

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2026



CVTPO

Central Virginia Transportation
Planning Organization
(CVTPO)

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Transportation Technical Committee (TTC) Recommendation
May 8, 2025

CVTPO Policy Board Adoption

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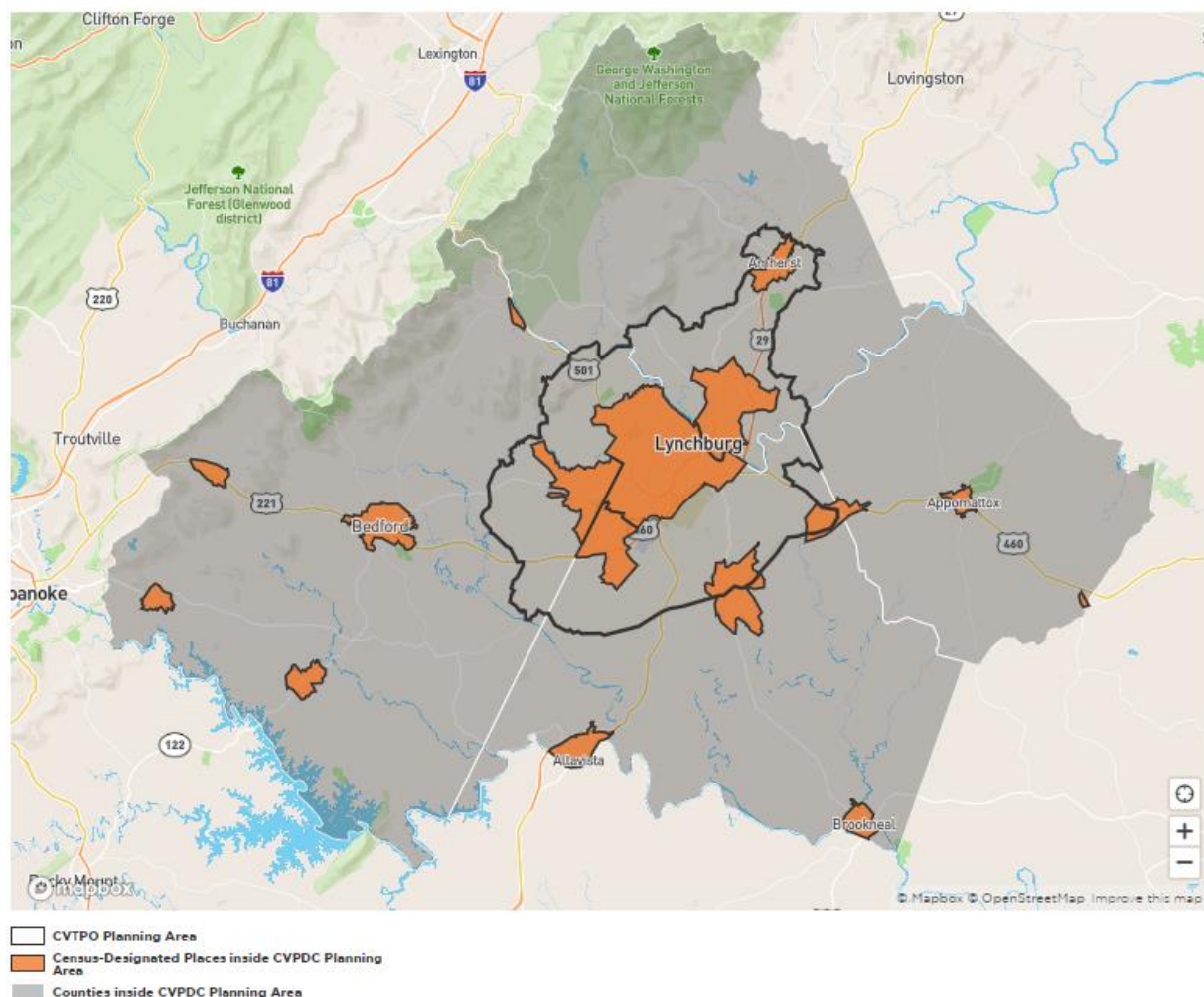
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Future CVTPO Adoption Resolution

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INTRODUCTION

The Central Virginia Transportation Planning Organization (CVTPO) is the federally mandated Metropolitan Planning Organization (MPO) for the Central Virginia urbanized area. The CVTPO urbanized area encompasses the City of Lynchburg, the Town of Amherst, and portions of Amherst, Bedford, and Campbell Counties. This area also includes sections likely to become urbanized in the foreseeable future. The map below shows the boundary of the CVTPO planning area.

CVTPO Boundaries and Communities



The CVTPO is responsible for creating and maintaining a forum for a cooperative, continuing, and comprehensive regional planning process (3-C). The CVTPO Policy Board is the key decision-making board consisting of the following members from each locality and transportation partners within the CVTPO planning area:

- an elected official
- an appointed official
- a representative of the Virginia Secretary of Transportation
- a representative from the Greater Lynchburg Transit Company (GLTC)
- others who may be designated in accordance with the bylaws.

