Charlottesville-Albemarle
Metropolitan Planning Organization (CA-MPO)
Citizens Transportation Advisory Committee (CTAC)
Wednesday, May 21, 2025, 7:00 p.m.
In-Person Meeting
407 East Water Street, Charlottesville 22902

AGENDA

Join Zoom Meeting Meeting ID: 832 7747 8800 & Dial in +1 301 715 8592
https://us02web.zoom.us/j/83277478800
(For Remote Participation in Compliance with Adopted Remote Meeting Policy, Guest Speakers, and Member of Public)

Item	***Description***	***Time†***
1	**Call to Order & Attendance** —*Chair Sarah Medley & Sarah Simba* a. *Remote participation Policy for Voting Board Members—if needed	7:00 – 7:05
2	**Matters from the Public** —*Chair Sarah Medley* Members of the public are welcome to provide comment on any public-interest, transportation-related topic, including items listed on this agenda – limit three minutes per speaker	7:05 – 7:10
3	***General Administration**—*Chair Sarah Medley* a. *Review and Acceptance of the Agenda b. *Approval of Draft January 19, 2025, and March 19, 2025 Meeting Minutes	7:10 – 7:20
4	**New Business** — *Chair Sarah Medley* a. CTAC Bylaws Discussion – *All CTAC Members* b. Safe Streets and Roads for All and Draft Plan – *Sarah Simba*	7:20— 7:50 7:50— 8:00
5	**Informational —** *Chair Sarah Medley* a. CA-MPO Safe Streets and Roads for All (SS4A) FY25 Grant Application i. Scope of Work and Presentation – *Taylor Jenkins & Rob Tieman, PE, PMP, UVA* ii. Staff Memo	8:00— 8:30
6	**Staff Updates & Meeting Schedule —** *Chair Sarah Medley* a. FY26 *Unified Planning Work Program (UPWP) – Talor Jenkins* i. FY26 UPWP Final Draft Document and Presentation ii. FY26 Staff Memo b. Next CTAC Meeting Schedule July, 16 2025: 7pm to 9pm — in person	8:30— 8:40
7	**Roundtable Updates** —*Chair Sarah Medley*	8:40— 8:55
8	**Additional Matters from the Committee and Public**—*Chair Sarah Medley* *Members of the Committee and the public are welcome to provide comment on any public-interest, transportation-related topic, including items listed on this agenda – limit three minutes per non-Committee speaker*	8:55 —9:00
9	**Adjourn** —*Chair Sarah Medley*	9:00

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

*† Times are approximate * Requires a vote/action of the Committee*

COMMITTEE MEMBERS
Sarah Medley, Charlottesville, Chair
Donna Chen, MPO – Vice-Chair
VOTING MEMBERS
Stuart Gardner, MPO
Jose Gomez, Albemarle County
Patrick Healy, Charlottesville
Ethan Heil, Charlottesville
Lee Kondor, Albemarle County, Chair
Marty Meth, Albemarle County
Nathan Moore, Albemarle County
Chapman Munn, MPO
Danny Yoder, Charlottesville
Peter Thompson, Albemarle County
Greg Weaver, Charlottesville
STAFF
Christine Jacobs, TJPDC
Taylor Jenkins, TJPDC
Lucinda Shannon, TJPDC
Ruth Emerick, TJPDC
Logan Ende, TJPDC
Isabella O'Brien, TJPDC
Gorjan Gjorgjievski, TJPDC
Gretchen Thomas, TJPDC
Sarah Simba, TJPDC
GUESTS / PUBLIC
Charles Proctor, VDOT
Sandy Shackleford, VDOT
Rob Tieman, PE, PMP, UVA
Jason Forman, EN-Mech & Aero Engr Dept, UVA

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CA-MPO

Citizen Transportation Advisory Committee
Draft Summary Minutes
January 22, 2025

A recording of this meeting can be found at: https://www.youtube.com/watch?v=JuA_mH9fIM8

OFFICERS		STAFF	
Lee Kondor, Albemarle County, Chair	x	Christine Jacobs, TJPDC	x
Donna Chen, MPO – Vice-Chair	x	Taylor Jenkins, TJPDC	x
		Gretchen Thomas, TJPDC	
		Sarah Simba, TJPDC	x
		Gorjan Gjorgjievski, TJPDC	x
VOTING MEMBERS		**GUESTS / PUBLIC**	
Stuart Gardner, MPO		Sandy Shackelford, VDOT	x
Jose Gomez, Albemarle County	x	Chuck Proctor, VDOT	x
Patrick Healy, Charlottesville	x		
Ethan Heil, Charlottesville	x		
Sarah Medley, Charlottesville	x		
Marty Meth, Albemarle County	x		
Nathan Moore, Albemarle County	x		
Danny Yoder, Charlottesville			
Peter Thompson, Albemarle County	x		
Greg Weaver, Charlottesville			

This meeting was an all-virtual meeting held by Zoom.

Call to Order

Chair Lee Kondor called the meeting to order at 7:00 p.m. Sarah Simba read the notice of electronic meeting.

1. Attendance (Minute 3:11)

Sarah Simba took attendance.

2. Matters from the Public (Minute 4:25)

None from the public, but Mr. Kondor said he attended one of the public meetings for Safe Streets for All (SS4A) and observed that one of the highest causes of serious accidents is roadway departures. He noted that most of those accidents happen in rural areas, and yet those types of accident are not frequent enough in any five-mile stretch to make any portion of those roads to make the list of high-hazard areas. He noted that fixing all those roads would be prohibitively expensive, but nevertheless they do have their problems.

3. **General Administration (Minute 6:50)**

Christine Jacobs introduced Taylor Jenkins, TJPDC's new Director of Transportation, and her roles and responsibilities at the TJPDC and MPO.

Acceptance of Agenda

Action: There was no objection to the agenda as presented, so Chair Kondor approved it with no motion.

Acceptance of the September 18 and November 20, 2024 Meeting Minutes

Motion/Action: Patrick Healy made a motion to approve both meeting minutes. Jose Gomez seconded to motion, and it passed unanimously.

Election of Officers

According to the bylaws, there must be an election of officers at the first meeting of the new calendar year. Lee Kondor asked for volunteers to fill the positions of Chair and Vice Chair. Sarah Medley was nominated as Chair and she accepted.

Action: Patrick Healy nominated Sarah Medley as Chair and she was approved unanimously through consensus.

Sarah Healy took over as Chair and asked for nominations for the Vice Chair position. Donna Chen volunteered to continue her position as Vice Chair.

Motion/Action: Lee Kondor made a motion to accept Donna Chen as Vice Chair. Ethan Heil seconded, and the motion was approved unanimously.

4. New Business (Minute 18:52)

Performance Safety Targets

Gorjan Gjorgjievski gave background on and purpose of the Performance Safety Targets requirements from both the federal and state governments. He provided recent and long-term trendline projections. He noted that establishing targets equals a commitment to pursuing projects/objectives that support the achievement of those targets. He reminded the committee that regardless of what safety targets get adopted, the goal is to remain fully committed to safety for everyone who uses the transportation system.

He presented the differences in aspirational safety targets between 2024, adopted aspirational targets, and 2025 proposed aspirational targets.

RAISE Grant

Christine Jacobs gave background on the RAISE grant and the reasons for re-applying for the grant this year. She was told that it scored very high the last time and was encouraged to submit an application again, and this application will be for the first 30% preliminary

engineering of the project to reduce some of the future contingencies in the second and third phases.

She shared that the TJPDC board has approved the submission. The application is due at the end of the month, and she hopes to be able to share in the future that an award was given. She will keep the committee posted.

5. Staff Updates and Meeting Schedule (Minute 35:08)

Safe Streets and Roads for All

Mr. Gjorgjievski reported that staff wrapped up Round Two of engagement which included asking the public what kind of projects they think would make the most difference in reducing the number of fatalities and serious injuries. There were 12 pop-up events with approximately two events in each jurisdiction.

He reported that they did data analysis on the surveys received. He said they also included SS4A in the Let's Talk Albemarle podcast. He said staff is currently working on the coordination efforts for the City's Demo project at Easy High Street and Meade Avenue. There will be a survey launch in February to gather feedback which will run through March 7.

He said staff are planning a public meeting on February 25 at 5 p.m. to gather feedback on which of the three implementation plans the public thinks would work best for that intersection.

Mr. Gjorgjievski said Round Three will focus on gathering feedback on the draft comprehensive safety action plan.

When asked what committee members can do to help support SS4A, he said the committee members could be involved in providing feedback. Ms. Jacobs also said it is important to better position local governments to be able to apply for funding for implementation. She said it will be important for citizens to show interest in these projects when they come up for discussion at that level.

Ms. Simba said committee members can also share this information with their communities.

Next CTAC Meeting

Ms. Medley noted that the next CTAC meeting will be held on March 19 in person at the Water Street Center, 401 E Water Street, Charlottesville, VA from 7:00 – 8:30 p.m.

6. VDOT Updates on Projects (Minute 45:30)

MPO Smart Scale Projects

Sandy Shackelford presented the committee with background information on Smart Scale, the funding allocation process, and updates on Round 6.

She continued by reporting that Round 6 estimated funding allocations for the Culpeper District is $68 million, futher reduced by $6.6 million for projects covered in previous rounds.

She showed a comparison of funding amounts among rounds and noted that Round 6 is more in line with the funds available in Round 1.

She shared changed from Round 5 and initial scoring outcome observations. She noted that there were four total project out of 24 recommended in the Culpeper District. One project that was recommended for funding was the US 250/Peter Jefferson Parkway and Rolkin Road Pipeline bundle for $36.4 million. She shared the projects that were not recommended for funding as well.

Ms. Shackelford shared how the consensus scenario process works. She noted that the CTB has the opportunity to adjust the final list of funded projects. The consensus scenario will be presented to CTB on May 20, 2025 and public hearings on the recommendations prior to the final adoption.

Chuck Proctor note that Culpeper District is doing very well and reported that it brought in the third highest amount of funding in the state.

STARS and Pipeline Studies

Mr. Proctor gave an update on the STARS study including the corridor from Barracks Road through the intersection at Hydraulic into the County at Woodbrook. One of the studies is at the interchange at Hydraulic North and the other is at Ridge/Main Street intersection in the City.

Mr. Proctor said regarding the pipeline studies, the CTB is going to adopt the locations at their February meeting. VDOT is looking at the Exit 118 interchange at I-64 and the 29 bypass, and the other is to re-look at the 5th Street interchange (Exit 120) to potentially reduce the cost by amending the current project by moving the bike/ped facilities off the bridge.

He said they are also looking at the Park and Rid lot at Exit 118.

There was a question-and-answer session after Mr. Proctor's presentation.

7. **Round Table Updates (Minute 1:15:30)**

Peter Thompson said the Charlottesville Area Alliance is applying to get a grant through AARP Virginia to help with walkability. They have had walk audits and bus rider training in the past. They are looking at rural transportation needs now and will be working with Jaunt.

Sarah Medley said the Equity Center at UVA is co-hosting an MLK event that will be about increasing access to outdoor activities with a keynote and panel discussion. There was going to be a hike this weekend, but that has been postponed.

