

ACTIVITY	ACTIVITY TYPE	LEAD/TEAM MEMBERS	PARTNERS	START/END DATES	PERFORMANCE MEASUREMENT
1. Agency Wide	1, O, C, M				
a. Welcome new Executive Director	1	Commission All staff	Regional agencies	7/08 9/08	Successful search and selection
b. Outsource Human Resource functions (ombudsman, exit interviews, mediation)	1	Billie Review Team		07/08 12/08	RFP issued, proposals rec'd Contract in place
c. Provide or arrange for training for staff on issues included in review documents	O	LT Staff	CNE	Ongoing	% of training goals achieved Positive feedback
d. Achieve 501 (c) 3 status for non-profit arm of TJPDC	1	Billie Don, Kristen, Bill	JABA		IRS designation as 501 (c) 3
e. Outsource IT and contract for Exchange Server services	1	Billie Equip Team	Contractors	07/08 11/08	Contracts in place Procedures developed Mailing list & categories operational
f. Use web-enabled public input for one or more TJPDC programs through Neighborhood America and/or a Wiki web site	M	Ldrship Team Staff	TBD with web content	07/08 06/09	Website operational Public input received
2. Communications (including mapping)	1, O, C, M				
a. Design and publish an updated TJPDC brochure	1	Ryan, David		6/08 12/08	Brochure available in print and online.
b. Update graphics package on www.tjpc.org to reflect a current and well maintained site.	O	Ryan		Ongoing	Images and graphics are kept fresh and updated. (site does not appear "old")
c. Operate in conjunction with the transportation staff to keep current committee agendas and minutes posted on the TJPDC website	O	Ryan, Ann, Cory		Ongoing	Agendas and Minutes are up to date and posted in a timely manner
d. Work with staff to keep current events and information posted on all TJPDC maintained websites.	O	Ryan All Staff		Ongoing	Items are up to date and news items are posted in a timely manner.
e. Provide support to staff in meeting project requirements and deadlines for graphic design and communications items	O	Ryan All Staff		Ongoing	Products are supplied on time. Deadlines are met. Positive feedback about how these products are received.
f. Compile and distribute quarterly Enews	O	David, Ryan All Staff		Ongoing	Informative, attractive publication.
g. Maintain a professional appearance for all TJPDC produced products	O	Ryan		Ongoing	Positive feedback about how TJPDC materials are received
3. Transportation Urban (MPO work program)	1, O, C, M				
a. Completed documents and regular reports: Progress Reports, TIP, and Work Program	O	Ann	Albemarle Cville DRPT, VDOT JAUNT, CTS,	PR: quarterly TIP: Spring WP: Spring	Quarterly reports Adopted TIP Adopted Work Program Adopted UnJAM 2035

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b.	Improved ability to interpret and act upon federal regulations, including SAFETEA-LU.	C,M,O	Melissa	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Documented summary evaluation of regulatory requirements (e.g. SAFETEA-LU, Coordinated Human Services Plan, and other)
c.	Continue addressing and evaluating Environmental Justice and Title VI	O	Ann Rochelle	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Summary documentation of efforts (e.g. meetings with planning partners)
d.	Continue to identify opportunities to implement UnJAM 2025 priority projects and vision	O	Melissa	Localities, Cville, DRPT, VDOT, JAUNT, CTS	Ongoing	Projects implemented
e.	Continued work to update the long range plan, UnJAM 2035, to include a regional summit work shop, utilization of web-based public input collection and analysis, and reporting	O	Melissa, Ann, Cory, Bill, Lisa, Will, Ryan	Localities, Cville, DRPT, VDOT, JAUNT, CTS	Ongoing	Draft plan
f.	Regular committee meetings with prepared agendas, minutes, and information needed. Publicity of meetings through media notices, mailings to lists of interested citizens and associations, and website postings. Expanded diversity of committee membership.	O	Melissa, Ann, Ryan	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Meeting packets mailed monthly and posted to website
g.	Develop online glossary of transportation terms.	1	Ann, Cory, Ryan, Lisa	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	Ongoing	Glossary posted on website and available as a stand alone document
h.	Increased participation by community members in transportation plans, with a particular focus on improving participation by groups not previously involved in the transportation planning process.	O	Ann	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Increased number of recipients on MPO stakeholder list; increased attendance/participation at meetings (documented on sign in sheet and in minutes (public comment section))
i.	TJPDC staff will lead a team of local staff to jointly develop information for the planning process in accordance with SAFETEA-LU requirements		Melissa, Ann	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Documented summary of MPO's approach to SAFETEA-LU Compliant planning process