The CVTPO considers long-range local and regional projects and combines public input, technical data, and agency collaboration to develop innovative improvements for the region's transportation network, which includes local roadways, sidewalks, public transportation services, air services, freight, railroad, and multimodal trails. Additionally, the CVTPO coordinates with several transportation-related agencies and consultants on projects that directly and indirectly impact the transportation network.

The planning process is carried out through coordination between the Technical Transportation Committee (TTC), the CVTPO Policy Board, localities, business community and local stakeholders. Locality members appoint the members of TTC from their respective localities, who are individuals at staff levels from local and state agencies with technical knowledge of multi-modal transportation matters. They may include representation from each of the following jurisdictions, agencies, and organizations. As warranted, the TTC may include representatives from interest groups and local citizens.

- City of Lynchburg Planning and Engineering Divisions
- Amherst County Community Development Division
- Appomattox County Community Development Division
- Bedford County Community Development Division
- Campbell County Community Development Division
- Town of Altavista Planning or Administration Department
- Town of Amherst Planning or Administration Department
- Town of Appomattox Planning or Administration Department
- Town of Bedford Planning or Administration Department
- Town of Brookneal Planning or Administration Department
- Up to one citizen with technical knowledge from each of the member jurisdictions
- Lynchburg District Virginia Department of Transportation (VDOT)
- Salem District VDOT
- Virginia Department of Rail and Public Transit (DRPT)
- Greater Lynchburg Transit Company (GLTC)
- Lynchburg Regional Airport
- Liberty University

Title VI Plan

This plan provides an overview of Environmental Justice and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how Title VI, Environmental Justice, and LEP are incorporated into the metropolitan transportation planning process as required by USDOT through 2024.

The CVTPO in meeting and supporting the principles of nondiscrimination and equal access to transportation planning executes programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights regarding any project or special assistance for persons with disabilities or limited English proficiency, please contact Kelly Hitchcock, CVTPO Title VI Coordinator, at (434) 845-3491 or at kelly.hitchcock@cvpdc.org. Sign language or non-English language interpreters will be provided if needed and requested no later than 48 hours before a scheduled public event.

Public Participation Plan

This plan contains the guidelines for outreach strategies used by the CVTPO. Federal regulation requires that designated MPOs establish and utilize a documented participation plan by which public stakeholders and interested parties are provided reasonable opportunities to be engaged and involved and provide comments on transportation planning programs and projects in the urbanized area.

The Title IV Plan, a CVPDC and CVTPO guiding document, and the Public Participation Plan, a CVTPO document that outlines the process and procedure guiding public outreach, can be found on the CVTPO website at <https://www.cvtpo.org/title-vi>.

PURPOSE

To meet the requirements of 23 Code of Federal Regulations (CFR) Part 420 and 23 CFR Part 450.308(c), each CVTPO, in cooperation with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Greater Lynchburg Transit Company (GLTC), membership localities, and public stakeholders shall develop the Unified Work Program that incorporates the planning priorities of the region. This UPWP describes regional transportation planning activities that will, or are anticipated to, utilize federal funding within the CVTPO planning area for the fiscal year 2026 (July 1, 2025 – June 30, 2026). The UPWP also identifies state and local matching dollars for these Federal planning programs.

Federal MPO Transportation Planning Factors

The UPWP provides a mechanism for coordinating these activities in the region and is required for all federal funding assistance for transportation planning by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). This UPWP is published yearly and outlines planning activities and the funding required to undertake these annual efforts. Funding is provided by the Federal Highway Administration (FHWA), the Federal Transit

Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and CVTPO local funds. The CVTPO program activities are guided by advancing the then 2015, Fixing America's Surface Transportation Act (FAST Act) planning factors to be applied to all aspects of the metropolitan area planning process:

1. Support the economic vitality of the Metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. 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;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

In addition to the FHWA and the FTA, the transportation planning regulations of the FAST Act (Fixing America's Surface Transportation) and MAP-21 (Moving Ahead for Progress in the 21st Century), upheld in the current Transportation Authorization Act, Infrastructure Investment and Jobs Act (IIJA), dictate that the CVTPO's primary activities shall include the development and maintenance of a Long-Range Transportation Plan (LRTP) and a Transportation Improvement Program (TIP).

Beyond these requirements, the CVPDC/CVTPO is dedicated to enhancing our region's transportation network to support safe and efficient access for all people. Throughout the development of local and regional transportation planning, including the Long Range Transportation Plan (LRTP), Connect Central Virginia 2045, the region's LRTP, the CVTPO actively seeks feedback from a diverse range of stakeholders, including transportation planning

professionals, business community, non-profit and public organizations, and members of the public. Five (5) key planning areas— safety, pedestrian and bicycle infrastructure, roadways and bridges, transit and freight – are identified CVTPO transportation planning priorities. The UPWP tasks and deliverables strive to guide needs assessments, studies, implementation and support activities, in accordance with Federal and State planning priorities and to advance transportation needs articulated in regional and local guiding plans.

