



# Unified Planning Work Program (UPWP)

Fiscal Year 2026

July 1, 2025 – June 30, 2026

Approved April 23, 2025

 *Thomas Jefferson*  
Planning District Commission  
*Charlottesville/Albemarle MPO*



 **VDOT**  
Virginia Department of Transportation

 **DRPT**  
Virginia Department of Rail and Public Transportation

 U.S. Department of Transportation  
**Federal Highway Administration**



## Preface

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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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## List of Acronyms

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

<b>3-C Planning Process</b>	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
<b>AADT</b>	Annual Average Daily Traffic
<b>BUILD</b>	Better Utilizing Investments to Leverage Development Grant Program
<b>BRT</b>	Bus Rapid Transit
<b>CA-MPO</b>	Charlottesville-Albemarle Metropolitan Planning Organization
<b>CARTA</b>	Charlottesville Area Regional Transit Authority
<b>CAT</b>	Charlottesville Area Transit
<b>CTAC</b>	Citizens Transportation Advisory Committee
<b>CTB</b>	Commonwealth Transportation Board
<b>DRPT</b>	Virginia Department of Rail and Public Transportation
<b>EV</b>	Electric Vehicle
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year (refers to the state fiscal year July 1 – June 30)
<b>GIS</b>	Geographic Information System
<b>JAUNT</b>	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
<b>LRTP</b>	Long Range Transportation Plan
<b>MAP-21</b>	Moving Ahead for Progress in the 21 <sup>st</sup> Century (legislation governing the metropolitan planning process)
<b>MPO</b>	Metropolitan Planning Organization
<b>OIPI</b>	Office of Intermodal Planning and Investment
<b>PL</b>	FHWA Planning Funding (used by MPO)
<b>RAISE</b>	USDOT Rebuilding American Infrastructure with Sustainability and Equity
<b>RTP</b>	Regional Transit Partnership

<b>RideShare</b>	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.
<b>RLRP</b>	Rural Long Range Transportation Plan
<b>RTA</b>	Regional Transit Authority
<b>RTP</b>	Rural Transportation Program
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
<b>SAWMPO</b>	Staunton-Augusta-Waynesboro Metropolitan Planning Organization
<b>SOV</b>	Single Occupant Vehicle
<b>SPR</b>	FHWA State Planning and Research Funding (used by VDOT to support MPO)
<b>SS4A</b>	Safe Streets and Roads for All (USDOT Discretionary Grant)
<b>STIP</b>	The Statewide Transportation Improvement Program (STIP) is a required four-year planning document developed in coordination with MPOs and public transportation providers. It incorporates the MPO's TIP.
<b>SYIP</b>	The Six Year Improvement Plan (SYIP) is Virginia's annually updated budget document that identifies planned spending for transportation projects statewide.
<b>TAZ</b>	Traffic Analysis Zone
<b>TDP</b>	Transit Development Plan (for CAT and JAUNT)
<b>TDM</b>	Travel Demand Management
<b>TIP</b>	The Transportation Improvement Program (TIP) is a required four-year planning document with all federally funded, regionally significant transportation projects. It is updated every four years and maintained by CA-MPO staff.
<b>TJPDC</b>	Thomas Jefferson Planning District Commission
<b>TMPD</b>	VDOT Transportation and Mobility Planning Division
<b>TSP</b>	Transit Strategic Plan
<b>UPWP</b>	Unified Planning Work Program (also referred to as Work Program)
<b>UTS</b>	University Transit Service
<b>UVA</b>	University of Virginia

<b>VDOT</b>	Virginia Department of Transportation
<b>VMT</b>	Vehicle Miles Traveled
<b>VPRA</b>	Virginia Passenger Rail Authority
<b>Work Program</b>	Unified Planning Work Program (also referred to as UPWP)

## Introduction

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### Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) for fiscal year 2026 (FY26). 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). The CA-MPO develops its UPWP each spring.

