

AGENDA

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(For Remote Participation in Compliance with Adopted Remote Meeting Policy, Guest Speakers, and Members of Public)

Meeting ID: 835 4317 4168

Dial in: 1-646-558-8656

† Times are approximate

* Requires a vote of the Board

Item	Description	Time†
1	*Call to Order & Attendance — Chair Galloway & Sarah Simba a. Staff Update—Taylor Jenkins, Transportation Director — Christine Jacobs b. *Remote participation Policy for Voting Board Members—if needed	04:00 — 04:05
2	Matters from the Public — Chair Galloway Members of the public are welcome to provide comments on any transportation-related topic, including the items listed on this agenda (limit three minutes per speaker)	04:05 – 04:10
3	*General Administration — Chair Galloway a. *Review and Acceptance of the Agenda b. *Approval of Draft December 18, 2024, Meeting Minutes c. *Election of Officers	04:10 – 04:15
4	* New Business — Chair a. FY26 Unified Planning Work Program (UPWP) — Taylor Jenkins i. FY26 UPWP — DRAFT ii. FY26 UPWP — Presentation b. *Title VI Implementation Plan Update — Lucinda Shannon i. Title VI Implementation Plan — Staff Memo ii. Title VI Implementation Plan — Document	04:15 – 04:35 04:35 – 04:40
5	Informational — Elected Chair a. Innovation and Technology Transportation Fund (ITTF) – Michael Fontaine, Ph.D., P.E. i. (ITTF) Smart Intersection Project — Albemarle County	04 :40 – 05 :10
6	Staff Updates & Meeting Schedule a. Safe Streets and Roads for All — Gorjan Gjorgjievski b. CARTA First Board Meeting — Lucinda Shannon c. Dates & Meeting Schedule April 23, 2024: 4pm to 6pm—in person	05:10 – 05:15
7	VDOT Update on Projects — Chuck Proctor & Sandy Shackelford a. SMART SCALE Projects — Updates b. STARS and Pipeline Studies — Update	05:15 – 05:45
8	Roundtable Updates — Elected Chair	05:45 – 05:55
9	Additional Matters from the Public — Chair Galloway Members of the Public are welcome to provide additional comments on any transportation-related topic, including the items listed on this agenda (limit of 3 minutes per speaker)	05:55 – 06:00
10	Adjourn — Elected Chair	06:00 pm

VOTING MEMBERS
Ann Mallek, Albemarle
Ned Gallaway, Albemarle
Brian Pinkston, Charlottesville
Natalie Oschrein, Charlottesville
Sean Nelson, VDOT (Alternate, <i>Stacy Londrey, VDOT</i>)
Mitch Huber, DRPT (Alternate, Wood Hudson, DRPT)
NON-VOTING MEMBERS
Mike Murphy, Jaunt
Julia Monteith, UVA
Garland Williams, CAT
Steven Minor, FHWA
Daniel Koenig, FTA
Sarah Medley, CTAC Liaison
Christine Jacobs, TJPDC
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
Charles Proctor, VDOT
Sandy Shackelford, VDOT

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MPO Policy Board Meeting
Minutes, December 18, 2024

DRAFT

Video of the meeting can be found here:

<https://www.youtube.com/watch?v=VO7esv6ZUuI>

VOTING MEMBERS & ALTERNATES		STAFF	
Ann Mallek, Albemarle	x	Gretchen Thomas, TJPDC	
Ned Gallaway, Albemarle	x	Sara Pennington, Rideshare	
Brian Pinkston, Charlottesville	x	Lucinda Shannon, TJPDC	x
Natalie Oschrein, Charlottesville	x	Sarah Simba, TJPDC	x
Sean Nelson, VDOT	x	Gorjan Gjorgjievski, TJPDC	x
Stacy Londrey, VDOT (alternate)	x		
NON-VOTING MEMBERS		GUESTS/PUBLIC	
Jason Espie, Jaunt		Peter Krebs, Piedmont Environmental Council	x
Christine Jacobs, TJPDC	x	Jessica Hersh-Ballering, Albemarle County	x
Julia Monteith, UVA	x		
Garland Williams, CAT			
Steven Minor FHWA			
Dan Koenig, FTA			
Lee Kondor, CTAC	x		
Chuck Proctor, VDOT	x		
Mitch Huber, DRPT	x		
Mike Murphy, Jaunt			
Sandy Shackelford, VDOT	x		

* attended online via Zoom

1. CALL TO ORDER (0:00)

The MPO Policy Board Chair, Mr. Gallaway, presided and called the meeting to order at 4:30 p.m. This meeting was an all-virtual meeting and read the remote electronic meeting notification. Ms. Simba called roll.

Ned Gallaway noted there was an addition to the agenda. He noted that the next meeting is in February and the first meeting of the year is when the board typically elect the Chair and Vice Chair. He noted that an agenda item needs to be added to create a nominating committee to make recommendations for the leadership at the February meeting.

Review and Acceptance of the Agenda

Motion/Action: Natalie Oschrein made a motion to approve the agenda as amended, Brian Pinkston seconded the motion, and the motion passed unanimously.



2. MATTERS FROM THE PUBLIC (MINUTE 5:52)

Comments from the Public: Peter Krebs reported that earlier today, the PEC signed a letter of support for the PDC's RAISE grant application for the Rivanna River Pedestrian Bridge. He said the PEC is grateful to the PDC for being persistent in doing this work and wants to say that it is important and will be really good for the community. Not only will the bridge connect the City of Charlottesville and Albemarle County, not only will it connect major economic hubs, not only will it connect low-income residents to grocery stores and to one of two hospitals and a major employer, it will also be a key piece along the Rivanna River in which both Albemarle County and the City are very invested in this multi-mile greenway that will pass by Thomas Jefferson's birthplace. He continued by saying the bridge is right at the bullseye where many of these factors come together. He noted that just last night he was at the City's Park and Rec master plan public meeting, and the City is considering what might be a \$30-40 million greenway system over the course of 10 years, so the bridge is strategically located and very important. He said the PEC would be happy to help in any way they can. He said to expect to receive the letter of support later today.

Comments provided via email, online, web site, etc.: None.

3. GENERAL ADMINISTRATION (MINUTE 8:57)

Approval of the October 23, 2024 Meeting Minutes

Motion/Action: Briant Pinkston made a motion to approve the minutes. Natalie seconded and the motion passed unanimously with Sean Nelson abstaining.

4. NEW BUSINESS (MINUTE 9:52)

CA-MPO Performance Safety Targets

Gorjan Gjorgjievski presented the board with the background of the Performance Safety Targets. It is a federally mandated process. He continued with the projected five-year average based on historical trendlines for fatalities, serious injuries, and non-motorized fatalities and serious injuries.

He said the state has given several safety targets, which he presented to the board. He reported that the MPO Tech committee recommended that the Policy Board adopt the aspirational safety targets that are in line with the comprehensive safety action plan.

There was some discussion about the verbiage of "target" and "goal". Ann Mallek weighed in saying she would like to have speed cameras on some of the roadways to discourage speeding and therefore increase safety.

Christine Jacobs said she recognizes that it does not feel right or good to set a goal or target that is above zero for fatalities and injuries, however, the safety targets are set by the Commonwealth Transportation Board and the Policy Board can either adopt the same ones or set another target. Chuck Proctor noted that it does not matter which number is in there, but next year will show whether you met the target or not. There is no penalty for setting that goal and not meeting it. The goal is to set a realistic expectation.

Sandy Shackelford noted that if the Policy Board would like to submit a different number than that of the state, it must provide reasoning for doing so.

Sean Nelson said driver behavior is out of the Board/State's control, so the goal is to target the behaviors that lead to the fatalities and serious injuries.

Motion/Action: Brian Pinkston made a motion to adopt the CAMPO performance safety targets based on aspirational targets. Ann Mallek seconded, and the motion passed unanimously.

TIP Adjustment

Lucinda Shannon presented the Board with adjustments to two Charlottesville Smart Scale projects that have been approved for two years and there has been a delay. The federal funding is diminishing, and the state is increasing the funding to keep the budget balanced. The total amount stays the same, but the funding comes from different sources. The Board does not need to take any action.

RAISE 2025

Christine Jacobs gave a background and summary of the RAISE grant. She noted that the application has scored well the last two times it was submitted, but because of cost the first time and competitiveness of other projects the second time, it was not awarded. TJPDC is resubmitting the application for a third time and staff has been working with USDOT and VDOT to see where the application can be bolstered into getting a higher score.

Motion/Action: Ann Mallek moved to approve the resolution in support of the TJPDC submitting the application for the RAISE grant. Brian Pinkston seconded, and the motion passed unanimously.

6. FORMATION OF THE NOMINATION COMMITTEE (MINUTE 39:10)

Ned Gallaway stated that the members of this committee have typically been included a non-voting member. Julia Monteith and Mr. Nelson have both been on the committee in the past. Mr. Gallaway presented to the board that he, Mr. Nelson and Ms. Monteith comprise this committee.

Motion/Action: Brian Pinkston made a motion to create the committee as presented. Ann Mallek seconded, and the motion passed unanimously.

7. STAFF UPDATES (MINUTE 40:37)

Safe Streets and Roads for All (SS4A)

Gorjan Gjorgjievski gave a background on the SS4A program. He proceeded with the process overview that consist of identifying issues and opportunities, establishing priorities, developing strategies, and plan development and review. The project is set to be completed in Spring, 2025.

He described their ongoing work with surveys, pop-up events, virtual public meetings, and Charlottesville initiatives. He reported that the survey results find that driver behavior is a concern along with just under half of the respondents stating there is a need for additional sidewalks and/or bike lanes.

Mr. Gjorgjievski defined their High Injury Network (HIN) Methodology and options. He continued by presenting the plan development engagement they are currently using which includes collecting and analyzing data, visiting sites and developing countermeasures, prioritizing strategies and projects, and drafting and reviewing the safety action plan.

He presented the survey response highlights in both Charlottesville and Albemarle.

Mr. Gjorgjievski thanked the Board's support of the project and the process. Without it, the project would not have been successful.

5310 DRPT Grant

Ms. Shannon noted that this grant application is for the Mobility Management (PATH) program. It is a yearly application to continue funding for the program. It is also required that TJPDC notify the MPO that there is an application being submitted for the 5310 funds. She is requesting a letter of support from the Board today.

Motion/Action: Ann Mallek moved for adoption of the resolution and the letter of support. Natalie Oschrein seconded and the motion passed unanimously.

Dates & Meeting Schedule

Ms. Jacobs noted that the next meeting date is February 26, 2025 in person from 4 – 6 p.m. at the Water Street Center in Charlottesville, VA. There will be a schedule of meeting dates presented at the February meeting.

7. VDOT UPDATES ON PROJECTS (MINUTE 1:07:17)

MPO Smart Scale Projects

Chuck Proctor said VDOT is wrapping up scoring of the Smart Scale projects. The ranking and scores will be presented at the CTB meeting in January.

STARS and Pipeline Studies Update

Mr. Proctor said there have been three STARS study kick-off meetings. The meeting have been about the Main/Ridge/Ater Streets intersection and the other is on the US29 Corridor from Barracks Road to Woodbrook. The corridor study is actually two projects, one in the City and one in the County, including the interchange at the 250 bypass. They are currently reviewing the framework document that will be sent out for signatures, and then the study will be implemented.

Regarding the Pipeline, there are a couple of areas in the region they are looking at. The first is the Exit 188 interchange, and the other is the 5th Street interchange up to 5th Street Station Parkway. He said VDOT met with the CTB on those locations and the CTB must vote on them. Once they are approved, VDOT will start those studies.

8. ROUNDTABLE UPDATES (MINUTE 1:12:30)

CTAC – Lee Kondor had nothing to report.

DRPT – Mitch Huber said Tiffany Robinson is the new DRPT Director. He said the pre-application webinar for the 5310 grant process is on their website. He said their grant application cycle opened on December 1 and closes on February 1. Please reach out if there are any comments, questions, or concerns on that. He noted that agencies interested in a 5310 grant needed to submit a letter of intent no later than the end of the year. He also said if any MPOs need to extend their FY24 5303 contract to let DRPT know because they all expire at the end of the year. Lastly, he said the Commonwealth received three Consolidated Rail Infrastructure (CRISI) grants and one of them is related to Charlottesville, namely the Buckingham Branch tie preplacement program for \$6 million.

Jaunt – Jason Espie said Jaunt represented the results of the rural transit needs assessment study and the micro-transit feasibility study at the most recent Regional Transit Partnership meeting. They are still working on the results of the electric vehicle implementation study as well, which they are hoping to complete by the end of the calendar year. He said they are working with TJPDC and PATH. He said they are also working on submitting grant applications as well.

UVA - Julia Monteith did not have any updates.

Albemarle County – Jessica Hersh-Ballering said the Albemarle County Board should expect to see a resolution of support on their January 15th agenda to support the Rivanna River Bridge RAISE application.

VDOT – Sean Nelson said the Hydraulic bundle is substantially complete. They are continuing to construct the pedestrian bridge with a hopeful deadline of next Fall. He said the next phase of construction in Albemarle is the 240/250 roundabout. Acquisitions will begin in mid-January and start contacting landowners in February, but utility work will start at the beginning of the year through March, with construction starting sometime in March or April. They are hoping to finish all the elements of that bundle by the Fall of 2027.

He continued by sharing that they are working on the procurement on the Fontaine interchange, the Fontaine streetscape, and the District Avenue roundabout bundle. VDOT is hoping to have public hearing on that bundle in March or April. The goal is to have that project awarded by December of next year (2025).

City of Charlottesville – There was no report from Charlottesville.

FHWA – No report.

9. ADDITIONAL MATTERS FROM THE PUBLIC (MINUTE 1:21:16)

None.

The meeting was adjourned at 5:47 p.m.

**Committee materials and meeting recording may be found at
<https://campo.tjpd.org/committees/policy-board/>**



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



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPD) 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 21 st 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)

DRAFT

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.

