

ACTIVITY	ACTIVITY TYPE	LEAD/TEAM MEMBERS	PARTNERS	START/END DATES	PERFORMANCE MEASUREMENT
1. Agency Wide	1, O, C, M				
a. Provide or arrange for training for staff on issues included in review documents	O	LT Staff	CNE	Ongoing	% of training goals achieved Positive feedback
b. Achieve 501 (c) 3 status for non-profit arm of TJPDC	C	Steve, Billie	JABA, CNE	Submit by 10/09	Submitted Form 1023 IRS designation as 501 (c) 3
c. Develop marketing piece outlining TJPDC capabilities and past work	1	LT Comm. Tm		07/09 09/09	Printed materials Presentation to localities
d. Identify additional areas of support to localities.	M	Steve, Billie		Ongoing	One new project type with a locality during FY10
e.					
2. Communications (including mapping)	1, O, C, M				
a. Design and publish an updated TJPDC brochure	C	Ryan, David		7/09 10/09	Brochure available in print and online.
b. Continually improve graphics package on www.tjpd.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. Support information sharing for MPO through maps, website, and RideShare newsletter	O	Ryan Kevin Trans Tm		Ongoing	Materials are up to date and posted in a timely manner # hits on website
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 Kevin 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 and annual report	O	David, Ryan All Staff		Ongoing	Informative, attractive publications. Positive feedback.
g. Maintain a professional appearance for all TJPDC produced products	O	Ryan		Ongoing	Positive feedback about how TJPDC materials are received
h.					
3. Transportation Urban (MPO work program)	1, O, C, M				
a. Completed documents and regular reports: Progress Reports, TIP, and Work Program, with revisions as needed to reflect Stimulus funding	O	Will C. Intern	Albermarle Cville DRPT, VDOT JAUNT, CTS,	PR: quarterly TIP: Spring WP: Spring	Quarterly reports Adopted TIP Adopted Work Program
b. Improved ability to interpret and act upon federal regulations, including SAFETEA-LU.	O	Melissa	Albermarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Documented summary evaluation of regulatory requirements (e.g. SAFETEA-LU, Coordinated Human Services Plan, and other)

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c. Continue addressing and evaluating Environmental Justice and Title VI	O	Will C. Rochelle	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Summary documentation of efforts (e.g. meetings with planning partners)
d. Identify opportunities to implement UnJAM 2035 priority projects and vision, including Traffic Demand Management (TDM)	M	Melissa	Localities, Cville, DRPT, VDOT, JAUNT, CTS	Ongoing	Projects implemented
e. 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, Will C., Intern, Ryan	Albemarle Cville DRPT, VDOT JAUNT, CTS	Ongoing	Meeting packets mailed monthly and posted to website
f. Provide information, training and seminars for local partners and planners.	1	Melissa Will C	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	Ongoing	Completed training events and seminars
g. 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	Will C.	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))
h. Route 29 Corridor Study. Participate in public and technical advisory meetings.	C	Melissa	VDOT Localities	Ongoing	Meetings attended. Input incorporated into Study.
i. Coordinated Human Services Mobility Plan: Assist stakeholders in the development of applications for CHSMP funding	M	Melissa	Localities DRPT, VDOT JAUNT, CTS, JABA, others	Ongoing	Awarded project grants
j. Coordinated planning and implementation for system improvements that promote other modes than the SOV	O	Melissa Will C. Lisa	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	Ongoing	Research, maps, and other materials as requested
k. Provide bike and pedestrian mapping, planning assistance and facility assessments as requested.	O	Will C. Melissa	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	Ongoing	Completed tasks as requested.
l. On call services: Transportation study or planning effort, as requested	O	Melissa Trans Team	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	As requested	As requested

