FY25 budgeted expenses are pass-through expenses.

- VATI pass-through funds received by the Department of Housing and Community Development (DHCD) and the 13 participating local governments consist of \$35,000,000 and will be reimbursed to a private-sector project partner based on contractual work completed.
- Local tax pass-throughs for the Blue Ridge Cigarette Tax Board include \$2,815,763 in pass-throughs to the 8 participating jurisdictions.
- Housing pass-through expenses include \$903,488 in annual HOME funding, \$277,697 in HOME-ARP funding, \$178,274 in Housing Preservation grant funding, \$130,625 in Virginia Eviction Prevention Funding, and \$600,000 in Virginia PDC Housing Development funding. Pass-throughs are paid to identified sub-recipients for reimbursement for eligible housing activities.
- Safe Streets and Roads for All (\$586,200) and Mobility Management (\$65,711) pass-through funds include payments made to consultants completing contracted work.
- The Solid Waste (\$1,000) pass-through reserves funding each year for the completion of the required 5-year plan.

Other FY25 expenses include salary and fringe benefits. Salary and fringe expenses make up 70.77% of the TJPDC's operating expenses. Staff retention and recruitment are very important to TJPDC leadership. As such, in FY24, staff conducted a class and compensation review. To get each staff member into the new

salary bands, each staff member received a 7% salary increase and a one-time bonus of \$2,000 (full-time) and \$1,000 (part-time) in FY24. In FY25, leadership will work to get each staff member into the correct place within the salary bands based on education, experience, and tenure. The FY25 salary and fringe expenses include a base cost of living adjustment of 3.2%. Additionally, four staff members will receive a promotion, and merit increases will be given where deemed appropriate. Therefore, the draft FY25 budget incorporates an average salary increase of 7% (ranging from 4-9%) for full-time employees and no additional one-time bonuses. Finally, TJPDC staff continue to follow the various compensation reviews and studies that are being conducted by our member governments. Should the TJPDC secure enough funding that an anticipated end-of-year net gain is evident, the executive director will evaluate compensation and incorporate additional recommended salary increases and/or bonuses, as necessary, into the amended budget in order to remain competitive with surrounding local/regional/state-government employers. Staff estimates of personnel expenses reflect both hiring and retention of 14 full-time and 3 part-time equivalent staff/positions. The TJPDC continues to recruit full-time positions in transportation planning and is anticipated to be fully staffed for a majority portion of FY25.

The TJPDC offers The Local Choice (TLC)/Key Advantage 1000 Health Insurance Plan. Health Insurance Premiums will increase by 6.49% for Employee only, 6.47% for Employee plus One, and 6.52% for Employee plus Family in FY25. The TJPDC continues to provide 100% of individual employee-only premiums except for 2 grandfathered employees who receive employer contributions toward dual/family of 77% for Employee plus One (6.47% increase) and 69% of Employee plus Family (6.52% increase) premiums. The new rate for FY25 and FY26 on Virginia Retirement System Employer contributions is 0.85%, which amounts to approximately \$9,000 in additional fringe costs. We do not anticipate a change in the VRS Group Term Life Insurance rate.

Current Indirect Cost Rates have decreased from 74% in FY24 to 56% in FY25. Indirect Cost Rates have decreased from their high of 89% in FY14 to 56% in FY25 and are anticipated to increase slightly in FY26 (setting the FY26 rate).

Other notable changes in operating expenses between FY24 and FY25 include utilizing the DCHD annual contribution for contingencies rather than budgeting it to cover administrative expenses. This gives us flexibility should we need additional local matches or additional funding for a program without having to go to our local governments to seek additional funding. Additionally, an increase in audit/legal expenses is expected as we continue to utilize our legal counsel for sensitive personnel matters, procurement, and comprehensive contract review and compliance. Finally, with the anticipated increase in speed in completing the Virginia Telecommunication Initiative (VATI-22) project, pass-through amounts will increase from \$21,000,000 in FY24 to \$35,000,000 in FY25.