Nathan Moore shared an update on the Eastern Connector bridge and road in Crozet to

connect the neighborhoods in 240 to be connected to the neighborhoods near 250 at the grocery store. He said there was a developer who was going to proffer some of the land to get started on building part of that road, but it did not get recommended for approval.

8. <u>Additional matters from the public (Minute 1:20:24)</u>

None

The meeting was adjourned at 8:20 p.m.

CA-MPO

Citizen Transportation Advisory Committee
Draft Summary Minutes
March 19, 2025

A recording of this meeting can be found at: https://www.youtube.com/watch?v=ndbBuoZDpeE

OFFICERS		STAFF	
Sarah Medley, Charlottesville, Chair	x	Christine Jacobs, TJPDC	
Donna Chen, MPO – Vice-Chair	x	Taylor Jenkins, TJPDC	x
		Gretchen Thomas, TJPDC *	x
		Sarah Simba, TJPDC	x
		Gorjan Gjorgjievski, TJPDC*	x
VOTING MEMBERS		**GUESTS / PUBLIC**	
Stuart Gardner, MPO	x	Sandy Shackelford, VDOT	x
Jose Gomez, Albemarle County *	x	Chuck Proctor, VDOT *	x
Patrick Healy, Charlottesville *	x	Michael Fontaine, VTRC	x
Ethan Heil, Charlottesville		Adam Steivater	x
Lee Kondor, Albemarle	x		
Marty Meth, Albemarle County *	x		
Nathan Moore, Albemarle County *	x		
Danny Yoder, Charlottesville			
Peter Thompson, Albemarle County	x		
Greg Weaver, Charlottesville	x		
Chapman Munn, MPO			

** online participant*

Call to Order

Chair Sarah Medley called the meeting to order at 7:01 p.m.

1. **Attendance (Minute 0:34)**

   Sarah Simba took attendance.

   Patrick Healy stated that he is over 60 miles away and is participating remotely.

   Marty Meth stated that he had conflicts and could not attend the meeting in person.

   There was no quorum present, so those online could not be voted in to formally participate in the meeting.

2. **Matters from the Public (Minute 2:39)**
   None.

3. **General Administration (Minute 2:54)**

Acceptance of the Minutes and Agenda

In section three of the minutes, Patrick Healy said that Sarah Medley was misnamed as Sarah Healy.

There was no quorum present, so no motion was made for either action item.

4. New Business (Minute 4:06)

FY26 Unified Planning Work Program (UPWP)

Taylor Jenkins introduced herself to the committee. This is her first in-person meeting with CTAC.

Ms. Jenkins gave a background on UPWP, its priority and vision and the funding sources. She continued with the FY26 Work Program funding by source, by task.

She presented the board with administrative changes in percentage of funding and the language used in the UPWP.

Ms. Jenkins shared the tasks for Program Administration, Long Range Transportation Planning, and short-range transportation planning and local, state, and federal agency assistance.

Ms. Jenkins said the UPWP is on track for final approval to the Policy Board on April 23 with the final draft to CTAC at the May 21 meeting.

5. Informational (Minute 14:53)

Dr. Michael Fontaine, Associate Director, Virginia Transportation Research Council, presented the Board with the Smart Intersection Project for Albemarle County. He defined what a smart intersection is: lidar, machine vision, and radar detection systems that can identify safety concerns in real time. There is a potential to identify safety concerns (near misses) before crashes happen, interact with signal controllers to improve safety and operations, and enable future connected vehicle applications.

He reported that the ITTF was established by the General Assembly to fund pilot projects. There were two phases with technology testing and then expansion to more intersections. He noted that Virginia Tech Transportation Institute (VTTI) is the contractor for the project (PI's: Mike Mollenhauer, Reg Viray).

He continued by presenting results of smart intersections in Fairfax County. He presented the system configuration and validation data collection systems, and showed examples of a crash, wrong way driving, and near misses of both vehicle-vehicle and vehicle-pedestrian.

He said all the events recorded help to create an intersection risk heatmap. He said they compared against two weeks of manually counted data. He noted that lidar significantly undercounted traffic, especially during the rain; Video B system had more reliability issues, but tracked counts well; Video C system overcounted, but results were more consistent for vehicles. He also reported that bike/ped counts had larger errors for video systems but noted that they had small sample sizes.

He said the two systems produced automated safety analyses with human verification of a subset of flagged events. Lidar system results showed significant discrepancies, and video-based system showed good performance, but engineering judgement still needed to interpret the results appropriately.

He continued with Phase Two: Testing Expansion. There are four in Mongomery County and four in Albemarle County intersections including: Alderman/McCormick, Hydraulic/Lambs, Ivy/Old Ivy (this may change), and US29/Rio Overpass. Albemarle sites will use the video-based system that performed well in Phase One.

Dr. Fontaine said the difference with the Culpeper District intersections is that there will be an ability to interact with traffic signal controllers. Notably, there will be cybersecurity on these systems to keep them safe.

Dr. Fontaine noted that they are currently working on procurement and installation through June 2025. The evaluation and assessment will be from July 2025 through January 2026. At the end of the assessment by Virginia Tech, the transition/handover to VDOT will be done by June 2026.

Dr. Fontaine said VDOT does not currently keep the videos because of the administrative burden of FOIA requests. He said the vendor currently keeps the videos, and the jurisdictions in which they are located could decide to keep the videos if they so choose. He did note that there will be an opportunity to share the summary data with those who are interested.

There was an extended question and answer session after the presentation.

6. <u>Staff Updates and Meeting Schedule (Minute 59:25)</u>

<u>Safe Streets and Roads for All</u>
Mr. Gjorgjievski reported that there was a roundtable meeting on farm vehicle roadway safety. There was a great deal of valuable feedback received at that meeting.

There was also a meeting with representatives from Virginia Wildlife re: safety concerns with collisions with wildlife. There was good feedback received at this meeting as well and the feedback from both meetings will be included in the draft safety action plan.

He said the project team has met with staff from each of the jurisdictions to review and discuss prioritization criteria data from the existing conditions report and what potential countermeasures might look like. He said the draft action plan is scheduled to be completed by the end of March. The next step is to present in front of each of the respective boards and ask them to adopt the plan. The recommendations that will be presented will be tailored to each of the jurisdictions' transportation safety needs while also retaining a regional approach to maintaining roadway safety.

He shared that there was a demonstration project for the City of Charlottesville that included the intersection of East High Street, Meade Avenue and Stewart Street. The held a public meeting on February 5 offering three concepts from which the public could choose. There was also an online survey with 363 responses.

He reported that Option 2 was the preferred option, which was Meade Avenue Two-Way, northbound at East High Street.

He said the next step is to present the concept results at the next City Council meeting in April with the hope that Council will decide which concept they would like to implement taking the public feedback into consideration. He said they would like to implement the concept in the summer, but it may take 60-90 days.

He reviewed the implementation and next steps. He said in May, there will be a finalization of design plans for implementation. In the summer of 2025, the City will implement recommended improvement project and seek feedback from the public again on the demonstration project.

Next CTAC Meeting

Ms. Simba noted that the next CTAC meeting will be held on May 21 in person at the Water Street Center, 401 E Water Street, Charlottesville, VA from 7:00 – 9:00 p.m.

7. VDOT Updates on Projects (Minute 1:08:53)

STARS and Pipeline Studies

Sandy Shackelford gave a brief update on the STARS study. The STARS study is a planning research study done through VDOT. She said the Ridge McIntire/Main/South Street intersection and the US29 corridor from the hydraulic intersection to Woodbrook are the two projects they are studying.

The pipeline studies include the Diverging Diamond Interchange (DDI) at 5th Street exit and the other is at US29 at the Exit 118 interchange. Donna Chen noted that the interchange was recently updated, and Chuck Proctor said they will be studying how to make that interchange does not back up with the exit from 250 to I-64.

Ms. Shackelford said the pipeline will be ready for the next round of Smart Scale. Her hope is that the STARS studies will also be ready.

Peter Thompson asked when the Belvedere/Rio Road intersection is going to start. Ms. Shackelford said it is part of a bundle of construction projects and is slated to be finished by Fall, 2027. She is not sure of the start date.

8. **Roundtable Updates (Minute 1:20:38)**

Ms. Simba asked the members to please provide their preferred email address and phone number.

She also noted that there are a couple of members whose terms will be expiring soon. Those positions need to be addressed.

Ms. Medley said she would be happy to share reports from the MPO Tech and Policy Board meetings. She also said there could be a review of the bylaws at the next meeting.

Ms. Medley raised the issue that the committee might need to get more diversity on the committee.

There was a discussion about the process about how to become a member on the committee.

9. <u>Additional matters from the public (Minute 1:36:54)</u>

Adam Steivater introduced himself and noted he was there on assignment from one of his classes at UVA.

The meeting was adjourned at 8:38 p.m.

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

FINAL BYLAWS
Citizen Transportation Advisory Committee (CTAC)
OF THE
CHARLOTTESVILLE – ALBEMARLE METROPOLITAN PLANNING ORGANIZATION

Approved on July 24th 2013
Will be enacted after changes to the MPO Policy Bylaws are approved in September 2013

Section 1: Name

The name of this committee shall be the Citizen Transportation Advisory Committee (CTAC) of the Charlottesville-Albemarle Regional Metropolitan Planning Organization (MPO).

Section 2: Purpose and Functions

A. CTAC is advisory to the MPO Policy Board. The role of CTAC is to advise and make recommendations to help the MPO plan a transportation system that is safe, efficient, and responsive to the needs of the broadest range of citizens in the region.

B. In that regard CTAC's functions include:

- Sharing information with community members
- Providing advice to the MPO by gathering and synthesizing information from the community to share with the MPO Policy Board
- Reviewing and commenting upon recommendations being considered by the MPO Policy Board

Section 3: Membership

A. CTAC shall consist of 13 interested citizens who reside within the Thomas Jefferson Planning District Commission (TJPDC) area. There shall be 5 representatives appointed by the City Council, 5 representatives appointed by the County Board of Supervisors and 3 representatives appointed by the MPO Policy Board.

B. Members shall represent themselves, their areas of interest, and/or groups in the MPO area, and should try to represent a diverse range of interests.

C. To facilitate interaction, the Chair of CTAC shall serve as an ex-officio, non-voting member of the MPO Policy Board and the Vice-Chair shall serve as an ex-officio, nonvoting member of the MPO Technical Committee. If the Chair and/or Vice Chair are unable to serve in these roles, CTAC may appoint a designee to serve in their place. This designation can be for one meeting or all meetings, but the designee must inform MPO staff that they will serve as the ex-officio CTAC representative on the MPO Policy Board or MPO Technical Committee.

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

D. Nonvoting Members: Nonvoting members of CTAC shall include a representative of the Virginia Department of Transportation.

Section 4: Recruitment and Tenure

A. Vacancies on CTAC appointed by Albemarle County and City of Charlottesville shall be publically advertised in a manner consistent with how other citizen committee appointments are made in each jurisdiction.

B. Vacancies on CTAC appointed by the MPO Policy Board shall similarly be advertised and selected by the MPO Policy Board in a manner consistent with the appointment process used by the County and City.

C. Appointments to fill vacant positions on CTAC should reflect a wide variety of transportation users.

D. The selection process for committee membership shall fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, as well as the current federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) and all successor federal transportation bills.