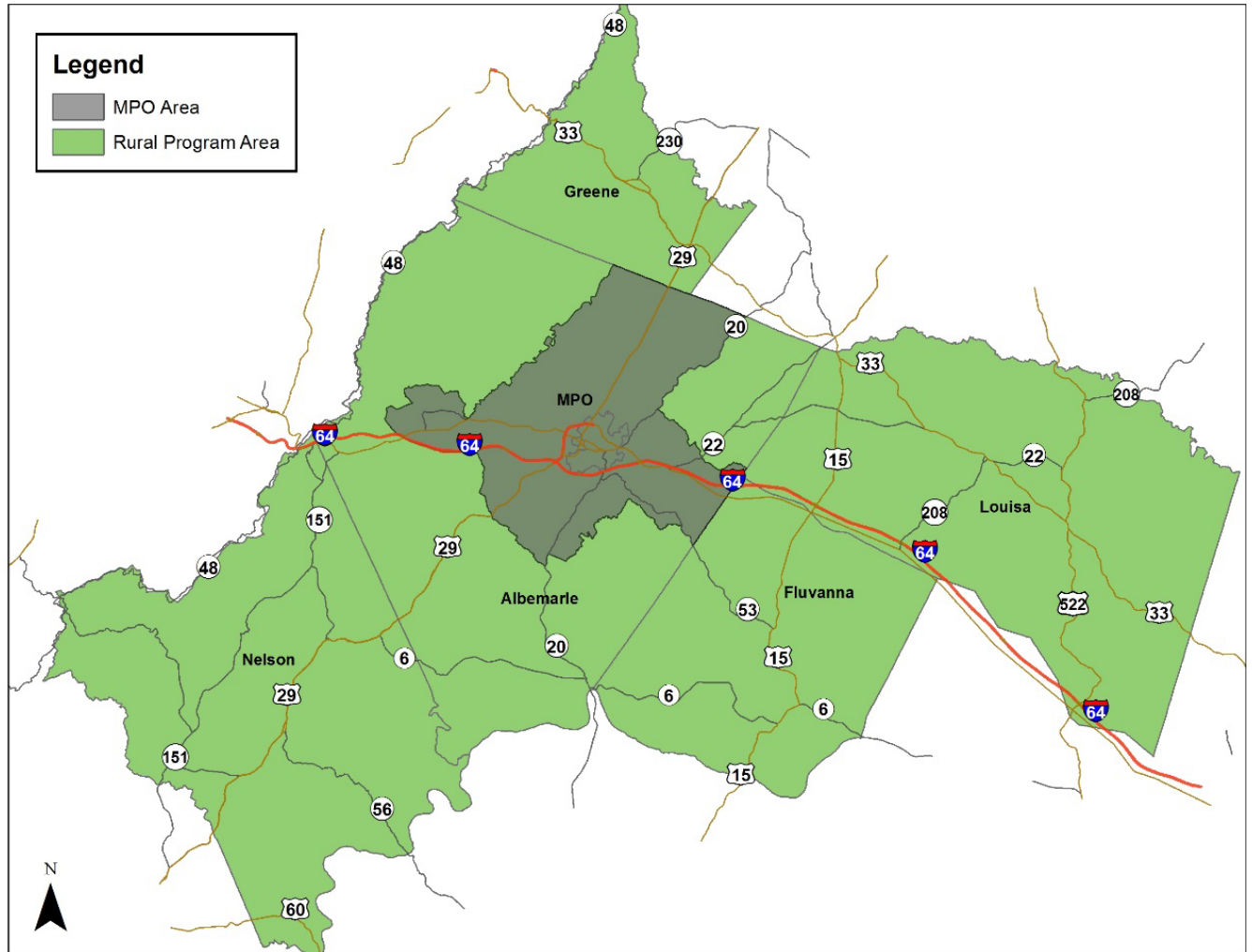
### Purpose of the Metropolitan Planning Organization

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), Virginia 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 (TJPDC), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment A).

The CA-MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding. The TIP is updated every four years and amended as necessary. The CA-MPO maintains 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 TJPDC, 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:



## The Metropolitan Planning Process and Long Range Transportation Plan

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 also requires that MPOs address ten planning factors in the metropolitan planning process:

- **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:** 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
- **Resiliency and Reliability:** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- **Travel and Tourism:** Enhance travel and tourism

The Long Range Transportation Plan (LRTP) is updated every five years and guides improvements to the region's transportation system for the next 20 years. Last adopted by the CA-MPO Policy Board in May 2024, the LRTP update included an extensive visioning process with community input to develop a regional framework from which the transportation program is developed.

In addition to the ten federally identified planning factors, the following framework lenses will also be considered and addressed through Work Program tasks and deliverables:

- **Equity:** Ensure all community members, regardless of their socio-economic status, race, or ability, have access to transportation options
- **Quality of Life:** Facilitate the movement of people and goods to connect people to places they need, love, and care about
- **Climate Action:** Reduce greenhouse gas emissions from the transportation system
- **Land Use:** Connect community destinations in a manner that aligns with growth management priorities

## Public Participation/Title VI Implementation

The CA-MPO makes every effort to include all populations in transportation planning. Throughout this document there are several tasks that specifically discuss the CA-MPO's efforts to include these populations. In addition to the UPWP, the CA-MPO also maintains a Public Participation Plan and a Title VI Implementation Plan. Both plans specify that the CA-MPO must post public notices in key locations. Both plans state that the CA-MPO must make all official documents accessible to all members of our community. The Title VI Implementation 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 CA-MPO's annual goals and processes for regional transportation planning.