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j.	Establishing Benchmark Data - Assessment of transportation and land use data that is newly available since the development of UnJAM 2025, and the methodologies for applying this data to make projections for the long range plan update to determine an approach for the technical analysis associated with the long range plan update	M	Melissa Ann	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Collection of data, documented methodology for technical analysis portion of the long range plan update
k.	Coordinated Human Services Mobility Plan. Assist stakeholders in the development of applications for CHSMP funding	M	Melissa	Albemarle Cville DRPT, VDOT JAUNT, CTS, JABA, private transit providers, other human svc. providers	Ongoing	Adopted Plan, Awarded project grants
l.	Coordinated planning and implementation for system improvements that promote other modes than the SOV	O	Melissa, Ann	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	Ongoing	Research, maps, and other materials as requested
m.	Develop draft design guidelines for area bicycle friendly facilities	1	Ann Melissa	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	07/08 10/08	Documented standards, to include text and photo examples
n.	Develop draft design guidelines for a real-time traveler information system for the region	1	Ann, Melissa, Will	Albemarle, Cville, DRPT, VDOT, JAUNT, CTS, UVA	Ongoing	Adopted guidelines
o.	Transit planning, mapping and facility assessments as requested by CTS, JAUNT, and others.	O	GIS Hire, Ann, Cory	Albemarle Cville DRPT, VDOT JAUNT, CTS	As requested	Maps, data, etc. as requested
p.	On call services: Transportation study or planning effort, as requested that can be used as a basis for implementing short-term and long-term transportation solutions.	1	Melissa Trans Team		As requested	As requested
4.	Transportation Transit	1, O, C, M				
a.	Regional Transit Authority Plan (RTAP). TJPDC activities include manage consultant process, lead on public/stakeholder process, draft enabling legislation	1	Melissa Trans Team	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	Fall	Regional Transit Authority Plan Mgmt & Governance Tech Rpt Service and Ops Tech Rpt Cost Est. & Funding Tech Rpt
b.	Regional Transit Assessment Toolkit (FTA grant): TJPDC activities include manage consultant process, lead on public/stakeholder process	1	Melissa Will	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA		Public Input Tool Feedback analysis guidelines Prioritization & Impl. Guidelines Public Process Handbook

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5. Transportation Rural		1, O, C, M				
a.	Provide staff support to Rural Tech and Rural Roundtable. Publicize meetings in newspapers, on web page, and mailed and e-mailed notices.	O	Melissa, Cory, Bill	Localities, VDOT, JAUNT	Ongoing	Timely meeting notices sent by e-mail and on web (1 week before meeting) Notices printed in newspapers
b.	Support Park and Ride lot development by identifying potential locations and coordinating with TDM/RideShare programs.	O	Cory, Lisa, Will, Melissa	MPO, VDOT, VDRPT, localities	Ongoing	List of Park and Ride lots in the region and identification of new locations
c.	Implementation of transportation goals for age-friendly communities initiative	M	Bill	JABA, VTRC	Throughout FY09	Elder-friendly transportation conceptual plan for Hillsdale Drive
d.	Continue to support development and implementation of the PDC regional rail plan.	M	Melissa Trans Team		Ongoing	
e.	Integrate the toolkit and recommendations from Transportation Housing Alliance into local studies and projects	O	Bill Cory		Ongoing	Number of projects using THA Toolkit
f.	Complete Phase II of the LRRTP, including: updated SPS database, integration of freight, information, and maps of corridors in high-growth area, transit services and expansion plans and concentrations of elderly & low-income populations. Conduct public sessions and promote media awareness of LRRTP	C	Cory, Bill	VDOT Localities	Throughout FY09	Submission of Phase II and Phase III of plan to VDOT
g.	Develop Action and implementation plan with priorities for rural chapters of UnJAM 2035.	1	Melissa Cory, Bill	Localities, VDOT, DRPT, Aviation Admin	07/07 06/08	Plan completed
h.	Carry out Multimodal corridor study in Greene County	C	Bill, Melissa Cory Consultant	VDOT, Greene County	07/08 06/09	Study approximately 75% complete
6. Transportation – RideShare		1, O, C, M				
a.	Promote awareness & use of transportation options to commuters and employers through increased visibility and name recognition of RideShare	O	Lisa Will		Ongoing	Increase in RideShare applications Increase in number of participating employers
b.	Continue to develop professional promotional materials for distribution throughout the region	O	Lisa, Will Ryan		Ongoing	Promotional materials
c.	Increase the number of requests for information and assistance by 10%	O	Lisa, Will		Ongoing	Number of requests
d.	Increase carpool formations by 10%	O	Lisa, Will		Ongoing	Number of new carpools
e.	Increase registration in the Guaranteed Ride Home Program by 10%,	O	Lisa, Will		Ongoing	Number of participants