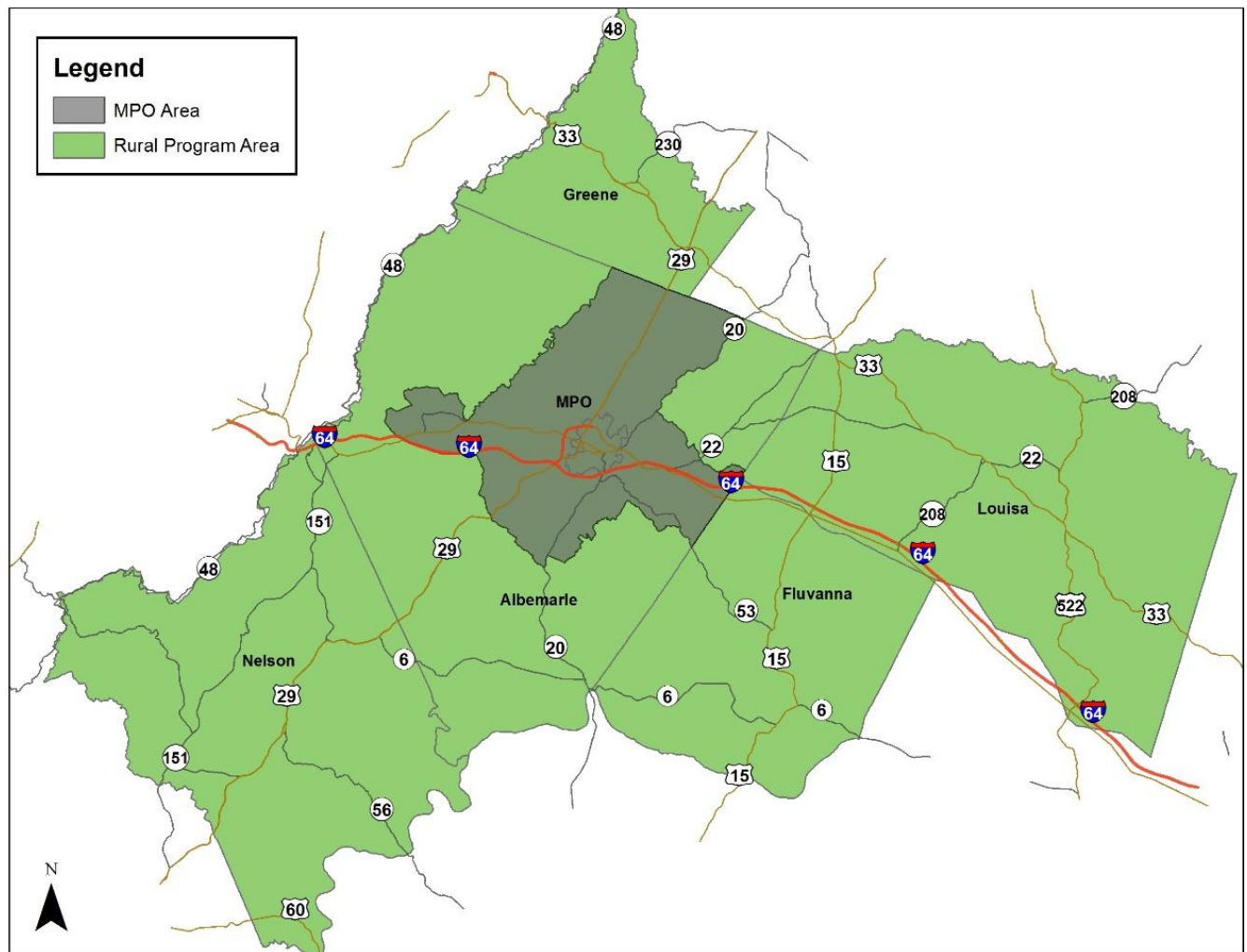
Purpose of the Metropolitan Planning Organization

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 minority, low-income, and limited-English speaking 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 for low-income, minority and limited-English speaking populations. 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	\$ 234,318.06	\$ 29,289.76	\$ 29,289.76	\$ 292,897.58
FY-24 PL-FHWA/VDOT Passive Rollover	\$ 35,802.23	\$ 4,475.28	\$ 4,475.28	\$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover				
FY-26 PL-FHWA/VDOT Total	\$ 270,120.30	\$ 33,765.04	\$ 33,765.04	\$ 337,650.37
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	\$ 379,601.10	\$ 47,450.14	\$ 47,450.14	\$ 474,501.37
VDOT SPR	\$ 162,000.00	\$ 40,500.00		\$ 202,500.00
Total FY26 Work Program	\$ 541,601.10	\$ 87,950.14	\$ 47,450.14	\$ 677,001.37

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	\$ 73,224.40	\$ 87,869.27	\$ 131,803.91	\$ 292,897.58
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	\$ 84,412.59	\$ 101,295.11	\$ 151,942.67	\$ 337,650.37
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	\$ 118,625.34	\$ 142,350.41	\$ 213,525.62	\$ 474,501.37
VDOT SPR	\$ 50,625.00	\$ 60,750.00	\$ 91,125.00	\$ 202,500.00
Total FY26 Work Program	\$ 169,250.34	\$ 203,100.41	\$ 304,650.62	\$ 677,001.37

Note: FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts 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

Total Funding: \$118,625

Task 1: Program Administration				
FY26	Federal	State	Local	Total
PL	\$ 67,530.07	\$ 8,441.26	\$ 8,441.26	\$ 84,412.59
FTA	\$ 27,370.20	\$ 3,421.28	\$ 3,421.28	\$ 34,212.75
Total	\$ 94,900.27	\$ 11,862.53	\$ 11,862.53	\$ 118,625.34

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

B. Staffing Committees

TJPDC staff is responsible for staffing the CA-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.
- Review, amend, and implement the agency Title VI Implementation Plan, as needed.
- Review, 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

Total Funding: \$142,350

Task 2: Long Range Transportation Planning				
FY26	Federal	State	Local	Total
PL	\$ 81,036.09	\$ 10,129.51	\$ 10,129.51	\$ 101,295.11
FTA	\$ 32,844.24	\$ 4,105.53	\$ 4,105.53	\$ 41,055.30
Total	\$ 113,880.33	\$ 14,235.04	\$ 14,235.04	\$ 142,350.41

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.

This activity demonstrates compliance with the required Complete Streets planning activities found in IJJA/BIL § 11206. Staff will continue to support the Comprehensive Safety Action Plan through its FY26 completion.

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

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 every six 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. 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

Total Funding: \$213,525

Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance				
FY26	Federal	State	Local	Total
PL	\$ 121,554.13	\$ 15,194.27	\$ 15,194.27	\$ 151,942.67
FTA	\$ 49,266.36	\$ 6,158.30	\$ 6,158.30	\$ 61,582.95
Total	\$ 170,820.49	\$ 21,352.56	\$ 21,352.56	\$ 213,525.62

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 the ongoing maintenance and update of the developed TIP.

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.

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 Planning for Transit, and Bike/Pedestrian Support

The RideShare program, housed by the TJPDC, is an essential program for the CA-MPO's planning process. RideShare, continued coordination for bike and pedestrian travel, and transit/rail planning all support regional TDM efforts. Staff will also 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 all CA-MPO recommendations and projects
- Support Charlottesville Area Transit (CAT) and Jaunt Transit Development Plan (TDP) and Transit Strategic Plan (TSP) development
- Participate in service provider or locality transit studies/plans 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

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 23, 2025 – MPO Policy Board

The UPWP will be posted on the TJPDC website (<https://tjpd.org/>) for a 15-day public comment period on April 3, 2025. It will be posted as Public Notice in the local newspaper on April 3, 2025, for 15-day public comment period.

Appendix

Attachment A: Memorandum of Understanding (2019)

Attachment B: Tasks Performed by VDOT

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

Attachment D: Resolution

DRAFT

Charlottesville-Albemarle MPO FY26 Unified Planning Work Program Draft

July 1, 2025 – June 30, 2026

CA-MPO Policy Board Meeting
February 26, 2025
Taylor Jenkins, AICP

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

Background and Purpose

- Federal law requires that the metropolitan planning process addresses ten planning factors:

**Economic
Vitality**

Safety

Security

**Accessibility/
Mobility**

**Environmental
Quality**

Connectivity

Efficiency

Maintenance

**Resiliency and
Reliability**

**Travel and
Tourism**

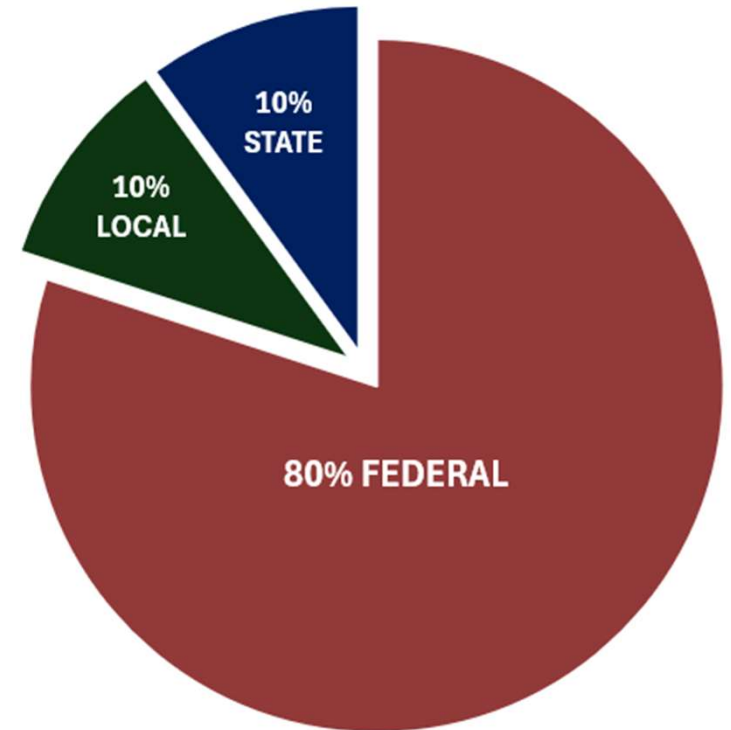
UPWP Priorities and Vision

- Long Range Transportation Plan (LRTP) adopted in FY24 included the following framework lenses/goals
 - Equity
 - Quality of Life
 - Climate Action
 - Land Use
- To bring the UPWP in alignment with the LRTP, staff recommend adoption of these additional framework factors

Economic Vitality	Safety
Security	Accessibility/ Mobility
Environmental Quality	Connectivity
Efficiency	Maintenance
Resiliency and Reliability	Travel and Tourism
Equity	Quality of Life
Climate Action	Land Use

Funding Sources

- Two federal agencies fund the CA-MPO's planning activities
 - FHWA (PL) – Administered through VDOT
 - FTA – Administered through DRPT
- Additionally, VDOT receives state planning funds from FHWA for State Planning and Research (SPR)



FY26 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-26 PL-FHWA/VDOT Funding	\$ 234,318.06	\$ 29,289.76	\$ 29,289.76	\$ 292,897.58
FY-24 PL-FHWA/VDOT Passive Rollover	\$ 35,802.23	\$ 4,475.28	\$ 4,475.28	\$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover				
FY-26 PL-FHWA/VDOT Total	\$ 270,120.30	\$ 33,765.04	\$ 33,765.04	\$ 337,650.37
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	\$ 379,601.10	\$ 47,450.14	\$ 47,450.14	\$ 474,501.37
VDOT SPR	\$ 162,000.00	\$ 40,500.00		\$ 202,500.00
Total FY26 Work Program	\$ 541,601.10	\$ 87,950.14	\$ 47,450.14	\$ 677,001.37

Note: FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are 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	\$ 73,224.40	\$ 87,869.27	\$ 131,803.91	\$ 292,897.58
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	\$ 84,412.59	\$ 101,295.11	\$ 151,942.67	\$ 337,650.37
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	\$ 118,625.34	\$ 142,350.41	\$ 213,525.62	\$ 474,501.37
VDOT SPR	\$ 50,625.00	\$ 60,750.00	\$ 91,125.00	\$ 202,500.00
Total FY26 Work Program	\$ 169,250.34	\$ 203,100.41	\$ 304,650.62	\$ 677,001.37

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

Administrative Changes in the FY26 UPWP

- Removed line-item budgets for subtasks to align with similar practices of other MPOs and reduce administrative burden
 - There will still be a line-item budget maintained internally
- Increased percentage of work program budget allocated to Program Administration
 - **FY25:** 18.29%
 - **FY26:** 25%

Administrative Changes in the FY26 UPWP

FY25

Task 1 **Administration**

Task 2 **Long Range
Transportation Planning**

Task 3 **Short Range Planning**

FY26

Task 1 **Program Administration**

Task 2 **Long Range
Transportation Planning**

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

Task 1: Program Administration

Task 1 PL and FTA: \$118,625

190 (PL)			191 (FTA)		
1A. General Administration, Reporting, and Compliance with Regulations	Monthly progress reports and invoices		1A. General Administration, Reporting, and Compliance with Regulations	Monthly progress reports and invoices	
	FY26 UPWP Implementation			FY26 UPWP Implementation	
	FY27 UPWP Development	\$ 16,882.52		FY27 UPWP Development	\$ 6,842.55
1B. Staffing Committees	Attendance and prep for Policy Board, Technical Committee, CTAC, RTP, CARTA	\$ 31,654.72	1B. Staffing Committees	Attendance and prep for Policy Board, Technical Committee, CTAC, RTP, CARTA	\$ 12,829.78
1C. Public Outreach, Public Participation, Title VI	Public notices		1C. Public Outreach, Public Participation, Title VI	Public notices	
	Website updates			Website updates	
	Public Outreach Plan, Public Participation Plan, Title VI Implementation Plan	\$ 8,441.26		Public Outreach Plan, Public Participation Plan, Title VI Implementation Plan	\$ 3,421.28
1D. Information Sharing and Professional Development	Monthly and quarterly transportation update meetings (VAMPO, OIPI, CTB)		1D. Information Sharing and Professional Development	Monthly and quarterly transportation update meetings (VAMPO, OIPI, CTB)	
	Biannual joint MPO meetings with SAWMPO			Biannual joint MPO meetings with SAWMPO	
	Relevant training, workshops, seminars, summits, conferences	\$ 27,434.09		Relevant training, workshops, seminars, summits, conferences	\$ 11,119.14
Total		\$ 84,412.59	Total		\$ 34,212.75

Task 2: Long Range Transportation Planning

Task 2 PL and FTA: \$142,350

195 (PL)		
2A. Comprehensive Safety Action Plan	<i>Safe Streets and Roads for All (SS4A) discretionary grant with mid-FY26 completion date</i>	\$ 25,323.78
2B. Travel Demand Model Update	<i>Coordinate meetings and collect data Collect local government staff feedback on growth projections</i>	\$ 25,323.78
2C. Travel Demand Management Study	<i>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</i>	\$ 40,518.04
2D. Coordinated Human Services Mobility (CHSM) Plan Update	<i>Provide human services program data, as requested Coordinate with providers, as necessary Participate in working groups, focus groups, etc. and complete surveys, as requested</i>	\$ -
2E. Long Range Transportation Plan	<i>Review and amend the LRTP, as necessary</i>	\$ 10,129.51
Total		\$ 101,295.11