## Funding

Two federal agencies fund the CA-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 CA-MPO staffing and the 3-C 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 CA-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 CA-MPO process.

The following tables provide information about the FY26 Work Program Budget. These tables outline the FY26 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Program Administration (Task 1), Long Range Transportation Planning (Task 2), and Short-Range Transportation Planning and Local, State, and Federal Agency Assistance (Task 3).

**Table 1. FY26 Work Program: Funding by Source**

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-26 PL-FHWA/VDOT Funding	\$ 238,680.40	\$ 29,835.05	\$ 29,835.05	\$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	\$ 35,802.37	\$ 4,475.30	\$ 4,475.30	\$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover				
<b>FY-26 PL-FHWA/VDOT Total</b>	<b>\$ 274,482.77</b>	<b>\$ 34,310.35</b>	<b>\$ 34,310.35</b>	<b>\$ 343,103.47</b>
FY-26 FTA/DRPT Funding	\$ 110,917.11	\$ 13,864.64	\$ 13,864.64	\$ 138,646.39
FY-25 FTA/DRPT Active Rollover				
<b>FY-26 FTA/DRPT Total</b>	<b>\$ 110,917.11</b>	<b>\$ 13,864.64</b>	<b>\$ 13,864.64</b>	<b>\$ 138,646.39</b>
<b>PL-FHWA/VDOT + FTA/DRPT Total</b>	<b>\$ 385,399.89</b>	<b>\$ 48,174.99</b>	<b>\$ 48,174.99</b>	<b>\$ 481,749.86</b>
<b>VDOT SPR</b>	<b>\$ 220,000.00</b>	<b>\$ 55,000.00</b>		<b>\$ 275,000.00</b>
<b>Total FY26 Work Program</b>	<b>\$ 605,399.89</b>	<b>\$ 103,174.99</b>	<b>\$ 48,174.99</b>	<b>\$ 756,749.86</b>

**Table 2. FY26 Work Program: Funding by Task**

Funding Source	Task 1: Program Administration	Task 2: Long-Range Transportation Planning	Task 3: Short-Range Transportation Planning and Local, State, and Federal Agency Assistance	Total
	25%	30%	45%	100%
FY-26 PL-FHWA/VDOT Funding	\$ 74,587.63	\$ 89,505.15	\$ 134,257.73	\$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	\$ 11,188.24	\$ 13,425.89	\$ 20,138.84	\$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover	\$ -	\$ -	\$ -	\$ -
<b>FY-26 PL-FHWA/VDOT Total</b>	<b>\$ 85,775.87</b>	<b>\$ 102,931.04</b>	<b>\$ 154,396.56</b>	<b>\$ 343,103.47</b>
FY-26 FTA/DRPT Funding	\$ 34,661.60	\$ 41,593.92	\$ 62,390.88	\$ 138,646.39
FY-25 FTA/DRPT Active Rollover	\$ -	\$ -	\$ -	\$ -
<b>FY-26 FTA/DRPT Total</b>	<b>\$ 34,661.60</b>	<b>\$ 41,593.92</b>	<b>\$ 62,390.88</b>	<b>\$ 138,646.39</b>
<b>FY26 PL-FHWA/VDOT + FTA/DRPT Total</b>	<b>\$ 120,437.47</b>	<b>\$ 144,524.96</b>	<b>\$ 216,787.44</b>	<b>\$ 481,749.86</b>
<b>VDOT SPR</b>	<b>\$ 110,000.00</b>	<b>\$ 82,500.00</b>	<b>\$ 82,500.00</b>	<b>\$ 275,000.00</b>
<b>Total FY26 Work Program</b>	<b>\$ 230,437.47</b>	<b>\$ 227,024.96</b>	<b>\$ 299,287.44</b>	<b>\$ 756,749.86</b>

## Highlights of FY25 UPWP

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In FY25, CAMPO staff continued administering operations through reporting and compliance with regulations, staffing CA-MPO Committees as well as utilizing the CA-MPO's function as a conduit for sharing information between local governments, transportation agencies, state agencies, other CA-MPOs, other stakeholders and the public. Below are highlights of several FY25 projects and initiatives, helping to give context for the FY26 activities.

### **Comprehensive Safety Action Plan**

Launched in FY24, CA-MPO staff continued to work in partnership with VDOT and member jurisdictions to advance the development of the Comprehensive Safety Action Plan. This included stakeholder engagement, data collection, and the initial identification of safety strategies tailored to regional needs. The initiative is largely funded through a US DOT Safe Streets and Roads for All (SS4A) Discretionary Grant, with additional support from CA-MPO, Rural Transportation, and TJPDC staff. The completion date is mid-FY26.