E. The term of office for CTAC members shall be three years, ending on the same day as their initial appointment. Appointed members whose term has expired can continue to fill their seat until a new representative is appointed.

Section 5: Officers

The officers shall consist of a Chair and a Vice-Chair.

A. The Chair shall: preside at all meetings; call special meetings as required; represent CTAC at the MPO Policy Board and other bodies and committees as directed by the MPO Policy Board; and work with staff to set the agenda for all meetings.

B. The Vice-Chair shall perform all duties of the Chair in his/her absence; and represent CTAC at the MPO Technical Committee.

C. In the event of the absence of both the Chair and Vice-Chair, CTAC shall elect a Chair *Pro Tempore* to perform the duties of the Chair for that meeting.

D. The Chair and Vice-Chair are voting members.

Section 6: Election of Officers

A. The officers of the Committee shall be elected annually at the first regular meeting held during the calendar year or as needed to fill vacancies.

B. Nominations will be taken from the floor. An election shall be held at the first meeting during the year, as provided in A.

C. In the event of a vacancy in the Office of Chair, Vice Chair or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special meeting shall serve until the first scheduled meeting of the following calendar year.

Section 7: Subcommittees

A. Subcommittees may be formed as necessary to carry out the work of the Committee,

B. Subcommittees are advisory to the Committee.

Section 8: Meetings and Voting

A. Scheduled meetings of the Committee shall be held at least six times per year.

B. To the maximum extent possible, notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes and other materials may be delivered electronically.

C. Special meetings shall be held at the Call of the Chair of the Committee or the Chair of the MPO Policy Board. The person calling the meeting shall fix the time and place. Special meetings must be noticed publically not less than one week in advance. Every effort shall be made to reach all Committee members.

D. The meeting agenda shall include at least one period of time during each meeting for general comments from the public.

E. Official action may be taken by the Committee when a quorum is present. A quorum shall consist of a simple majority of the voting members and must include a representative of the County and the City.

F. Each voting member shall be entitled to cast one vote on each issue voted on by the Committee. The committee shall take action by a simple majority of voting members present.

G. When requested by a member of the committee, the votes of individual members of the committee will be specifically recorded and reported in the minutes with a brief explanation of the member's vote.

H. Meetings shall be conducted according to the most recent edition of *Robert's Rules of Order.*

I. The proceedings of all meetings shall be summarized and made available to all members of the Committee at least one week in advance of the next meeting.

J. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full Committee, for consideration at the next meeting with a quorum.

K. In the event that a quorum is not met and there is an action to be taken with an emergent deadline, attending members of the Committee may develop their recommendations on the issue individually

on the action item that can be submitted to the MPO Policy Board and noted as not representing the official vote of the committee.

Section 9: Staff Support

A**.** The planning staff of the TJPDC shall assist the chair and vice chair in the preparation and distribution of the agenda for each meeting, conducting the meeting and preparing the minutes of each meeting.

Section 10: Termination

A. A three-year term shall be continuous except under the following conditions.

- A member's unexcused absence from three consecutive meetings shall be considered as a de facto resignation. The Committee may vote on dismissal of the member after three consecutive unexcused absences. Before a member is dropped for reasons of absence, he/she shall be notified in writing. A dismissed member may apply to be reappointed by the MPO Policy Board, the City Council or the County Board of Supervisors.

- The member submits his/her resignation.

Section 11: Amendments

A. Recommendations for amendment to these Bylaws shall be passed by a 2/3 vote of the membership of the Committee. The proposal for amendments in Bylaws shall appear on the published agenda. The text of the proposed amendments in Bylaws must be sent to all Committee members not less than fourteen calendar days in advance, unless the amendment is of such an urgent nature as to make shorter notice to Committee members necessary, in which case it may be included with the meeting notice and agenda.

B. Recommended amendments shall be submitted to the MPO Policy Board for adoption.

Bylaws Discussion

Citizen Transportation Advisory Committee (CTAC) of the Charlottesville – Albemarle Metropolitan Planning Organization

May 21, 2025

Background and Section 1: Name

- Current bylaws were approved on July 24, 2013
- MPO Policy Board must consider and approve changes to CTAC bylaws

Section 1: Name The name of this committee shall be the Citizen Transportation Advisory Committee (CTAC) of the Charlottesville-Albemarle Regional Metropolitan Planning Organization (MPO).

Section 2: Purpose and Function

A. CTAC is advisory to the MPO Policy Board. The role of CTAC is to advise and make recommendations to help the MPO plan a transportation system that is safe, efficient, and responsive to the needs of the broadest range of citizens in the region.

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- Reviewing and commenting upon recommendations being considered by the MPO Policy Board

Section 3: Membership

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B. Members shall represent themselves, their areas of interest, and/or groups in the MPO area, and should try to represent a diverse range of interests.

Section 3: Membership

C. To facilitate interaction, the Chair of CTAC shall serve as an ex-officio, non-voting member of the MPO Policy Board and the Vice-Chair shall serve as an ex-officio, nonvoting member of the MPO Technical Committee. If the Chair and/or Vice Chair are unable to serve in these roles, CTAC may appoint a designee to serve in their place. This designation can be for one meeting or all meetings, but the designee must inform MPO staff that they will serve as the ex-officio CTAC representative on the MPO Policy Board or MPO Technical Committee.

D. Nonvoting Members: Nonvoting members of CTAC shall include a representative of the Virginia Department of Transportation

Section 4: Recruitment and Tenure

A. Vacancies on CTAC appointed by Albemarle County and City of Charlottesville shall be publicly advertised in a manner consistent with how other citizen committee appointments are made in each jurisdiction.

B. Vacancies on CTAC appointed by the MPO Policy Board shall similarly be advertised and selected by the MPO Policy Board in a manner consistent with the appointment process used by the County and City.

C. Appointments to fill vacant positions on CTAC should reflect a wide variety of transportation users.

Section 4: Recruitment and Tenure

D. The selection process for committee membership shall fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, as well as the current federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) and all successor federal transportation bills.

E. The term of office for CTAC members shall be three years, ending on the same day as their initial appointment. Appointed members whose term has expired can continue to fill their seat until a new representative is appointed.

Section 5: Officers

A. The Chair shall: preside at all meetings; call special meetings as required; represent CTAC at the MPO Policy Board and other bodies and committees as directed by the MPO Policy Board; and work with staff to set the agenda for all meetings.

B. The Vice-Chair shall perform all duties of the Chair in his/her absence; and represent CTAC at the MPO Technical Committee.

C. In the event of the absence of both the Chair and Vice-Chair, CTAC shall elect a Chair Pro Tempore to perform the duties of the Chair for that meeting.

D. The Chair and Vice-Chair are voting members.

Section 6: Election of Officers

A. The officers of the Committee shall be elected annually at the first regular meeting held during the calendar year or as needed to fill vacancies.

B. Nominations will be taken from the floor. An election shall be held at the first meeting during the year, as provided in A.

C. In the event of a vacancy in the Office of Chair, Vice Chair or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special meeting shall serve until the first scheduled meeting of the following calendar year.

Section 7: Subcommittees

A. Subcommittees may be formed as necessary to carry out the work of the Committee,
B. Subcommittees are advisory to the Committee.

Section 8: Meetings and Voting

A. Scheduled meetings of the Committee shall be held at least six times per year.
B. To the maximum extent possible, notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes and other materials may be delivered electronically.
C. Special meetings shall be held at the Call of the Chair of the Committee or the Chair of the MPO Policy Board. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than one week in advance. Every effort shall be made to reach all Committee members.
D. The meeting agenda shall include at least one period of time during each meeting for general comments from the public.

Section 8: Meetings and Voting

E. Official action may be taken by the Committee when a quorum is present. A quorum shall consist of a simple majority of the voting members and must include a representative of the County and the City.

F. Each voting member shall be entitled to cast one vote on each issue voted on by the Committee. The committee shall take action by a simple majority of voting members present.

G. When requested by a member of the committee, the votes of individual members of the committee will be specifically recorded and reported in the minutes with a brief explanation of the member's vote.

Section 8: Meetings and Voting

H. Meetings shall be conducted according to the most recent edition of *Robert's Rules of Order.*

I. The proceedings of all meetings shall be summarized and made available to all members of the Committee at least one week in advance of the next meeting.

J. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full Committee, for consideration at the next meeting with a quorum.

Section 8: Meetings and Voting

K. In the event that a quorum is not met and there is an action to be taken with an emergent deadline, attending members of the Committee may develop their recommendations on the issue individually on the action item that can be submitted to the MPO Policy Board and noted as not representing the official vote of the committee.

Section 9: Staff Support

A. The planning staff of the TJPDC shall assist the chair and vice chair in the preparation and distribution of the agenda for each meeting, conducting the meeting and preparing the minutes of each meeting.

Section 10: Termination

A. A three-year term shall be continuous except under the following conditions.

- A member's unexcused absence from three consecutive meetings shall be considered as a de facto resignation. The Committee may vote on dismissal of the member after three consecutive unexcused absences. Before a member is dropped for reasons of absence, he/she shall be notified in writing. A dismissed member may apply to be reappointed by the MPO Policy Board, the City Council or the County Board of Supervisors.

- The member submits his/her resignation.

Section 11: Amendments

A. Recommendations for amendment to these Bylaws shall be passed by a 2/3 vote of the membership of the Committee. The proposal for amendments in Bylaws shall appear on the published agenda. The text of the proposed amendments in Bylaws must be sent to all Committee members not less than fourteen calendar days in advance, unless the amendment is of such an urgent nature as to make shorter notice to Committee members necessary, in which case it may be included with the meeting notice and agenda.

B. Recommended amendments shall be submitted to the MPO Policy Board for adoption.

MPO Policy Board Bylaws, Article VII: Committees

Section 2 – Citizen Transportation Advisory Committee – The MPO shall appoint a citizen committee, with representatives appointed by the City of Charlottesville, the County of Albemarle, and the MPO Policy Board. These representatives will represent themselves, their areas of interests, and/or groups in the MPO area, and should try to represent a diverse range of interests. The committee shall review, comment, and recommend ideas on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. All members of the Citizen Transportation Advisory Committee shall be voting members, except the representative from the DEPARTMENT, who will serve as an ex-officio member.

Next Steps?

