

DRAFT

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2027

Scope of Work
for the
Central Virginia Transportation Planning Organization
(July 1, 2026 – June 30, 2027)



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Transportation Technical Committee (TTC) Recommendation
Approved

CVTPO Policy Board Adoption
Adopted



This UPWP was prepared for the Central Virginia Transportation Planning Organization (CVTPO) by the Central Virginia Planning District Commission (CVPDC) staff, in consultation with Technical Committee (TTC), CVTPO member locality staff and stakeholders, the Greater Lynchburg Transit Company (GLTC), the Lynchburg Regional Airport, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the CVTPO.

This document was prepared by CVTPO staff through program funding provided by VDOT, DRPT, FHWA, and FTA.

The CVPDC and CVTPO complies with Title VI of the Civil Rights Act of 1964 in the execution of all programs and projects. As articulated in the *CVPDC Title VI Implementation Plan*, available at <https://www.cvtpo.org/plans-projects/title-vi>, articulates the adopted measures to advance nondiscrimination in program communication, public participation, planning and programming, consultant contracts, and education and training through CVPDC and CVTPO. Contact the CVPDC Public Engagement Manager at (434) 845-3491 to learn more, including how to submit a complaint or comment.

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INTRODUCTION

Purpose of the Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is an annual plan that defines the region's transportation planning processes, programs, and priorities. The UPWP identifies the work activities to be undertaken by the Central Virginia Transportation Planning Organization (CVTPO) within the fiscal year 2027 (July 1, 2026 – June 30, 2027), in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), the Greater Lynchburg Transit Company (GLTC), membership localities, and public stakeholders. The plan is required as a basis and condition for federal funding assistance and identifies state and local matching dollars.

The UPWP allows the CVTPO to participate and meet national requirements of conducting a Continuing, Cooperative, and Comprehensive transportation planning process – the 3-C Process – that results in multimodal plans and programs that support community development and social goals. 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 FHWA and FTA.

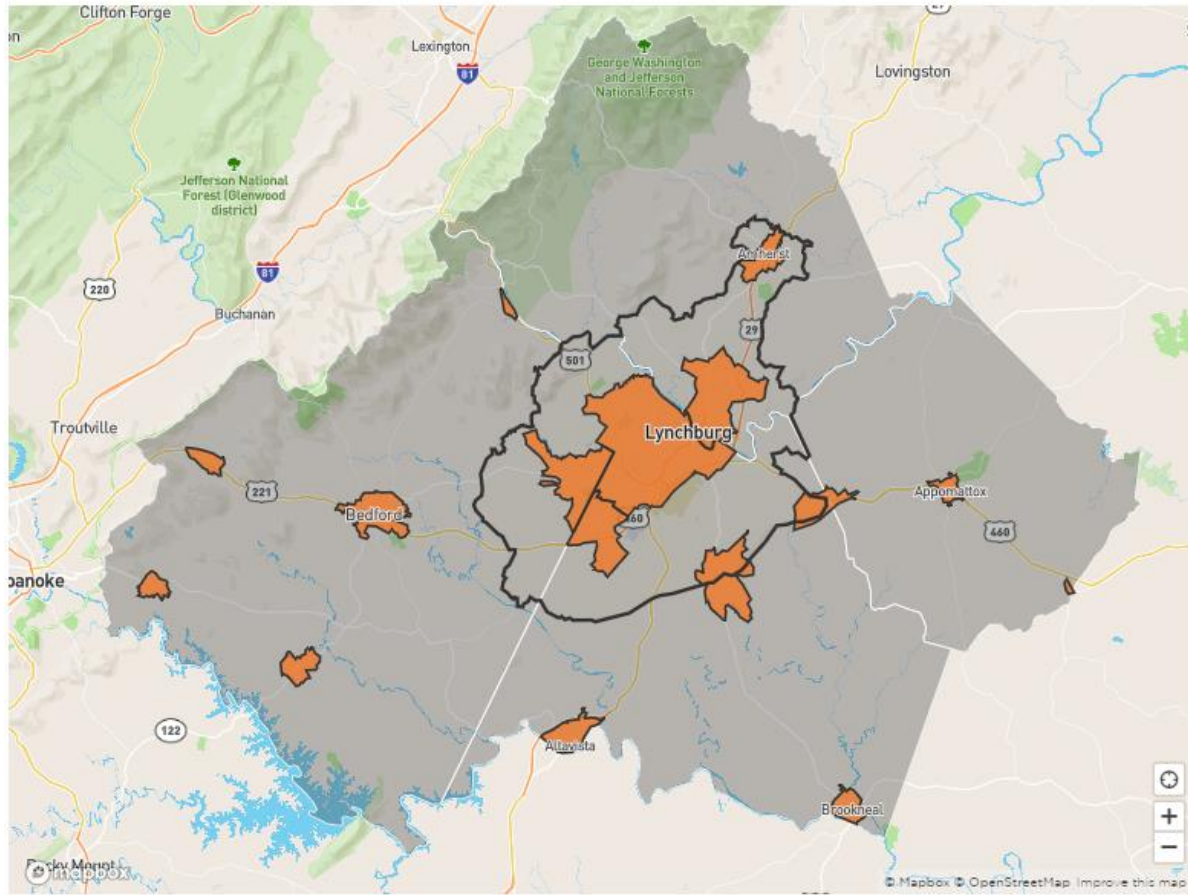
The CVTPO is dedicated to enhancing our region's transportation network to support safe and efficient access for all people. Throughout the development of local and regional transportation planning, the CVTPO actively seeks feedback from a diverse range of stakeholders, including transportation planning professionals, the business community, non-profit and public organizations, and members of the public. 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.