### **Regional Transit Planning / Regional Transit Authority**

CA-MPO staff have continued their involvement in overseeing the Regional Transit Partnership. In FY25, 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. CA-MPO staff will continue to support regional transit planning through the Transit Strategic Plans of Jaunt and Charlottesville Area Transit and through coordination of the newly formed Charlottesville Regional Transit Authority (CARTA).

### **Transportation Improvement Program (TIP)**

CA-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.

### **SMART SCALE**

SMART SCALE is a data-driven prioritization process that scores and ranks transportation projects statewide. The objective analysis is intended to improve transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide maximum benefits for tax dollars spent. In FY25, staff followed the comprehensive program review and, through VDOT District partners, provided regular updates and presentations to CA-MPO Committees and stakeholders regarding proposed changes and funded projects.

### **STARS Program**

Led by the VDOT Transportation and Mobility Planning Division, the STARS Program conducts studies to identify cost-effective measures to improve safety and reduce congestion. In FY25, staff followed multiple STARS studies in the region:

- US 29/US 250 Bypass & Emmet Street Interchange
- Culpeper US 29 Corridor Study
- STARS Ridge St/W Main St (BUS US-250)/Water St Intersection Study

Through VDOT District partners, staff provided regular updates and presentations to CA-MPO Committees and stakeholders regarding framework documents, proposed changes, and projects to be considered for applications.

### **Project Pipeline Studies**

Led by the Office of Intermodal Planning and Investment, Project Pipeline is a performance-based planning process that conducts studies to align VTrans priority needs with multiple transportation solutions. Following the Pipeline process, project alternatives may be considered for funding through programs including SMART SCALE, Revenue Sharing, interstate operations program funding, and others. In FY25, staff followed multiple Project Pipeline studies in the region:

- Ivy Rd Corridor and US 29/250 Bypass Interchange Study
- Barracks Road Corridor Study
- 5<sup>th</sup> Street Interchange and Shared Use Path Study
- US 29 at the I-64 Exit 118 Interchange

Through VDOT District partners, staff provided regular updates and presentations to CA-MPO committees and stakeholders regarding framework documents, proposed changes, and projects to be considered for applications.

### **Grant Applications**

CA-MPO staff prepared and submitted applications for federal and state funding through the following grant programs:

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE), now Better Utilizing Investment to Leverage Development (BUILD), grant application to complete preliminary engineering for the Rivanna River Bike and Pedestrian Bridge Crossing.
- 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.
- DRPT MERIT Technical assistance grant application to conduct a Service Prioritization and Implementation Feasibility Study using data from the Regional Transit Vision Plan (2022).

### **National Transportation Performance Measures**

Performance Based Planning and Programming requirements for transportation planning are laid out in 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 Transportation (DRPT), and these measures are used to help in the prioritization of TIP and Long-Range Transportation Plan projects. In FY25, the CA-MPO Policy Board voted to adopt aspirational safety targets based on regionally specific trends, aligned with the Comprehensive Safety Action Plan (SS4A).

### **Title VI Implementation/Public Participation**

CA-MPO Staff continued improving implementation of the Title VI Plan in conformance with feedback received from VDOT and DRPT.

## FY26 Unified Planning Work Program by Task

This section identifies which transportation planning activities will be conducted by CA-MPO staff in FY26 by task and funding source. The following task categories are covered:

1. Program Administration
2. Long Range Planning
3. Short Range Transportation Planning and Local, State, and Federal Agency Assistance

### Task 1: Program Administration<sup>1</sup>

*Total Funding: \$120,437.47*

Task 1: Program Administration				
FY26	Federal	State	Local	Total
PL	\$ 68,620.69	\$ 8,577.59	\$ 8,577.59	\$ 85,775.87
FTA	\$ 27,729.28	\$ 3,466.16	\$ 3,466.16	\$ 34,661.60
<b>Total</b>	<b>\$ 96,349.97</b>	<b>\$ 12,043.75</b>	<b>\$ 12,043.75</b>	<b>\$ 120,437.47</b>

#### A. General Administration, Reporting, and Compliance with Regulations

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

- FY26 Unified Planning Work Program implementation
- FY27 Unified Planning Work Program Development
- Monthly progress reports and invoices
- 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:*