CVTPO Planning Priorities

Safety. Safety is a vital concern for the region’s transportation system. Stakeholders throughout our community indicate that their ability to move safely is of paramount concern. The planning process should prioritize safe, efficient transportation mode options to destinations for all users, including pedestrians, bicyclists, transit riders, motorists, freight delivery services, and meet the needs of all users, including those with mobility or other physical limitations, those that do not own or desire to drive a vehicle, and those from underserved and disadvantaged communities.

Pedestrian and Bicycle Infrastructure. While the region has an extensive roadway network, bike and pedestrian facilities are relatively limited. Bike and pedestrian infrastructure are crucial for increasing mobility and vitality in the CVTPO planning area. The planning process should also integrate opportunities to address housing needs, such as the integration of workforce, affordable, mixed use and transit-oriented-development, as they affect people's ability to access jobs and services. The CVTPO can coordinate with local governments and housing agencies to promote compact, walkable, and bikeable developments that may reduce reliance on single-occupancy vehicles.

Roadways & Bridges. With four counties, six towns, and an independent city, the CVPDC planning area has an extensive network of 5,077 miles of roads, with 31% lying within the Metropolitan Planning Area (MPA). The CVTPO’s focus is on regionally significant roadways, as recognized by the Virginia Department of Transportation (VDOT). The planning process should incorporate state and federal Complete Streets policies and best practices to protect vulnerable user groups, improve connectivity, and conserve capacity while considering the impact of transportation investments on the region’s housing, job access, economic development and quality of life.

Transit. Transit service is a vital transportation resource essential for many to access employment, including service sectors that are major employers (e.g., health care). Transit facilitates efficient land use by creating greater compatibility between the multimodal transportation infrastructure and its surrounding environment. Multimodal corridor studies should examine transit-oriented development, traffic calming, transit services and facilities, and bicycle and pedestrian access. The planning process should consider the impact of housing on transportation demand management, which can help reduce congestion, improve air quality, and increase access to jobs and services. Equally important, public transportation systems must be designed and maintained to accommodate the needs of all riders, including those with disabilities or limited mobility.

Freight. The efficient movement of goods within and through the region is vital to the region's economy. Freight within the CVTPO area is predominantly carried out by trucks and trains. The infrastructure that serves those modes is a primary concern for the well-being of the region's economy. The planning process should prioritize safe and efficient access to their destinations, reducing congestion and emissions in the process.

Air Quality and Congestion Management

The CVTPO strives to uphold the region's air quality standard compliance. The CVTPO addresses air quality and congestion management efforts by promoting the use of alternative modes of transportation, such as biking, walking, and public transit, as well as incentivizing rideshare programs, which aim to reduce the number of single-occupancy vehicles on the roads. Another approach is to collaborate with localities and environmental groups to advocate for the development of plans and strategies that include sustainable transportation solutions and, where appropriate nature-based infrastructure facilities. Taking into account the localities' unique needs, these can involve promoting land use and patterns that support a mix of transportation options and identifying opportunities for creating infrastructure that is prepared for and provides for the use of electric and hybrid vehicles.

As the region's population increases, the number of trips, or vehicle miles traveled, will also go up. The CVTPO will work with local governments, stakeholders, and agencies to encourage consideration of implementing smart transportation technologies into their projects. These have the potential to greatly enhance the efficiency and safety of our transportation system. Intelligent transportation and traffic management systems, as well as real-time traveler information, can help streamline traffic flow, reduce travel times, and enhance safety features. They can help minimize congestion and improve air quality. By encouraging the adoption of sustainable transportation solutions, the CVTPO strives for a more connected region that is prepared to integrate technology and best practices to support a safer and more efficient transportation network.

SECTION I - FHWA, VDOT, CVTPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description

CVTPO staff will execute program activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process in the implementation of the Fiscal Year (FY) 2025 - 2026 Unified Planning Work Program (UPWP). This task includes the execution of all required administrative functions, including accounting, personnel, contract, and office administration. The task provides for staff support to activities of the Central Virginia Transportation Planning Organization (CVTPO) through the preparation of agendas, attendance, and scheduling meetings, quarterly reports, billings minutes, and other duties, as needed, for the CVTPO board and subcommittees. These activities are geared towards facilitating the seamless functioning of office operations and providing precise financial information.

Additionally, this task includes ongoing staff training that supports the transportation program planning services, such as attendance at American Planning Association (APA) and Virginia Chapter of the American Planning Association (APA VA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Also included is funding for membership in the Virginia Association of Metropolitan Planning Organizations (VAMPO). These staff training and development opportunities help to maintain a knowledgeable and capable staff.

Products

- A year-end work summary report.