Central Virginia Transportation Planning Organization

The Central Virginia Transportation Planning Organization (CVTPO) is the federally mandated Metropolitan Planning Organization (MPO) for the Central Virginia urbanized area. The CVTPO is responsible for creating and maintaining a forum for a cooperative, continuing, and comprehensive regional planning process (3-C).

The CVTPO area includes the City of Lynchburg, the Town of Amherst, and portions of Amherst, Bedford, and Campbell Counties that are urban or are anticipated to become urbanized within a 20 year forecast period. The map below shows the boundary of the CVTPO planning area.

CVTPO Boundaries and Communities



CVTPO Policy Board is the key decision-making board consisting of the following members:

- an elected official from each represented locality
- an appointed official from each represented locality
- 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.

Locality members select local and state agency staff with technical knowledge of multi-modal transportation matters to serve on the Technical Transportation Committee (TTC). They may include representatives from each locality, and as warranted, representatives from interest groups and local citizens.

CVTPO Planning Priorities

Safety. Safety is a vital concern for the region's transportation system. The planning process should prioritize safe, efficient transportation options for all users, including pedestrians, bicyclists, transit riders, motorists, freight delivery services; and should meet the needs of all users, including those with mobility or other physical limitations, those who 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 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). As the region's urban area transit provider, the Greater Lynchburg Transit Company (GLTC) 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 integrate housing needs, 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 local and environmental groups to develop infrastructure ready to support sustainable, alternative transportation.

As the region's population increases the number of trips, or vehicle miles travelled, will also grow. 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.

Public Participation Plan and Title VI Plan

The Public Participation Plan contains guidelines for outreach strategies used by the CVTPO. Federal regulation requires that designated MPOs establish a plan by which public stakeholders and interested parties may have reasonable opportunities to engage and comment on transportation planning programs and projects.

The Title VI Implementation Plan provides an overview of Environmental Justice and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how each is incorporated into the metropolitan transportation planning process.

The CVTPO executes programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. The Title IV Plan and the Public Participation Plan can be found on the CVTPO website at <https://www.cvtpo.org/title-vi>.

Funding

Funding for the CVTPO urban area program activities are provided through two primary funding sources, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). FHWA funding, or PL funding, is administered through VDOT, and FTA Section 5303, those metropolitan and state planning program funds, administered through VDRPT. The CVTPO utilizes the federal fund, accounting for 80% of the program budget, and state and local match funds, each accounting for 10% of the program budget, to execute CVTPO program and project activities, that include CVTPO staffing and 3-C process execution.

The CVTPO FY2027 Work Program proposed budget is presented in the following tables. Table 1 summarizes the FY27 budget according to federal, state, and local funding sources. Table 2 outlines the anticipated expenditure of the FY27 budget according to tasks, which are detailed in the FY27 Unified Planning Work Program by Task section, beginning on page 9 of this document.

Table 1. FY2027 Work Program Budget - Funding Sources				
Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY 27 PL - FHWA/VDOT Funding	\$261,997.03	\$32,749.63	\$32,749.63	\$327,496.29
FY 25 PL Carryover - FHWA/VDOT	\$231,146.70	\$28,893.34	\$28,893.34	\$288,933.38
FY27 FHWA/VDOT Total	\$493,143.73	\$61,642.97	\$61,642.97	\$616,429.67
FY 27 FTA/DRPT 5303 Funding	\$129,280.00	\$16,160.00	\$16,160.00	\$161,600.00
FY 26 FTA/DRPT 5303 Carryover	\$125,745.89	\$15,718.24	\$15,718.24	\$157,182.37
FY 25 FTA/DRPT 5303 Carryover	\$32,009.80	\$4,001.22	\$4,001.22	\$40,012.24
FY27 FTA/DRPT 5303 Total*	\$287,035.69	\$35,879.46	\$35,879.46	\$358,794.61
TOTAL FY27 WORK PROGRAM BUDGET	\$780,179.42	\$97,522.43	\$97,522.43	\$975,224.28
*Based on anticipated remaining FY25 5303 program funds				

