

Thomas Jefferson Planning District Commission FY-2026 Rural Transportation Planning Work Program

July 01, 2025 – June 30, 2026



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 February 18, 2025, meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 6, 2025, meeting and approved the work program at their April 10, 2025 meeting.

The preparation of this program was financially aided through administrative funds from the FY25 Rural Transportation Planning Work Program.

Table of Contents

Introduction	1
Purpose and Objective.....	1
Rural Transportation Program	2
Highlights of FY25	3
Fiscal Year 2026 Budget.....	3
Fiscal Year 2026 Activities by Task	4
FY 2026 – 1.0 Program Administration - \$18,000.....	4
A. Reporting and Compliance with Regulations	4
B. Staff committee meetings	4
C. Share information with agencies and public	4
FY 2026 - 2.0 Planning & Local Technical Assistance - \$54,500.....	5
Task 2.1 – Short Range Planning and Local and State Assistance.....	5
A. Prepare transportation infrastructure grant applications.....	5
B. Provide assistance to local and state partners as requested	6
C. Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities.....	6
Task 2.2 – Long Range Planning.....	6
A. Comprehensive Safety Action Plan.....	6
B. Travel Demand Management Study	7
C. Coordinated Human Services Mobility Plan Update	7
D. Long Range Priorities and Plans	7
FY27 Anticipated Work Tasks.....	8
Appendices	9
Appendix A: FY-2026 Budget Summary	9

Introduction

Purpose and Objective

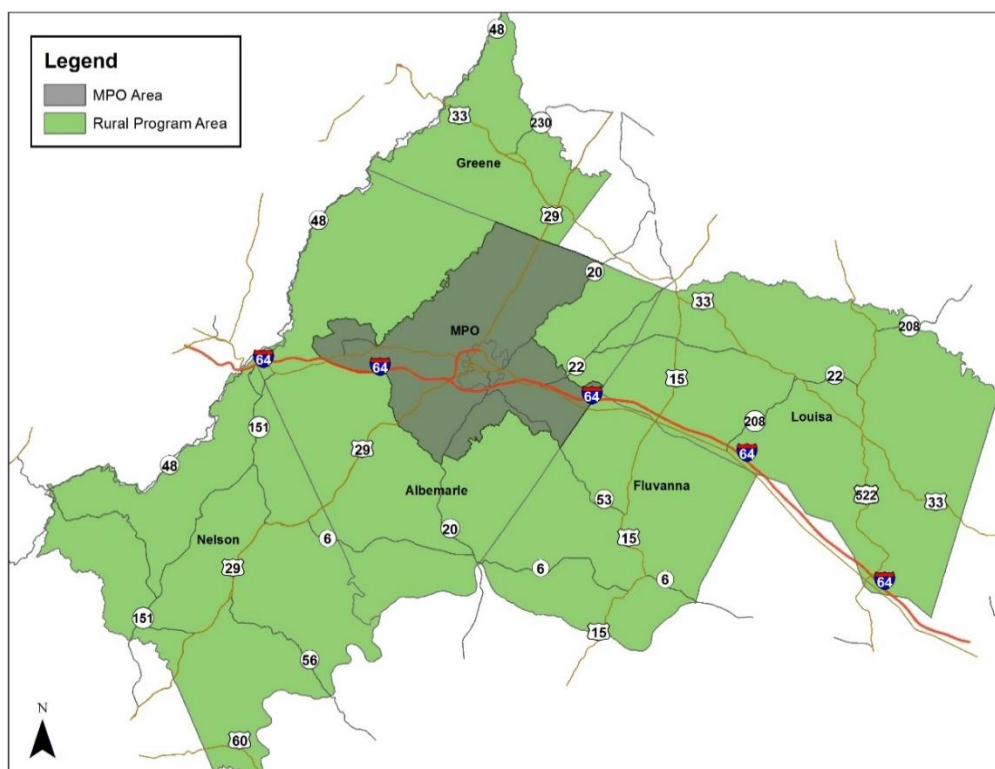
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2026 each planning district commission / regional commission that includes 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 FY25

In FY25, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on the Comprehensive Safety Action Plan and completing the Commuter Assistance Program Strategic Plan. 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.



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 is due for mid-FY26 completion.

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 through a Virginia 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 plan was completed and adopted by the Commission in FY25.

Fiscal Year 2026 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$14,400	\$3,600	\$18,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	\$43,600	\$10,900	\$54,500
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

FY2026 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 2026 Activities by Task

FY 2026 – 1.0 Program Administration - \$18,000

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.