Estimated Budget: \$60,000 (FY24 Carryover)

Completion Date: June 30, 2026

Lead: CVPDC Staff

Support: VDOT, DRPT, FHWA and FTA program staff liaisons

1.02 Work Program Administration

Description

This task provides for the management of the UPWP and monitoring progress on identified activities. During this fiscal year, if an amendment to the UPWP is deemed necessary due to changes in planning priorities and/or the inclusion of new planning projects, staff will identify and detail such amendments for consideration by the CVTPO Policy Board.

This task also provides for staff coordination with localities, state and federal partners in project development and tasks for the next fiscal year UPWP. The document will consider and, where possible, incorporate suggestions from federal funding agencies, state transportation agencies, transit operating agencies, and local governments participating in the CVTPO. The approved UPWP will be distributed to the Policy Board and made available to the public on the CVTPO website (cvtpo.org).

Included in this activity, will be the mapping and/or a project Story Map that will be generated for each project that describes the project and highlights the connection of the project to the Long Range Transportation Plan, the Central Virginia Safety Action Plan, or some other regional and/or local plan document.

Products

- Maintenance/Amendments to the FY 2026 UPWP (as needed).
- Monitoring of FY2026 UPWP budget and progress on activities
- UPWP for FY 2027.

Estimated Budget: \$12,000 (FY24 Carryover)

Completion Date: June 30, 2026

Lead: CVPDC Staff

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long-Range Transportation Plan (LRTP) Update (Horizon Year 2050)

Description

This development effort is to begin updating the existing Long Range Transportation Plan (Connect Central Virginia 2045) to the new horizon year 2050. This activity will be executed through a consultant-led effort and supported by CVTPO staff. The update will include developing goals, objectives, improvements, strategies, performance measures, and prioritization efforts. The LRTP update will utilize the Lynchburg Travel Demand Model,

developed in consultation with area locality, Transportation Technical Committee (TTC), and Virginia Department of Transportation and Virginia Department of Rail and Public Transportation stakeholders to incorporate population, household, employment data changes within the CVTPO Traffic Analysis Zones (TAZ), and adopted by the CVTPO, November 21, 2024.

The CVTPO LRTP 2050 plan will be prepared according to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning requirements and the performance measures and management provisions of Moving Ahead for Progress in the 21st Century (MAP-21), upheld in the current transportation authorization act, Infrastructure Investment and Jobs Act (IIJA), and 23 CFR 450.322, or current MPO planning authorization. This task also includes actions to research, select, purchase, and maintain a web-based approach, or other suitable data technology that promotes public outreach and plan development input, serves as a final plan publishing, distributing and tracking progress mechanism. Development of the preliminary scope of work and activities began in FY25, with completion and adoption anticipated for FY26. If necessary, due to final State and Federal approval or potential regulation adjustments, project completion may move in the first quarter of FY27.

Products

- Consultant contract, including scope and completion timeline.
- Managing the review process through coordination with localities, VDOT, and consultants as required.
- A project public engagement plan, that will include a web-based project format, meetings, and print material, to ensure a broad and transparent public outreach process is used through the LRTP development and adoption process.
- Any other final products as determined by the MPO.

Budget: \$200,000 (\$197,990 FY24 Carryover + \$2,010 FY26)

Completion Date: Anticipated June 30, 2026

Lead: CVPDC Staff

Support: Technical/Planning support from consultants as needed

2.02 Transportation Improvement Program

Description

Maintaining the Central Virginia Transportation Improvement Program (TIP), preparing TIP amendments and administrative adjustments, and intergovernmental review of

transportation projects. This activity includes training and integrating any new program reporting/documentation factors.

Products

- Maintenance of current TIP.
- TIP administrative adjustments and amendments (as needed).
- Intergovernmental review of transportation projects (as needed).

Budget: \$6,000 (FY26)

Completion Date: June 30, 2026

Lead: CVPDC Staff

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (Development and Comprehensive Planning)

Description

CVPDC staff will assist localities and other area program partners on transportation-related activities on an individual or CVTPO basis to advance local transportation-related programs and projects of regional significance as identified in the Connect Central Virginia 2045 Plan, the Central Virginia Safety Action Plan, VTrans, or other local transportation planning efforts, as agreed by the CVTPO during the execution of the FY26 UPWP. This task includes but is not limited to providing transportation technical input to the CVTPO's localities transportation network planning and implementation initiatives; promoting integration of the land use and transportation planning processes in local, regional, and state initiatives; assisting with comprehensive plan updates to ensure transportation, land use, and other elements are consistent with the statewide transportation plan requirements; provide transportation planning guidance in local neighborhood planning efforts; and assist with other planning or implementation and duties as requested by VDOT, FHWA, and the CVTPO.

This task includes the development, advancement, and management of Geographic Information System (GIS) information software, to include staff training and program proficiency, and, as needed, purchase of GIS-based system programs or services that support planning evaluation and transportation analysis. Enhancement and maintenance of the CVTPO website, and the transportation component of the Central Virginia Planning District Commission's website, as well as system software evaluation and system costs, is also included within the program task.