- Provide all required administrative functions including accounting, financial reporting, personnel administration, auditing requirements, meeting organization, office management, contract administration and legal review of contracts/agreements and related certifications and assurances, and necessary purchases such as technology, software, and equipment for transportation planning activities of CA-MPO staff
- Prepare and submit monthly invoicing and progress reports
- Manage the FY26 UPWP and develop the FY27 UPWP to meet the requirements of 23 CFR Part 420 and 23 CFR Parr 450, in cooperation with VDOT and DRPT
- Process UPWP amendments, as needed
- Coordinate with VDOT and DRPT staff, CA-MPO Technical Committee and Policy Board members, etc., to review and amend plans and policies to ensure that all program elements are compliant with applicable state and federal regulations and guidance

<sup>1</sup> FTA Code for Metropolitan Planning: 44.21.00 Program Support Administration

- Administer state and federal grants (and other funding, as appropriate)

## **B. Staffing Committees**

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

The CA-MPO staffs the following groups:

- CA-MPO Policy Board
- CA-MPO Technical Committee
- Citizens Transportation Advisory Committee (CTAC)
- Regional Transit Partnership (RTP)
- Charlottesville Area Regional Transit Authority (CARTA)
- Other committees as directed by the CA-MPO Policy Board

### *End Products:*

- Support the activities of CA-MPO through maintaining committee membership, organizing regular meetings among stakeholders, preparation of reports, presentations, agendas, minutes, and mailings for all committees and attendance/staffing at all meetings.
- Coordinate with VDOT and DRPT staff, CA-MPO Technical Committee and Policy Board leadership, to develop and review committee agendas and upcoming topics to ensure timely delivery of information

## **C. Public Outreach, Public Participation, Title VI Implementation**

TJPDC and CA-MPO are required to prepare and maintain documents related to public outreach, participation, and nondiscrimination. These include the Public Outreach Plan, Public Participation Plan, and Title VI Implementation Plan. Staff will support document management and update as revisions are necessary.

### *End Products:*

- Provide the public with complete information, timely notice of Public Hearings, and full access to key decisions of the CA-MPO
- Support early and continuing involvement of the public, including disadvantaged populations, in developing plans, the TIP, and other documents in accordance with the Public Participation Plan (PPP)
- Manage the CA-MPO and TJPDC websites and develop new content to inform the public about the activities of the CA-MPO. Updates may contain information required by federal and state regulations and guidance
- Update, amend, and implement the agency Title VI Implementation Plan, as needed

- Update, amend, and implement the Public Participation Plan, as needed
- Coordinate with VDOT and DRPT staff, CA-MPO Technical Committee and Policy Board members, etc., to review and amend plans and policies to ensure that all CA-MPO program elements are compliant with applicable state and federal regulations and guidance

#### **D. Information Sharing and Professional Development**

The CA-MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. CA-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 CA-MPO activities as necessary. Staff will also conduct ongoing intergovernmental discussions, coordinate transportation projects, and attend/organize informational meetings and training sessions. CA-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.

##### *End products:*

- Represent CA-MPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO)
- Attend monthly and quarterly transportation meetings, including: VAMPO, Office of Intermodal Planning and Investment (OIPI), VA Commonwealth Transportation Board (CTB) workshop and action meetings, etc.
- Coordinate and co-host the bi-annual joint CA-MPO meetings with the Staunton-Agusta-Waynesboro MPO (SAWMPO)
- Attend state agency, federal agency, non-governmental agency, and state and federal association-sponsored training, workshops, seminars, summits, and conferences relative to transportation planning, including but not limited to: the Governor's Transportation Conference, the AMPO annual conference, the APA National Planning conference, the APA Virginia Chapter Annual Conference, WTS International conference, and/or National Association of City Transportation Officials (NACTO), etc.
- Support applicable transportation planning training for CA-MPO staff, including but not limited to Geographic Information Systems (GIS) Professional Certificate
- Provide on-going training and professional development to staff and Policy Board and Technical Committee members to make certain they are familiar with new and updated federal and state transportation regulations/guidelines, and are prepared to respond to challenges and demands in the region

## Task 2: Long Range Transportation Planning<sup>2</sup>

Total Funding: \$144,524.96

Task 2: Long Range Transportation Planning				
FY26	Federal	State	Local	Total
PL	\$ 82,344.83	\$ 10,293.10	\$ 10,293.10	\$ 102,931.04
FTA	\$ 33,275.13	\$ 4,159.39	\$ 4,159.39	\$ 41,593.92
<b>Total</b>	<b>\$ 115,619.97</b>	<b>\$ 14,452.50</b>	<b>\$ 14,452.50</b>	<b>\$ 144,524.96</b>

### A. Comprehensive Safety Action Plan

In FY23, the TJPDC 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 by taking a multi-faceted approach that includes infrastructure improvements, enforcement practices, information sharing, and education.

Following the completion of the Comprehensive Safety Action Plan, staff will also provide technical assistance to support SS4A implementation grant applications in FY26.