196 (FTA)		
2A. Comprehensive Safety Action Plan	<i>Safe Streets and Roads for All (SS4A) discretionary grant with mid-FY26 completion date</i>	\$ -
2B. Travel Demand Model Update	<i>Coordinate meetings and collect data Collect local government staff feedback on growth projections</i>	\$ 8,211.06
2C. Travel Demand Management Study	<i>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</i>	\$ 16,422.12
2D. Coordinated Human Services Mobility (CHSM) Plan Update	<i>Provide human services program data, as requested Coordinate with providers, as necessary Participate in working groups, focus groups, etc. and complete surveys, as requested</i>	\$ 12,316.59
2E. Long Range Transportation Plan	<i>Review and amend the LRTP, as necessary</i>	\$ 4,105.53
Total		\$ 41,055.30

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

Task 3 PL and FTA: \$213,525

198 (PL)		
3A. Transportation Improvement Program (TIP)	<i>Process the annual obligation report TIP amendments and adjustments</i>	\$ 15,194.27
3B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support	<i>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 grants as needed</i>	\$ 37,985.67
3C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Planning for Transit, and Bike/Ped Support	<i>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 Support coordination of bike/ped activities</i>	\$ 37,985.67
3D. Annual Performance Targets	<i>Prepare background materials and facilitate discussion Complete documentation to notify the state of adopted targets Update the TIP once adopted</i>	\$ 15,194.27
3E. Special Studies, Projects, Programs, and Contingency	<i>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</i>	\$ 45,582.80
Total		\$ 151,942.67

199 (FTA)		
3A. Transportation Improvement Program (TIP)	<i>Process the annual obligation report TIP amendments and adjustments</i>	\$ 6,158.30
3B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support	<i>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 grants as needed</i>	\$ 15,395.74
3C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Planning for Transit, and Bike/Ped Support	<i>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 Support coordination of bike/ped activities</i>	\$ 15,395.74
3D. Annual Performance Targets	<i>Prepare background materials and facilitate discussion Complete documentation to notify the state of adopted targets Update the TIP once adopted</i>	\$ 6,158.30
3E. Special Studies, Projects, Programs, and Contingency	<i>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</i>	\$ 18,474.89
Total		\$ 61,582.95

Next Steps and Approval Timeline

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

MEMORANDUM

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Lucinda Shannon, Senior Regional Planner
Sarah Simba, Regional Planner II
Date: February 18, 2025
Subject: TJPDC/CA-MPO's Title VI Implementation Plan Update: Public Review and Comment Period

Purpose: To update the Thomas Jefferson Planning District Commission (TJPDC) and Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Title VI Implementation Plan.

Background: Any agency that receives federal financial assistance must comply with Title VI of the Civil Rights Act of 1964. The Thomas Jefferson Planning District Commission (TJPDC) and the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) adopted a Title VI Implementation Plan on December 6, 2022, which describes the measures that will be taken to comply with Title VI. Title VI prohibits discrimination on the basis of race, color, or national origin. Recently, CA-MPO staff received a request from the Virginia Department of Rail and Public Transportation (DRPT) to update the Title VI Implementation Plan to include the requirement for specific appendices. The TJPDC staff have worked closely with the Department and their consultants to develop a revised plan for public comment.

An updated draft of TJPDC's Title VI Implementation Plan is made available for review and public comment for a required 15-day period from February 4, 2025, to February 26, 2025.

The following appendices were added to the plan to comply with DRPT requirements:

- Appendix F: Discrimination Complaint Form
- Appendix G: Title VI Languages That Are Spoken by Over 5% or 1,000 Persons
- Appendix H: Policy Board December 6, 2022, Approved Meeting Minutes
- Appendix I: List of Locations with Title VI Notices
- Appendix J: List of Investigations, Lawsuits, and Complaints
- Appendix K: Public Participation Plan Regarding LEP
- Appendix L: Section XI: Minority Representation on Planning & Advisory Bodies
- Appendix M: Monitoring Section VI Complaints for DRPT

The CA-MPO/TJPDC draft Title VI Implementation Plan is being presented at the CA-MPO Technical Committee on February 18, 2025, for review, comment, and consideration for a recommendation to the CA-MPO Policy Board for the Plan's adoption. The CA-MPO Policy Board will review, comment and consider adoption at their February 26, 2025, meeting. No public comments have been received to date.

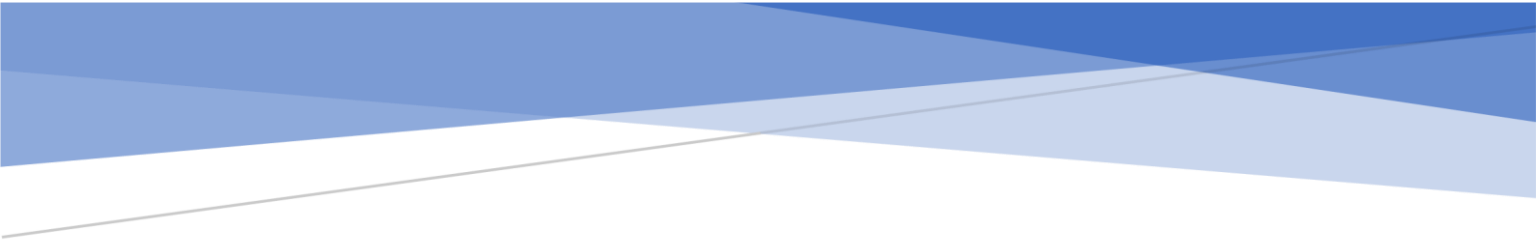
Interested parties can view the updated Title VI Implementation Plan on TJPDC's website, www.tjpd.org, under Notices. The updated Title VI plan is also attached for your convenience. All members of the public may comment by emailing info@tjpd.org, calling our office 434-979-7310, or speaking during the public comment period at the 10 am February 18, 2025, MPO Technical Committee meeting and/or on February 26, 2025, at 4 pm at the CA-MPO Policy Board meeting. The meetings will be held in person at the Water Street Center, 407 East Water Street, Charlottesville, VA.

Upon review and adoption by the CA-MPO Policy Board, TJPDC/CA-MPO staff will submit the updated Title VI Implementation Plan to DRPT. If there are any questions or comments, please contact Lucinda Shannon, Senior Regional Planner, Title VI Manager at lushannon@tjpd.org.

Recommendations:

CA-MPO Technical Committee: Staff recommends that the CA-MPO Technical Committee members make a motion to recommend to the CA-MPO Policy Board adoption of the updated TJPDC/CA-MPO Title VI Implementation Plan, as presented.

CA-MPO Policy Board: The CA-MPO Technical Committee recommends that the CA-MPO Policy Board entertain a motion to adopt the updated TJPDC/CA-MPO Title VI Implementation Plan, as presented.



TITLE VI IMPLEMENTATION PLAN

Thomas Jefferson Planning District Commission

Abstract

The Title VI Implementation Plan describes the measures the Thomas Jefferson Planning District Commission (TJPDC) adopts to ensure compliance with Title VI of the Civil Rights Act of 1964 which prohibit discrimination on the basis of race, color, or national origin. Any agency that receives federal financial assistance must comply with Title VI. TJPDC and the organizations and programs it staffs, or funds are subject to the Title VI Implementation Plan, this includes the Charlottesville Albemarle Metropolitan Planning Organization.

Approved by the Charlottesville Albemarle Policy Board on _____.

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Title VI Policy

TJPDC assures that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (Public Law 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. TJPDC further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In the event TJPDC distributes federal-aid funds to another governmental entity, it will include Title VI language in all written agreements and will monitor for compliance.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Date

Approved by the Charlottesville Albemarle Policy Board on February 26, 2025

Ned Gallaway, Chair, Charlottesville Albemarle Metropolitan Organization

Date

Acknowledgments

TJPDC would like to thank the Roanoke Valley-Alleghany Regional Commission, the Virginia Association of Metropolitan Planning Organizations and the Virginia Department of Transportation, Culpeper District Civil Rights Office for their guidance and assistance with producing this Title VI Implementation Plan.

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Overview

Title VI of the Civil Rights Act of 1964 prohibit discrimination on the basis of race, color, or national origin by agencies that receive federal financial assistance (Appendix A). As a recipient of federal financial assistance, the Thomas Jefferson Planning District Commission (TJPDC) and its programs do not discriminate on the basis of race, color, or national origin (Appendix B).

The Title VI Implementation Plan describes the measures TJPDC adopts to ensure compliance with Title VI in four sections:

- 1) Title VI Program,
- 2) Limited English Proficiency,
- 3) Coordinators, and
- 4) Discrimination Complaints.

Title VI Program describes how the TJPDC ensures nondiscrimination in communications and public participation, planning and programming, consultant contracts, and education and training. Limited English Proficiency (LEP) describes the statement of commitment to LEP persons, implementation of LEP activities, and monitoring and updating of LEP procedures (Appendix K). The relevant coordinators are Ruth Emerick, Chief Operating Officer and Lucinda Shannon, Senior Regional Planner/Title VI Manager and TJPDC program managers. Appendix F titled Discrimination Complaints describes the procedures for handling discrimination complaints.

This Title VI Implementation Plan describes how all programs and projects staffed or funded by the TJPDC will follow Title VI of the Civil Rights Act of 1964. The TJPDC is the contractual administrator of the Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) and Charlottesville Regional HOME Consortium, as well as having other grant-funded program areas. This plan applies to the following programs:

1. Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO)
2. Rural Transportation Program
3. HOME Investment Partnership (Charlottesville Regional HOME Consortium)
4. Housing Preservation Grant
5. HOME Investment Partnership American Rescue Plan Act (HOME-ARP)
6. Chesapeake Bay Watershed Implementation Plan
7. Hazard Mitigation Plan
8. Virginia Telecommunication Initiative (VATI)

The chief operating officer is responsible for oversight of the program areas listed above. She will work with the Title VI manager to ensure that any TJPDC program or its projects are Title VI compliant through staff training, Title VI policies for the agency, and program reviews. To ensure that program areas comply, staff will have an introduction to Title VI training relevant to their program area and yearly agency Title VI training. Staff will be made aware of this Title VI Implementation Plan and its requirements and resources (Appendix: D, E).

The HOME Investment Partnership, Housing Preservation Grant, and HOME Investment Partnership American Rescue Plan Act are TJPDC programs with sub-recipients. The planner responsible for these programs reviews the subrecipients annually following Housing and Urban Development guidance.

TJPDC works with local jurisdictions to enhance regional planning. Occasionally, TJPDC staff will develop small area plans that may affect minority or low-income communities. The procedures for conducting reviews of the program areas are as follows. The Chief Operating Officer or the Title VI manager will review TJPDC program workplans at the beginning of each Fiscal Year by meeting with the program managers to identify projects that need to have a four factor analysis. If any of the program area projects need a four-factor analysis, the program manager will be instructed on how to complete the four factor analysis and given Title VI resources. Once the analysis is complete the Title VI coordinator will help the program manager with the following steps to ensure compliance and non-discrimination based on race, color or national origin (Appendix: D, E).

1 Title VI Program

To ensure Title VI Compliance, TJPDC staff and the decision-makers of its organizations and programs will not discriminate on the basis of race, color, or national origin.

TJPDC staff evaluate and monitor compliance with nondiscrimination authorities in its:

- Communications and Public Participation
- Planning and Programming
- Consultant Contracts
- Education and Training

To comply with Title VI, TJPDC:

- Maintains current Title VI Assurances (Appendix C)
- Promptly corrects any deficiency identified
- Conducts regular reviews of program areas and contractors (Appendix D)
- Reviews sub-recipients Title VI procedures on a regular basis (Appendix E)
- Documents and prepares reports of Title VI efforts on a regular basis
- The TJPDC executive director designates a Title VI manager.

1.1 Communications and Public Participation

TJPDC endeavors to communicate with and provide opportunities for minority, low-income, and disabled persons to participate. The Charlottesville-Albemarle Metropolitan Planning Organization, which is staffed by TJPDC, maintains a public participation plan that describes the process by which it consults with interested and affected individuals, organizations, agencies, and government entities and includes them in the decision-making process. The public participation plan and all other public participation opportunities of TJPDC and the organizations and programs its staffs comply with Title VI requirements.

To ensure Title VI compliance in communications and public participation, TJPDC staff will:

- Include contact information for people needing accommodations in notifications of opportunities for public participation.
- Post the Title VI Policy on the website.
- Include the following statement in public notices:

“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, or to obtain a Discrimination Complaint Form, contact (434) 979-7310 or www.TJPDC.org.”

- Provide reasonable accommodations for people who require special assistance to participate in public involvement opportunities.
- Collect and monitor demographic data during public input opportunities, conducting additional target outreach if the data shows a deficiency in public input from particular groups.
- Recruit diverse applicants, including minorities, low-income persons, and disabled, to opportunities for public participation and to serve on committees.

1.2 Planning and Programming

To ensure compliance in planning and programming processes, TJPDC staff will:

- Prepare and update publicly available demographic profiles of the region using the most current and appropriate statistical information.
- Consider a high-level overview of benefits and burdens of TJPDC transportation projects on minority and low-income populations, using maps and geographic demographic data to determine projects that could impact such populations. Lead agencies in individual projects are responsible for in-depth analyses of environmental justice as they move forward.
- Conduct an environmental justice analysis during the development of the Charlottesville-Albemarle Metropolitan Planning Organization Long-Range Transportation Plan.
- Review directives to determine if there are Title VI implications and interpret how directives impact Title VI program areas.
- Include environmental justice aspects of performance measures in transportation performance-based planning and programming, when relevant.

1.3 Consultant Contract

TJPDC is responsible for selection, negotiation, and administration of its consultant contracts. TJPDC complies with all relevant federal and state laws in contract selection. TJPDC staff evaluate and monitor consultant contracts for compliance with nondiscrimination authorities. TJPDC staff will:

- Ensure inclusion of nondiscrimination language in contracts and Requests for Proposals.
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- Work with the recipient or sub-recipient, if found to be not in compliance with nondiscrimination authorities, to resolve the deficiency status and write a remedial action if necessary.
- Review outreach activities to ensure small, disadvantaged, minority, women, and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.

As part of the Certifications and Assurances submitted to the Virginia Department of Rail and Public Transportation (DRPT) with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, TJPDC submits a Nondiscrimination Assurance which addresses compliance with Title VI, nondiscrimination in hiring (Equal Employment Opportunity) and contracting (Disadvantaged Business Enterprise), and nondiscrimination on the basis of disability. In signing and submitting this assurance, TJPDC confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements (Appendix: C, D, E).

Disadvantaged Business Enterprise

Disadvantaged Business Enterprises (DBE) are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. The U.S. Department of Transportation's DBE regulations require state and local transportation agencies that receive federal financial assistance to establish goals for the participation of DBEs.