Table 2: FY2027 Work Program Budget - Funding By Task

	FEDERAL	STATE	LOCAL	TOTAL
SECTION I - FHWA & VDOT ACTIVITIES				
1.00 Administration				
1.01 General Admin & Operations	\$48,000.00	\$6,000.00	\$6,000.00	\$60,000.00
1.02 Work Program Administration	\$9,600.00	\$1,200.00	\$1,200.00	\$12,000.00
Subtotal	\$57,600.00	\$7,200.00	\$7,200.00	\$72,000.00
2.00 Long Range Planning				
2.01 Long Range Transportation Plan (CVL RTP)	\$160,000.00	\$20,000.00	\$20,000.00	\$200,000.00
2.02 Transportation Improvement Program (CV TIP)	\$8,000.00	\$1,000.00	\$1,000.00	\$10,000.00
Subtotal	\$168,000.00	\$21,000.00	\$21,000.00	\$210,000.00
3.00 Technical Assistance				
3.01 General Technical Assistance	\$52,000.00	\$6,500.00	\$6,500.00	\$65,000.00
3.02 Multimodal Transportation Planning	\$44,000.00	\$5,500.00	\$5,500.00	\$55,000.00
3.03 Consultant Support	\$28,800.00	\$3,600.00	\$3,600.00	\$36,000.00
3.04 Consultant Studies Support (staff)	\$24,000.00	\$3,000.00	\$3,000.00	\$30,000.00
3.05 Public Participation and Outreach	\$32,000.00	\$4,000.00	\$4,000.00	\$40,000.00
Subtotal	\$180,800.00	\$22,600.00	\$22,600.00	\$226,000.00
FY27 anticipated FY29 carryover	\$86,743.73	\$10,842.97	\$10,842.97	\$108,429.67
SECTION I TOTAL*	\$493,143.73	\$61,642.97	\$61,642.97	\$616,429.67
SECTION II - FTA & DRPT ACTIVITIES				
Section II - FTA & DRPT FY27				
44.21.00 Program Support & Administration	\$36,800.00	\$4,600.00	\$4,600.00	\$46,000.00
44.22.00 General Dev. & Comprehensive Planning	\$21,844.36	\$2,730.54	\$2,730.54	\$27,305.44
44.23.01 Long Range Transportation Plan (CVL RTP)	\$4,000.00	\$500.00	\$500.00	\$5,000.00
44.25.00 Transportation Improvement Pgm (CV TIP)	\$3,600.00	\$450.00	\$450.00	\$4,500.00
FY27 anticipated FY28 carryover	\$63,035.64	\$7,879.46	\$7,879.46	\$78,794.56
FY27 **	\$123,960.08	\$15,495.01	\$15,495.01	\$161,600.00
Section II – FTA & DRPT FY25 Carryover*				
44.22.General Dev. & Comprehensive Planning	\$32,009.80	\$4,001.22	\$4,001.22	\$40,012.24
FY25***	\$32,009.80	\$4,001.22	\$4,001.22	\$40,012.24
Section II - FTA & DRPT FY26 Carryover				
44.22.00 General Dev. & Comprehensive Planning	\$106,145.89	\$13,268.24	\$13,268.24	\$132,682.37
44.23.01 Long Range Transportation Plan (CVL RTP)	\$16,000.00	\$2,000.00	\$2,000.00	\$20,000.00
44.25.00 Transportation Improvement Pgm (CV TIP)	\$3,600.00	\$450.00	\$450.00	\$4,500.00
FY26 Subtotal	\$125,745.89	\$15,718.24	\$15,718.24	\$157,182.37
SECTION II TOTAL	\$281,715.77	\$35,214.47	\$35,214.47	\$358,794.61
Total FY27 Work Program Budget	\$774,859.50	\$96,857.44	\$96,857.44	\$975,224.28

*Section I FY27 FHWA/VDOT Budget includes FY25 \$288,933.38 carryover + FY27 \$327,496.29 allocation budget

** Section II FY27 FTA/DRPT 5303 Budget includes FY25 anticipated \$40,012.24 carryover + FY26 \$157,182.37 carryover + FY27 \$161,600 allocation

FY27 Unified Planning Work Program by Task

This section of the Work Program outlines the specific activities that will be undertaken by CVTPO staff or consultants according to funding sources, as presented in Table 1, and action tasks, as summarized in Table 2. Section I presents those tasks funded through FHWA, VDOT dollars and Section II presents those initiatives that will be funded through FTA and DRPT. As can be expected in managing integrated and coordinated transportation planning, while task and funding is shown according to funding program, there are task/activity descriptions that are seen in both Section I and Section II.