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f.	Work with Charlottesville Transit Service, Greene County Transit, JAUNT and University Transit Service on the regional Commuter Information Team.	O	Lisa, Will		Ongoing	Number of Team Meetings New initiatives launched
g.	Increase RideShare database participation by 10%	O	Lisa, Will		Ongoing	Number of participants
h.	Increase reduction of VMT (vehicle miles traveled) by 10%	O	Lisa, Will		Ongoing	VMT reduced
i.	Increase the number of Park & Ride lot users by 2%,	O	Lisa, Will		Ongoing	Number of lot users
j.	Receive training in and introducing NuRide to employers	O	Will, Lisa		Ongoing	Number of employer participants
k.	Work with employers to develop and implement traffic reduction programs	O	Lisa, Will		Ongoing	Number of participants
l.	Work with area schools to expand SchoolPool program	O	Lisa, Will		Ongoing	Number of participants
m.	Incorporate RideShare data into regional urban and rural long range plan updates, assist in the development of transportation demand management strategies for the region's long range plan	O	Will, Lisa		Ongoing	Data in plans
n.	Plan and implement Awareness and Appreciation Week	M	Lisa, Will		Sep 08 Oct 08	Number of participants
o.	Introduce RideShare youth marketing program to schools	1	Lisa	School systems	TBD	Number of schools using books and tools
p.	Plan and participate in Clean Commute Day	M	Lisa Will	JAUNT, CTS, UTS, Greene County Transit	04/09 05/09	Number of participants
7.	Community Planning	1, O, C, M				
a.	Prepare a revitalization/community plan for the Town of Mineral	C	Bill, Cory	Town, DHCD, VDOT	Throughout FY09	Completed Plan submitted to DHCD
b.	Assist Greene County with their Comprehensive Plan update	M	Bill, Melissa	Greene County	Throughout FY09	Scope of Work developed with Greene County Work in SOW completed
c.	Complete grant applications on behalf of localities as requested. Current possibilities include: <ul style="list-style-type: none"> ▪ Lake Monticello, Fork Union, Palmyra, or Zion Crossroads - recommendations of completed community plans. ▪ Town of Mineral ▪ Nelson County - recommendations of the Lovington Community Plan. 	O	Bill Ann	Localities	Ongoing	Submitted applications Awarded applications

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d.	Assist localities with Community Plans as requested	O	Bill	Localities	TBD	At least one new contract for a community plan Completed plan
e.	Finish the Master Plan for the Village of Rivanna	C	Billie, Bill, GIS Hire, Cory	Alb. Co.	6/08 2/09	Completed plan
8. Housing		1, O, C, M				
a.	Complete update of Analysis of Impediments to Fair Housing Choice	1	Billie, Bill, Cory	Housing Directors, Localities, public	Jan 09 May 09	Plan adopted by City and TJPDC, and accepted by HUD
b.	Implement policies on Green Building and Universal Design in all HOME funded projects	O	Billie, Bill	Housing Directors	Jul 07 Jun 08 & beyond	Number of projects using green and universal design principles (100% of those started in FY09)
c.	Complete 12 projects using the Transportation and Housing Alliance (THA) Toolkit	M	Billie, Bill, Cory	PDCs, localities and organizations under contract	Jul 08 Feb 09	Awarded contracts Completed projects
d.	Evaluate the HOME program through the Consolidated Annual Performance and Evaluation Report (CAPER)	O	Billie, Kristen	Housing Directors	7/08 9/30/08	CAPER accepted by HUD
e.	Complete a feasibility study for a homesharing program.	1	Billie	Transition Council JABA	7/08 2/09	Completed plan
f.	Establish a Community Land Trust	1	Billie	CLT Steering Committee, HOME Consortium, Oak Hill Fund	7/08 6/09	Organizational structure in place Funding secured
9. Homelessness		1, O, C, M				
a.	Establish TJACH as Lead Organization on Homelessness (The Coalition)	C	Jeffrey, Billie	2012 Task Force, TJACH, localities	7/08 2/09	Board in Place 2012 Plan adopted
b.	Continue working toward development of an SRO facility	C	Jeffrey, Billie	TJACH, PHA, VSH	7/08 6/09	Site selected Agreement in place with VSH
c.	Prepare and submit the Continuum of Care Plan. Regain funding for HMIS	O	Jeffrey	TJACH	7/08 8/08	Submitted plan Award of maximum funding
d.	Work with other agencies through TJACH Data Collection, Analysis and Management Committee to expand use of HMIS. Conduct group our one-on-one sessions to share HMIS data elements, discuss confidentiality issues, identify information policy decision-makers and review information needs of agencies. Train new users in HMIS	1	Jeffrey	School Liaisons, CYFS	4/08 10/08	Number of new agencies added Number of people trained Data reports through HMIS including new agencies
e.	Participate in coalition seeking to establish a homeless program for veterans	M	Jeffrey	VEC, Salvation Army, VA clinic	Throughout year	Stand Down event held Grant application submitted
f.	Implement quality control program for HMIS	O	Jeffrey		7/07 6/08	Functional system