This task provides staff support to member jurisdictions and, with VDOT and CVTPO approval, other transportation stakeholders for transportation-related grant development services, including writing, GIS mapping, and other data-related activities and services as needed.

This task provides staff flexibility to assist with short projects, program adjustments, and other initiatives, to include the use of contractual services, to assist locality partners in project development and implementation initiatives.

Products

- Develop and submit transportation-related grant applications as needed.
- Update the CVTPO website and transportation component of the CVPDC website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with federal regulations.
- Locality assistance in developing transportation priorities for the CVTPO and region.
- GIS data maintenance, analysis, and map development for transportation planning activities and grants.
- GIS system staff training, to include courses, workshops, and conferences to advance staff/program knowledge and proficiency.
- Assistance on comprehensive plan transportation elements.
- Assistance on other transportation-related matters.
- Provide leadership or support, as appropriate, to regional transportation, multimodal, land use, and connectivity initiatives, such as the regional Comprehensive Economic Development Strategy (CEDS) update and the Lynchburg Regional Business Alliance (LRBA) Transportation Group (LRTAG). As requested, the CVTPO staff may support other initiatives, including placemaking, transit and transportation demand, intercity passenger rail, air service development, and cargo-oriented development initiatives.

Budget: \$65,000 (FY26)

Completion Date: June 30, 2026

Lead: CVPDC Staff

Support: Technical/Planning support from consultants as needed

3.02 Central Virginia Multimodal Transportation Planning

Description

CVTPO staff will continue to assist localities and area program partners in support of pedestrian, bicycle, and other non-motorized transportation planning, project integration,

and implementation initiatives. The program tasks include but are not limited to providing technical input and resources to assist in facility evaluation; development, or evaluation, of prioritization strategy or tools to facilitate pedestrian and bicycle facility integration; identification for project inclusion within the Long Range Transportation Plan, TIP, or SYIP; coordination and administration oversight of federal (e.g. Safe Streets and Roads for All), state, or foundation grants where the grant focus is Complete Streets, Vision Zero, or other multimodal policy, evaluation, or implementation initiatives; and assist, as requested, local, regional, and state partners in advancing multimodal planning, evaluation and implementation programs, policy, and projects.

This project task provides for CVTPO staff, as necessary, to update, contribute to or execute dedicated bike, pedestrian, transit and other non-single-occupancy vehicle mode transportation planning initiative. It also supports managing pedestrian and bicycle use data collection initiatives to facilitate and inform multimodal planning and implementation decisions.

CVTPO staff will assist in multimodal transportation grants, including planning, facility development, and implementation. Grants such as VDOT's Transportation Alternatives Program (TAP), Department of Conservation and Recreation (DCR) Recreational Trails, FHWA Highway Safety Improvements Program (HSIP), USDOT Safe Streets and Roads for All (SS4A), and private or public foundation programs – where creating an alternative transportation corridor/facility is the activity focus – represent eligible staff grant assistance activity examples.

Included in this program task is the provision for staff participation in initiatives to advance pedestrian and bicycle safety, awareness, and use promotion. Included within this activity is participation in the Association of Pedestrian and Bicycle Professionals (APBP), League of American Bicyclists, Pedestrian and Bicycle Information Center (PBIC), and other webinar series – to serve as a learning and information tool for local planners, locality staff, and the public.

This task also involves researching and evaluating opportunities to create pedestrian-friendly, safe, and community-driven multimodal corridor programs and projects within local and VDOT-maintained right-of-way.

Finally, this task provides for the current trail, sidewalks, parks, and river access data collection and locality stakeholder communication for the first phase of an update to the Region 2000 Greenways, Blueways, and Trails Plan, last updated in 2012.

Products

- User-friendly and maintained multimodal and active transportation component of the CVTPO/CVPDC website and social media channels.

- Support and increase application development and submittal of pedestrian, bicycle, transit, and other multi-modal transportation applications.
- Better pedestrian, bicycle, transit, and multimodal integration within land use, transportation, housing, and community development programs, planning, and implementation initiatives.
- Grant administration and guidance to multimodal and safe streets, complete streets grant and program initiatives.
- Summary of participation activities, results, and liaison activities presented to TTC, CVTPO, and other area agencies, organizations, and stakeholders.
- Webinar and other public engagement efforts will result in more informed and engaged stakeholders. This can help support and expand bike, pedestrian, and other multimodal planning and facility development initiatives.

Budget: \$40,000 (FY26)

Completion Date: June 30, 2026

Lead: CVPDC Staff

Support: Technical/Planning support from consultants as needed

3.03 Consultant Support

Description

Consultant support may be needed to execute studies or project costs estimates to advance projects, as approved by the Policy Board. Studies or project support may, depending on the scope, be conducted by a firm under the PDC/TPO on-call firm, or through an individually executed scoping/bidding process. Staff may contract multiple consultants to optimize funding or utilize specific expertise. Consultant agreements will include provisions for products to be presented for the project.