SECTION I - FHWA, VDOT, CVTPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Purpose: Program activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process in the implementation of the FY2027 Unified Planning Work Program (UPWP).

Activity Description: Program task includes the execution of all required administrative functions, including accounting, personnel, contract, and office administration. The task provides 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 and program capacity development 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, for the sole purpose of transportation planning support to the CVTPO area. This task also provides funding for membership of the Virginia Association of Metropolitan Planning Organizations (VAMPO). These staff training and development opportunities help to maintain a knowledgeable and capable staff.

Deliverable Products: The primary result of this task is well-functioning urban transportation planning program with documentation that responds to local, state, and federal partner requirements. Completion products include:

- Preparation and documentation, through agendas, notices, minutes and other attendance activity confirmation, of CVTPO and TTC staff program activities.

- Maintenance of CVTPO website to reflect current program and project documentation, as required by VDOT and FHWA, and that reflects CVTPO regional priorities.
- Submittal of required quarterly and year-end financial and work program reports.

Budget: \$60,000 (FY25 Carryover)

Completion Date: June 30, 2027

1.02 Work Program Administration

Purpose: This task provides for the management of the FY2027 UPWP and monitoring progress on identified work activities. This task also provides for the development and approval of the next fiscal year UPWP.

Activity Description: Monitoring of UPWP program activities and, where necessary due to changes in planning priorities and/or the inclusion of new planning projects, execute amendments for approval by the state and federal partners and 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).

Deliverable Products: The result of this program task is a monitored and maintained UPWP. Completion products include:

- Location of FY2027 UPWP on the CVTPO website.
- Monitoring of execution of program activities and execution of FY2027 UPWP amendments.
- Development, review and adoption of the FY2028 UPWP.

Budget: \$ 12,000 (FY25 Carryover)

Completion Date: June 30, 2028

2.0 LONG RANGE TRANSPORTATION PLANNING

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

Purpose: Development of the Central Virginia Long Range Transportation Plan (LRTP), or Connect Central Virginia 2050, for the CVTPO planning region is required by FHWA. The LRTP identifies the long range transportation system vision and goals, identifies needs/infrastructure improvements, and articulates a prioritization methodology to implement projects based on anticipated funding, or a funding constrained project list,

and vision projects to guide a transportation network that is safe, efficient, supports economic vitality, and supports the transportation access needs of the urban region. 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.

Activity Description: This task provides for the completion of the consultant-led effort, that began in the FY2026 UPWP. Activities include development of goals, objectives, improvements, strategies, performance measures, and prioritization methodology by which to identify and finalize priority, or financially constrained projects, and vision projects and programs. The LRTP update process 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.

This task also includes all activities necessary, to include the purchase and maintenance of a web-based approach, or other suitable data technology, to advance a robust public outreach and engagement, as a key LRTP development activity and plan product. This task also provides for cost associated with plan publishing, distribution (printed and web-based), and progress tracking.

Deliverable Products:

- Completion of the CVTPO Long Range Transportation Plan (LRTP), Connect Central Virginia 2050, that was:
 - Developed in consultation with local, regional, and federal transportation partners.
 - Executed through and provides documentation of a robust public engagement process that included broad and transparent engagement process that supported participation and inclusion of all CVTPO area residents, businesses, and persons that travel to and through the CVTPO planning area.
 - Approved by VDOT, FHWA, DRPT, FTA.
 - Adopted by the CVTPO.

Budget: \$200,000 (FY25 Carryover)

Completion Date: June 30, 2027

2.02 Transportation Improvement Program

Purpose: Maintain the Central Virginia Transportation Improvement Program (CVTIP) to ensure accurate account of all CVTPO projects receiving federal funds and to ensure coordination with the Statewide Transportation Improvement Program (STIP)

Activity Description: Execute as necessary amendments and administrative adjustments, and intergovernmental review of transportation projects receiving federal funds in the CVTPO area. This activity also includes any training and integration of new state or federal program reporting/documentation factors.

Deliverable Products: The task ensures execution the current CVTIP according to federal and state guidelines and in accordance with the STIP. Completion products include:

- Access to the most recent adopted CVTIP on the CVTPO website.
- Execution of and documentation of CVTIP amendments, to include public notices, and administrative adjustments.
- Execution and documentation of transportation project Intergovernmental Reviews.