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m. Develop community events and educational forums and workshops to inform the public and media on transportation planning	O	Melissa Will C. Comm. Team	VDOT Localities Other Trans. Prov.	O	Events held Media coverage.
n.					
4. Transportation Transit	1, O, C, M				
a. Regional Transit Authority (RTA): Support activities to establish an RTA	C	Melissa Trans Team	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA	By 6/10	RTA established.
b. Transit planning, mapping and facility assessments as requested by CTS, JAUNT, and others.	O	Will C. Kevin Intern	Albemarle Cville DRPT, VDOT JAUNT, CTS	As requested	Maps, data, etc. as requested
c. Regional Transit Assessment Toolkit (FTA grant): Develop replicable public participation process and Handbook.	C	Melissa Lisa	Albemarle Cville DRPT, VDOT JAUNT, CTS, UVA		Tools developed. Public Process Handbook
d.					
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	Will C, Bill	Localities, VDOT, JAUNT	Ongoing	Timely meeting notices Notices printed in newspapers Quarterly progress reports
b. Support TDM strategies through Park and Ride lot development, improving rural transit services, and advocating for flextime, van pools and telework.	O	Lisa, Will, Melissa	MPO, VDOT, VDRPT, localities	Ongoing	New Park & Ride lots in region Expanded rural transit Number of flextime, van pools, and telework projects implemented
c. Complete Phase II and III of the LRRTP. Conduct public sessions and promote media awareness of LRRTP	C	Will C. Kevin Bill Intern	VDOT Localities	Throughout FY10	Submission of Phase II and Phase III of plan to VDOT
d. Complete rural section of UnJAM 2035 Long Range Plan, including rural freight and rail considerations.	C	Melissa Will C. Bill	Localities, VDOT, DRPT, Aviation Admin	07/09 12/09	Plan completed Adoption by localities.
e. Complete Multimodal corridor study in Greene County	C	Bill, Melissa Will C. Consultant	VDOT, Greene County	07/09 12/09	Completed study.
f. Provide training through Rural Roundtable and other events	O	Will C. Melissa	Rural localities	Ongoing	Training events and Roundtable meetings held.
g. Provide legislative assistance to rural localities.	O	Will C. David	Rural localities	Ongoing	Legislative Reports & Updates Enacted legislation.

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h. Complete transportation chapter for Louisa County Comprehensive Plan	C	Will C.	Louisa County	12/09	Completed chapter and adopted Comp Plan.
i. Act as sponsor and fiscal agent for *STAR* Streetscape project (TEA funded)	C	Billie Melissa Don	*STAR* Town of Stanardsville VDOT	Throughout FY10	Design completed. VDOT approval of plans. Selection of contractor. Commencement of construction
j. Provide mapping and data support to localities and for updates to CHSMP and Safe Routes to School program, as needed	O	Kevin	Localities ACCT JAUNT Other agencies	Ongoing	GIS maps Technical assistance provided on reports as requested.
k. Prepare grant applications or provide mapping and technical assistance to localities for proposals.	O	Will C. Bill Kevin	Localities	As needed	Proposals submitted Proposals awarded.
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 Promotional materials
b. Continue to develop professional promotional materials for distribution throughout the region	O	Lisa, Will Ryan		Ongoing	Promotional materials
c. Increase carpool formations by 10%	O	Lisa, Will		Ongoing	Number of new carpools
d. Increase registration in the Guaranteed Ride Home Program by 10%	O	Lisa, Will		Ongoing	Number of participants
e. Promote services of Commuter Information Team	O	Lisa, Will	JAUNT, CTS, UTS, ACCT, Greene County Transit	Ongoing	Number of Team Meetings New initiatives launched
f. Increase reduction of VMT (vehicle miles traveled) by 10%	O	Lisa, Will		Ongoing	VMT reduced
g. Increase the number of Park & Ride lot users by 2%	O	Lisa, Will	VDOT	Ongoing	Number of lot users
h. Receive training in and implement statewide web-based matching database	C	Will, Lisa	DRPT	TBD by DRPT	Database implemented and number of online applications
i. Work with employers to develop and implement traffic reduction programs	O	Lisa, Will		Ongoing	Number of participants
j. Work with area schools to expand SchoolPool program	M	Lisa, Will		07/09 10/09	Number of participants
k. 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

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l. Plan and implement Awareness and Appreciation Week	M	Lisa, Will		09/09 10/09	Number of participants
m. Plan and participate in Clean Commute Day	M	Lisa Will	JAUNT, CTS, UTS, Greene County Transit	02/10 05/10	Number of participants
n. Increase awareness of RideShare activities in T.JPD localities through participation in interagency councils	O	Will, Lisa	Nelson IAC, Louisa Resource Council, Fluvanna IAC, Greene County ACT	Ongoing	Representation at council meetings, participation in community events
o. Introduce new websites for RideShare and Commuter Information	1	Lisa, Will, Ryan	JAUNT, UTS, CTS, ACCT	Complete by 10/09	Website visits
7. Community Planning	1, O, C, M				
a. Prepare a revitalization/community plan for the Town of Mineral	C	Will C. Bill, Kevin	Town, DHCD, VDOT	Throughout FY10	Completed Plan submitted to DHCD
b. Assist Greene County with their Comprehensive Plan update	C	Bill, Will C.	Greene County	Complete by 12/09	Plan completed Adoption by BOS
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 Lovingsston Community Plan. 	O	Bill Will C.	Localities	Ongoing	Submitted applications Awarded applications
d. Assist localities with Community Plans and other local planning efforts 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, Kevin	Alb. Co.	12/09	Completed plan
8. Housing	1, O, C, M				
a. Complete update of Analysis of Impediments to Fair Housing Choice	C	Billie Bill, Kevin	PHA, Housing Directors, Localities, public	Complete by 09/09	Plan adopted by City and T.JPDC, and accepted by HUD
b. Implement policies on Green Building and Universal Design in HOME funded projects	O	Billie Bill	Housing Directors	ongoing	Number and % of projects using green and universal design principles
c. Make presentations on the THA Toolkit and completed projects	C	Bill, Will C., Billie, sub- grantees	DHCD, VACO, VML, other organizations holding events	07/09 12/09	Presentations given. Number of participants.