Product

Summary and documentation of study or project support, if any.

Budget: \$20,000 (FY26)

Completion Date: June 30, 2026

Lead: CVPDC Staff

3.04 Staff Coordination for Consultant Support Projects

Description

CVTPO staff will assist project consultant(s) in project execution of VDOT, FHWA, USDOT funded projects, including participation in project management meetings, oversight of public outreach and involvement activities, including surveys, website updates, and public meeting planning, documentation, and marketing; coordination with funding agencies to ensure proper documentation; and assistance in final product dissemination to project partners and stakeholders. Projects for staff support include the Long Range Transportation Plan (LRTP) Update, the USDOT Safe Streets for All Planning Grant to develop the Comprehensive Safety Action Plan, and the USDOT Thriving Communities Program, which incorporates all of the CVTPO planning area.

Product

Summary and documentation of all staff activity in support of consultant-funded projects.

Budget: \$36,000 (FY26)

Completion Date: June 30, 2026

Lead: CVPDC Staff

3.05 Public Participation and Outreach**Description**

Ongoing public consultation and public participation to guide public input in transportation planning. The CVTPO planning program and project execution has been developed to encourage stakeholder participation and, where applicable, eliminate barriers that may discourage or limit participation by individuals, as a result of physical limitations, location access, or limited English proficiency, or any other factor, from participating in transportation planning, program or project initiative. The CVTPO staff will strive to establish public information and program participation methods that support participation by all individuals, including minorities, disabled, persons with limited English proficiency, or any other federally protected groups, and as needed and appropriate, establish targeted participation practices tailored to stakeholder needs. Staff will execute a Four Factor Analysis, an evaluation methodology as outlined in the *CVPDC Title VI Implementation Plan*, to evaluate the need for program translation, interpretation, or other targeted outreach processes. Utilization of Census data, or similar data tools, to evaluate and guide public outreach and communication strategies will be employed. Each project will include a tailored outreach and public communication and participation plan, tailored to the unique needs on the project and/or program.

CVTPO staff will report, as required, to all Federal and State agencies regarding Title VI and program public participation activities and practices.

Products

- Maintained CVPTO website.
- Summary of Four Factor Analysis on program and project activities.
- Documentation of program and project outreach and public participation activities.

Budget: \$12,000 (FY26)

Completion Date: June 30, 2026

Lead: CVPDC Staff

Section I – FY2026 Rollover

The CVPDC anticipates the reallocation of a portion of the FY2026 funds towards the execution of future planning or program initiatives, developed in coordination with locality, state, and CVTPO partners and as identified as priority initiatives in adopted local or regional plans.

Budget: \$163,242.00 (FY26)

Completion Date: June 30, 2027

SECTION II – FTA, VDRPT, CVTPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description

CVTPO Staff will participate in program management and operation of continuing, comprehensive, and coordinated (3-C) planning process activities. The primary objectives are to implement the FY 2026 UPWP throughout the fiscal year; execute all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVTPO through the preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties, as needed, for the CVTPO board and subcommittees.

This task provides for the execution of any necessary amendments and for preparation for the following year's UPWP. Additionally, this task includes staff participation in GLTC Board meetings, GLTC committee meetings, and additional community stakeholder meetings (e.g., Centra Health Community Health Initiative) where coordination advances identified safety, system access, and/or multimodal transportation initiatives that support transit access. This activity includes all Federal and State program coordination and program reporting.

Product

- Efficient office operation
- Accurate financial information
- Preparation of quarterly reports and billing, and the various direct and indirect supporting roles to the CVTPO
- Amendments to current and preparation of future UPWP.

Budget: \$44,000

Completion Date: June 30, 2026

Lead: CVPDC Staff

44.22.00 General Development and Comprehensive Planning

Description

This program task provides ongoing transportation planning support services for GLTC, the CVTPO service area, and transit planning and small system in the CVPDC area. This task supports staff, as requested, to assist in data gathering, analysis and planning efforts for regional transit agencies and programs. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users and improve the integration and connectivity of the

transportation network. Finally, project activities are developed to support GLTC efficient system operation and management.

Included within this program task is continued support to the comprehensive multimodal plan within the City of Lynchburg. This project element is executed through a consultant-led effort and supported by CVTPO staff and is a data and stakeholder-driven planning process to improve and expand an interconnected transportation network providing safe access by all users – transit, pedestrian, bicycle, vehicular – to city resources. The multimodal plan will include programs, policy and partner recommendations to support a robust multimodal network.