TJPDC supports the objectives of the DBE Program:

- To ensure nondiscrimination in the award and administration of Federal Highway Administration assisted contracts.
- To create a level playing field on which DBEs can compete fairly for Federal Highway Administration-assisted contracts.
- To ensure the DBE Program is narrowly tailored in accordance with applicable law
- To ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs.
- To help remove barriers to the participation of DBEs in Federal Highway Administration-assisted contracts.
- To assist the development of firms that can compete successfully in the marketplace outside of the DBE Program.
- To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

1.4 Education and Training

To ensure compliance through education and training, the TJPDC Title VI manager will:

- Distribute information to staff, board and committee members, and other stakeholders on training programs regarding Title VI and related nondiscrimination authorities.
- Train staff in Title VI nondiscrimination and implementation annually and with new employee orientation.
- Track Title VI nondiscrimination training of staff and board and committee members (Appendix: D, E).

2 Limited English Proficiency

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English are Limited English Proficient (LEP). For a LEP person, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. LEP persons may be entitled to language assistance at no cost to them with respect to a service, benefit, or encounter.

TJPDC provides meaningful access to programs and activities by giving LEP persons adequate and understandable information to participate in programs and activities and by taking reasonable steps to remove barriers for LEP persons (Appendix K).

2.1 Statement of Commitment

Meaningful access to LEP persons means ensuring that LEP persons can communicate effectively, and act appropriately based on that communication. TJPDC will take reasonable steps to ensure LEP persons have meaningful access to programs, activities, services, and information that are normally provided in English. Failure to ensure that LEP persons can effectively participate in federally assisted programs and activities may violate the prohibition against national origin discrimination under Title VI of the Civil Rights Act of 1964.

2.2 Implementation

Implementation guidelines describe what should be done when an LEP person is encountered or an LEP request is made as well as what activities should be done routinely to keep information and training up to date.

LEP Encounter

When staff encounter LEP persons or request for language assistance, they will use these guidelines to determine what assistance can be provided.

The language assistance services available to TJPDC are:

- CyraCom: TJPDC has a Pay-As-You-Go account with CyraCom – On Demand Over-the-Phone Interpretation (www.cyacom.com). CyraCom maintains telephone assisted interpretation capability for over 100 languages (\$1.45/minute) and written translation services for a fee. Contact TJPDC's Title V manager for account information.
- Translation services available through CyraCom, contact TJPDC's CyraCom account manager Katriel Cooper by phone at (520) 745-9447 x2321827 or email: kcooper@cyacom.com for a quote.

The need for LEP services depends on the type of contact.

- In-person Contact: Use the Language Identification Flashcard, posted in the TJPDC entrance, to attempt to identify the language spoken. Enlist the assistance of bilingual staff and/or Cyra-Com service to obtain the LEP person's name and contact information.
- Telephone Contact: Enlist the assistance of bilingual staff and/or Cyra-Com service as needed.

- Written Contact or Documents: Engage translation service such as Cyra-Com.
- Request for translation at a meeting: Use Cyra-Com service or other translation service.

Cost alone will not determine whether a request is granted. Language assistance services deemed appropriate will be made available at the expense of TJPDC.

- Requests for under \$100: Will be granted. For Spanish, a phone call that might last up to 30 minutes or a document that is 1 typed page in English is likely to fit this criterion.
- Requests for over \$100: Title VI Manager and the TJPDC Executive Director review based on the four-factor analysis (page 8) and grant if deemed vital.

Routine LEP Implementation Activities

The Title VI manager will:

- Post written notices on the website and/or in a public area regarding the right to free language assistance for persons conducting business with TJPDC in the most likely to be encountered languages (as determined using the four-factor analysis).
- Ensure that public notices and publications include statements that TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities.
- Maintain the language assistance resource list, updating with current resources.
- Ensure staff understand:
 - The right to free language assistance for LEP persons.
 - How to use language assistance resources.
 - To include statements in public notices and publications that TJPDC provides reasonable accommodations (Appendix D).

2.3 Monitoring and Updating

TJPDC will monitor its LEP policies and practices, review them regularly with the four-factor analysis, and update as needed.

To monitor LEP policies and practices, the Title VI Manager will:

- Review TJPDC activities on a regular basis for providing meaningful access to LEP persons.
- Document requests for translation services and encounters with LEP persons and provide reports when requested.

Four-factor analysis

The four-factor analysis is used to assess the need for language assistance services:

1. Demography – number and proportion of LEP persons served and languages spoken in service area.
2. Frequency – rate of contact with service or program.
3. Importance – nature and importance of program/service to people's lives.
4. Resources – available resources, including language assistance services.

The TJPDC staff will:

- Regularly review demographic data based on the four-factor analysis. If a language other than English is the primary language of >5% of the population, the LEP guidelines may need

to be modified to meet the new needs.

- Collect and maintain demographic statistics on persons who are affected in their projects and studies (Appendix G).
- Solicit feedback from locality social service departments and community-based organizations serving LEP persons to evaluate how well its practices meet their needs.

Locality social service departments and community-based organizations serving LEP persons include:

- Crescendo Juntos
- Region 10 Community Services Board.
- Sin Barreras Charlottesville.
- Virginia Department of Social Services.

The feedback solicited from these departments and organizations may include:

- Nature and importance of projects, studies, and activities to LEP persons.
- The effectiveness of current language assistance measures in meeting the needs of LEP persons.
- The effectiveness of staff LEP trainings and agency-wide language assistance protocol.
- Changes in the frequency of contact with LEP language groups.
- Changes in the availability of resources, including technological advances or financial resources.

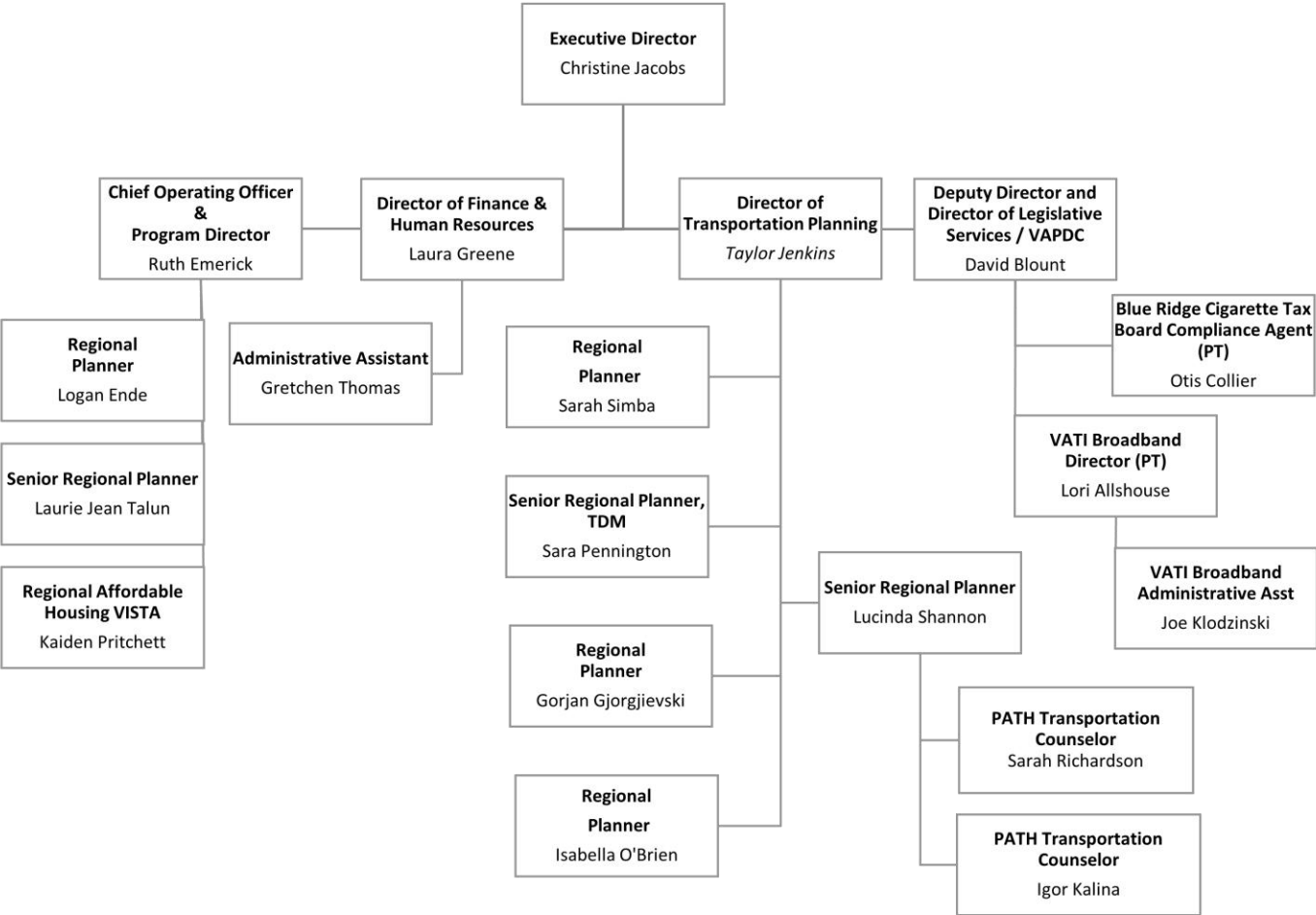
3 Coordinators

The Chief Operating Officer is Ruth Emerick, (434) 422-4821, remerick@tjpd.org and the Title VI Manager is Lucinda Shannon, (434) 979-0654, lshannon@tjpd.org. The secondary contact for Title VI issues is Gretchen Thomas, (434) 422-4080, gthomas@tjpd.org. The Thomas Jefferson Planning District's organization chart on the next page demonstrates that the Title VI Manager and secondary contact have easy access to the Executive Director.

Thomas Jefferson Planning District Commission

Organizational Chart

January 2025



4 Discrimination Complaints

Any person who believes that TJPDC has unlawfully discriminated against them may file a complaint with TJPDC. The following steps/procedures are written for TJPDC staff to follow. A person who believes there has been discrimination may use the information below and forms in Appendix F to file a complaint.

4.1 Eligibility

Any person who believes they—or a specific class of persons—were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Subrecipient that receives federal financial assistance through a primary Recipient may file a Title VI complaint.

4.2 Filing a complaint

A discrimination complaint form is available in the [Title VI Implementation Plan Appendix F](#) and can be found at the bottom of the CA-MPO website. A paper copy can be obtained at 401 East Water Street, Charlottesville, Virginia or requested by mail, and a copy is provided in Appendix F: Discrimination Complaint Form. The complaint form can be submitted online, by mail, or in person at 401 East Water Street, Charlottesville, Virginia. The Title VI Manager can assist the person in filing a complaint if needed.

According to USDOT regulations, 49 CFR §21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the processing agency.

4.3 Complaint processing

Complaints will be routed to the FHWA Headquarters Office of Civil Rights (OCR) for processing. OCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or Subrecipients of Federal financial assistance.

Complaints will be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches OCR. For example, if a complaint is filed with TJPDC, TJPDC will forward the complaint to the Virginia Department of Transportation, which should forward the complaint to Virginia's FHWA Division Office, which should forward the complaint to OCR. TJPDC will log all complaints received.

When OCR decides on whether to accept, dismiss, or transfer the complaint, OCR will notify the Complainant, the FHWA Division Office, the Virginia Department of Transportation, and TJPDC.

Appendix A: Title VI

The eleven titles of the Civil Rights Act of 1964 are:

- I. Voting Rights
- II. Public Accommodation
- III. Desegregation of Public Facilities
- IV. Desegregation of Public Education
- V. Commission on Civil Rights
- VI. **Nondiscrimination in Federally Assisted Programs and Activities**
- VII. Equal Employment Opportunity
- VIII. Registration and Voting Statistics
- IX. Intervention and Procedure after Removal in Civil Rights Cases
- X. Establishment of Community Relations Service
- XI. Miscellaneous

Title VI of the Civil Rights Act of 1964 addresses nondiscrimination in federally assisted programs and activities. Title VI declares it to be the policy of the United States that discrimination on the grounds of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy. Subsequent nondiscrimination laws expanded the range and scope of Title VI coverage and applicability. Executive orders and federal agency orders and memos clarify implementation of nondiscrimination policy.

Appendix B: Non-Discrimination Statement

The Thomas Jefferson Planning District Commission (TJPDC) gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and all related statutes. TJPDC is committed to ensuring that no person in the United States of America shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which TJPDC receives Federal financial assistance as required by Title VI.

Any person who believes that he or she has, individually, or as a member of any specific class of persons, been excluded from the participation in, been denied the benefits of, or been otherwise subjected to discrimination under any program or activity for which TJPDC provides assistance, and believes the discrimination is based upon race, color, or national origin has the right to file a formal complaint.

The TJPDC Chief Operating Officer is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

If a complaint addresses a particular service provider, the complaint should be lodged with that provider.

For complainants who may be unable to file a written complaint, verbal information will be accepted by TJPDC at 434-979-7310 or in person.

To submit a formal complaint (Appendix F) or to request additional information on Title VI obligations, contact Lucinda Shannon, TJPDC Title VI Manager, 401 East Water Street, Charlottesville, VA 22902; phone 434-979-7310; email lshannon@tjpd.org.

Appendix C: Certificate of Assurance

This Certificate of Assurance has Appendices A through E.

Thomas Jefferson Planning District Commission
TITLE VI / NONDISCRIMINATION ASSURANCE
(DOT Order No.1050.2A)

The **Thomas Jefferson Planning District Commission**, (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurance

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program")

conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Thomas Jefferson Planning District Commission** in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

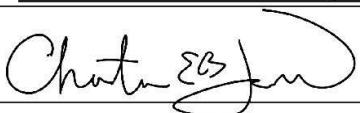
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or

- b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the **Thomas Jefferson Planning District Commission** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *FHWA* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by *FHWA*. You must keep records, reports, and submit the material for review upon request to *FHWA*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The **Thomas Jefferson Planning District Commission** Click here to enter name of Local Public Agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-Aid Highway Program*. This ASSURANCE is binding on the *Commonwealth of Virginia*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal-Aid Highway Program*.

Thomas Jefferson Planning District Commission

by 

Christine Jacobs, Interim Executive Director

DATED 9/16/2021

APPENDIX A
U.S. DOT 1050.2A -- Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

A

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

A

APPENDIX B
CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **Thomas Jefferson Planning District Commission** will accept title to the lands and maintain the project constructed thereon in accordance with the Virginia General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program and the policies and procedures prescribed by the *Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **Thomas Jefferson Planning District Commission** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the **Thomas Jefferson Planning District Commission** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **Thomas Jefferson Planning District Commission**, its successors and assigns.