… Discussion amongst Committee Members … Round Table

move SAFELY blue ridge

Thomas Jefferson Planning District Commission

MPO Citizen Advisory Committee Meeting

May 21, 2025

Agenda

- Safe Streets and Roads For All
- Leadership Commitment
- Planning Process
- High Injury Network
- 4 Es of Roadway Safety
- Public Engagement
- Proposed Solutions
- Next Steps

Safe Streets and Roads for All (SS4A)

move SAFELY blue ridge

…the region's plan to reduce roadway fatalities and serious injuries for all road users



Leadership Commitment



These commitments support and align with the State's Safety goals:

- **Halve the total number of roadway fatalities and serious injuries by 2045 in Albemarle County**
- **Eliminate roadway fatalities in the City of Charlottesville by 2045 and reduce the combined number of roadway serious injuries by 50 percent**

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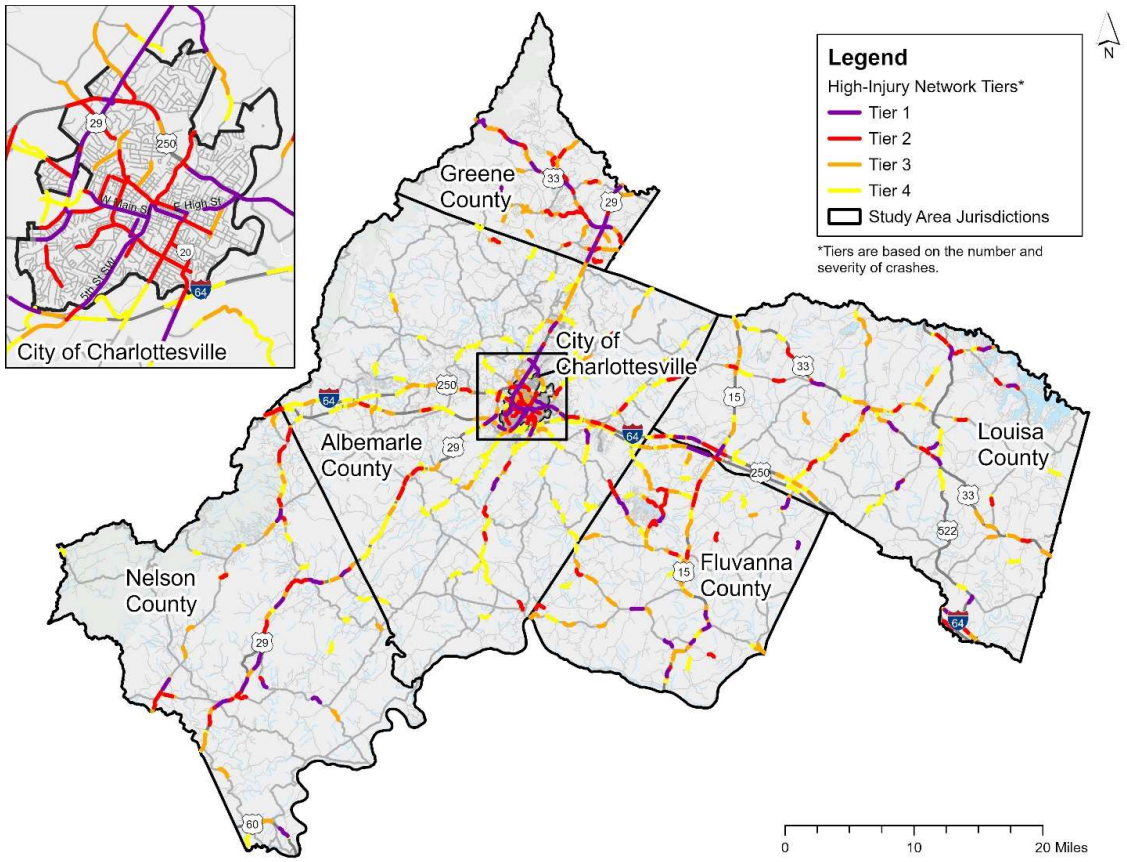
Planning Process

Working Group represented all member jurisdictions, VDOT, and TJPDC



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High-Injury Network (HIN)



*Tiers are based on the number and severity of crashes

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4 Es of Roadway Safety



ENGINEERING

Designing safer facilities for all users



EDUCATION

Building a culture of roadway safety



ENFORCEMENT

Reinforcing safe travel behaviors



EMERGENCY RESPONSE

Saving lives through rapid response

Public Engagement

- **Round 1:** Identifying the Region's Values, Issues, and Opportunities
- **Round 2:** Engage on Strategies and Priorities
- **Round 3:** Review Draft Action Plan







Proposed Solutions

Spot Improvements by Jurisdiction

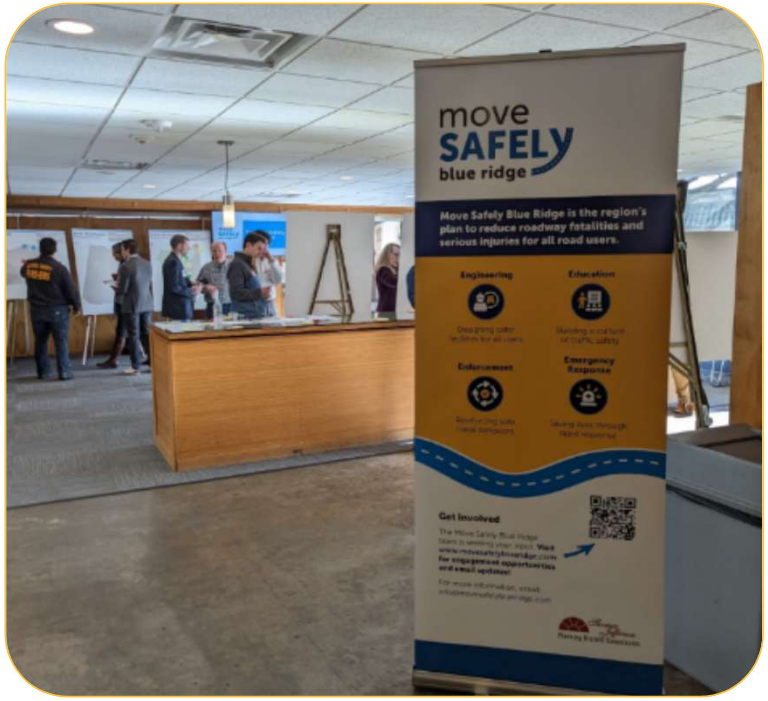
- Engineering countermeasures at intersections and roadway segments

Systemic Improvements

- Proven safety measures for the roadway network
- Candidate locations in the draft CSAP

Policies and Programs

- Non-infrastructure measures to address other E's



Next Steps

Funding Opportunities

- SS4A Implementation Funding
- SMART SCALE
- Highway Safety Improvement Program (HSIP)
- Revenue Sharing

Monitoring

- Annual update of crash data on the Move Safely Blue Ridge website

move SAFELY blue ridge

Thomas Jefferson Planning District Commission

Thank You

TJPDC Contact Information

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gorjang@tjpdc.org
ssimba@tjpdc.org

www.movesafelyblueridge.com

SS4A Grant Overview

Citizens Transportation Advisory Committee (CTAC)
May 21, 2025



Grant Funding: USDOT Safe Streets and Roads for All (SS4A) Grant Proposal (Planning and Demonstration)

Lead Applicant: Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO)

Strategic Partners: University of Virginia Research Team

Critical Stakeholders: Albemarle County, City of Charlottesville, Honda Motor Company, VDOT, VTRC

Project Title: Crash Analytics and Injury Research (CAIR) – Holistic Approach to Vulnerable Road User Safety

Application Type: Conduct Demonstration or Other Supplement Planning Activities (only)

Anticipated Letters of Endorsement: Virginia Senators Warner and Kaine, City of Charlottesville, Albemarle County

Anticipated Grant Funding Request: $4,620,000 over 3 years, 20% match (10% Honda, 10% UVA)

Strategic Collaboration

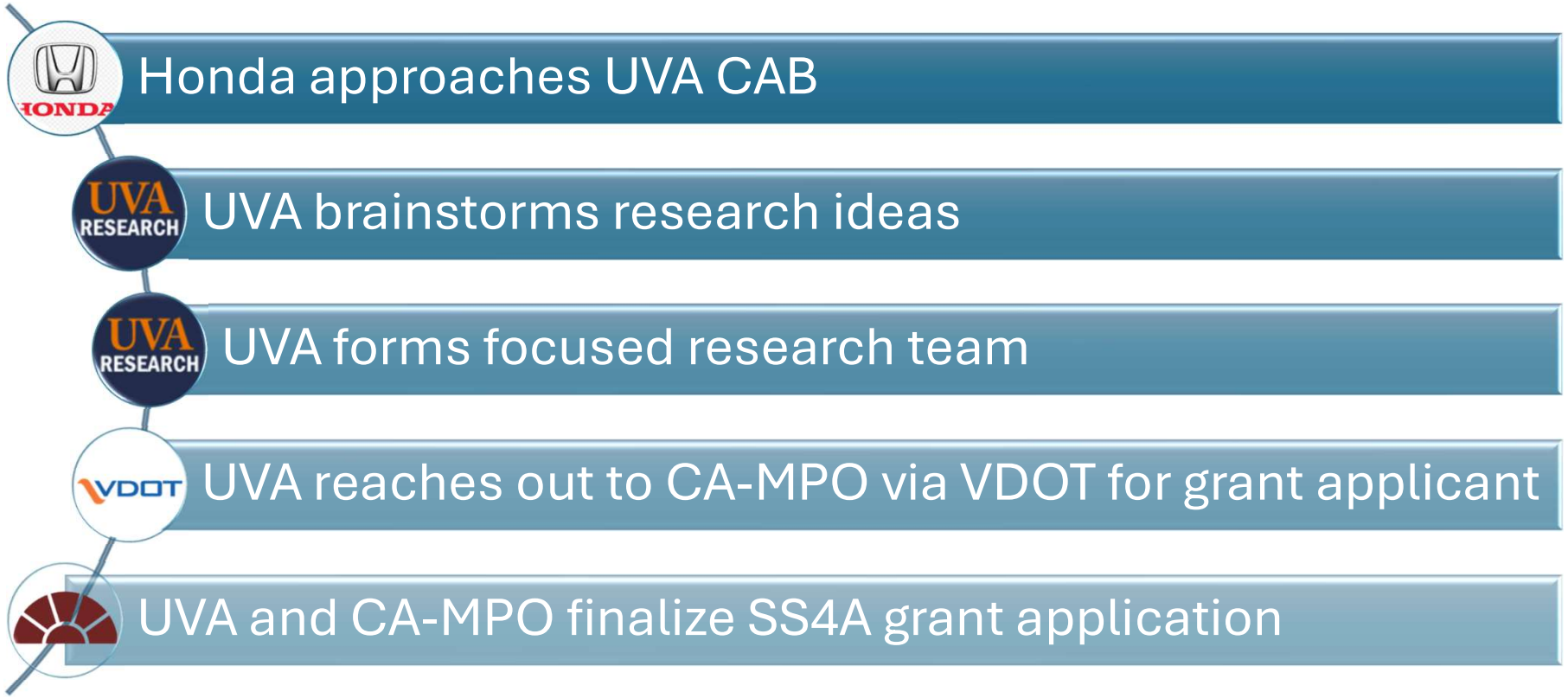


What problem are we trying to solve?



- Public expects existing and new roadway systems safely support all multimodal forms of transportation
- Industry challenges with risk-based safety design due to minimal VRU crash data and a limited understanding of VRU behaviors based on infrastructure characteristics and interaction with vehicular traffic

How we got here?