Recommended Motion by the Commission: *No action is recommended at this time. This is a draft of the FY25 Operating Budget. A final will be brought to the May 2025 meeting for consideration and approval.*

TJPDC FY25 Draft Operating Budget

TJPDC Commission Meeting April 4, 2024



1

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Budget Timeline

- Sept/Oct, 2023 – FY25 Projected Budget
 - ▣ Sets per capita rate, population basis
 - ▣ Sets amounts requested for specific programs to serve as the basis for budget submissions to localities
- April/May, 2024 – FY25 Operating Budget
- Feb/March, 2025 – FY25 Amended Budget
 - ▣ Serves as the final budget for financial reports

2

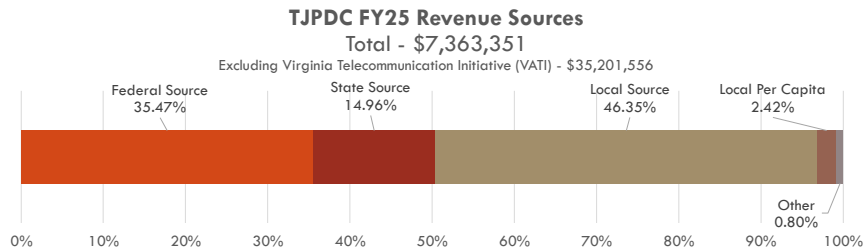
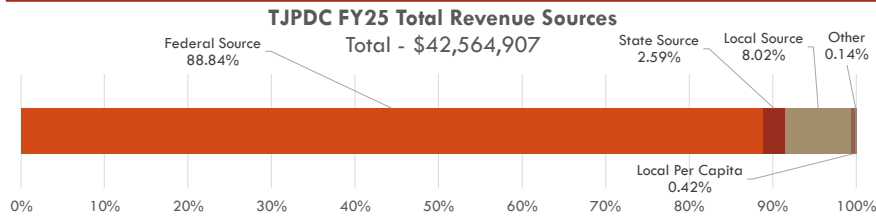
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

- Recommended Budget
- Draft FY25 Operating Budget is balanced
 - Projected Revenues of - \$42,564,907
 - Projected Expenditures - \$42,564,907

3

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY25 Revenues – Total and Excluding VATI

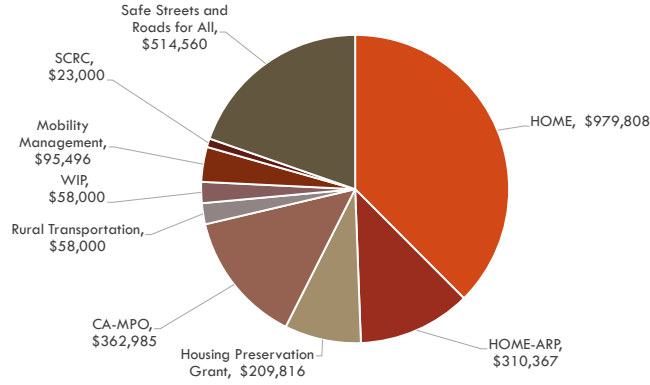


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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY25 Federal Revenues - \$37,813,588

TJPDC FY25 Non-VATI Federal Revenue - \$2,612,032 (Broadband (VATI) - \$35,201,556 Not Displayed)

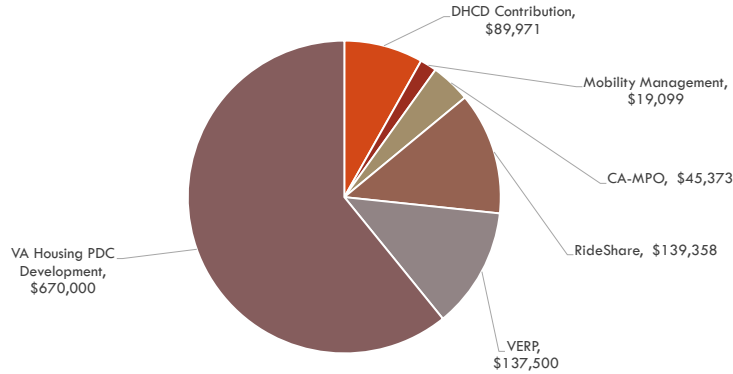


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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY25 State Revenues - \$1,101,301