The **Thomas Jefferson Planning District Commission** in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the **Thomas Jefferson Planning District Commission** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

B

APPENDIX C
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER
THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **Thomas Jefferson Planning District Commission** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the **Thomas Jefferson Planning District Commission** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the **Thomas Jefferson Planning District Commission** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **Thomas Jefferson Planning District Commission** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

C

APPENDIX D
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER
THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the **Thomas Jefferson Planning District Commission** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the **Thomas Jefferson Planning District Commission** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the **Thomas Jefferson Planning District Commission** will there upon revert to and vest in and become the absolute property of the **Thomas Jefferson Planning District Commission** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

D

APPENDIX E
U.S. DOT 1050.2A -- Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

E

Appendix D: Procedures for Conducting Title VI Reviews of TJPDC Program Areas

Procedures For Conducting Title VI Reviews of TJPDC Program Areas

Reviews are the cornerstone of TJPDC's Title VI Implementation Plan and will be completed for all programs and projects receiving federal funding on an annual basis. Federal regulations state the following.

All entities that receive federal financial assistance are required to create establish and maintain effective internal control over the Federal award that provides reasonable assurance that the entity is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 C.F.R. §200.303(a)

Entities may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin. 49 C.F.R. § 21.5(b); 28 C.F.R. §42.104(b)

TJPDC receives direct federal funding for the following programs:

1. HOME Investment Partnership
2. Housing Preservation Grant
3. HOME Investment Partnership American Rescue Plan Act

And indirectly receives federal funding for the following programs:

1. Metropolitan Planning Organization
2. Rural Transportation
3. RideShare
4. Regional Transit Partnership
5. Hazard Mitigation Plan
6. Virginia Telecommunication Initiative

The TJPDC is committed to ensuring that all people are afforded equal opportunities to participate in all the TJPDC's activities regardless of their race, color, ability, or national origin. Title VI requires non-discrimination based on race, color or national origin and the Americans with Disabilities Act requires entities open to the public to reasonably accommodate people with disabilities. This review procedure intends to ensure that all TJPDC programs and projects do not discriminate based on both race and ability. The TJPDC staff will use a Title VI Implementation Plan, accompanying memos and statements, interpreter services, and annual program reviews to ensure that people are not discriminated against based on race, color, ability, or national origin.

TJPDC's programs operate on a fiscal year basis using annual workplans that start on July 1st. The Title VI Manager will review TJPDC program workplans at the beginning of each Fiscal Year (July) by meeting with the program managers to identify projects that need a Four Factor Analysis. During the annual program

review, the Title VI Coordinator will review the Title VI Implementation Plan which includes:

- Instructions to ensure non-discrimination in communications and public participation;
- Instructions to ensure non-discrimination in planning and programing;
- Instructions to evaluate and monitor consultant contracts for compliance with nondiscrimination authorities and disadvantaged business enterprise goals; and
- instructions for accommodating a person with limited English proficiency and Limited English Proficient requests.

The Title VI Manger will help the program manager identify program areas or projects that need a four-factor analysis, the program manager will be instructed on how to complete the four factor analysis and given Title VI resources.

The Title VI manager will collect a report of the program or project review for analysis and reporting on race, color, and national origin.

Appendix E: Procedures for Conducting Title VI Reviews of TJPDC Sub-recipients

Procedures For Conducting Title VI Reviews of TJPDC Sub-recipients

Reviews are the cornerstone of TJPDC's Title VI Implementation Plan and will be completed for all programs and sub-recipients on a regular basis. Federal regulations state the following.

All entities that receive federal financial assistance are required to create establish and maintain effective internal control over the Federal award that provides reasonable assurance that the entity is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 C.F.R. §200.303(a)

Entities may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin. 49 C.F.R. § 21.5(b); 28 C.F.R. §42.104(b)

TJPDC receives direct federal funding for the following programs:

4. HOME Investment Partnership
5. Housing Preservation Grant
6. HOME Investment Partnership American Rescue Plan Act

And indirectly receives federal funding for the following programs:

7. Metropolitan Planning Organization
8. Rural Transportation
9. RideShare
10. Regional Transit Partnership
11. Hazard Mitigation Plan
12. Virginia Telecommunication Initiative

The HOME Investment Partnership, Housing Preservation Grant, and Home Investment Partnership American Rescue Plan Act programs pass through funds to sub-recipients.

The TJPDC is committed to ensuring that all people are afforded equal opportunities to participate in all the TJPDC's activities regardless of their race, color, ability, or national origin. Title VI requires non-discrimination based on race, color or national origin and the Americans with Disabilities Act requires entities open to the public to reasonably accommodate people with disabilities. This review procedure intends to ensure that all TJPDC programs and sub-recipients do not discriminate based on both race and ability. The TJPDC staff will review each appropriate program's sub-recipients on a rotating basis to ensure that people are not discriminated against based on race, color, ability, or national origin. One program receiving federal funds with sub-recipients will be reviewed each year to ensure that the sub-recipients are complying with Title VI requirements. For example:

Year 1 - HOME Investment Partnership sub-recipients will be reviewed;

Year 2 - Housing Preservation Grant sub-recipients will be reviewed; and

Year 3 - HOME Investment Partnership American Rescue Plan Act sub-recipients will be reviewed and then the reviews will start over again.

TJPDC's programs operate on a fiscal year basis using annual workplans that start on July 1st. The Title VI Manager will review TJPDC programs at the beginning of each Fiscal Year (July) to determine programs with sub-recipients and the schedule for their review. Project managers will be responsible for conducting the sub-recipient reviews.

Project managers will review the following documents from each sub-recipient agency:

- Instructions to ensure non-discrimination in communications and public participation;
- Instructions to ensure non-discrimination in planning and programing;
- Instructions to evaluate and monitor consultant contracts for compliance with nondiscrimination authorities and disadvantaged business enterprise goals; and
- instructions for accommodating a person with limited English proficiency and Limited English Proficient requests.

If the sub-recipient does not have the required documentation, the program manager will assist them in generating the required documents and training procedures to ensure implementation.

The Title VI manager will collect a report of the sub-recipient reviews for analysis and reporting on race, color, national origin.

Appendix F: Discrimination Complaint Form

The discrimination complaint form is available below and [online](#) at the bottom left hand corner of the CA-MPO website. The complaint form can be submitted by email, by mail, or in person at 401 East Water Street, Charlottesville, Virginia. The Title VI Manager can assist the person in filing a complaint if needed. You can reach our office Monday-Friday from 8:00am to 5:00pm at (434) 979-7310, or by email at info@tjpd.org.

See next page for the form.

Title VI Discrimination Complaint Form



Use this form if you have a complaint alleging discrimination under Title VI of the Civil Rights Act of 1964 against the Thomas Jefferson Planning District Commission, Charlottesville Albemarle Metropolitan Organization, or any of its programs, projects, or sub-contractors.

Please provide the following information in order to process your Title VI complaint. Assistance is available upon request. You can reach our office Monday-Friday from 8:00am to 5:00pm at (434) 979-7310, or by email at info@tjpd.org.

Mail or deliver your completed and signed form to:

Thomas Jefferson Planning District Commission, Title VI Manager, 401 E Water Street,
Charlottesville, VA 22902

Complainant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Home): _____ (Cell): _____

Email: _____

If an authorized representative is filling out this complaint form on behalf of another person, his/her personal information must also be included:

Representative's Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Email: _____

Relationship to the complainant: _____

Please tell us why you believe the discrimination occurred: Race, Color, National Origin, or Other

Specify: _____

Date of incident resulting in discrimination: _____

Time of incident: _____

Location (address) of incident: _____

Describe how you were discriminated against. What happened and who was responsible? If additional space is required, please either use back of form or attach extra sheets to form.

What type of corrective action would you like to see taken? _____

If the incident involved a representative of the Thomas Jefferson Planning District Commission, its programs, or its consultants, please list his/her name: _____

Names and contact information of witnesses: _____

If your complaint is being filed on behalf of another group of people, all complainants must be identified by name: _____

Complainant Signature: _____

Date: _____

Authorized Representative Signature (if applicable): _____

Appendix G: Title VI Languages That Are Spoken by Over 5% or 1,000 Persons

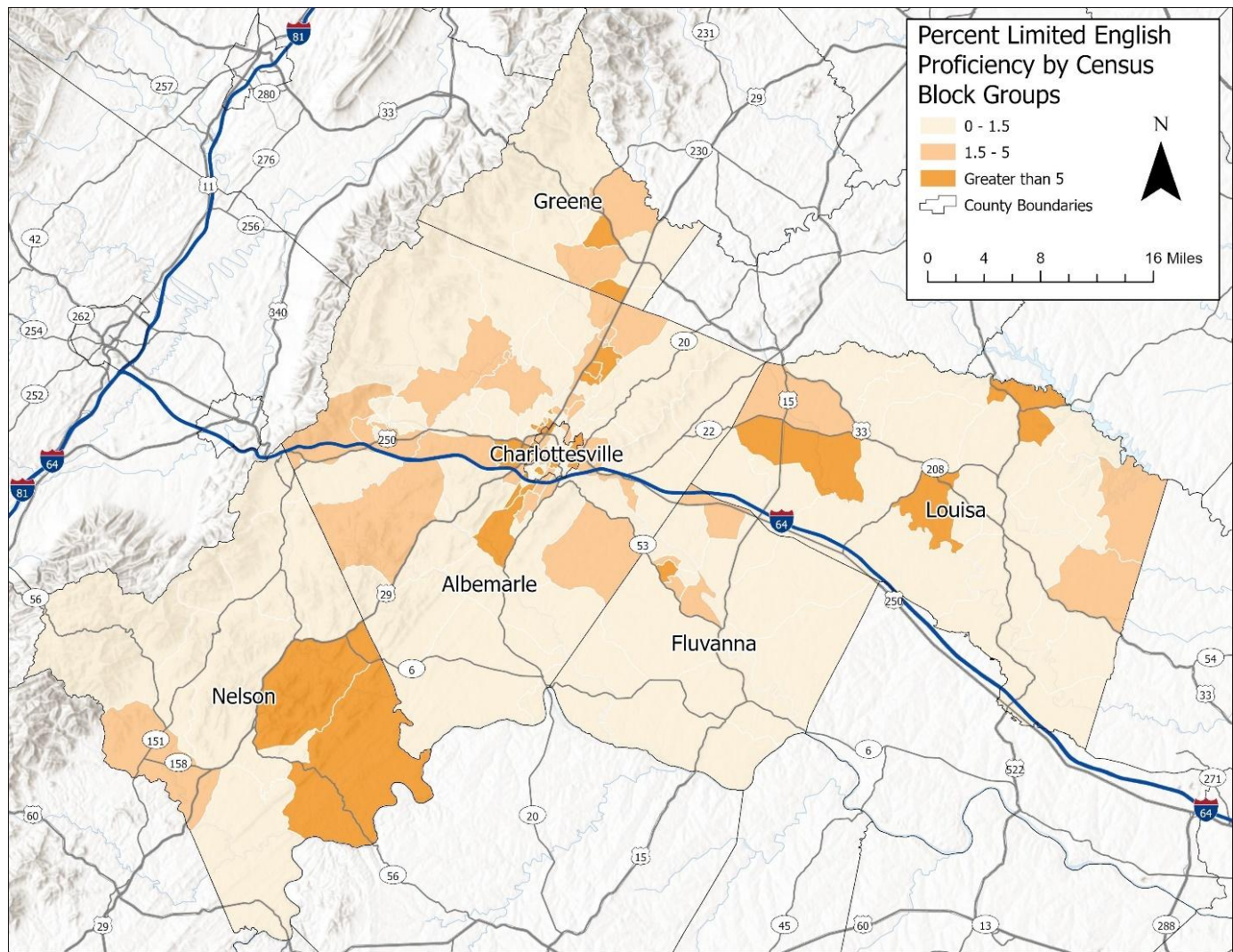
Table 1: Number of LEP Population: Chart and Map

Thomas Jefferson Planning District Commission Service Area			
Language	Number of LEP Population	Percent of Service Area Population Speaking Language	Percent of LEP Population Speaking Language
Spanish	3,605	1.46%	47.72%
French, Haitian, or Cajun	111	0.05%	1.47%
German or other West Germanic languages	179	0.07%	2.37%
Russian, Polish, or other Slavic languages	179	0.07%	2.37%
Other Indo-European languages	1,097	0.45%	14.52%
Korean	189	0.08%	2.50%
Chinese (incl. Mandarin, Cantonese)	840	0.34%	11.12%
Vietnamese	117	0.05%	1.55%
Tagalog	57	0.02%	0.75%
Other Asian and Pacific Island languages	501	0.20%	6.63%
Arabic	508	0.21%	6.72%
Other and unspecified languages	172	0.07%	2.28%
Total LEP Population	7,555	3.07%	
Total Service Area Population	246,438		

U.S. Census Data – American Community Survey (2018-2022)

It is noted that there are relatively low number of LEP persons in the service area. The only languages that are spoken by over 5% or a total of 1,000 persons in the LEP population include Spanish (3,605) and Other Indo-European languages (1,097). Figure 1 shows the percentage of LEP by census block group. There is a large percentage of LEP population in southern Greene, northern and northwestern Louisa, Charlottesville, northern Albemarle, and eastern Nelson.

Figure 1: Percentage of LEP by Census Block Group



Appendix H: Policy Board December 6, 2022, Approved Meeting Minutes

MPO Policy Board Meeting

Minutes, December 6, 2022

Video of the meeting can be found here:

<https://www.youtube.com/watch?v=olBhFfo9-kl>

VOTING MEMBERS & ALTERNATES		STAFF	
Ann Mallek, Albemarle	x	Lucinda Shannon, TJPDC	x
Ned Gallaway, Albemarle	x	Gretchen Thomas, TJPDC	x
Brian Pinkston, Charlottesville	x	Christine Jacobs, TJPDC	x
Lloyd Snook, Charlottesville	x	Sara Pennington, Rideshare	x
Sean Nelson, VDOT	x	Ryan Mickles, TJPDC	x
Stacy Londrey, VDOT (alternate)	x		
NON-VOTING MEMBERS		GUESTS/PUBLIC	
Ted Rieck, Jaunt	x	Neil Williamson *	x
Sandy Shackelford, TJPDC	x	Sean Tubbs *	x
Julia Monteith, UVA	x	James Freas	x
Garland Williams, CAT *	x	Jessica Hersh-Ballering	x
Wood Hudson, DRPT *	x	Brennen Duncan *	x
Richard Duran, FHWA			
Ryan Long, FTA			
Lee Kondor, CTAC *	x		
Chuck Proctor, VDOT *	x		
Michael Barnes, VDOT (alternate)	x		

* attended online via Zoom

1. CALL TO ORDER (MINUTE 0:00)

The MPO Policy Board, Chair, Mr. Ned Gallaway, presided and called the meeting to order at 4:00 p.m.

2. MATTERS FROM THE PUBLIC (MINUTE :25)

- a. **Comments by the Public:** Peter Krebs, Piedmont Environmental Council, addressed the board about Smart Scale. He is concerned about the cost of the projects for Smart Scale in the Charlottesville Albemarle MPO area, some nearly doubling in estimated costs. He understands that inflation is a factor as are other contingency factors. He thinks that these numbers are on the high side. He said perhaps there could be a reformulation of the projects or some sort of positive hedge. He looks forward to hearing how the board moves forward. He thanked the board for their steadfast work to make the community better for everyone.
- b. **Comments provided via email, online, web site, etc.:** None.