Objectives

- Improve VRU safety, reduce accidents, reduce injury associated morbity and costs, and save lives
- Improve understanding of VRU interactions with traffic and infrastructure
- Provide holistic safety picture to better evaluate realized safety benefits and risks in infrastructure design
- Develop models to advance automotive crash avoidance systems to further protect VRUs



World-Class UVA Research Team – Key Leaders

University of Virginia School of Engineering

Collaborative research solving global challenges



Brian Smith

Senior Associate Dean for Research

Rob Tieman



Professor of Practice

UVA Engineering

Omni Reality & Cognition Lab

Dedicated to the human interaction with infrastructure systems and environments



Donna Chen

Associate Professor

Arsalan Heydarian



Assistant Professor

University of Virginia Center for Applied Biomechanics

Largest university-based biomechanics lab in the world



Jason Foreman

Associate Professor

Greg Shaw



Senior Researcher

UVA Health

Renowned expertise in injury analysis and consequences of crash trauma



Mark Sochor

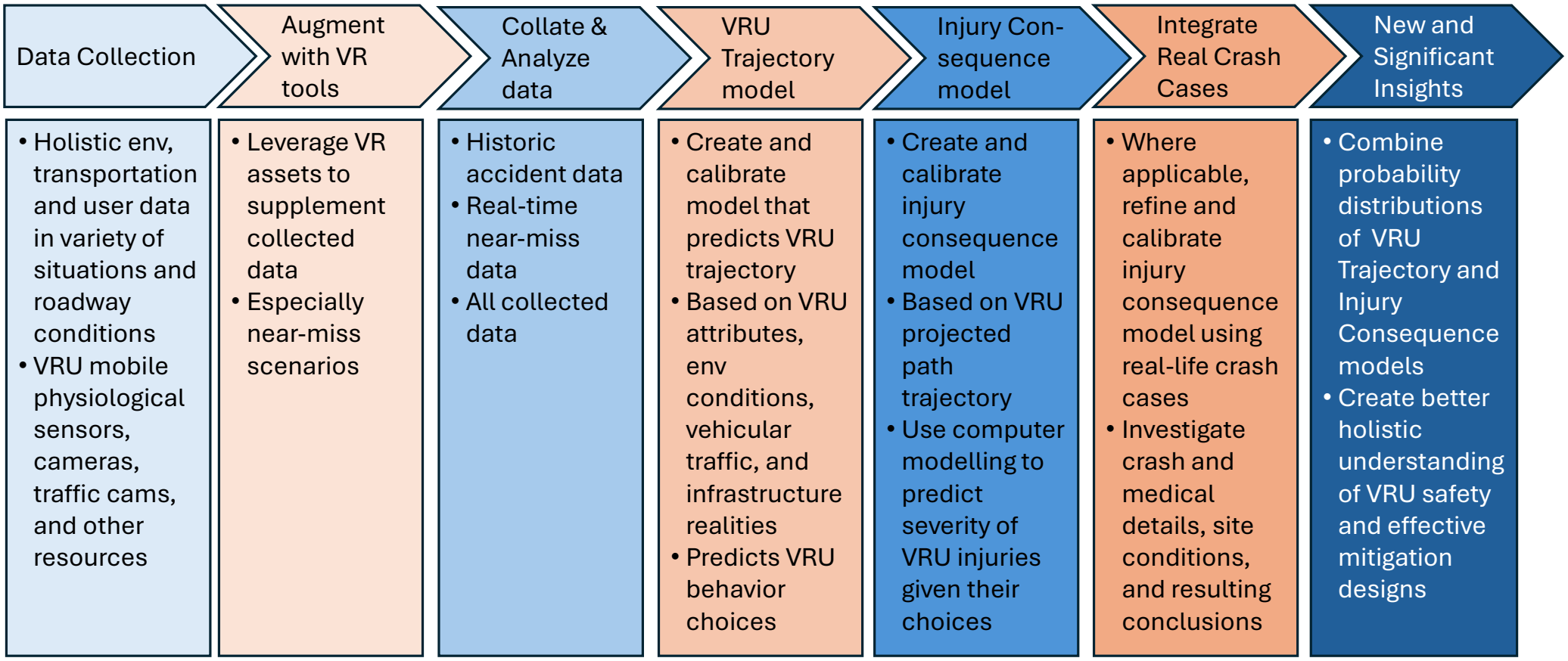
CAB Medical Director

George Glass



Medical Director Emergency Management

Approach Methodology…What will we do?



Primary Deliverable

Enhance TJPDC comprehensive action plan with data-driven VRU safety action plan for CA-MPO area

- Focus on safety, accessibility, and equity
- Actionable items with prioritized short-, mid-, and long-term timelines



Additional Benefits

Resource for Albemarle County, City of Charlottesville, and other multi-modal safety action plans

This information could be used by VDOT, localities, and consultants to better evaluate safety when practicing risk-based, performance-based design

Models and methodology could be extended to improve design and safety of VRUs in high-risk situations, such as urban work zones

These findings could be integrated into automotive crash avoidance technologies to advance predictive safety features which could reduce VRU accidents and fatalities



PATH FORWARD

- **4/15/25:** MPO Technical Committee, informational presentation and request action
- **4/23/25:** MPO Policy Board, informational presentation and request resolution of support
- **5/1/25:** TJPD Commission, request Letter of Support
- **5/21/25:** Citizens Transportation Advisory Committee, Informational presentation
- **May-June:** Secure letters of support (Senators, C'ville, and Albemarle)
- **June:** Finalize application for 6/26/25 due date

Thank You!

Any Questions?

Project Title: Crash Analytics and Injury Research (CAIR) – Holistic Approach to Vulnerable Road User Safety

Project Overview

The traveling public expects new and existing roadway systems to safely support all multimodal forms of transportation. An uncomfortable reality is that Vulnerable Road Users (VRUs) such as pedestrians, cyclists, and e-scooter riders comprise an increasing proportion of roadway fatalities, accounting for 21% of nationwide roadway fatalities in 2022 (NHTSA Traffic Safety Facts). Rates of VRU fatalities per 100,000 population have been steadily increasing, from a low of 1.6 in 2009 to 2.7 in 2022. If injured in a collision, a VRU is five times more likely to die from their injuries than a vehicle occupant (rate of 6.8 fatalities per 100 injury cases for VRUs, compared to 1.3 for vehicle occupants). Like most localities, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area has acutely felt the effects of VRU collisions, with 89 cases of VRU fatalities and serious injuries from 2018-2022 (out of 777 total roadway fatalities and serious injuries during that period).

Effectively addressing VRU safety requires a holistic approach including risk-based infrastructure planning, on-vehicle collision avoidance technology, an understanding of human perception and behavior in a mixed road user environment, and an understanding of the potential injury and fatality consequences if a VRU-vehicle collision occurs. Traditionally, each of these are studied in isolation, with limited consideration that they act in concert to contribute to safety, or fatality causation.

Recognizing the critical interplay between infrastructure, behavior, technology, and collision consequence, we've assembled a diverse team of experts to tackle VRU safety through a systems-based approach. Our partner VDOT will provide practical insight into roadway design, and the constraints that affect complete-street design and implementation. Our collaborators at Honda Research America (HRA), who will provide a 10% funding match, will provide insight into integrated vehicular onboard pedestrian detection and avoidance technologies, including their expected capabilities and the use cases for which those systems are typically designed and assessed. The University of Virginia Omni-Reality and Cognition Lab (UVA-ORCL) will conduct a multi-modal study of pedestrian, e-scooter, cyclist, and vehicle driver behavior in various scenarios representative of local mixed-use roadways. This will include both on-road data collection to observe real-world road user behavior, as well as controlled Virtual Reality (VR) simulation to mimic potential conflict scenarios. Emphasis will be placed on locations with a high potential for VRU-vehicle conflict, where VRU-vehicle interaction is driven by mixed mobility needs due to varied ambulatory capabilities and socioeconomic factors (e.g., VRU considerations close to senior care facilities, medical facilities, public transportation nodes, and in geographic transition between lower-income residential areas and commercial areas to which those residents travel). Finally, our partners at the UVA Center for Applied Biomechanics (UVA-CAB) and UVA Department of Emergency Medicine (UVA-EM) will assist in contextualizing the potential risk of injury and fatality if a VRU collision were to occur, and how that risk may be mitigated to reduce the severity of the collision. If a VRU injury case occurs within our area during the study period, our UVA-EM partners will gather case information on the specific injuries, the context and mechanisms of those injuries, and the prognosis for the patient (where allowed by the UVA Institutional Review Board and the permission of the patient).

This comprehensive investigation that considers and connects practical roadway design constraints, vehicle technology, road user behavior, and the end consequences of collisions represents a truly end-to-end, systems-level analysis of VRU safety within the CA-MPO area. The Team will create and calibrate a model that predicts VRU trajectories given VRU characteristics, environmental

conditions, vehicular traffic, and infrastructure realities. The Team will also create and calibrate an injury consequence model based upon parameters considered in the VRU projected path trajectory model, using injury prediction computer modeling. We will then combine probability distribution of projected path trajectories, based on behavioral choices, with the injury consequence model, that predicts severity of injuries, to create better holistic understanding of VRU safety factors and effective mitigation designs.

Approach

Effective and enduring safety initiatives require identifying the root causes of safety concerns, injuries, and fatalities. The CA-MPO area represents a unique environment with a variety of high-density residential areas (ranging from lower-income neighborhoods to student housing) in close proximity to commercial zones and large employers. This results in a mixed-mobility environment, with a consistent and widespread presence of VRUs (pedestrians, cyclists, and e-scooter riders). The roadways in the CA-MPO span development over the course of 200 years. This is evident in the wide variety of roadway designs, resulting from eras prioritizing dense neighborhoods and local foot traffic, to suburban sprawl aided by motored mobility, and finally a trend back towards new urban mixed land use development. This profound diversity of roadway environments and mobility needs creates a substantial challenge for VRU safety, requiring a comprehensive action plan considering the end-to-end sequence of events affecting VRU safety.

To develop a comprehensive action plan, we will: (i) Analyze historical crash data, locations, severity, contributing factors, and crash types by various VRUs across the CA-MPO area. (ii) Collect actionable data on local roadway design factors influencing VRU and vehicle interaction through the demonstration activities described below. This includes on-the-road and virtual VRU & driver behavioral studies, as well as risk modeling and medical investigation to predict the consequences of collisions and benefits of intervention. (iii) Consult roadway design collaborators at VDOT to contextualize the performance-based, practical considerations for the design and implementation of safety countermeasures targeting mixed-mobility environments. In addition, we will consult collaborators at HRA to review vehicle-based countermeasures to aid in VRU safety (such as pedestrian collision detection systems), including context for how those systems may perform in varied roadway and traffic environments. (iv) We will then work closely with our locality's leadership, engineers, and planners to set safety goals and create a roadmap for achieving Vision Zero for VRUs. This includes establishing a timeline for the development and implementation of the action plan.