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10. Disability Services (DSB and Transition Council)	1, O, C, M				
a. Perform triennial Needs Assessment	1	Rochelle	DSB, Service Providers, Advocates	9/08 4/09	Report submitted and accepted by DRS
b. Develop goals in response to the findings of the Needs Assessment	1	Rochelle	DSB	4/09 6/09	Goals adopted by DSB
c. Participate in BRHBA Home Show with a display on Universal Design – 2 nd annual event	O	Rochelle	DSB, Service Providers & Advocates	2/09 3/09	Display created, booth staffed by DSB members and staff
d. Recognize employer of the year and publicize the award and event	O	Rochelle	DSB, PWN, DRS	10/08 11/08	Number of nominations for award Award presented Articles in newspaper and other media
e. Develop Transit Outreach Program if funds awarded through RSIF grant	O	Rochelle	JAUNT, CTS	7/08 6/09	# of events # of participants # of new transit users
f. Continue to provide staff support for the Jefferson Area Transition Council	O	Billie	DRS, WSE, Schools, PWN	Ongoing throughout FY09	Regular meetings New projects launched Funding secured
11. Environment	1, O, C, M				
a. Incorporate Eco-Logic into UnJAM update	1	Rochelle Intern Trans Team	Localities	7/08 5/09	Eco-Logic component incorporated into UnJAM Adopted plan
b. Complete Green Infrastructure Plan for the Department of Forestry	C	Rochelle Ann, intern	UVA Localities	7/08 6/09	Completed plan sent to DoF Plan accepted by DoF Adoption by TJPDC, localities
c. Carry out first and second year activities in Regional Solid Waste Management Plan	O	Rochelle	Solid Waste Committee Localities	7/08 6/09	Number and % of items completed from plan
d. Exceed the 25% recycling rate for the region	O	Rochelle	Solid Waste Committee	Report due April 30, 09	Recycling rate
e. Launch home composting program	1	Rochelle	Solid Waste Committee	7/08 10/08	Training events held Bins distributed
f. Produce and distribute educational materials on source reduction and reuse	O	Rochelle Billie, Bill, Ryan,	RSWA, Localities	7/08 6/09	Educational items developed Number of brochures and other materials distributed
g. Complete and enhance StreamWatch Rivanna Data Center	C	Rochelle New GIS	StreamWatch	7/08 6/09	Upgraded website Number of hits per month
h. Coordinate semi-annual changing of education displays at the Rivanna Kiosk in Darden Towe Park.	O	Rochelle Jason	TJSWCD, RTF, Albemarle County	10/08 4/09	Updated displays

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i.	Obtain funding to start operations of Piedmont Sustainable Woods based on Business Plan	M	Bill, Billie	PSW, VOP	7/08 4/09	Submitted applications Awarded funding Donations
12. Workforce and Economic Development		1, O, C, M				
a.	Carry out Work Program adopted by the PWN Board, if program continues to be staffed by TJPDC	C	Heather ED	PWN Board, Council, partners	07/08 06/09	Items in work program completed

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