3. GENERAL ADMINISTRATION* (MINUTE 4:20)

Review and Acceptance of the Agenda* (Minute 4:28)

Sandy Shackelford noted that the Darrell Byers with VDOT's Culpeper District will not be available today to be introduced. He has a meeting with the CTB today, but will be at the January meeting.

Motion/Action: Supervisor Mallek made a motion to accept the agenda as amended. Mayor Snook seconded the motion and it passed unanimously.

Approval of the September 28, 2022 Meeting Minutes (Minute 5:06)

Motion/Action: Councilman Pinkston made a motion to approve the September 28, 2022 minutes. Mayor Snook seconded the motion and the motion passed unanimously.

4. APPOINTMENT OF OFFICER NOMINATION COMMITTEE (MINUTE 5:35)

Ms. Shackelford noted that Ted Reick, Julia Monteith, and Sean Nelson will be on the nominating committee.

Mr. Gallaway asked Sandy Shackelford to officially call roll.

5. TITLE VI PLAN (MINUTE 8:34)

Lucinda Shannon gave an overview of Title VI and noted that the new name is TJPDC Title VI Implementation plan. She presented a timeline on how the TJPDC will implement the plan. She noted that the plan was offered to the public in numerous ways and areas with no comment.

Motion/Action: Councilman Pinkston made a motion to approve the use of the updated TJPDC Title VI Implementation plan for the Charlottesville Albemarle Metropolitan Planning Organization. Supervisor Mallek seconded the motion and it passed unanimously.

6. REGIONAL TRANSIT VISION PLAN & GOVERNANCE STUDY (MINUTE 13:54)

Ms. Shannon presented the board with the update on the Regional Transit Vision plan. The Regional Transit Governance Study for Region 10 was based on the recommendations from the Regional Transit Vision plan. Ms. Shannon presented the board with the background, the study goal, approach, the stakeholders and the extensive engagement plan planned. She continued with how the study will create consensus.

Ms. Mallek noted that this is something that was undertaken in 2005 and said that there was no consensus on which jurisdictions would take on the different responsibilities.

7. LONG RANGE TRANSPORTATION PLAN 2050 (MINUTE 22:39)

Ms. Shackelford gave an overall update on the LRTP including work completed to date and work still in progress. She noted that the document was been renamed to "Moving Toward 2050" to make it more engaging and seem less technical.

She reported on the public and extensive stakeholder engagement process.

She discussed the public engagement strategy in Phase I will include stakeholder meetings with key community

members of targeted populations in ongoing plan development. These discussion groups will provide feedback on goals and objectives that were drafted by staff/MPO committees.

Ned Gallaway noted that it is important that these public stakeholders be aware of what each one of the organizations is and how the process works.

Ms. Shackelford noted that in Phase II, the engagement strategies will include public meetings, public intercepts and surveys. This will help to prioritize goals and obtain public feedback on transportation improvement needs. There was a discussion about how best to reach neighborhoods and other geographic boundaries through Community Action Committees, Homeowners Associations and others.

Julia Monteith suggested explaining what the value is of the LRTP to the community members. That may help to demystify the plan and the process.

Ms. Shackelford continued by describing Phase III including public meetings, public intercepts and public comments. The last phase will include a public hearing.

She went on to describe the proposed stakeholder discussion groups and how to best organize them and asked the board for feedback. She has the groups broken into four categories: business, safety professionals, equity priority communities, and special interests.

Mr. Gallaway noted that it was most important to hear from everyone from these groups not that they were in certain groups.

There were suggestions made on who to involve in the process including representatives from CAAR; Livable Cville; local police; fire chiefs; JABA; Southwood; UVA, City, and County Economic Development departments; Region 10; and Rev. Dr. Alvin Edwards of Mt. Zion First African Baptist Church.

Ms. Shackelford reviewed the draft goals and objectives and metrics.

Supervisor Gallaway said it will be important to inform the stakeholders with the budget numbers so they can make decisions about their priorities.

Ms. Shackelford presented the immediate next steps including scheduling stakeholder discussion group meetings and review previous public engagement related to transportation system improvements.

8. SMART SCALE PROJECT REVIEW (MINUTE 1:17:40)

Ms. Shackelford reviewed the final project cost estimates for Round 5 of Smart Scale. She noted that the costs were initially base-cost estimates, and with inflation, these cost estimates have increased dramatically. She noted that because they are so high, there is the expectation that most of the projects will not be funded.

There was a discussion about how to mitigate this issue in the future.

9. ROUNDTABLE UPDATES (MINUTE 1:42:40)

UVA: Julia Monteith had nothing to report for UVA.

TJPD: Christine Jacobs did not have any update for TJPD.

Albemarle County: Jessica Hersh-Ballering noted that the County just submitted a grant application with FHWA

and will find out the award in January or February. They are also working on roadway conceptualization projects as well. She also reported that they are wrapping up Phase I of their Comp Plan and will be moving into Phase II in January.

City of Charlottesville: Ben Chambers introduced himself to the board as the new Transportation Planner for the City.

VDOT: Sean Nelson shared that the 250/151 roundabout is open with no issue. The DDI is in for final configuration in Pantops. He noted that as soon as there is window to pave at night, it will be completed. The “Hydraulic bundle” meeting will begin next week.

Jaunt: Ted Rieck did not have anything to report on for Jaunt.

CAT: Garland Williams has nothing more to share as an update.

CTAC: Lee Kondor had nothing more to update.

DRPT: Wood Hudson said the DRPT grant season opened on December 1. The Transit Asset Management Plan is available online. MPOs should be working with transit agencies on identifying transit projects for updated TIPs.

10. ITEMS ADDED TO THE AGENDA

None.

11. ADDITIONAL MATTERS FROM THE PUBLIC

None.

Mr. Gallaway reported the next meeting date will be January 25, 2023.

ADJOURNMENT: Mr. Gallaway moved to adjourn the meeting at 5:49 p.m. Mr. Pinkston seconded the and the motion was passed unanimously.

Committee materials and meeting recording may be found at <https://campo.tjpd.org/committees/policy-board/>

Appendix I: List of Locations with Title VI Notices

The TJPDC Title VI Notices are posted on the following locations:

- Our office by our mailboxes
- On our websites: www.tjpd.org, www.campo.org, www.path.org
- On all our Meeting Agendas

Appendix J: List of Investigations, Lawsuits, and Complaints

In the last 5 years related to Title VI investigations, lawsuits, and complaints: **None.**

Appendix K: Public Participation Plan Regarding LEP

Some Effective Public Outreach Practices include:

- a. Ensuring continuous compliance with Title VI of the Civil Rights Act, which requires meaningful access to programs for LEP individuals.
- b. Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- c. Employing different meeting sizes and formats.
- d. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- e. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- f. Hosting focus groups with organizations that serve LEP populations directly.
- g. Offering accessible interpretation services.
- h. Cultural Sensitivity Training for Staff. Training staff on cultural norms and barriers that might affect LEP engagement.
- i. Gathering input on outreach effectiveness and preferred methods of communication. Continuously evaluating the effectiveness of language assistance measures.
- j. Monitoring participation rates among LEP populations and adjust strategies as needed.
- k. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

Appendix L: Section XI: Minority Representation on Planning & Advisory Bodies

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

The Thomas Jefferson Planning District Commission has transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which we select.

Committee	Black or African American	White/Caucasian	Latino/Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Other *Note	Totals
TJDPC Commission	-	12	-	-	-	-	-	12
% of TJPDC Commission	-	100%	-	-	-	-	-	100%
The Citizens Transportation Advisory Committee (CACAT)	-	10	1	-	-	-	-	11
% of CACAT Committee	-	90.91%	9.09%	-		-	-	100%

***Note – Other races reported: Lithuanian, Ukrainian, and Polish**

Appendix M: Monitoring Section VI Complaints for DRPT

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.



VDOT Smart Intersection Deployment Pilot

Michael Fontaine, P.E., Ph.D.

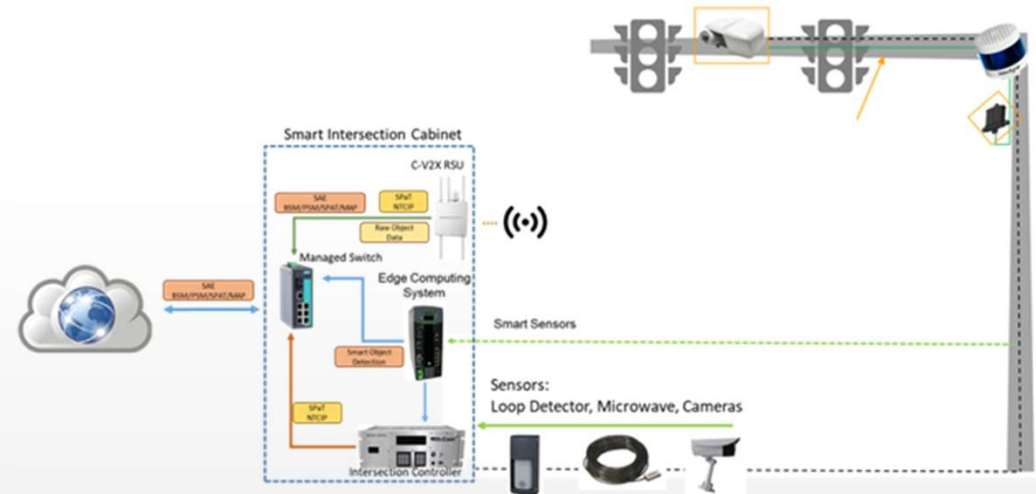
February 18, 2025

Intersection Safety in Virginia

- **Crashes and serious injuries frequently occur near intersections**
 - **About 27% of all fatalities and 36% of serious injuries between 2016-2020 occurred at an intersection**
 - **Vulnerable road users are at even higher risk at intersections:**
 - **About 34% of pedestrian fatalities**
 - **About 58% of bicyclist fatalities**

What is a Smart Intersection?

- Recent advances have produced lidar, machine vision, and radar detection systems that can identify safety concerns in real time.
- Potential to:
 - Identify safety concerns (near misses) before crashes happen
 - Interact with signal controller to improve safety and operations
 - Enable future connected vehicle applications



Smart Intersection Pilot

- **The Innovation and Technology Transportation Fund (ITTF) was established by the General Assembly to fund pilot projects for high technology infrastructure improvements. Projects funded under this program must:**
 - Reduce congestion
 - Improve mobility
 - Improve safety
 - Provide up-to-date travel data
 - Improve emergency response
- **In 2022, ITTF allocated \$1 million to perform a pilot of smart intersection technology to improve safety and mobility**

VDOT Smart Intersection Pilot

- **Phase 1: Technology testing (1/23-9/24, \$482k)**
 - Assessed performance of 4 technologies to identify most promising systems
 - Systems tested in parallel at 2 intersections in Fairfax County
- **Phase 2: Expansion to more intersections (12/24-5/26, \$500k)**
 - Expand testing to broader cross section of locations using most promising systems
 - 4 in VDOT Salem District
 - 4 in VDOT Culpeper District
- **Virginia Tech Transportation Institute (VTTI) is the contractor for the project (PIs: Mike Mollenhauer, Reg Viray)**

Phase 1: Technology Testing

- **Testing at US 29/Nutley and US 50/Nutley in Fairfax County**
- **Technologies tested:**
 - Lidar (\$36k/intersection)
 - Machine Vision (\$18k/intersection)
 - Machine Vision+ Radar (\$36k/int)
- **Phase 1 measures of effectiveness:**
 - Accuracy of vehicle and bike/ped counts
 - Accuracy of safety critical event detection
- **Ground truth video data collection by VTTI**

Phase 1 System Installation

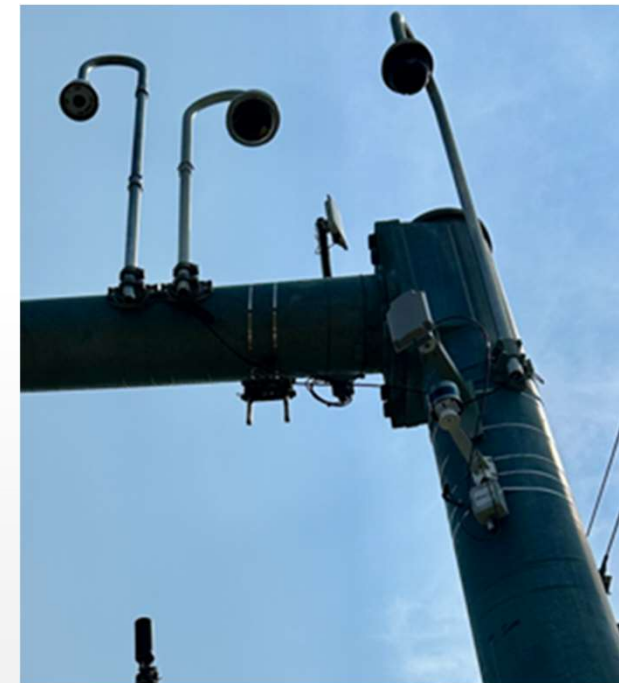
ITTF Smart Intersection
US-29 & Nutley St