TJPDC FY25 State Revenues - \$1,101,301

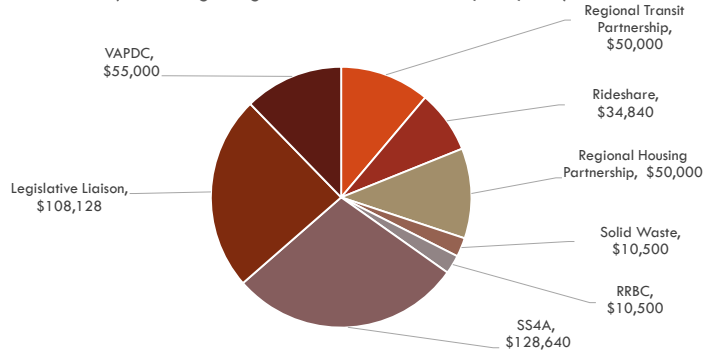


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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY25 Local Revenues - \$3,412,608

**TJPDC FY25 Non-Cigarette Tax
Local Revenues - \$447,608**
(Blue Ridge Cigarette Tax Board - \$2,965,000)

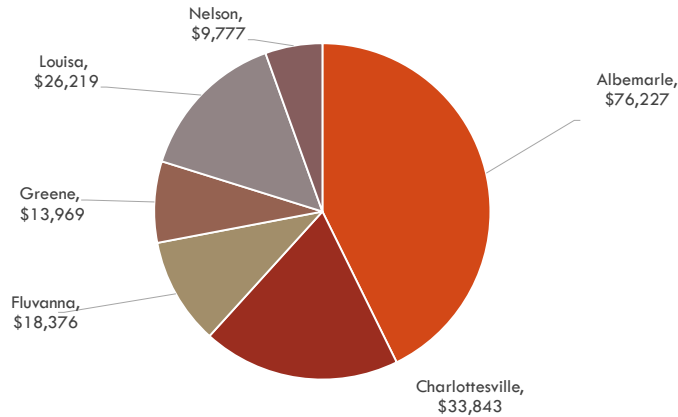


7

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY25 Per Capita Revenues - \$178,411

TJPDC FY25 Local Per Capita Assessments - \$178,411



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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

TJPDC FY25 Budget Expenditures

- Pass-throughs – 40,561,569 (95.29%) of the \$42,564,907
 - ▣ Virginia Telecommunications Initiative (VATI), Blue Ridge Cigarette Tax, HOME, HOME-ARP, Housing Preservation Grant (HPG), Virginia Eviction Reduction Pilot (VERP), Virginia Housing PDC Housing Development Grant, Mobility Management, and Safe Streets and Road for All
- Operating Expenses - \$2,003,569
 - ▣ Salary/Fringe/Benefits - \$1,417,711 (70.77%)
 - ▣ 14 full-time, 3 part-time

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

Christine Jacobs
 434-979-1597
cjacobs@tjpdcc.org



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MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 4, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 7, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- April 4, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair Gallaway, Ruth Emerick*
- b. Vote to Allow Electronic Participation, if needed – *Ruth Emerick*

2. Matters from the Public

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

3. Presentations

- a. **RideShare Commuter Assistance Program (CAP) Strategic Plan** – *Sara Pennington*
Staff will provide an overview of the required CAP Strategic Planning process, specifically detailing the plan's components/requirements and demographic data collected or to be collected. The report will focus on target markets/customers and the operations of the CAP program. A copy of the staff's presentation is included in the meeting materials.
- b. **FY25 Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program (UPWP) Update** – *Christine Jacobs*
Staff will present a high-level overview of the CA-MPO draft work plan and budget (UPWP). The UPWP was first reviewed by the CA-MPO Policy Board in its April meeting. It was then reviewed by the CA-MPO Policy Board, Technical Committee, and Citizen's Advisory Committee in their March meetings. Following the Commission's review, the plan will go before the MPO Policy Board in their April meeting for consideration/approval. A copy of the draft UPWP as well as a copy of the staff's presentation are included in the meeting materials.
- c. **Blue Ridge Cigarette Tax Board Update** – *David Blount*

Staff will provide a 6-month update on the administration of the Blue Ridge Cigarette Tax Board to include tax revenue generated, total packs sold by month, packs sold by jurisdiction, tax allocations by jurisdiction, and items for review by the board in their April 22, 2024, meeting. A copy of the staff's presentation is included in the meeting materials.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.
- a. ***Minutes of the March 7, 2024, Commission Meeting**
 - b. ***February Financial Reports**
 - i. February Financial Dashboard Report
 - ii. February Consolidated Profit & Loss Statement
 - iii. February Comparative Balance Sheet
 - iv. February Accrued Revenue Report

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

5. **New Business**

- a. **Appointment of Nominating Committee for TJPDC Officers – Ned Gallaway**

The TJPDC elects officers at its June meeting. The Chair appoints a nominating committee in April. The nominating committee presents a slate of recommended officers in May. Current officers are:

 - Ned Gallaway, Chair
 - Tony O'Brien, Vice Chair
 - Keith Smith, Treasurer
 - Christine Jacobs, Secretary
- b. ***Go Virginia Region 9 Council Appointment – Christine Jacobs**

The GO Virginia Region 9 Council is responsible for overseeing the development and implementation of the GO Virginia program in Region 9, including reviewing and awarding grants that incentivize collaboration between business, education, and local government. There are two TJPDC appointed Region 9 Council members whose terms are expiring on June 30 and whom both have met their term limit having served two consecutive 3-year terms. They are Christian Goodwin as County Administrator and Tony O'Brien as Elected Official. The TJPDC needs to appoint a Chief Administrative Officer and an Elected official to serve. To date, Greene County, Albemarle County, and Charlottesville have not had members serving from their jurisdictions.

***Recommended Action:** Staff recommends a motion to appoint Cathy Schafrick, Greene County Administrator, and Ned Gallaway, Albemarle County Board of Supervisor, to the Go Virginia Region 9 Council as the TJPDC's CAO and Elected Official representatives respectively.

- c. ***Move Safely Blue Ridge Comprehensive Safety Action Plan Commitment to Supporting Roadway Safety Goals – Christine Jacobs**

The TJPDC was awarded a US Department of Transportation Safe Streets and Roads for All discretionary grant to develop a comprehensive safety action plan for Planning District 10. A required component of the grant is a leadership commitment to reduce serious crashes and fatalities on roadways within the district. Each member government adopted a resolution committing to safety goals in their respective jurisdictions in their February or March meeting. Additionally, the TJPDC is requested to commit to supporting its member jurisdictions in attaining the goals adopted by the members' governing boards.

***Recommended Action:** Staff recommends a motion to adopt a resolution of Commitment to Support Roadway Safety Goals adopted by its member jurisdictions' governing boards.

d. **FY25 Draft Annual Operating Budget** – *Christine Jacobs*

The TJPDC Bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2025. The draft FY25 Operating Budget is a balanced budget with projected revenues of \$42,564,907 and projected expenditures of \$42,564,907. *A detailed budget memo as well as a copy of the staff's budget presentation are included in the meeting packet for your review.* No action is needed on this item. A final draft of the budget will come before the commission in May for consideration/adoption.

6. Old Business

a. **Executive Director Evaluation Process Next Steps** – *Ned Galloway*

7. Executive Director's Monthly Report

- a. Staff will provide additional updates in the meeting.
- b. Comprehensive Economic Development Strategy (CEDS) Plan – The TJPDC announced the release of its CEDS plan for public review and comment. In accordance with the requirements set forth by the US Economic Development Administration (EDA), the CEDS will be available for a 30-day statutory review period, commencing on March 27, 2024, and concluding on April 27, 2024. During this period, staff encourages commissioners to review the proposed plan and provide feedback in advance of the May meeting. The final plan will come before the commission in their May meeting for consideration for approval/adoption.

A copy of the plan can be found at: <https://tjpd.org/our-work/economic-development/>

- c. Virginia Telecommunications Initiative (VATI) 2022 - Staff continues to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

- Project milestones reported to DHCD in March are as follows:
- 372 miles of field data collection.
- 2,182 miles of fiber design.
- 1,213 miles of make ready construction.
- Three communications huts set.
- 793 miles of aerial fiber placement.
- 340 miles of underground fiber placement.
- 632 miles of splicing.
- 8,482 passings.

Each month, TJPDC staff conducts site visits to observe work underway throughout the project area. On March 28, 2024, TJPDC staff observed completed mainline fiber located in the Pratts area of Madison County. Staff also observed the site preparation completed to date at the location where the Pratts communications hut will be placed.

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

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. **The next Commission meeting will be held on Thursday, May 2 2024.** Items for the May meeting may include but are not limited to:
 - i. FY25 Operating Budget Resolution (For Consideration/Adoption)
 - ii. TJPDC Officer Slate Notice from Nominating Committee
 - iii. Quarter 3 (Jan-March) Financial Report
 - iv. Comprehensive Economic Development Strategy (CEDS) Plan for Consideration/Approval
 - v. Executive Director Evaluation (Closed Session)

9. *Adjourn

Designates Items to be Voted On