Budget: \$10,000 (FY25 Carryover)

Completion Date: June 30, 2027

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (Development and Comprehensive Planning)

Purpose: To assist localities, VDOT, and other partners on transportation-related activities to advance CVTPO area programs and projects of regional significance as identified in the CVTPO Long Range Transportation Plan (LRPT), Central Virginia Safety Action Plan (CVSAP), VTrans, or other local plans, as agreed by the CVTPO during the execution of the FY27 UPWP. This task also promotes coordination and integration of land use and transportation planning principles that support and reflect local, regional, state, and federal planning goals and planning requirements.

Activity Description: This task includes activities by CVTPO staff, and as needed consultants, to advance localities, VDOT and other partners on transportation-related activities. Included in this task is program flexibility, with VDOT and CVTPO approval, for CVTPO staff or through contractual services, to assist in or advance projects, program adjustments, and other initiatives to assist local partners in project development and implementation initiatives. Task undertaken include, but not limited to:

- Provide planning and project development technical assistance to local, regional, and state transportation projects, including Pipeline, STARS, and other VDOT

planning studies, as requested; to include recommendation development and public outreach support.

- Assist with transportation planning grants including SMART SCALE, Highway Safety Improvement Program (HSIP), Revenue Sharing and Federal Program grants (e.g. Safe Streets and Roads for All) as requested by program partners. This task includes any research, plan and grant development necessary to support grant application efforts.
- Coordinate with VDOT, FHWA and stakeholder in meeting and reporting transportation performance measure goals.
- Develop, as requested, comment and review transportation chapter of comprehensive plans.
- Support identification of Travel Demand Management (TDM) tools and strategies, including coordinated partnership and promotion of Central Virginia Commuter Services (CVCS), to accommodate evaluation of future park and ride, ridesharing, carpools, rural transit service, and participation/support of DRPT statewide transportation services (e.g. Virginia Breeze).
- Support coordination and integration of the 2026 Coordinated Human Services Mobility (CHSM) Plan, to include FTA Section 5310 programs, to advance transportation access needs and planning.
- Manage, compile available land use, transportation, and other relevant Geographic Information System (GIS) attribute data from CVTPO localities, regional and state organizations, as needed, to advance transportation planning and project development. This activity includes initiatives and coordination with VDOT-TMPD, OIPI, and other pertinent regional, state and federal GIS programs and training. Included is staff GIS training, to include courses, workshops, and conferences to advance staff/program knowledge and proficiency, and as needed, purchase of GIS-based system programs or services that support planning evaluation and transportation analysis and enhancement to CVTPO website to accommodate GIS-system public information on the CVTPO website is also included within this task.
- Coordinate with local, regional and state stakeholders to develop and articulate CVTPO area transportation priorities.
- Assist in other transportation planning or implementation duties as requested by CVTPO localities, VDOT, and FHWA.
- Provide leadership or support, as appropriate, to regional transportation, multimodal, land use, housing and connectivity initiatives, such as the regional Comprehensive Economic Development Strategy (CEDS) to ensure the region's transportation network is an integral component in regional planning, placemaking, and economic development planning efforts.

Deliverable Products:

- Support local and VDOT staff (local, regional, state) in executing transportation planning and project execution that supports identified safety, congestion, freight, and multimodal priority projects.

- Execution of CVTPO area Project Pipeline, STARS, or transportation grant applications that advance transportation planning/projects as identified in the LRTP, local plans, and VTrans.
- Award of state, federal, local, and regional funds, through integration within CVTIP, STIP, and USDOT discretionary program award, to advance identified priority projects.

Budget: \$65,000 (\$6,934 FY25 Carryover + \$58,066 FY27)

Completion Date: June 30, 2027

3.02 Central Virginia Multimodal Transportation Planning

Purpose: Support pedestrian, bicycle, and other multimodal transportation planning, project integration, and facility implementation to support a connected and comprehensive transportation network.

Activity Description: This project task provides CVTPO staff, and needed consultants, to execute program and project initiatives that advance multimodal system and connectivity planning and project implementation. Task undertaken includes, but not limited to:

- Assist with pedestrian, bicycle, trail and other multimodal facility data collection initiatives to facilitate and inform multimodal planning and implementation decisions. Activity includes providing annual Active Transportation Facilities Tracking data to document active transportation facilities and/or accommodation developed in the CVTPO study area for inclusion in the VDOT statewide facilities inventory.
- Provide technical input and resources, to include webinars, meetings, workshops, or other training/educational opportunities, to assist in facility evaluation support to localities, businesses, organizations.
- Development, or evaluation, of strategy tools to facilitate pedestrian and bicycle facility integration in land use, transportation, and community decision processes.
- Provide program support to localities, VDOT, DRPT, businesses and local stakeholders to share information about local, state, federal, non-profit/foundation programs, funding opportunities, and education opportunities focused on advancing multimodal policy, programs, or implementation.
- Coordinate, develop, assist, or 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.
- Assist in multimodal transportation grants, including planning, facility development and implementation, to include but not limited to, VDOT's

Transportation Alternatives Program (TAP), Highway Safety Improvements Program (HSIP), Revenue Sharing, or SMART SCALE programs, Department of Conservation and Recreation (DCR) Recreational Trails, USDOT Safe Streets and Roads for All (SS4A), or and private or public foundation programs – where creating an alternative transportation corridor/facility is the activity focus.