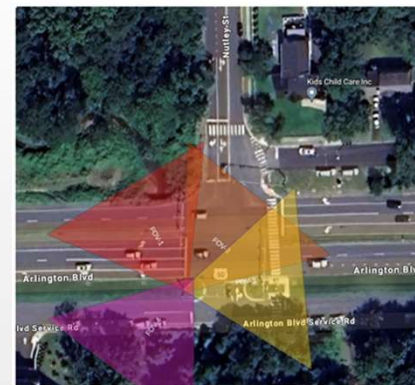
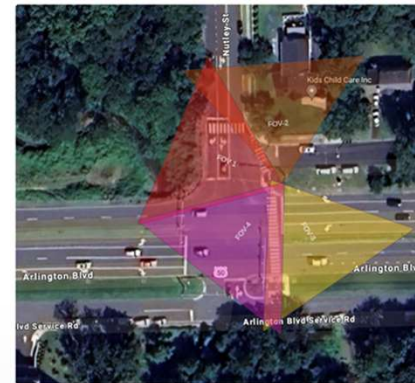
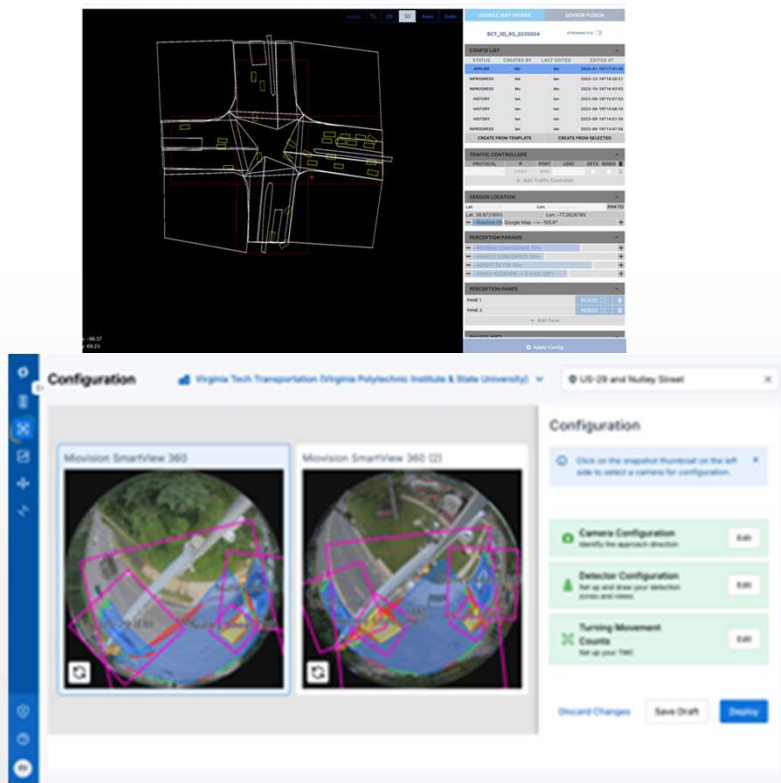
North Bound and West Bound



South Bound and West Bound



System Configuration and Validation Data Collection



Safety Event: Crash Detection

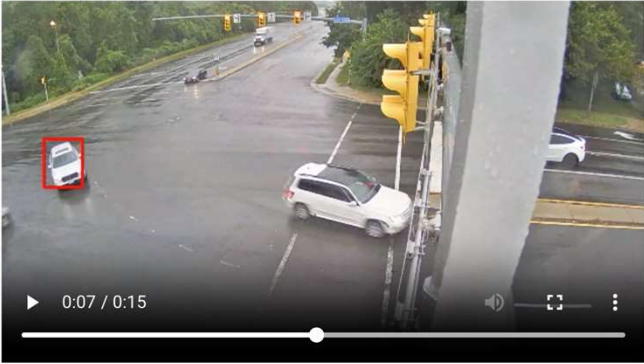


Event ID : 650ecbbd8e1d300011e8eb93

Location
US-29 & Nutley Street

Detected on
September 23, 2023 07:27 AM

Detection Area
Intersection Center



Road User A
Class: Passenger Vehicle
Speed: 13 mph
Movement: TH
Direction: NB

Road User B
Class: Passenger Vehicle
Speed: 14 mph
Movement: TH
Direction: SEB



Wrong Way Driver

 Wrong Way Driver 

 Event ID : 651b6b6d9a514f0012e75a18    

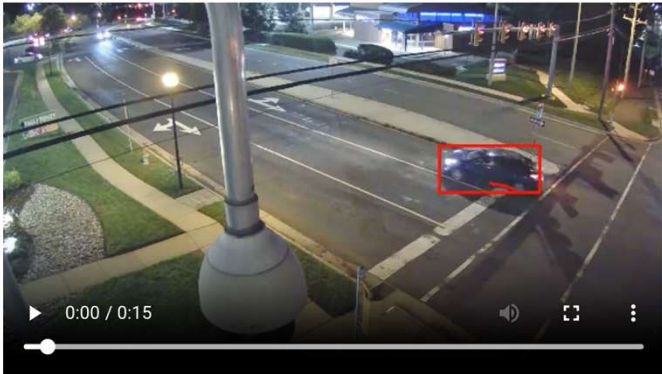
Location
US-29 & Nutley Street

Detected on
October 02, 2023 09:16 PM

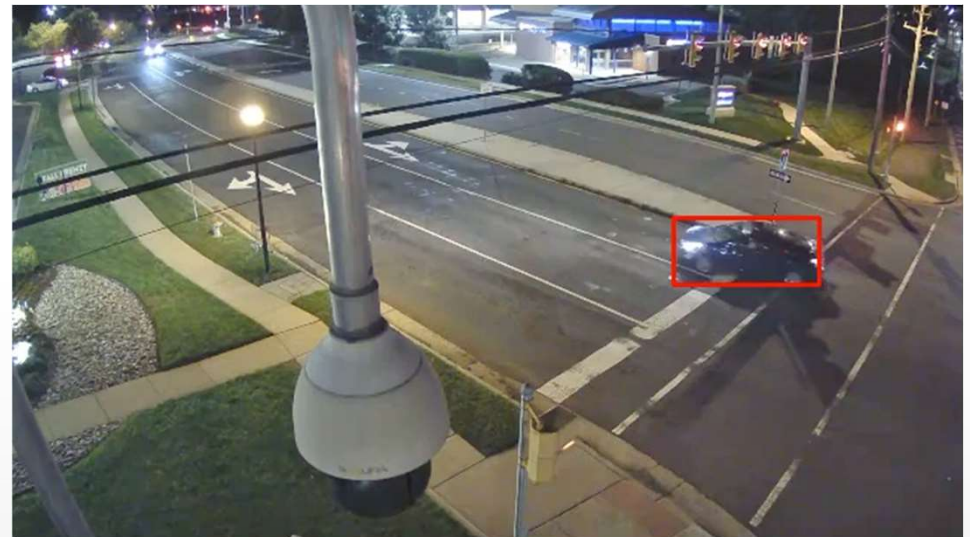
Speed
N/A

Direction
SB

Detection Area
South Leg



0:00 / 0:15



Vehicle-Vehicle Near Miss Detection

Vehicle-Vehicle Near Miss

Event ID : 65032c3224606400134b45f7

Location

US-29 & Nutley Street

Detected on

September 14, 2023 11:52 AM

Speed

32 mph

Near Miss Type

Cutoff

Detection Area

North Leg

Road User A

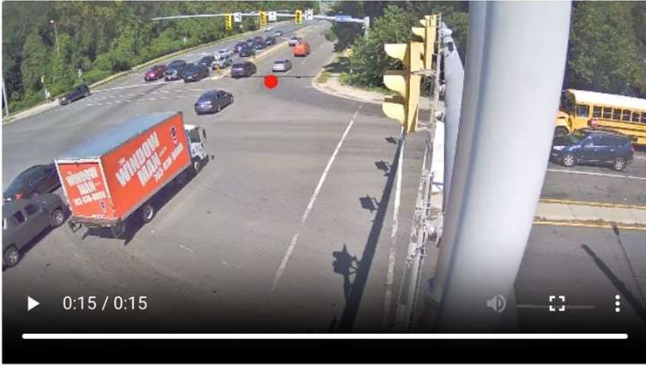
Class: Passenger Vehicle
Speed: 32 mph
Movement: TH
Direction: NB

Road User B

Class: Passenger Vehicle
Speed: 22 mph
Movement: RT
Direction: NWB

Surrogate Safety Measures

PET : 0.9s
TTC : N/A
Gap Time : 0.9s
Severity : Low
Max Speed : 32 mph





Vehicle-Pedestrian Near Miss Detection

 Vehicle-VRU Near Miss 

Event ID : 652efeeb1f92070012a764c0   

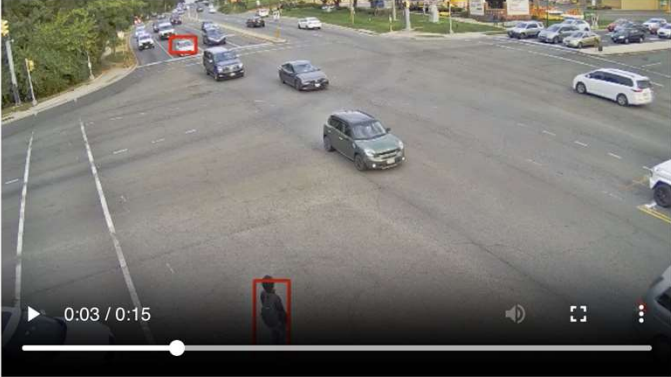
Location
US-29 & Nutley Street

Detected on
October 17, 2023 05:38 PM

Speed
25 mph

Near Miss Type
Cutoff

Detection Area
Intersection Center

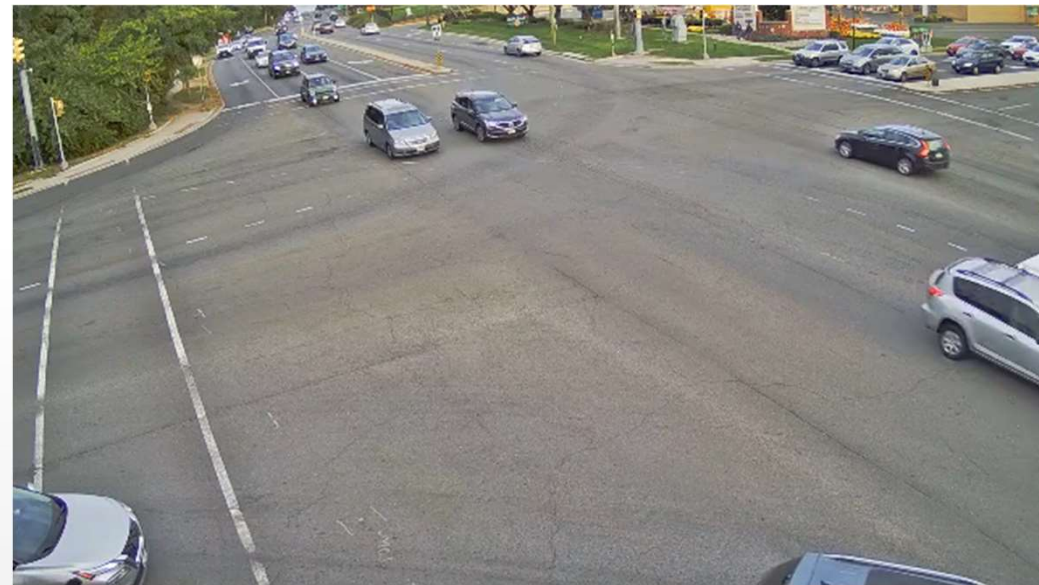


0:03 / 0:15

Road User A
Class: Pedestrian
Speed: 3 mph
Movement: TH
Direction: SEB

Road User B
Class: Passenger Vehicle
Speed: 25 mph
Movement: TH
Direction: WB

Surrogate Safety Measures
PET [Ⓢ] : N/A
TTC [Ⓢ] : 2s
Gap Time [Ⓢ] : 0.4s
Severity [Ⓢ] : Low
Max Speed [Ⓢ] : 30 mph



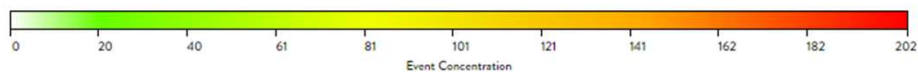
Intersection Risk Heatmap

NEAR MISS HEATMAP

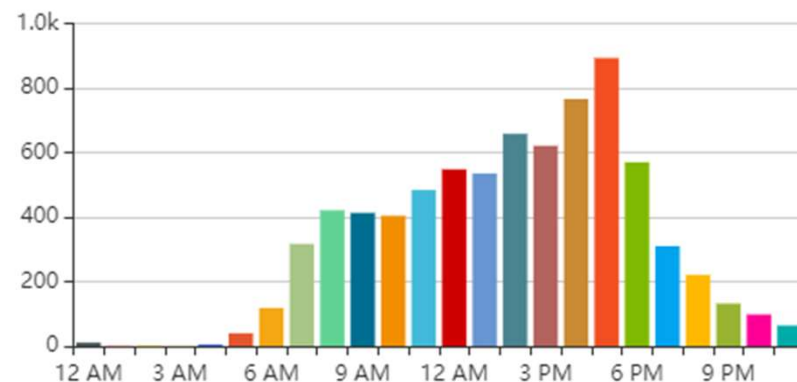
DISPLAY AS

DENSITY

CLUSTER



NEAR-MISSES BY HOURS OF THE DAY



Vendor Count Performance

- **Compared against about 2 weeks of manually counted data**
 - Mix of weather and light conditions
- **Trends**
 - Lidar system significantly undercounted traffic, especially during rain
 - Video B system had more reliability issues, but tracked counts well
 - Video C system overcounted, but results were more consistent for vehicles
 - Bike/ped counts had larger errors for video systems, but small sample sizes

Measure	Location	Lidar A	Video B	Video C
Vehicle Counts	US 29/Nutley	-28.6%	-0.9%	+8.8%
	US 50/Nutley	-47.9%	-3.8%	+4.4%
Bike/Ped	US 29/Nutley (N=89)	-44.9%	-10.1%	-8.1%
	US 50/Nutley (N=44)	-36.4%	-8.8%	+44.1%

Safety Analytics Assessment

- Two systems produced automated safety analyses
- Human verification of a subset of flagged events:
 - Lidar system results showed significant discrepancies
 - Video based system showed good performance - but engineering judgement still needed to interpret the results appropriately.

Event Type	Intersection	Detection Accuracy		Subjective Relevance		Total Assessed Events
		Counts	%	Counts	%	
Near Miss - VRU	US 29/Nutley	70	100%	16	23%	70
	US 50/Nutley	9	90%	5	50%	10
Near Miss - Vehicle	US 29/Nutley	16	100%	6	38%	16
	US 50/Nutley	13	100%	4	31%	13
Stopped Vehicle	US 29/Nutley	19	100%	19	100%	19
Wrong Way	US 29/Nutley	16	53%	16	53%	30

Phase 2: Testing Expansion

- **Installation on broader cross section of sites:**
 - 4 in Montgomery County
 - Lee/Cloverdale, Ogden/Starkey, Beamer/Southgate, US 460B/Professional Park
 - 4 in Albemarle County
 - Albemarle sites will use video based system that performed well in phase 1

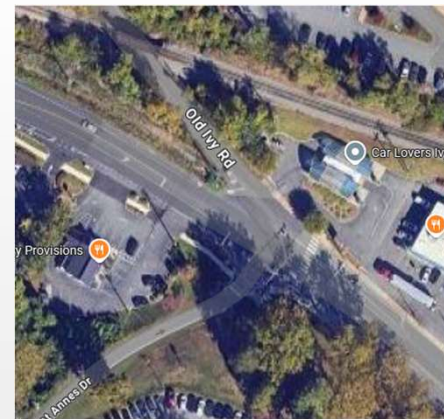
Alderman/McCormick



Hydraulic/Lambs



Ivy/Old Ivy



US 29/Rio Overpass



Phase 2 Assessment

- **VTTI installing independent video verification system**
- **Culpeper District deployments will assess system performance in terms of:**
 - Detection accuracy
 - Safety critical event accuracy
 - Ability to interact with traffic signal controller
 - Signal actuation performance
 - Red light running reports
 - Red light extension functionality
 - Crosswalk conflict extensions
 - Cybersecurity

Phase 2 Anticipated Schedule

- **Procurement/installation through June 2025**
- **Evaluation and Assessment: July 2025 – January 2026**
- **System transition/handover: By May 2026**

Questions?