#### End Products:

- Analysis of regional crash data detailing the high injury networks and multimodal system deficiencies to provide better understanding of factors that contribute to crashes developed in support with VDOT's Highway Safety Improvement Program
- Coordination of the stakeholder group to provide feedback on planning processes and consideration
- 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 project development and SS4A implementation applications for the City of Charlottesville and County of Albemarle
- Template for ongoing monitoring and reporting of regional safety data
- Finalized and adopted Comprehensive Safety Action Plan applicable to all TJPDC member jurisdictions
- Technical assistance for SS4A implementation grant applications

<sup>2</sup> FTA Codes for Metropolitan Planning: 44.23.00 Long Range Transportation Planning  
44.22.00 General Development/Comprehensive Planning

## **B. Travel Demand Model Update**

A travel demand model is used to estimate future travel patterns and behaviors based on data including population, employment, and land use. 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 will continue into FY26. CA-MPO staff will coordinate with local government staff and VDOT to provide needed data and inform updates to the model.

### *End Products:*

- 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
- Review drafts of the travel demand model and provide feedback on any requested changes.

## **C. Travel Demand Management Study**

Through the development of the 2050 LRTP, the CA-MPO identified the need for a comprehensive travel demand management (TDM) study to identify long-term initiatives that would reduce vehicle miles traveled specifically within Charlottesville City limits. This study will provide a high-level understanding of travel demand factors and support the identification of longer-term infrastructure and multimodal transportation improvements needed to support mode-shift for those traveling into the downtown areas.

### *End Products:*

- Review and synthesis of existing literature and studies previously completed in the region
- Review of regional transportation demand model to determine future growth impacts and assess existing parking capacity within the City of Charlottesville
- Identification of TDM strategies to accommodate future traffic volumes, including park and ride infrastructure, bicycle and pedestrian infrastructure, and transit service improvements

## **D. Coordinated Human Services Mobility (CHSM) Plan Update**

The Virginia Department of Rail and Public Transportation (DRPT) completes a comprehensive update to the CHSM plan once four to five years in accordance with guidance set forth by the Federal Transit Administration (FTA). The plan evaluates services and transportation needs of seniors and individuals with disabilities, develops strategies to address gaps in service, and prioritizes projects for implementation.

As an FTA 5310 program recipient, the TJPDC and CA-MPO may support DRPT staff in updating the CHSM plan through participation that could include working groups, focus groups, survey completion, etc.

*End Products:*

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

**E. Three Notched Trail Coordination**

The Three Notched Trail is a proposed shared use path. The Three Notched Trail Master Plan is a 24-month study to identify a preferred alignment for the Charlottesville to Afton section. MPO staff will support trail planning efforts through participation in the Master Plan Technical Committee, attending public meetings, and sharing information.

*End Products*

- Collect and/or provide data
- Review draft Master Plan content
- Prepare for and participate in technical committee meetings, public meetings, general project meetings, etc.

**F. Long Range Transportation Plan (LRTP)**

Moving Toward 2050 is the federally required long range transportation plan (LRTP) for the City of Charlottesville and urbanized portions of Albemarle County, which is the area served by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO). This plan identifies long range transportation needs, considers possible infrastructure improvements, and establishes priorities to implement projects based on anticipated funding.

As necessary, the LRTP may be amended based on changes in federal guidance, transportation needs, or funding (federal/state/local).

*End Products:*

- Review and amend the LRTP, as necessary

## Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance<sup>3</sup>

Total Funding: \$216,787.44

Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance				
FY26	Federal	State	Local	Total
PL	\$ 123,517.25	\$ 15,439.66	\$ 15,439.66	\$ 154,396.56
FTA	\$ 49,912.70	\$ 6,239.09	\$ 6,239.09	\$ 62,390.88
<b>Total</b>	<b>\$ 173,429.95</b>	<b>\$ 21,678.74</b>	<b>\$ 21,678.74</b>	<b>\$ 216,787.44</b>

### A. Transportation Improvement Program (TIP)

In accordance with federal law, any federally funded transportation project (FHWA, FTA, etc.) within the CA-MPO must be programmed in the TIP. Done in coordination with the state and transit agencies, the TIP includes regionally significant transportation projects and must cover at least four years.

Each project included in the TIP must include the following information:

- Project description
- Implementing agency
- Project location/service area
- Cost estimates, funding sources, and funding amounts actual or scheduled for allocation
- Type of improvement
- Overall financial plan, and other information

CA-MPO staff prepared the FY24-FY27 TIP adopted by the Policy Board in FY23. This task will support ongoing maintenance of the FY24-27 TIP, participation in STIP development, and the development of the next full TIP update.