Tasks

1. Maintain a current database of GLTC stops and routes.
2. Support implementation of GLTC's Transit Strategic Plan (FY2019-2028). Initiatives include assisting GLTC with any examinations of existing transit services, reviewing funding sources, and assisting in public stakeholder engagement and other activities, as needed, that contribute to the implementation of the GLTC Strategic Plan and articulated program goals. This action may include transit route analysis for modified or expanded transit services and changes in the route schedule.
3. Continued CVTPO staff assistance and guidance to the comprehensive multimodal plan to evaluate existing resources (GIS layers), consider socio-economic, demographic, and socio-economic factors, bike and pedestrian first and last mile connectivity, route, and primary destination factors. This action will provide the data and supporting program funding foundation to guide short- and long-term infrastructure, program, and service efficiency actions. This action includes assistance, as needed, in additional grants, policy, programming, or implementation projects that are identified or arise as a project of the multimodal planning effort. This action will result in a planning document to facilitate future actions and directly support the GLTC Transit Strategic Plan (FY2019 – 2028). This activity includes stakeholder meeting coordination and public outreach program execution in coordination with the project consultant.
4. Support ADA (Americans with Disabilities Act) Bus Stop accessibility improvements, with a focus on the most heavily use stops. CVTPO staff will work closely with program stakeholders and data evaluation (e.g., bus stop boarding/alighting) to guide system improvements.
5. Assist GLTC in ridership origin and destination analysis. This effort will serve to assist GLTC in learning where their passengers start and end destinations; the evaluation of sidewalk, bike, and other modal access improvement decisions; provide an understanding of those areas outside of the route/stop areas where service needs that

- could be improved with route adjustments; and provide planning information for future service route considerations and route adjustments. CVTPO staff, in coordination with GLTC staff and stakeholders, will assist in pulling, evaluating, and presenting information in a report format.
6. As requested, assist GLTC in developing and executing rider surveys to help with routes and new technology existing riders use. This effort includes coordinating with the Central Virginia Commuter Services, the CVPDC Commuter Assistance Program (CAP), to evaluate the effectiveness of route and system marketing campaigns through surveys and stakeholder communication.
 7. General Transit Planning: CVPDC staff will, as needed, incorporate transit components into other agency and Work Program studies and plans and support urban transit service planning and any rural area or other agency, including park and ride or other commuter assistance program activities.
 8. This effort will provide for CVTPO staff to coordinate with GLTC and Lynchburg City staff with a land use, transit-oriented redevelopment planning process along 12th Street, Church Street to Kemper, and Kemper, 12th Street to Kemper Street Station. This foundational transit-oriented development plan will consider reusing this essential GLTC transit route corridor. Staff guides the grant administration, program documentation, public outreach, and federal program documentation the USDOT Thriving Communities Program grant award.
 9. Execute a *GLTC Bus Stop Inventory and Facility Recommendation Plan*. The project effort will evaluate the existing condition and facility amenities, to include right-of-way information, surface material/condition, and shelter existence. The inventory will be GIS-based and will incorporate DRPT-recommended evaluation methodologies. In the review of facility condition, the evaluation of right-of-way, necessary approvals, and evaluation metric to guide future shelter and other stop amenities will be included in the Stop Facility Recommendation Plan.
 10. Execute a *Timberlake GLTC Service Expansion Assessment*. This project will be executed in partnership with GLTC, Campbell County staff, Timberlake businesses, and the public to evaluate the interest and need for public transit service expansion along Timberlake Road. The project will include execution of business and public survey(s) and public input and business meetings. The project will also include the next steps and execution and feasibility funding opportunities.

Products

- A current database of GLTC routes, microtransit area, and stop information will be sent to the City of Lynchburg's GIS department at least yearly.

- An up-to-date bus stop database will be maintained by CVTPO staff.
- A multi-modal connectivity network document that will identify short-term and long-term first and last-mile recommendations, including ADA accessibility stop improvements. Efforts may include programmatic recommendations to improve rider experience and choice rider promotion efforts.
- Execution of data analysis, surveys, applications, and planning reports for GLTC as requested.
- Development of the GLTC Bus Stop Inventory and Facility Recommendation Plan, a summary document and GIS-mapping of stop facilities and facility improvement rating and expansion recommendations.
- Development of the *Timberlake GLTC Service Expansion Assessment* that will summarize findings on the need and interest for transit service expansion into Campbell County along Timberlake and, with interest and commitment findings, recommendations for next step, feasibility and funding study opportunities.

Budget: \$186,090 (FY24 \$27,480, FY25 \$144,450, FY26 \$14,160)

- \$95,600 Consultant (FY24 \$27,480, FY25 \$68,120)
- \$90,490 Staff (FY25 \$76,330, FY26 \$14,160)

Completion Date: Ongoing through December 31, 2026

Lead: CVPDC Staff

44.23.01 Long Range Transportation Plan Update

Description

The CVTPO will continue the CVLRTP Year 2050 update process. Integral to the LRTP update will be integration of identified GLTC program and project priorities to advance multimodal network improvements that support safe and efficient system access and new technology utilization to advance efficient system improvements. This section also includes execution of any adjustments of the CVLRTP - Year 2045 updates as requested.

Products

- Provide public assistance and information and prepare for any necessary updates of the CVLRTP 2045 and provides foundation for CVLRTP 2050 update.