Outcomes

Our primary goal with this grant is to develop a comprehensive, data-driven VRU safety action plan for the CA-MPO, to supplement the safety action plan currently under development by the Thomas Jefferson Planning District Commission under SS4A grant #693JJ32340220. This will include a detailed review of existing policies, plans, and standards to improve transportation safety, presented as actionable items prioritized with short-, mid-, and long-term timelines. The focus will be on safety, accessibility, and justice. CA-MPO aims to identify countermeasures and interventions in infrastructure, education, or operations, which will be outlined, and shared with the public through in-person and online resources. Results will be shared with, and used by, critical CA-MPO stakeholders, including VDOT, Albemarle County, and the City of Charlottesville. Additionally, this work will almost certainly benefit researchers, planners, designers, and road users well beyond CA-MPO by enabling better evaluation of safety when practicing risk-based, performance-based roadway design, improving design for VRU safety in high-risk situations such as urban work zones, and integration into automotive crash avoidance technologies to advance predictive safety features

which could reduce VRU accidents and fatalities. To aid in the development of the action plan, this proposal includes two demonstration & research activities:

Demonstration & Research Activity #1: VRU and Driver Interaction Behavior

The critical link between roadway design and VRU safety lies in how the design of the environment influences the behavior of drivers and VRUs as they interact. In this activity, researchers at the UVA-ORCL will conduct a dual-mode investigation on the influence of roadway design and environmental factors on VRU and driver interaction behavior, in the setting of high-priority areas of potential conflict within CA-MPO. These priority areas will be collaboratively identified, with consideration for the local density of mixed traffic, past data on collisions and injuries, equity of mobility modes and opportunities in the area, and unique safety challenges. On-the-road behavioral data will be collected by pedestrian, cyclist, and e-scooter volunteers who typically transit the selected areas (each equipped with dataloggers and on-board video recorders to capture their interaction with surrounding traffic). These data will be examined to identify potential conflict scenarios within the study location. The study areas will then be replicated in virtual reality at the UVA-ORCL, where volunteers representing both drivers and VRUs can interact together in various potential conflict scenarios in a safe simulation environment. With this capability we will trial various conflict scenarios in simulations representing the chosen high-priority locations and demonstrate the potential risk reducing effect of selected roadway, vehicle, and behavioral countermeasures (e.g., speed reduction, intersection signaling, lighting improvement, etc.).

Demonstration & Research Activity #2: VRU Collision Consequence Investigation & Modeling

In this activity, we will augment the collision causation activity above by carrying through to the end consequences, investigating and modeling the injuries and fatalities that happen when a VRU collision occurs. Using information on potential conflict scenarios gathered in the previous activity, researchers at the UVA-CAB will use physics-based simulation models to predict the risk of injury and fatality that would result in the event of a collision. This will allow us to demonstrate the potential consequences of a collision, and also to gauge the potential safety benefit that may be gained by reducing the severity of the collision (e.g. through reducing the impact speed or the potential for secondary impacts). These simulations will be performed using high-throughput, fast-running human body computer models, which can also account for differences in injury vulnerability associated with age, sex, and other aspects of person-to-person variability. Collaborators at the UVA-EM will provide clinical insight into the presentation and prognosis of cases of VRU injury. The UVA Health System is a Level 1 Trauma Center and has participated in roadway trauma case study research for over a decade through programs like NHTSA's Crash Injury Research and Engineering Network (CIREN). UVA-EM will screen for VRU-related injuries during the study period, and the research office of UVA-EM will track those cases and seek their permission to enroll for in-depth case study (collecting information such as emergency response information, patient radiology, medical notes, incidence reports, and follow-up surveys). In the event of a VRU fatality case, UVA-EM would coordinate with the Office of the Chief Medical Examiner to gather available information on the incident, including location information, incident reports, and cause of death (including a research study investigating the specific injury). We will utilize these clinical data to conduct thorough crash investigation and injury causation analysis which will further inform modeling and countermeasure development. Throughout all aspects of this work (including the volunteer studies described above), data collection will be reviewed and governed by the Institutional Review Board of the University of Virginia. In total, these activities will not only demonstrate the consequences of VRU safety and the tangible benefits that our action plan will achieve, but will also provide invaluable information that will benefit localities and road users across the country.

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone • info@tjpdc.org email

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Taylor Jenkins, Transportation Director, TJPDC/CA-MPO
Date: April 23, 2025
Reference: FY25 CA-MPO SS4A Grant Application – *Crash Analytics and Injury Research (CAIR): Holistic Approach to Vulnerable Road User Safety*

Purpose:
CA-MPO staff are seeking support for the submission of a Safe Streets and Roads for All (SS4A) supplemental planning and demonstration grant application for FY25. The proposed project, titled *Crash Analytics and Injury Research (CAIR): Holistic Approach to Vulnerable Road User Safety*, aims to develop a supplemental action plan focused on improving outcomes for Vulnerable Road Users (VRUs) in the CA-MPO area.

Background:
The CAIR initiative responds to the growing need for an integrated and systems-level approach to VRU safety. From 2018–2022, the CA-MPO area experienced 89 VRU fatalities or serious injuries—highlighting the urgent need for targeted action. The project combines infrastructure analysis, behavioral research, vehicle technology review, and clinical injury assessment through a collaborative effort involving VDOT, Honda Research America, and multiple research centers at the University of Virginia.

The grant proposes a dual-track research and demonstration strategy, including:

- Behavioral Studies and Virtual Reality Simulation: Studying how roadway environments influence interactions between drivers and VRUs.
- Injury Modeling and Medical Research: Predicting the consequences of collisions and assessing the benefits of intervention strategies.
- Data-Driven Action Plan Development: Establishing a roadmap to improve safety through infrastructure, technology, education, and policy interventions.

This work will build upon the ongoing planning efforts and complement the Comprehensive Safety Action Plan currently being developed under SS4A funding awarded to the Thomas Jefferson Planning District Commission.

The anticipated grant funding request is $4,620,000 over three years, with the 20% match requirement to be covered by project partners (UVA and Honda).

Recommendations:
CA-MPO Technical Committee: Staff recommends a motion to recommend the MPO Policy Board provide a resolution of support for submission of an FY25 SS4A supplemental planning and demonstration grant application.

CA-MPO Policy Board: Staff recommends a motion to provide a resolution of support for submission of an FY25 SS4A supplemental planning and demonstration grant application.

CA-MPO Citizens Transportation Advisory Committee: Staff recommends a motion to recommend the MPO Policy Board provide a resolution of support for submission of an FY25 SS4A supplemental planning and demonstration grant application.

If there are any questions or comments, please contact Taylor Jenkins at tjenkins@tjpdc.org.







Unified Planning Work Program (UPWP)

Fiscal Year 2026

July 1, 2025 – June 30, 2026

Approved _____, 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

FTA Federal Transit Administration

Preface

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

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

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List of Acronyms

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

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

RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SAWMPO	Staunton-Augusta-Waynesboro Metropolitan Planning Organization
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SS4A	Safe Streets and Roads for All (USDOT Discretionary Grant)
STIP	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.
SYIP	The Six Year Improvement Plan (SYIP) is Virginia's annually updated budget document that identifies planned spending for transportation projects statewide.
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	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.
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
TSP	Transit Strategic Plan
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia

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

Introduction

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.

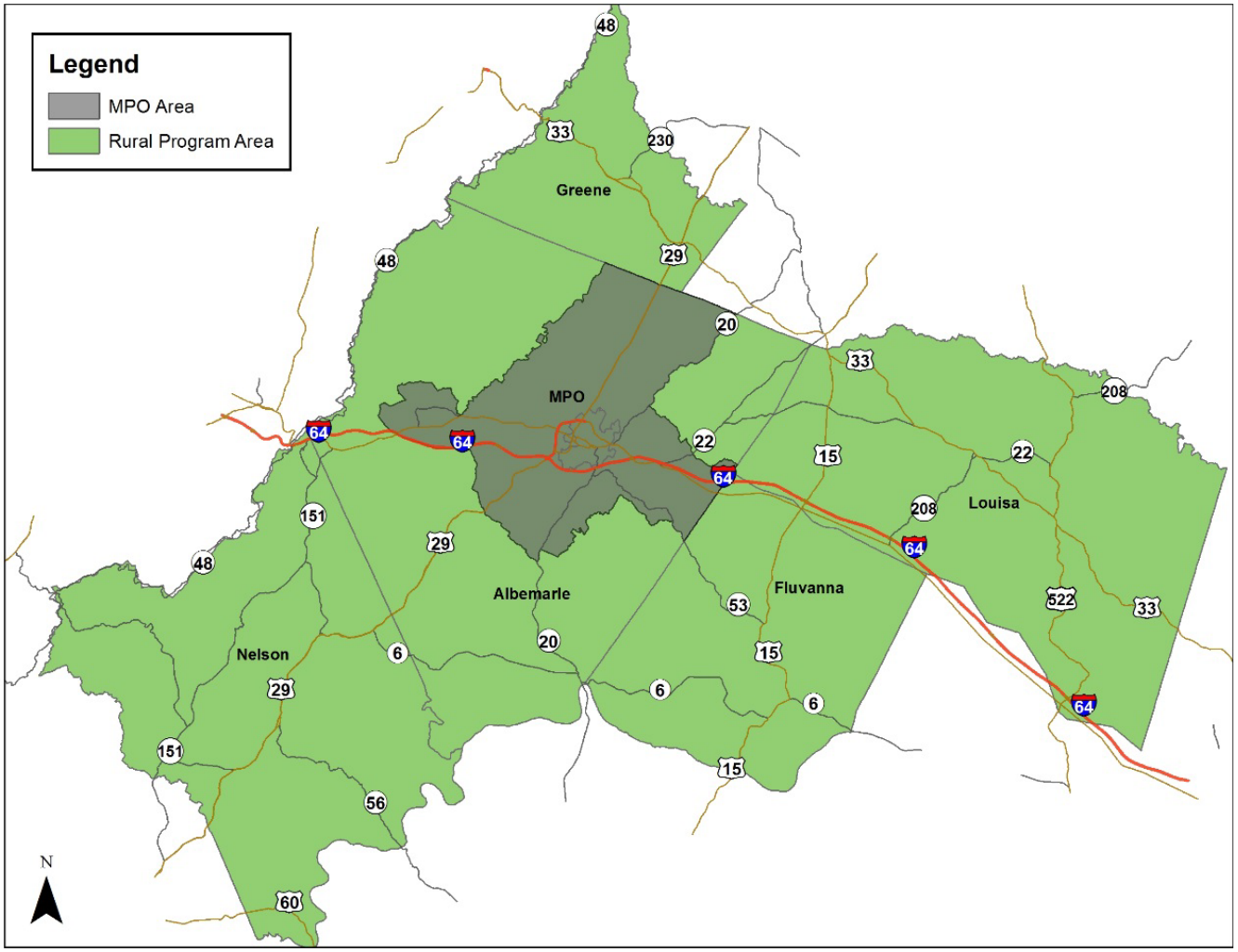
Purpose of the Metropolitan Planning Organization

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	-	-	-	-
FY-26 PL-FHWA/VDOT Total	**$ 274,482.77**	**$ 34,310.35**	**$ 34,310.35**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 109,480.80	$ 13,685.10	$ 13,685.10	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	-	-	-	-
FY-26 FTA/DRPT Total	**$ 109,480.80**	**$ 13,685.10**	**$ 13,685.10**	**$ 136,851.00**
PL-FHWA/VDOT + FTA/DRPT Total	**$ 383,963.58**	**$ 47,995.45**	**$ 47,995.45**	**$ 479,954.47**
VDOT SPR	**$ 162,000.00**	**$ 40,500.00**	**-**	**$ 202,500.00**
Total FY26 Work Program	**$ 545,963.58**	**$ 88,495.45**	**$ 47,995.45**	**$ 682,454.47**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are provided late FY25.*