- **Michael Fontaine, PE, PhD**
- **Associate Director, Virginia Transportation Research Council**
- **Michael.Fontaine@VDOT.Virginia.Gov**

AGENDA

CHARLOTTESVILLE AREA REGIONAL TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

Location: In Person, Conference Room 1, TJPDC, 401 E. Water St., Charlottesville

Date: February 20, 2025

Time: 5:00 PM to 6:30 PM

AGENDA DETAILS

I. ELECT CHAIR AND VICE CHAIR

II. PUBLIC COMMENTS (three minutes per-speaker)

III. SELECT A REGULAR MEETING TIME

IV. REVIEW BYLAWS

V. REVIEW GOALS AND INTENT FOR CARTA

VI. DISCUSS GENERAL ASSEMBLY TIMELINE

Guests can join in person or by using the link below:

<https://us02web.zoom.us/j/83562100083?pwd=bwvJngbo6jkeb3Vljaox5CzsieKW0L.1>

Meeting ID: 835 6210 0083 Passcode: 188553 Phone: 301 715 8592 US

If a committee member needs to participate remotely, please contact Lucinda Shannon at lushannon@tjpd.org, 413-219-1748 two days before the meeting to receive a personal meeting link.

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 language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lushannon@tjpd.org or visit the website www.tjpd.org.



SMART SCALE RECOMMENDATION REVIEW

Charlottesville – Albemarle MPO Policy Board Meeting

 Charles Proctor & Sandy Shackelford

February 26, 2025

Revenue Allocation Projections

Commonwealth Transportation Fund Preliminary Fiscal Years 2026 – 2031 Six-Year Financial Plan Estimated Allocations (in millions)

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2026-2031 Total	2025-2030 SYFP	Difference
Debt Service	\$ 435.7	\$ 438.3	\$ 427.4	\$ 415.3	\$ 440.0	\$ 448.9	\$ 2,605.6	\$ 2,427.4	\$ 178.3
Other Agencies & Transfers	54.1	54.1	54.1	54.1	54.1	54.1	324.6	334.1	(9.5)
Maintenance & Operations	3,029.0	2,885.8	2,951.4	3,017.3	3,084.7	3,153.4	18,121.6	16,495.9	1,625.7
Administration & Other Programs	638.2	633.3	650.8	661.8	673.1	684.6	3,941.8	3,761.6	180.3
Toll Programs	141.7	118.8	107.9	108.8	109.9	110.9	698.0	780.8	(82.8)
Special Structures	90.0	92.3	94.7	97.2	99.7	102.3	576.1	554.0	22.1
Public Transportation	647.8	654.8	674.3	693.6	714.6	731.5	4,116.7	4,190.5	(73.8)
Virginia Passenger Rail Authority	224.2	221.6	230.3	234.8	224.6	228.2	1,363.6	1,383.3	(19.7)
DRPT Rail Assistance	16.5	16.6	16.9	17.2	17.7	18.0	102.9	97.5	5.4
DRPT Administration	19.9	20.1	20.7	21.4	22.1	22.7	127.0	126.4	0.5
Commonwealth Port Fund	64.0	64.7	66.6	68.4	70.5	72.4	406.6	374.7	31.9
Commonwealth Aviation Fund	38.6	39.0	40.2	41.3	42.5	43.7	245.3	225.4	19.9
Commonwealth Space Flight Fund	24.7	25.0	25.7	26.5	27.3	28.1	157.3	147.5	9.7
Department of Motor Vehicles	24.7	25.0	25.7	26.4	27.3	28.1	157.1	147.5	9.6
Construction	2,475.6	3,171.6	2,200.5	2,636.2	2,340.6	2,513.3	15,337.9	16,978.2	(1,640.3)
Total Operating Programs	\$ 7,924.7	\$ 8,461.0	\$ 7,587.2	\$ 8,120.3	\$ 7,948.8	\$ 8,240.2	\$ 48,282.1	\$ 48,024.8	\$ 257.3
Pass Through Programs									
WMATA Capital Fund/General Fund	258.9	182.1	189.6	195.2	197.1	199.6	1,222.6	957.5	265.1
Central Virginia Transportation Fund	245.4	241.9	249.8	259.3	269.6	277.2	1,543.2	1,370.4	172.8
Northern Virginia Transportation Authority Fund	446.4	460.0	480.7	503.1	522.8	540.0	2,953.0	2,629.0	324.0
Hampton Roads Regional Transit Fund	33.7	36.6	37.0	37.2	37.4	37.6	219.5	236.8	(17.3)
Hampton Roads Transportation Fund	281.0	285.4	294.8	306.3	318.7	329.3	1,815.5	1,677.5	138.0
Subtotal	1,265.4	1,206.0	1,251.9	1,301.1	1,345.6	1,383.7	7,753.8	6,871.2	882.6
Total	\$ 9,190.1	\$ 9,667.0	\$ 8,839.1	\$ 9,421.4	\$ 9,294.4	\$ 9,623.9	\$ 56,035.9	\$ 54,896.1	\$ 1,139.8

Comparison of Culpeper District Funding Amounts Among Rounds

Funding Program Allocation	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6
District Grant Program	\$54,872,548	\$19,461,690	\$24,574,905	\$112,904,043	\$115,814,917	\$57,044,912
High Priority Project Program	\$25,559,585	\$36,670,555	\$7,007,394	\$51,307,790	\$35,859,314	\$36,406,798
Total	\$80,432,133	\$56,132,245	\$31,582,299	\$164,211,833	\$151,674,231	\$93,451,710

- Round 1 funding reflects phasing in the SMART SCALE program and increased projected revenues from FAST Act.
- Round 2 funding reflects one year of projected funding.
- Round 3 funding reflects two years of projected funding due to transition to biennial application cycle.
- Round 4 and 5 funding reflects phasing in of the Supplemental Fuels Tax.
- Round 6 funding reflects fully phased in Supplemental Fuels Tax.
- High Priority Project Program funding is competitive statewide and not guaranteed.

OIPI Staff Recommendation – Culpeper District

District	Number of Applications	DGP Available	Previous DGP Cost Increases	HPP Available	DGP Allocated	DGP Remaining	HPP Allocated	HPP Remaining	Funded in Staff Scenario	Total Allocated
Bristol	20	\$37.0			\$27.2	\$9.8	\$0.0		3	\$27.2
Culpeper	24	\$68.0	-\$6.6		\$57.0	\$4.3	\$36.4		4	\$93.5
Fredericksburg	34	\$76.2			\$73.5	\$2.7	\$16.8		4	\$90.3
Hampton Roads	31	\$121.6			\$111.9	\$9.7	\$27.3		11	\$139.2
Lynchburg	12	\$85.9			\$82.4	\$3.5	\$0.0		4	\$82.4
Northern Virginia	23	\$97.4			\$88.7	\$8.8	\$0.0		4	\$88.7
Richmond	65	\$104.9			\$82.6	\$22.2	\$255.8		14	\$338.5
Salem	34	\$64.3			\$53.9	\$10.3	\$0.0		3	\$53.9
Staunton	27	\$39.4	-\$6.0		\$25.3	\$8.1	\$44.7		6	\$69.9
Statewide HPP				\$384.7						
Total	270	\$694.6		\$384.7	\$602.5	\$79.5	\$381.0	\$3.6	53	\$983.6

Application ID	Project	Organization	Total Cost	SMART SCALE Request	SMART SCALE Score	Step Funded
11573	Rt. 229, Rt.694 Double Lane Roundabout	Culpeper County	\$22,963,251	\$22,963,251	7.47	DGP
11794	Ira Hoffman Roundabout	Culpeper Town	\$20,941,406	\$20,941,406	6.70	DGP
11487	US250/Peter Jeff. Pkwy and Rolkin Road Pipeline Bundle	Charlottesville-Albemarle MPO	\$36,406,798	\$36,406,798	6.70	HPP
11732	Lee Highway and Branch Avenue Intersection Improvement	Warrenton Town	\$13,140,255	\$13,140,255	5.60	DGP
	Total Staff Recommended - 4	Total	\$93,451,710	\$93,451,710		

Round 6 Staff Recommended Scenario

Recommended for funding:

- US 250/Peter Jefferson Parkway and Rolkin Road Pipeline Bundle (\$36.4M)

Not Recommended for funding:

- Barracks Road Pipeline Corridor Improvements (\$130.6M)
- Barracks Road Pipeline US 29/250 Interchange and SUP (\$93.9M)
- I-64/Fifth Street Interchange Improvements (Exit 120) (\$79.0M)
- Rio Road Double Roundabout (\$45.9M)
- Barracks Road and Georgetown Road Improvements (\$37.7M)
- Old Trail Drive and US 250 West Intersection Improvements (\$16.7M)
- US 29 and Plank Road Intersection Improvements (\$22.5M)

Initial Scoring Outcome Observations

- **For Smart Scale RD 6** - 53 projects out of 270 submissions were recommended for funding statewide and 4 out of 24 were recommended in the Culpeper District
- **Changes in Land Use scoring** contributed to lower scores for projects, but still provided scoring benefits
- **Changes in Economic Development scoring methodology** resulted in slightly lower scores in urbanized areas
- **Changes to the HPP Funding Step Process** did not have an impact on the outcomes for the Culpeper District in Round 6
- **Changes to HPP Eligibility** - reduced the number of eligible applications by ~ 55% and increased the average project cost by ~ 53%

Full District Ranking List

DISPLAY ID	ORNAME	APPNAME	TPOLOGY TYPE	PROJECT SCORE	PROJECT TOTAL COST	AMOUNT REQUESTED	SCORE DIVIDED BY AMOUNT REQ	FUND	(1) DGP	(2) HPP	Statewide Rank	District Rank
11573	Culpeper County	Rt. 229, Rt.694 Double Lane Roundabout	D	17.16	22,963,251	22,963,251	7.47	DGP	22,963,251		31	1
11794	Culpeper Town	Ira Hoffman Roundabout	D	14.04	20,941,406	20,941,406	6.70	DGP	20,941,406		37	2
11487	CA-MPO	US250/Peter Jeff. Pkway and Rolkin Road Pipeline Bundle	B	24.39	36,406,798	36,406,798	6.70	HPP		36,406,798	38	3
11732	Warrenton Town	Lee Highway and Branch Avenue Intersection Improvement	D	7.36	13,140,255	13,140,255	5.60	DGP	13,140,255		47	4
11457	Fauquier County	Dumfries Rd (Rt 605) & Greenwich Rd (Rt 603) - Roundabout	D	7.72	15,128,758	15,128,758	5.11	DGP			52	5
11733	Warrenton Town	US Business 17 Corridor Improvement/Fletcher Intersection	D	8.89	18,468,646	18,468,646	4.82	DGP			56	6
11800	Culpeper Town	US Bus 15/Walmart Entrance Roundabout	D	8.43	17,542,801	17,542,801	4.81	DGP			57	7
11771	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	C	6.05	14,759,609	14,759,609	4.10	DGP			70	8
11600	Albemarle County	Old Trail Drive and US 250 West Intersection Improvements	B	6.65	16,702,821	16,702,821	3.98	DGP			74	9
11772	Albemarle County	Barracks Road and Georgetown Road Improvements	B	14.47	37,645,909	37,645,909	3.84	DGP			80	10
11462	Warrenton Town	Business 17 (Lee Highway) Corridor Safety Improvement	D	12.90	33,587,459	33,587,459	3.84	BOTH	District Median		81	11
11459	Fauquier County	Route 28 & Old Dumfries Road (Route 667) - Roundabout	D	7.14	19,101,925	19,101,925	3.74	DGP			82	12
11801	Culpeper Town	US Bus 15 Bicycle/Pedestrian Improvements	D	12.40	33,935,367	33,935,367	3.65	DGP			84	13
11455	Orange County	Route 20 / Route 611 Roundabout	D	5.22	14,968,033	14,968,033	3.49	DGP			86	14
11650	Greene County	RT29-616 RCUT Project	C	7.70	25,449,154	25,449,154	3.03	DGP			100	15
11448	Louisa County	Route 15-22 Intersection Improvements	C	6.07	20,671,889	20,671,889	2.94	DGP			103	16
11715	Albemarle County	US 29 and Plank Road Intersection Improvements	C	6.53	22,489,063	22,489,063	2.91	DGP	Statewide Median		106	17
11447	Louisa County	Route 208 & Route 250 - Intersection Improvement	C	3.83	15,624,429	15,624,429	2.45	DGP			123	18
11675	CA-MPO	I64/Fifth Street Interchange Improvement (Exit 120)	B	16.93	79,010,129	79,010,129	2.14	HPP			139	19
11678	CA-MPO	Barracks Road Pipeline US 29/250 Interchange and SUP	B	19.15	93,859,520	93,859,520	2.04	HPP			142	20
11679	CA-MPO	Barracks Road Pipeline Corridor Improvements	B	25.11	130,615,775	130,615,775	1.92	HPP			153	21
11442	Louisa County	Route 250 and Route 15 - Intersection Improvement	C	4.77	25,693,229	25,693,229	1.86	DGP			158	22
11795	Culpeper Town	Madison/Germanna Roundabout	D	3.11	18,304,355	18,304,355	1.70	DGP			168	23
11721	Albemarle County	Rio Road and Hillsdale/Northfield/Old Brook Improvements	B	7.20	45,929,899	45,929,899	1.57	DGP			174	24

Other items of interest from the Data

	Statewide	Culpeper District	CA-MPO Area
Median Score	2.27	3.7	2.14
Max Score	27.71	7.47	6.70
Min Score	0	1.57	1.57
Average Score	3.53	3.77	3.17

Ranking breakdown

7 (29.2%) projects scored in the top 25 %

18 (75%) projects are in the top 50 %

All project were in the top 65 %

The Rio Rd project was the lowest scoring project

DPG Rec.	Statewide	District
Highest Cost	\$57,371,621	\$22,963,251
Lowest Cost	\$1,825,592	\$13,140,255

HPP Rec.	Statewide	District
Highest Cost	\$45,990,644	\$36,406,798
Lowest Cost	\$10,507,440	\$36,406,798

Next Steps

February to April – Board to consider potential revisions to staff recommended funding scenario

April to May – Public hearings (Spring SYIP Meetings) on staff recommended scenario and any potential revisions

May CTB meeting – Consensus funding scenario developed

June CTB meeting – Adoption of Six-Year Improvement Program

Questions