- Provides the provision for CVTPO staff membership participation in the Association of Pedestrian and Bicycle Professionals (APBP), League of American Bicyclists, Pedestrian and Bicycle Information Center (PBIC), and other webinar series – where participation is to organizations or programs, such as where participation is to advance staff knowledge/capacity to support multimodal transportation planning/programs and serve as a learning and information tool for local planners, locality staff, and the public.
- Establish preliminary data, interest, and coordination with locality partners in advancing an update to the *Region 2000 Greenways, Blueways, and Trails Plan*, which was last updated in 2012.
- Continue to serve as a CVTPO area representative to VDOT's Bicycle and Pedestrian Advisory Committee; with this activity including participation in the BPAC meeting and coordinating to ensure VDOT TMPD pedestrian program opportunities are transferred regional partners, advancing program assistance submittals, as appropriate to VDOT TMPD's Roadway Reconfiguration Technical Services, with activity support to include local project location identification, grant submittal, and project implementation.
- Advance education, outreach, and engagement opportunities, to include attending meetings or holding sessions to advance quick build or quick facility improvement opportunities, such as debris, brush, or other physical improvements; partnerships with local organization or non-profits (e.g. Livable Lynchburg) where the project/activity purpose is to advance multimodal connections, partnerships, development in the CVTPO planning area.

Deliverable 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, which include tracking and incorporating developed CVTPO area multimodal facilities within VDOT's Statewide Active Transportation Map.
- 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.

- Webinars and other public engagement, education and outreach initiatives that will result in more informed and engaged stakeholders that directly advance and expand bike, pedestrian and other multimodal planning, partnerships, and facility development initiatives.

Budget: \$55,000 (FY27)

Completion Date: June 30, 2027

3.03 Consultant Support

Purpose: Consultant support may be needed to execute studies, project cost estimates, and other transportation planning initiative to advance a local or region transportation network study, grant, or facility improvement. This task provides for the use of UPWP funds, with CVTPO expenditure and project approval, to utilize consultant support from the CVPDC on-call firm.

Activity Description: Execute studies or project costs estimates to advance projects, as approved by the CVTPO, which can 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.

Deliverable Products: Documentation of all study or project support initiatives. Summary and documentation of study recommendations and outcomes.

Budget: \$36,000 (FY27)

Completion Date: June 30, 2027

3.04 Staff Coordination for Consultant Support Projects

Purpose: Provides dedicated CVTPO staff support to approved project execution of designated VDOT, FHWA, USDOT funded projects being led by consultants. Projects include, but are not limited to, CVTPO Long Range Transportation Plan, USDOT Thriving Communities Program, and USDOT Safe Streets and Roads for All.

Activity Description: Provides the participation and project management of CVTPO staff in consultant-led projects to include, but not limited to:

- Participation in project meetings, to include committee development, engagement, and meeting coordination/participation.
- Oversight of public outreach and involvement activities, to ensure all engagement of the project is in accordance with program, grant, VDOT, FHWA, and locality requirements and goals.
- Coordinate program and funding documentation.

- Assist with final project dissemination to project partners and stakeholders, to include guidance and participation in adoption meetings/proceedings.

Deliverable Products:

- Documentation of all staff activities within the program quarterly and yearend reports.
- Successfully completed projects.
- Documentation of all resulting projects, applications, transportation planning and facility improvement actions as a result of studies and planning projects.

Budget: \$30,000 (FY27)

Completion Date: June 30, 2027

3.05 Public Participation and Outreach

Purpose: Advance a robust public consultation and participation process that encourages stakeholder understanding, encouragement and participation in CVTPO transportation planning projects and programs.