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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. Seek funding to establish a homesharing program based on feasibility study.	M	Billie	Transition Council JABA, DSB	Throughout FY10	Proposals submitted Proposals awarded
f. Carry out projects in partnership with the TJ Community Land Trust	O	Billie	CLT Steering Committee, HOME Consortium	Ongoing	Projects carried out.
g. Initiate an SRO facility in Charlottesville	C	Billie, HOME consortium	VSH, TJACH, PHA	Throughout FY10	Site selected HOME Funding included in FY11 Action Plan
h. Continue to be a partner in Livable for a Lifetime (L4L) to promote Universal Design in housing and communities	O	Billie Bill	PHA, JABA, City, County, CBOs and individuals	Ongoing	News Briefs issued Revisions to QAP Events held
i.					
9. Homelessness	1, O, C, M				
a. Continue to support TJACH by serving as fiscal agent for the new 501 (c) (3)	C	Billie Don	TJACH, localities	Ongoing	Financial plan in place Timely reimbursement of expenses
b. Transfer homelessness program to TJACH as new the Lead Organization on Homelessness	C	Billie	TJACH	7/09 12/09	Application for Non-profit status submitted TJACH Executive Director in place TJACH moved to FSCP building
c.					
10. Disability Services (DSB and Transition Council)	1, O, C, M				
a. Carry out workshops to encourage localities to hire people with disabilities	1	Rochelle Billie	DSB, DRS CBOs	10/09 6/10	Training events completed Number of participants Requested follow-up
b. Participate in BRHBA Home Show with a display on Universal Design – 3rd annual event	O	Rochelle	DSB, Service Providers & Advocates	2/10 4/10	Display created, booth staffed by DSB members and staff
c. Recognize employer of the year and publicize the award and event	O	Rochelle	DSB, PWN, DRS	10/09 11/09	Number of nominations for award Award presented Media coverage
d. 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
e. Seek funding for projects based on the finding of the Needs Assessment	C	Billie Rochelle	DSB, JATC	Ongoing	Proposals submitted Proposals awarded
f.					

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11. Environment	1, O, C, M				
a. Incorporate Eco-Logic into rural chapters of UnJAM update, including the Greene Multimodal Corridor Study	C	Rochelle Trans Team	Rural Localities	7/09 12/09	Eco-Logic component incorporated into rural UnJAM Adopted plan
b. Carry out second and third year activities in Regional Solid Waste Management Plan	O	Rochelle	Solid Waste Committee Localities	7/09 6/10	Number and % of items completed from plan
c. Exceed the 25% recycling rate for the region	O	Rochelle	Solid Waste Committee	Report due April 30, 10	Recycling rate
d. Expand home composting program	C	Rochelle	Solid Waste Committee, VA Coop Ext/Master Gardeners	Ongoing	Training events held Bins distributed
e. Produce and distribute educational materials on source reduction and reuse	O	Rochelle Billie, Bill, Ryan,	RSWA, Localities	Ongoing	Educational items developed Number of brochures and other materials distributed
f. Coordinate semi-annual changing of education displays at the Rivanna Kiosk in Darden Towe Park.	O	Rochelle	TJSWCD, RTF, Albemarle County	9/09 6/10	Updated displays
g. 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
h. Convene Hazard Mitigation Working Group and submit annual report	M	Billie	Localities, UVA	Rpt by 2/10 Mtg in 5/10	Report submitted Meeting held
i. Complete and enhance StreamWatch Rivanna Data Center	C	Rochelle Kevin	StreamWatch	7/09 12/09	Upgraded website Number of hits per month
j. Complete green infrastructure report	C	Rochelle	GI Committee	Report due 10/1/09	Report submitted
k. Put green infrastructure maps online in an interactive format	C	Rochelle Kevin	GI Committee	7/09 9/09	Maps available online Number of hits per month
l. Research obstacles, incentives to implementing "healthy waters" practices	M	Rochelle	RRBC	7/09 6/11	Implementation plan completed

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