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	$ 11,188.20	$ 13,425.84	$ 20,138.76	$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover	$ -	$ -	$ -	
FY-26 PL-FHWA/VDOT Total	**$ 85,775.82**	**$ 102,930.99**	**$ 154,396.48**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 34,212.75	$ 41,055.30	$ 61,582.95	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	$ -	$ -	$ -	
FY-26 FTA/DRPT Total	**$ 34,212.75**	**$ 41,055.30**	**$ 61,582.95**	**$ 136,851.00**
FY26 PL-FHWA/VDOT + FTA/DRPT Total	**$ 119,988.57**	**$ 143,986.29**	**$ 215,979.43**	**$ 479,954.47**
VDOT SPR	**$ 50,625.00**	**$ 60,750.00**	**$ 91,125.00**	**$ 202,500.00**
Total FY26 Work Program	**$ 171,613.57**	**$ 204,736.29**	**$ 307,104.43**	**$ 682,454.47**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected once actual budgets are provided late FY25.*

Highlights of FY25 UPWP

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
- 5th 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[1]

Total Funding: $119,988.57

Task 1: Program Administration				
FY26	**Federal**	**State**	**Local**	**Total**
PL	$ 68,620.66	$ 8,577.58	$ 8,577.58	$ 85,775.82
FTA	$ 27,370.20	$ 3,421.28	$ 3,421.28	$ 34,212.75
Total	**$ 95,990.86**	**$ 11,998.86**	**$ 11,998.86**	**$ 119,988.57**

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

[1] 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[2]

Total Funding: $143,986.29

Task 2: Long Range Transportation Planning				
FY26	**Federal**	**State**	**Local**	**Total**
PL	$ 82,344.79	$ 10,293.10	$ 10,293.10	$ 102,930.99
FTA	$ 32,844.24	$ 4,105.53	$ 4,105.53	$ 41,055.30
Total	**$ 115,189.03**	**$ 14,398.63**	**$ 14,398.63**	**$ 143,986.29**

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

[2] 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[3]

Total Funding: $215,979.43

Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance				
FY26	**Federal**	**State**	**Local**	**Total**
PL	$ 123,517.18	$ 15,439.65	$ 15,439.65	$ 154,396.48
FTA	$ 49,266.36	$ 6,158.30	$ 6,158.30	$ 61,582.95
Total	**$ 172,783.54**	**$ 21,597.94**	**$ 21,597.94**	**$ 215,979.43**

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

[3] 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://tjpdc.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

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

Attachment B: Tasks Performed by VDOT

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

Attachment D: 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 3/26/2019, ~~2018~~ by and between the Commonwealth of Virginia hereinafter referred to as the State, the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO; and the City of Charlottesville, the Charlottesville Area Transit Service, Albemarle County and JAUNT, Inc. hereinafter referred to as the Public Transportation Providers; and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

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

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

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

Article 1
Planning and Modeling Boundaries

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

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

Article 2
MPO Structure & Committees
The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the MPO Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and MPO Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

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

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

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

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

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

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

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

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

Article 3
Unified Planning Work Program (UPWP)

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

Article 4
Participation Plan

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

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

Article 5
Inclusion and Selection of Project Recommendations

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

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

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more

frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

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

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

Article 6
Financial Planning and Programming, and Obligations

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

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR 450.324 and 450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain

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

Annual Obligation Report

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

Article 7
Performance-Based Metropolitan Planning Process Responsibilities

The MPO

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

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of

the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the state(s) and Public Transit Provider(s) of whether the MPO: 1) has selected "to contribute toward the accomplishment" of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the Public Transportation Provider(s) or the MPO for use in the MPO's planning area of Virginia.

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

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area's performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO's transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying

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

The State

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

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

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the

State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)

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

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

Chair
Charlottesville-Albemarle
Metropolitan Planning Organization

WITNESS BY
DATE 7/25/18

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY
DATE 2/18/19

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 Strom
DATE 12/17/2018

ATTACHMENT B (PLACEHOLDER)
Charlottesville/Albemarle Urbanized Area
FY-2025 Unified Planning Work Program
VDOT Input

State Planning and Research (SPR) Funds Available $ 450,000

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

Charlottesville-Albemarle MPO

Budgeted **$40,500**

- 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 **$121,500**

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

Task 3.0 Short-Range Transportation Planning with the

Charlottesville-Albemarle MPO

Budgeted **$40,500**

- 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 $247,500

- 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
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone ● info@tjpdc.org email

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 23rd day of April 2025 by the Charlottesville-Albemarle Metropolitan Planning Organization.

ATTESTED:

Ned Gallaway	Christine Jacobs
Chair, Charlottesville-Albemarle MPO	Executive Director, TJPDC, CA-MPO

Charlottesville-Albemarle MPO

FY26 Unified Planning Work Program

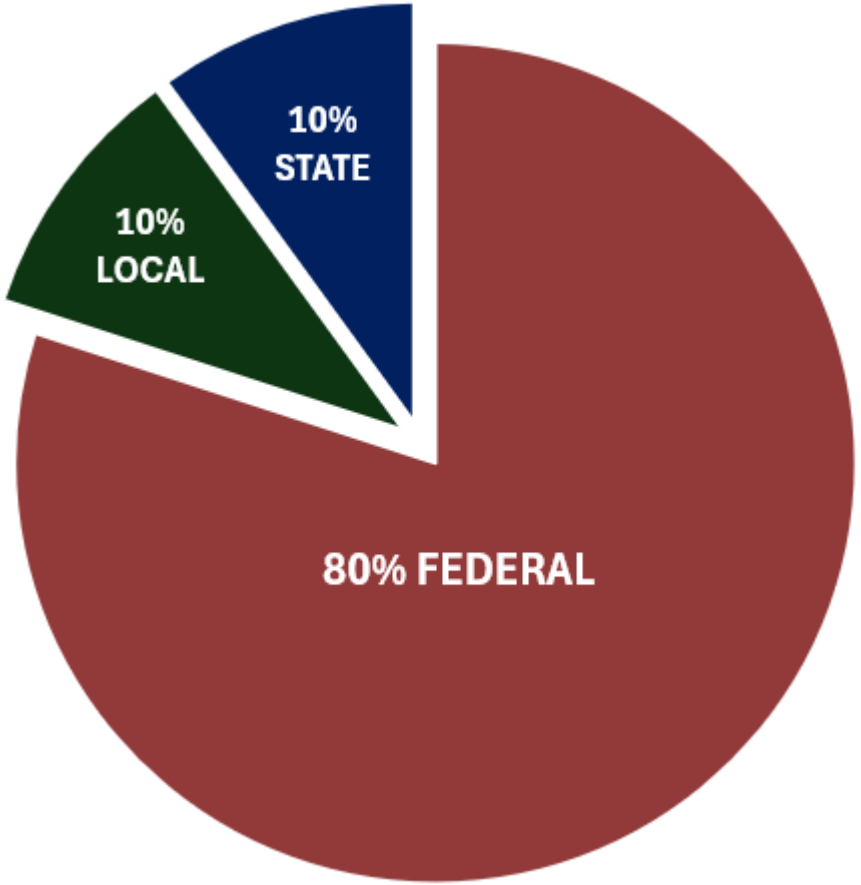
July 1, 2025 – June 30, 2026

Citizen Transportation Advisory Committee (CTAC)

May 21, 2025

Background and Purpose

- The Unified Planning Work Program (UPWP) identifies all transportation planning activities to be undertaken by the CA-MPO for FY26 (July 1 – June 30)
- Serves as the CA-MPO budget and work plan
- Major regional priorities and deliverables



Changes to the Draft FY26 UPWP

- Staff received updated PL funding allocations from VDOT that reflect an increase of $5,453 for the total FHWA/VDOT total allocation
- Staff received updated FTA allocations from DRPT that reflect an increase of $1,795 for the total FTA/DRPT total allocation
- Additional funds were split proportionally across all three tasks
- Staff have **not** received final VDOT SPR allocations

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				
FY-26 PL-FHWA/VDOT Total	**$ 274,482.77**	**$ 34,310.35**	**$ 34,310.35**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 110,917.11	$ 13,864.64	$ 13,864.64	**$ 138,646.39**
FY-25 FTA/DRPT Active Rollover				
FY-26 FTA/DRPT Total	**$ 110,917.11**	**$ 13,864.64**	**$ 13,864.64**	**$ 138,646.39**
PL-FHWA/VDOT + FTA/DRPT Total	**$ 385,399.89**	**$ 48,174.99**	**$ 48,174.99**	**$ 481,749.86**
VDOT SPR	**$ 162,000.00**	**$ 40,500.00**		**$ 202,500.00**
Total FY26 Work Program	**$ 547,399.89**	**$ 88,674.99**	**$ 48,174.99**	**$ 684,249.86**

Note: *VDOT SPR funds are placeholder amounts. Values will be corrected once the SPR budget is provided late FY25.*

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	$ 11,188.20	$ 13,425.84	$ 20,138.76	$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover	$ -	$ -	$ -	
FY-26 PL-FHWA/VDOT Total	**$ 85,775.82**	**$ 102,930.99**	**$ 154,396.48**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 34,661.60	$ 41,593.92	$ 62,390.88	$ 138,646.39
FY-25 FTA/DRPT Active Rollover	$ -	$ -	$ -	
FY-26 FTA/DRPT Total	**$ 34,661.60**	**$ 41,593.92**	**$ 62,390.88**	**$ 138,646.39**
FY26 PL-FHWA/VDOT + FTA/DRPT Total	**$ 120,437.42**	**$ 144,524.90**	**$ 216,787.36**	**$ 481,749.86**
VDOT SPR	**$ 50,625.00**	**$ 60,750.00**	**$ 91,125.00**	**$ 202,500.00**
Total FY26 Work Program	**$ 171,062.42**	**$ 205,274.90**	**$ 307,912.36**	**$ 684,249.68**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are provided late FY25.*

Task 1: Program Administration

Task 1 PL and FTA: *$120,437.42*

190 (PL)		
1A. General Administration, Reporting, and Compliance with Regulations	*Monthly progress reports and invoices* *FY26 UPWP Implementation* *FY27 UPWP Development*	$ 17,155.16
1B. Staffing Committees	*Attendance and prep for Policy Board, Technical Committee, CTAC, RTP, CARTA*	$ 32,165.93
1C. Public Outreach, Public Participation, Title VI	*Public notices* *Website updates* *Public Outreach Plan, Public Participation Plan, Title VI Implementation Plan*	$ 8,577.58
1D. Information Sharing and Professional Development	*Monthly and quarterly transportation update meetings (VAMPO, OIPI, CTB)* *Biannual joint MPO meetings with SAWMPO* *Relevant training, workshops, seminars, summits, conferences*	$ 27,877.14
Total		$ 85,775.82

191 (FTA)		
1A. General Administration, Reporting, and Compliance with Regulations	*Monthly progress reports and invoices* *FY26 UPWP Implementation* *FY27 UPWP Development*	$ 6,932.32
1B. Staffing Committees	*Attendance and prep for Policy Board, Technical Committee, CTAC, RTP, CARTA*	$ 12,998.10
1C. Public Outreach, Public Participation, Title VI	*Public notices* *Website updates* *Public Outreach Plan, Public Participation Plan, Title VI Implementation Plan*	$ 3,466.16
1D. Information Sharing and Professional Development	*Monthly and quarterly transportation update meetings (VAMPO, OIPI, CTB)* *Biannual joint MPO meetings with SAWMPO* *Relevant training, workshops, seminars, summits, conferences*	$ 11,265.02
Total		$ 34,661.60