#### End Products:

- Process the Annual Obligation Report
- Process TIP amendments and adjustments as necessary
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations
- Complete development of the new TIP

<sup>3</sup> FTA Code for Metropolitan Planning: 44.24.00 Short Range Transportation Planning  
 44.25.00 Transportation Improvement Program  
 44.26.15 System planning to support transit capital investment decisions  
 44.26.12 Coordination of non-emergency Human Service Transportation

## **B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support**

CA-MPO staff will continue to work with VDOT, DRPT, and City and County staff to identify appropriate funding sources for regional priority projects. CA-MPO staff will coordinate with localities and VDOT to identify potential SMART SCALE projects and support engagement needed to prepare applications. Staff will participate in STARS and Pipeline studies as required. Staff will additionally support localities in identifying, preparing materials for, and submitting to other grant funding sources, as requested.

### *End Products:*

- Provide regular updates to CA-MPO Committees on the SMART SCALE process
- Provide technical assistance to localities for SMART SCALE application drafting and submission, including evaluation of previously identified high-priority projects that remain unfunded
- Participate in VDOT Project Pipeline and STARS studies
- Review performance of applications submitted in past rounds and review projects for consideration in upcoming round
- Coordinate the sharing of economic development, and other relevant information, between localities in support of SMART SCALE applications
- Identify, develop, and/or administer transportation-related grants for the CA-MPO, TJPDC, and/or the CA-MPO member localities, to include but not be limited to: RAISE/BUILD, SS4A, RideShare, PATH Mobility Management, rail, Transportation Alternatives, etc.

## **C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Transportation, and Bike/Pedestrian Support**

The RideShare program, housed by the TJPDC, is an essential program for the CA-MPO's planning process. Coordination of RideShare, bike and pedestrian planning, transit/rail planning, and human service transportation all support regional TDM efforts. Staff will additionally participate in statewide rail initiatives under this subtask that may impact the region, as necessary.

### *End Products:*

- Continue efforts to improve carpooling and alternative modes of transportation in the MPO
- Integrate TDM into CA-MPO recommendations and projects
- Support Charlottesville Area Transit (CAT) and Jaunt Transit Development Plan (TDP) and Transit Strategic Plan (TSP) development
- Support transit service provider or locality transit studies, plans, surveys, development of marketing materials, and meetings that impact the CA-MPO region, as needed
- Assist with transit plans for existing or new services with the Afton Express service between the SAWMPO region and the CA-MPO region
- Participate in statewide initiatives to expand and improve transit and rail service to the CA-MPO region
- 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/pedestrian planning activities between the City of Charlottesville, Albemarle County, the University of Virginia (UVA), and rural localities
- Provide information related to specific planning work items as requested by FTA, FHWA, DRPT, the Virginia Passenger Rail Authority (VPRA), and VDOT including but not limited to: multimodal planning, human services transportation planning, passenger rail and freight planning, and assistance with components of the statewide transportation plan
- Review the completed resource guide(s) for pedestrian navigation of innovative intersections and explore opportunities for use
- Support transportation options and human service transportation for seniors and people with disabilities
- Support CA-MPO regional bike and pedestrian data collection, resources development, and coordination

#### **D. Annual Performance Targets**

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set regional targets 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 CA-MPO Committees and Policy Board members to review
- Facilitate discussion of performance targets with the CA-MPO Committees and Policy Board members
- Complete all documentation notifying the state of the adopted safety and performance targets
- Update the TIP when updated performance targets are adopted

#### **E. Special Studies, Projects, Programs, and Contingency**

CA-MPO staff will assist local, regional, and state efforts with special studies, projects, and programs as requested.

As requested by our planning partners, CA-MPO staff began exploring an on-call consultant program in FY24 to provide efficient access to technical consultants as needed. CA-MPO staff will continue coordination and learning efforts to explore the need for on-call consulting services.

##### *End Products:*

- Participate in the completion of any special transportation-related study or project for any transportation mode for the CA-MPO localities, as requested
- Participate in studies, projects, and/or programs for local, state, and federal agency partners
- Assist localities with updates to Comprehensive Plans or other planning documents related to transportation or transit, as requested
- Explore the need for on-call consulting services through local government staff coordination, benchmarking other on-call models, and developing a list of desired services

## UPWP Public Participation Process

### Review and Approval of Tasks

Action	Body	Date
Initial draft provided to the MPO Technical Committee and VDOT/DRPT	MPO Technical Committee	February 18, 2025
Initial draft provided to the MPO Policy Board	MPO Policy Board	February 26, 2025
Initial draft provided to Citizens Transportation Advisory Committee (CTAC)	CTAC	March 19, 2025
Final draft provided to the MPO Technical Committee and VDOT/DRPT	MPO Technical Committee	April 15, 2025
Final draft provided to the MPO Policy Board	MPO Policy Board	April 23, 2025
Final draft provided to CTAC	CTAC	May 21, 2025