Activity Description: Ongoing public consultation and public participation to guide public input in transportation planning. The following outline key, but not all, tasks associated with executing CVTPO planning program and project execution according to VDOT, FHWA requirements and that encourages stakeholder participation and endeavors to eliminate barriers to participation by all. The CVPDC Title VI Implementation Plan and the CTPO Public Participation Plan (PPP), are the documents to guide task activities:

- Develop outreach and public participation plan, that includes documented review of Census data, or similar approved data format/tool, to verify project area demographic makeup, to encourage/promote public participation in CVTPO programs and projects.
- Develop targeted project/program promotion and outreach materials, to include where necessary, meeting, comment period/public hearing verification, participation demographic information and participation verification.
- Where necessary as a result of data showing the need for translated materials (Census > 5%) to ensure reasonable access to and participation in transportation planning, generate translated project materials.
- CVTPO staff will develop public outreach to support participation by all individuals, and where necessary, due to data recognizing any demographic above 5%, or where specifically requested by any individual, group, or organization, develop tailored outreach materials or access support devices, to accommodate and support access of all individuals.
- Track participation demographics, public opinion, and all comments associated with CVTPO projects and programs.

Deliverable 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: \$40,000 (FY27)

Completion Date: June 30, 2027

Section I – FY2027 Carryover

The CVPDC anticipates the reallocation of a portion of the FY2027 funds towards the execution of future transportation planning initiatives, developed in coordination with CVTPO localities, state, and area stakeholders and corresponds to identified safety, congestion, or access study or improvement as identified in adopted local or regional plans.

Budget: \$108,429.67 (FY27)

Completion Date: June 30, 2028

SECTION II – FTA, VDRPT, CVTPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Purpose: Provide oversight to ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process in the implementation of the FY2027 Unified Planning Work Program (UPWP).

Activity Description: This task provides for the execution of all program management, funding accounting and required actions to ensure a well-managed program according to federal and state requirements. Activities include, but are not limited to the following:

- Administration of work program scope of work activities.
- Preparation and attendance for CVPDC, CVTPO policy and the CVPDC Transportation Technical Committee (TTC) meetings, to include preparation for presentations, coordination with DRPT, FTA, GLTC, and other transportation stakeholders in coordinating program planning and project execution.
- Participate in DRTP, FTA, and other transportation local, state, federal partner meetings, training, workshops, and conferences, as necessary.
- Participate in GLTC Board meetings and other GLTC committee meetings, as necessary.
- Participate and support coordination with organizations (e.g. Centra Health Community Health Initiative), non-profits, and area meetings where coordination, partnership, attendance advances safety, system access, and/or multimodal transportation initiatives that support transit access or service expansion.
- Maintain Title VI and American with Disabilities Act (ADA) compliance, including participation in VDOT or FHWA training/meetings.
- Guide the completion of the FY2027 UPWP, CVPDC FTA 5303 grants, and other funding, DRPT partnership programs according to agreements.
- Enhance, maintain, and ensure all required documents are maintained on the CVPDC and CVTPO websites, accordingly.
- Completion and submission of necessary agreements, contracts, invoices, progress reports, and correspondence with state and federal partners.

Deliverable Products:

- Efficient office operation.
- Accurate financial information.
- Maintenance of the CVPDC/CVTPO websites and posting documentation of all required state and federal documents
- 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: \$46,000.00 (FY27)

Completion Date: June 30, 2027

44.22.00 General Development and Comprehensive Planning

Purpose: Support GLTC, its service area localities, public and transportation program partners by advancing transportation planning, policy and projects that support increasing multimodal access, network connectivity and safety and facilities.

Activity 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.

- Maintain a current database of GLTC stops and routes.
- 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.
- 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).
- Support ADA (Americans with Disabilities Act) Bus Stop accessibility improvement evaluation, as requested. CVTPO staff will work closely with program stakeholders and data evaluation (e.g., bus stop boarding/alighting) to guide system improvements.

- Assist GLTC, as requested, 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.
- 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.
- General Transit Planning: CVPDC staff will, as needed, to ensure transit planning, stakeholders are integral considerations within local, regional, statewide planning (e.g. park and ride or other commuter assistance program initiatives).

General Development and Comprehensive Planning – Special Projects

Purpose: Provide for the execution of dedicated project initiatives, as developed in coordination with GLTC, DRPT, and other local transportation stakeholders, executed to support GLTC transit service, multimodal planning, and integration of land use, housing, employment access, economic development and transportation.

Activity Description: The program task provides for CVPDC/CVTPO staff and/or consultants to execute approved projects, planning studies, public engagement, public surveys, and facility development projects for the purpose of supporting GLTC transit services, advance multimodal planning and facility development, or evaluate the feasibility/opportunity for new or extended public transit services. The following special projects, all of which will result in a planning report, findings, and as appropriate, recommendations.

- *Lynchburg Multimodal Plan:* Continued support to finalize, an action that will include final public outreach and Lynchburg City Council adoption consideration, of the comprehensive multimodal plan with for the City of Lynchburg. This project, captured through www.lyncburgmultimodalplan.com is a consultant-led effort and executed through a comprehensive stakeholder-driven planning process to improve and expand interconnected multimodal network providing safe access by all users – transit, pedestrian, bicycle, vehicular – to city resources. The multimodal plan will include recommendations for additional studies, programs, policy, and partner recommendations to support advancing a robust multimodal network.

