

Memorandum

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

Purpose:

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2026. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Background:

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

Activities that are new to the FY26 work plan include:

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

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

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

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

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

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

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

Recommendations:

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

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

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

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

FY26 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-26 PL-FHWA/VDOT Funding	\$ 238,680.40	\$ 29,835.05	\$ 29,835.05	\$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	\$ 35,802.37	\$ 4,475.30	\$ 4,475.30	\$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover	-	-	-	-
FY-26 PL-FHWA/VDOT Total	\$ 274,482.77	\$ 34,310.35	\$ 34,310.35	\$ 343,103.47
FY-26 FTA/DRPT Funding	\$ 109,480.80	\$ 13,685.10	\$ 13,685.10	\$ 136,851.00
FY-25 FTA/DRPT Active Rollover	-	-	-	-
FY-26 FTA/DRPT Total	\$ 109,480.80	\$ 13,685.10	\$ 13,685.10	\$ 136,851.00
PL-FHWA/VDOT + FTA/DRPT Total	\$ 383,963.58	\$ 47,995.45	\$ 47,995.45	\$ 479,954.47
VDOT SPR	\$ 162,000.00	\$ 40,500.00	-	\$ 202,500.00
Total FY26 Work Program	\$ 545,963.58	\$ 88,495.45	\$ 47,995.45	\$ 682,454.47

FY26 Work Program: Funding by Task

Funding Source	Task 1: Program Administration	Task 2: Long-Range Transportation Planning	Task 3: Short-Range Transportation Planning and Local, State, and Federal Agency Assistance	Total
	25%	30%	45%	100%
FY-26 PL-FHWA/VDOT Funding	\$ 74,587.63	\$ 89,505.15	\$ 134,257.73	\$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	\$ 11,188.20	\$ 13,425.84	\$ 20,138.76	\$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover	\$ -	\$ -	\$ -	-
FY-26 PL-FHWA/VDOT Total	\$ 85,775.82	\$ 102,930.99	\$ 154,396.48	\$ 343,103.47
FY-26 FTA/DRPT Funding	\$ 34,212.75	\$ 41,055.30	\$ 61,582.95	\$ 136,851.00
FY-25 FTA/DRPT Active Rollover	\$ -	\$ -	\$ -	-
FY-26 FTA/DRPT Total	\$ 34,212.75	\$ 41,055.30	\$ 61,582.95	\$ 136,851.00
FY26 PL-FHWA/VDOT + FTA/DRPT Total	\$ 119,988.57	\$ 143,986.29	\$ 215,979.43	\$ 479,954.47
VDOT SPR	\$ 50,625.00	\$ 60,750.00	\$ 91,125.00	\$ 202,500.00
Total FY26 Work Program	\$ 171,613.57	\$ 204,736.29	\$ 307,104.43	\$ 682,454.47