Budget: \$12,638 (FY25 \$6,500 + FY26 \$6,138)

Completion Date: June 30, 2026

Lead: CVPDC Staff

44.25.00 Transportation Improvement Program

Description

Maintain the Central Virginia Transportation Improvement Program (TIP), to include preparation of TIP amendments, and transportation project intergovernmental review efforts. The activity includes integrating transit-related projects and programs - including bicycle and pedestrian facilities providing transit service access – are included within TIP. The TIP program supports the economic vitality within the metropolitan area by enabling productivity and efficiency.

Products

- A maintained and available for public review an approved CVTIP.
- Execution of TIP amendments and administrative adjustments.
- Intergovernmental review of transportation projects.

Budget: \$8,000 (FY25 \$4,000 + FY26 \$4,000)

Completion Date: , 2026

Lead: CVPDC Staff

Section II – FY2026 Rollover

The CVPDC anticipates the reallocation of a portion of the FY2026 funds towards the execution of future planning or program initiatives, developed in coordination with locality, state, and CVTPO partners and as identified as priority initiatives in adopted local or regional plans. Remaining funds will rollover to FY27 UPWP.

Budget: \$88,884 (FY26 General Development & Comprehensive Planning)

Completion Date: June 30, 2027

FY26 CVTPO Unified Planning Work Program (UPWP) Budget

Proposed Expenditures

CVTPO Program Expenditures	FHWA/FTA	STATE	LOCAL	TOTAL
SECTION I - FHWA & VDOT ACTIVITIES				
1.00 Administration				
1.01 General Admin & Operations	\$48,000	\$6,000	\$6,000	\$60,000
1.02 Work Program Administration	\$9,600	\$1,200	\$1,200	\$12,000
Subtotal	\$57,600.	\$7,200	\$7,200	\$72,000
2.00 Long Range Planning				
2.01 Long Range Transportation Plan (CVL RTP)	\$160,000	\$20,000	\$20,000	\$200,000
2.02 Transportation Improvement Program (CVTIP)	\$4,800	\$600	\$600	\$6,000
Subtotal	\$164,800	\$20,600	\$20,600	\$206,000
3.00 Technical Assistance				
3.01 General Technical Assistance	\$52,000	\$6,500	\$6,500	\$65,000
3.02 Multimodal Transportation Planning	\$32,000	\$4,000	\$4,000	\$40,000
3.03 Consultant Support	\$16,000	\$2,000	\$2,000	\$20,000
3.04 Consultant Studies Support (staff)	\$28,80	\$3,600	\$3,600	\$36,000
3.05 Public Participation and Outreach	\$9,600	\$1,200	\$1,200	\$12,000
Subtotal	\$138,400	\$17,300	\$17,300	\$173,000
FY26 Direct FY28 Carryover	\$130,594	\$16,324	\$16,324	\$163,242
SECTION I TOTAL *	\$491,394	\$61,424	\$61,424	\$614,242
SECTION II - FTA & DRPT ACTIVITIES				
44.21.00 Program Support & Administration	\$35,200	\$4,400	\$4,400	\$44,000
44.22.00 General Dev. & Comprehensive Planning	\$11,328	\$1,416	\$1,416	\$14,160
44.23.01 Long Range Transportation Plan (CVL RTP)	\$4910	\$614	\$614	\$6,138
44.25.00 Transportation Improvement Pgm (CVTIP)	\$3,200	\$400	\$400	\$4,000
FY26 anticipated FY27 rollover	\$71,108	\$8,888	\$8,888	\$88,884
FY26 (estimate of FY26 allocation) **	\$125,746	\$15,718	\$15,718	\$157,182
Section II – FTA & DRPT FY24 Rollover*				
44.22.General Dev. & Comprehensive Planning	\$21,984	\$2,748	\$2,748	\$27,480
FY24***	\$21,984	\$2,748	\$2,748	\$27,480
Section II - FTA & DRPT FY25 Rollover				
44.22.00 General Dev. & Comprehensive Planning	\$115,560	\$14,445	\$14,445	\$144,450
44.23.01 Long Range Transportation Plan (CVL RTP)	\$5,200	\$650	\$650	\$6,500
44.25.00 Transportation Improvement Pgm (CVTIP)	\$3,200	\$400	\$400	\$4,000
FY25 Subtotal	\$123,960	\$15,495	\$15,495	\$154,950
SECTION II TOTAL	\$261,646	\$32,706	\$32,706	\$327,058
FY26 UPWP PROGRAM TOTAL	\$763,084	\$95,385	\$95,385	\$953,854

* FHWA/VDOT FY26 includes FY24 \$269,990 carryover funds and FY26 344,252 (\$275,402 Federal, \$34,425 State & Local)

** FTA/DRPT FY26 budget is based on the \$157,182.37 allocation (\$125,745.90 Federal, \$15,718.24 State and Local)

***FTA/DRPT FY24 rollover amount is an estimate and may change according to task completion dates.

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