### Online Posting

The UPWP will be posted online as part of meeting agendas for the following meetings captured above:

- February 18, 2025 – MPO Technical Committee
- February 26, 2025 – MPO Policy Board
- March 19, 2025 – CTAC
- April 15, 2025 – MPO Technical Committee
- April 23, 2025 – MPO Policy Board

The UPWP will be posted on the TJPDC website (<https://tjpd.org/>) for a 15-day public comment period on April 16, 2025. It will be posted as Public Notice in the local newspaper on April 16, 2025, for 15-day public comment period.

## Appendix

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**Attachment A: Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Charlottesville-Albemarle Metropolitan Planning Area (2019)**

**Attachment B: FY26 UPWP Tasks Performed by VDOT**

**Attachment C: Resolution**

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

This agreement is made and entered into as of 3/26, ~~2018~~ <sup>2019</sup> 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.

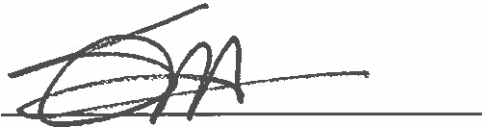
IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.



Chair  
Charlottesville-Albemarle  
Metropolitan Planning Organization

WITNESS BY 

DATE 7/25/18



Secretary of Transportation  
Commonwealth of Virginia

WITNESS BY 

DATE 7/18/19



City Manager  
City of Charlottesville for  
Charlottesville Area Transit

WITNESS BY 

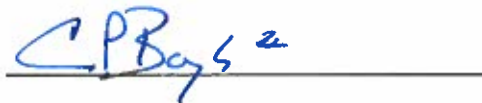
DATE 1/2/2019



Executive Director  
Jaunt, Inc.

WITNESS BY 

DATE 12/10/2018



Executive Director  
Thomas Jefferson  
Planning District Commission

WITNESS BY 

DATE 8-3-18



County Executive  
Albemarle County

WITNESS BY Cheryl Skoer  
DATE 12/17/2018

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ATTACHMENT – B  
Charlottesville/Albemarle Urbanized Area  
FY-2026 Unified Planning Work Program  
VDOT Input

State Planning and Research (SPR) Funds Available \$ 550,000

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

Budgeted \$110,000

- 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 2024-2027 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 \$82,500

- Assist the MPO with inquiries and changes as needed to the 2050 Long-Range Transportation Plan.
- Assist the MPO with the development of scenarios as needed to forecast traffic demands for propose multi-modal transportation improvements and corridor studies.
- Assist the MPO the a rebuild and review of the Travel Demand Model to include adjustments of the TAZ, update of the Social-Economic Data, model calibration, etc.
- 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 \$82,500

- Assist with the development of the FY 27 – 30 Transportation Improvement Plan
- 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 Non-Urbanized/Rural Transportation Planning Program

Budgeted \$275,500

- 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.



## Charlottesville-Albemarle Metropolitan Planning Organization

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### **Resolution of Approval for the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Fiscal Year 2026 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 Charlottesville-Albemarle Metropolitan Planning Organization (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 2026; and

WHEREAS, the MPO Technical Committee reviewed the draft UPWP at their regular meetings, on February 18 and April 15, 2025; and

WHEREAS, the Citizen Transportation Advisory Committee (CTAC) reviewed the draft UPWP at their regular meetings, on March 19 and May 21, 2025; and

WHEREAS, the MPO Policy Board reviewed the draft UPWP at their regular meetings, on February 26 and April 23, 2025; and

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

WHEREAS, staff from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) reviewed the draft UPWP; and

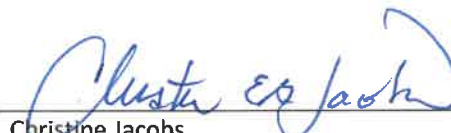
WHEREAS, the draft UPWP was posted on the CA-MPO website and the public was provided with an opportunity to comment on the plan consistent with the Public Engagement Plan adopted on July 28, 2021.

NOW, THEREFORE BE IT RESOLVED that the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) approves the Fiscal Year 2026 Unified Planning Work Program and associated budget.

Adopted this 23<sup>rd</sup> day of April 2025 by the Charlottesville-Albemarle Metropolitan Planning Organization.

ATTESTED:

  
Ned Gallaway  
Chair, Charlottesville-Albemarle MPO

  
Christine Jacobs  
Executive Director, TJPDC, CA-MPO