Task 2: Long Range Transportation Planning

Task 2 PL and FTA: *$144,524.90*

195 (PL)		
2A. Comprehensive Safety Action Plan	*Safe Streets and Roads for All (SS4A) discretionary grant with mid-FY26 completion date*	$ 20,586.20
2B. Travel Demand Model Update	*Coordinate meetings and collect data* *Collect local government staff feedback on growth projections*	$ 20,586.20
2C. Travel Demand Management Study	*Review and synthesis of previously-completed regional studies* *Review of regional travel demand model and assess existing parking capacity* *Identify TDM strategies including park and ride, bike/ped, transit*	$ 41,172.39
2D. Coordinated Human Services Mobility (CHSM) Plan Update	*Provide human services program data, as requested* *Coordinate with providers, as necessary* *Participate in working groups, focus groups, etc. and complete surveys, as requested*	$ -
2E. Three Notched Trail Coordination	*Participate in Master Plan Technical Committee* *Collect and/or provide data* *Support other Three Notched Trail planning efforts*	$ 15,439.65
2E. Long Range Transportation Plan	*Review and amend the LRTP, as necessary*	$ 5,146.55
Total		$ 102,930.99

196 (FTA)		
2A. Comprehensive Safety Action Plan	*Safe Streets and Roads for All (SS4A) discretionary grant with mid-FY26 completion date*	$ -
2B. Travel Demand Model Update	*Coordinate meetings and collect data* *Collect local government staff feedback on growth projections*	$ 8,318.78
2C. Travel Demand Management Study	*Review and synthesis of previously-completed regional studies* *Review of regional travel demand model and assess existing parking capacity* *Identify TDM strategies including park and ride, bike/ped, transit*	$ 16,637.57
2D. Coordinated Human Services Mobility (CHSM) Plan Update	*Provide human services program data, as requested* *Coordinate with providers, as necessary* *Participate in working groups, focus groups, etc. and complete surveys, as requested*	$ 12,478.18
2E. Three Notched Trail Coordination	*Participate in Master Plan Technical Committee* *Collect and/or provide data* *Support other Three Notched Trail planning efforts*	
2E. Long Range Transportation Plan	*Review and amend the LRTP, as necessary*	$ 2,079.70
Total		$ 41,593.92

Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance

Task 3 PL and FTA: *$216,787.36*

198 (PL)		
3A. Transportation Improvement Program (TIP)	*Process the annual obligation report* *Update of TIP, Process TIP amendments and adjustments*	$ 15,439.65
3B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support	*Regular updates to CA-MPO committees* *Technical assistance to localities for SMART SCALE application drafting and submission* *Participate in Project Pipeline and STARS studies* *Review performance of past applications* *Coordinate info sharing between localities for applications* *Identify, develop, or administer transportation-related*	$ 38,599.12
3C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Planning for Transit, and Bike/Ped Support	*Improve carpooling and alternative modes of transportation* *Support CAT and Jaunt TDP/TSP development* *Participate in local transit studies/plans that impact the region* *Participate in statewide initiatives to expand and improve transit/rail service to the region*	$ 38,599.12
3D. Annual Performance Targets	*Prepare background materials and facilitate discussion* *Complete documentation to notify the state of adopted targets* *Update the TIP once adopted*	$ 15,439.65
3E. Special Studies, Projects, Programs, and Contingency	*Participate in special transportation-related studies or projects for CA-MPO localities, as requested* *Assist localities with updates to Comprehensive Plans or other planning documents related to transportation* *Continue exploring an on-call consulting program in coordination with local partners*	$ 46,318.94
Total		$154,396.48

199 (FTA)		
3A. Transportation Improvement Program (TIP)	*Process the annual obligation report* *Update of TIP, Process TIP amendments and adjustments*	$ 6,239.09
3B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support	*Regular updates to CA-MPO committees* *Technical assistance to localities for SMART SCALE application drafting and submission* *Participate in Project Pipeline and STARS studies* *Review performance of past applications* *Coordinate info sharing between localities for applications* *Identify, develop, or administer transportation-related*	$15,597.72
3C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Planning for Transit, and Bike/Ped Support	*Improve carpooling and alternative modes of transportation* *Support CAT and Jaunt TDP/TSP development* *Participate in local transit studies/plans that impact the region* *Participate in statewide initiatives to expand and improve transit/rail service to the region*	$15,597.72
3D. Annual Performance Targets	*Prepare background materials and facilitate discussion* *Complete documentation to notify the state of adopted targets* *Update the TIP once adopted*	$ 6,239.09
3E. Special Studies, Projects, Programs, and Contingency	*Participate in special transportation-related studies or projects for CA-MPO localities, as requested* *Assist localities with updates to Comprehensive Plans or other planning documents related to transportation* *Continue exploring an on-call consulting program in coordination with local partners*	$18,717.26
Total		$62,390.88

Next Steps and Questions

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone • info@tjpdc.org email

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Taylor Jenkins, Director of Transportation, TJPDC/CA-MPO
Date: April 15, 2025
Reference: Final FY26 Unified Planning Work Program

Purpose:

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2026. 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).

Background:

Based on ongoing CA-MPO staff initiatives in coordination with committee discussions and federal/state agency priorities, MPO staff have prepared the final draft FY26 UPWP for consideration. The FY26 UPWP includes several required activities, new activities, and carryover activities from FY25 such as staff support of the multi-jurisdictional Comprehensive Safety Action Plan, Move Safely Blue Ridge.

Activities that are new to the FY26 work plan include:

- Participating in Three Notched Trail coordination activities
- Participating in the Coordinated Human Services Mobility (CHSM) Plan Update
- Updating the Transportation Improvement Program (TIP)
- Providing technical assistance for the pursuit of Safe Streets and Roads for All Implementation funding

Three tasks capture the activities in the UPWP, including Task 1: Administration, Task 2: Long-Range Transportation Planning, and Task 3: Short-Range Transportation Planning and Local, State, and Federal Agency Assistance.

Administrative tasks include general administration, reporting, and compliance with regulations; staffing committees; public outreach, public participation, title VI implementation; information sharing; and professional development. The FY26 UPWP reflects an increase in the percentage of the budget spent on this task (from 18.29% to 25%) to more appropriately align with the actual staff time required for administration tasks, such as staffing committees.

Long-Range Transportation Planning is a smaller percentage of the budget for FY26 (30%) compared to last fiscal year since the CA-MPO is not in an update year for the Long Range Transportation Plan. Long-range planning activities for FY26 include the completion of Move Safely Blue Ridge, continuing to update the regional travel demand model, scoping and conducting a travel demand management study, participating in the CHSM Plan update, and participating in Three Notched Trail coordination activities.

Short-Range Transportation Planning is the largest percentage of the FY26 UPWP (45%) and reflects the ongoing support of CA- MPO staff in providing technical assistance for grant applications; participating in STARS, Pipeline, and other local, state, and federal studies; updating the TIP; updating annual performance targets; and supporting regional transit, bicycle, pedestrian, and travel demand management efforts.

There is one budget change in the most recent draft of the UPWP that was not in the original draft shared with CA-MPO committees. Staff received updated PL funding allocations from VDOT that reflect an increase of $337,650 to $343,103 for the FY26 FHWA/VDOT total allocation. The additional $5,453 was split proportionally among all three tasks. VDOT has not provided a finalized SPR budget, and DRPT has not received FY26 5303 allocations from FTA. These numbers remain placeholders in the UPWP budget and will be updated once final budgets are provided. A summary of programmed tasks is indicated in the attached tables.

The FY26 Draft UPWP was presented at the MPO Technical Committee and MPO Policy Board in February, and the Citizen's Advisory Committee in March for review. The FY26 UPWP was posted on April 16 for the required minimum 15-day public comment period. No public comments have been received to date.

Recommendations:

MPO Technical Committee: Staff recommends a motion to recommend approval of the FY26 UPWP to the MPO Policy Board, as presented.

Citizens Advisory Committee: Staff recommends a motion to recommend approval of the FY26 UPWP to the MPO Policy Board, as presented.

MPO Policy Board: Staff recommends a motion to approve the FY26 UPWP, as presented and recommended by the MPO Technical and Citizens Transportation Advisory Committee (CTAC) in their April and May 2025 meetings.

If there are any questions or comments, please contact Taylor Jenkins at tjenkins@tjpdc.org.

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	-	-	-	-
FY-26 PL-FHWA/VDOT Total	**$ 274,482.77**	**$ 34,310.35**	**$ 34,310.35**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 109,480.80	$ 13,685.10	$ 13,685.10	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	-	-	-	-
FY-26 FTA/DRPT Total	**$ 109,480.80**	**$ 13,685.10**	**$ 13,685.10**	**$ 136,851.00**
PL-FHWA/VDOT + FTA/DRPT Total	**$ 383,963.58**	**$ 47,995.45**	**$ 47,995.45**	**$ 479,954.47**
VDOT SPR	**$ 162,000.00**	**$ 40,500.00**	**-**	**$ 202,500.00**
Total FY26 Work Program	**$ 545,963.58**	**$ 88,495.45**	**$ 47,995.45**	**$ 682,454.47**

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%*
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FY-25 PL-FHWA/VDOT Active Rollover	$ -	$ -	$ -	
FY-26 PL-FHWA/VDOT Total	**$ 85,775.82**	**$ 102,930.99**	**$ 154,396.48**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 34,212.75	$ 41,055.30	$ 61,582.95	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	$ -	$ -	$ -	
FY-26 FTA/DRPT Total	**$ 34,212.75**	**$ 41,055.30**	**$ 61,582.95**	**$ 136,851.00**
FY26 PL-FHWA/VDOT + FTA/DRPT Total	**$ 119,988.57**	**$ 143,986.29**	**$ 215,979.43**	**$ 479,954.47**
VDOT SPR	**$ 50,625.00**	**$ 60,750.00**	**$ 91,125.00**	**$ 202,500.00**
Total FY26 Work Program	**$ 171,613.57**	**$ 204,736.29**	**$ 307,104.43**	**$ 682,454.47**

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Application for Membership
Citizens Transportation Advisory Committee (CTAC)

TO APPLY: Please fill in the application below and sign where indicated.
Questions may be directed to info@tjpdc.org

CTAC Mission: The Committee acts in an advisory capacity to the Metropolitan Planning Organization (MPO) on transportation issues related to the MPO. The Committee meets bimonthly on the third Wednesday of every other month at 7 p.m. at TJPDC's Water Street Center, 407 E. Water Street. For more information, please visit http://campo.tjpdc.org/committees/citizens-committee-ctac/

Applicant Information

Name:	
Address:	
Phone:	
Email:	
Employment Status:	
Employer:	

If you are considered for CTAC membership, the following information will be shared with the MPO Policy Board and made publically available.

Reason(s) for wanting to serve on the CTAC Committee:

Will you be representing a special interest group agency or non-profit? If so, please list the name and address of the organization:

Signature:	
Date:	

This form must be submitted by applicant and can be submitted electronically to info@tjpdc.org or by mail to Thomas Jefferson Planning District Commission 401 E. Water Street, Charlottesville, VA 22901. By signing above, you verify that you are the above named applicant.