A. Reporting and Compliance with Regulations

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:

- Prepare and submit 12 monthly reports and invoices
- FY26 Rural Work Program Implementation
- Prepare the FY27 Rural Work Program
- Participate in meetings with VDOT staff regarding compliance

B. Staff committee meetings

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings by preparing materials, maintaining committee membership, writing minutes, handling public participation and mailings, updating committee websites, and coordinating with the CA-MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Transportation Advisory Committee – meeting 6 times per year.
- Coordinate with VDOT staff to develop meeting agenda topics
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

C. Share information with agencies and the public

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

- Attend Boards of Supervisors meetings in rural member localities in alignment with VDOT quarterly updates
- 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
- 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, including VTrans webinars and SMART SCALE meetings
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

D. Computer and Other Technology Purchases

DESCRIPTION OF ACTIVITIES:

If necessary, purchase computer hardware, software, and technology necessary to carry out scope of work activities.

Administration Budget

SPR Funds (80%)	\$14,400
PDC Funds (20%)	\$ 3,600
Total Budgeted Expenditure for Program Administration	\$18,000

FY 2026 - 2.0 Planning & Local Technical Assistance - \$54,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2026. 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 – Short Range Planning and Local and State Assistance

A. Prepare transportation infrastructure grant applications

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:

- Assist the TJPDC 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

B. Provide assistance to local and state partners as requested

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, and bikeway plans and studies
- Participate in VDOT studies as part of the project development pipeline process, including Project Pipeline, STARS, and others
- Participate in the Fall Transportation Meeting
- Conduct park and ride lot use counts and conditions assessments
- Provide assistance with tracking and documenting active transportation facilities and/or accommodations
- Provide assistance with updating the VDOT freight generators inventory
- Develop and provide GIS information, as requested
- Work with regional members to identify and understand rural localities' needs to help inform and shape the program each year
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

C. Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities

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.

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
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Task 2.2 – Long Range Planning

A. Comprehensive Safety Action Plan

DESCRIPTION OF ACTIVITIES:

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.

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.
- 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.

B. Travel Demand Management Study

DESCRIPTION OF ACTIVITIES:

One effort that will begin in FY26 is the development of a comprehensive regional Travel Demand Management Study. This study will be used to help identify long-term initiatives to reduce vehicle miles traveled throughout the region. This study will provide a high-level understanding of travel demand factors and support the identification of long-term infrastructure and multimodal transportation improvements needed to support mode shift. Staff support for this study will be supported by both the Rural Work Program and the CA-MPO's Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Review and synthesis of existing literature and studies previously completed in the rural areas.
- Review regional transportation demand model to determine future growth impacts
- Identification of TDM strategies to accommodate future traffic volumes, including park and ride infrastructure, bicycle and pedestrian infrastructure, and transit service implementation.

C. Coordinated Human Services Mobility Plan Update

DESCRIPTION OF ACTIVITIES:

Programs funded under the FTA Section 5310 program must align with strategies defined in the Coordinated Human Services Mobility (CHSM) Plan. When applying for Section 5310 funding through DRPT, applicants must demonstrate how their project aligns with the CHSM strategies and actions. DRPT is preparing to update the CHSM plan beginning in FY26, and Rural Transportation program staff may participate as a grant recipient if requested.

TASKS TO BE UNDERTAKEN:

- Provide program data and review draft content, as necessary
- Participate in working groups, focus groups, etc.
- Complete surveys, as requested

D. Long Range Priorities and Plans

DESCRIPTION OF ACTIVITIES:

Staff will assess the existing long-range priorities and status of projects from the 2040 Rural Long Range Plan (RLRP). By holistically assessing the needs and funding for projects in the region's rural areas we can determine when the next RLRP will need to be updated.

TASKS TO BE UNDERTAKEN:

- Assess status of projects identified in 2040 RLRP
- Review projects that haven't been funded yet for other opportunities or changes

FY-2026 Rural Transportation Planning Work Program

- Determine how the Comprehensive Safety Action Plan can be applied to the region through the RLRP
- Review with RTAC long range plans in the rural localities
- Create a timeline for plan updates throughout the rural areas

Planning & Technical Assistance Activities Budget	
SPR Funds (80%)	\$43,600
PDC Funds (20%)	\$10,900
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Total Budgeted Expenditure for Program Activities	\$54,500

FY27 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 FY27, continued work on developing a coordinated regional strategy for SMART SCALE funding application projects that prioritize projects by both need and likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will continue to work on the comprehensive regional travel demand management study. With the completion of the Comprehensive Safety Action Plan in mid-FY26, staff will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2026 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Total Budgeted Expenditure for Program Administration	\$14,400.00	\$3,600.00	\$18,000.00
Program Activities			
Total Budgeted Expenditure for Program Activities	\$43,600.00	\$10,900.00	\$54,500.00
Task 2.1 – Short Range Planning and Local and State Assistance			
Task 2.2- Long Range Planning			
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00