Study Completion: Completion of the Lynchburg Multimodal Plan will be

December 31, 2026. However, within this program task is the provision for secondary or supporting studies, as approved by CVTPO, DRPT, and other program partners. Any additional study efforts will have anticipated completion of December 31, 2027, with program activity summary to be submitted within the FY2027 UPWP year-end report.

- *USDOT Thriving Communities Program – Complete Neighborhood Project:* CVTPO staff will continue to serve as the USDOT Thriving Communities Program (TCP) Technical Assistance Program – 12th Street Corridor Complete Neighborhood Project Coordinator on behalf of GLTC, Lynchburg City, and project area stakeholders. CVTPO staff guides the grant administration, program documentation, public outreach, and federal program documentation the USDOT Thriving Communities Program grant award. CVTPO staff will also serve to assist Lynchburg City and GLTC any additional grant applications to directly advance recommendations from the USDOT 12th Street TCP.

Study Completion: USDOT TCP grant award through December 31, 2026 (there is extension capability).

- *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. This project will be carried out through consultant services.

Study Completion: June 30, 2027

- *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, with evidence of need and local support, recommendations and funding recommendations for expansion feasibility study.

Study Completion: June 30, 2027

Deliverable 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.
- 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.
- A GLTC Bus Stop Inventory and Facility Recommendation Plan, a project initiative which was initiated in the FY2026 UPWP. Advance implementation of the facility recommendation plan, to include grant application and project consideration for FY2028 UPWP. Included in the project deliverable will be the development of a metric with which document, in GIS-mapping and report format, study impact, stop and/or facility improvement implementation.
- Evaluation of the need and interest for expanding transit services further along Timberlake Road further into Campbell County. Advance studies or other implementation recommendations from the Timberlake GLTC Service Expansion Assessment, to include any grant funding or additional consultant study, with confirmed and approved program funding.
- The completion of the USDOT Thriving Communities Program project that will include a 12th Street Corridor Play Book, a short, medium and long-term series of action to advance complete street/multimodal redevelopment along 12th Street, a Transit-oriented Development (TOD) policy recommendation plan for the 12th and Kemper Street intersection and the City of Lynchburg.

Budget: \$200,000.05 (\$40,012.24 FY25 + \$132,682.37 FY26 + \$27,305.44 (FY27))

Completion Date: Ongoing through December 31, 2027

44.23.01 Long Range Transportation Plan Update

Purpose: Development of the Central Virginia Long Range Transportation Plan (LRTP), or Connect Central Virginia 2050, for the CVTPO planning region as required by FHWA and FTA. The LRTP identifies the long range transportation system vision and goals, identifies needs/infrastructure improvements, and articulates a prioritization methodology to implement projects based on anticipated funding, or a funding constrained project list, and vision projects to guide a transportation network that is safe, efficient, supports economic vitality, and supports the transportation access needs of the urban region. Integral to the LRTP update is the integration of identified GLTC program and project priorities to advance multimodal network improvements that support safe and efficient access and new technology utilization to support efficient transit system improvements. This section also includes execution of any adjustments of the CVLRTP-Year 2045, as requested.

Activity 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.

Deliverable Products:

- Completion of the CVTPO Long Range Transportation Plan (LRTP), Connect Central Virginia 2050, that was:
 - Developed in consultation with local, regional, and federal transportation partners.
 - Executed through and provides documentation of a robust public engagement process that included broad and transparent engagement process that supported participation and inclusion of all CVTPO area residents, businesses, and people that travel to and through the CVTPO planning area.
 - Approved by DRPT, FTA.
 - Adopted by the CVTPO.

Budget: \$25,000 (\$20,000 FY26 + \$5,000 FY27)

Completion Date: June 30, 2027

44.25.00 Transportation Improvement Program

Purpose: Maintain the Central Virginia Transportation Improvement Program (CVTIP) to ensure accurate account of all CVPDC/CVTPO area transportation projects receiving Federal Transit Administration federal funds and to ensure coordination with the Statewide Transportation Improvement Program (STIP).

Activity Description: Execute as necessary amendments and administrative adjustments, and intergovernmental review of transit, mobility, and multimodal transportation projects receiving federal funds in the CVTPO area. This activity also includes any training and integration of new state or federal program reporting/documentation factors.

Deliverable Products: This task ensures execution of the CVTIP according to federal and state guidelines and in accordance with the STIP. Completion products include:

- Access to the most recent adopted CVTIP on the CVTPO website.
- Execution of and documentation of CVTIP amendments, to include public notices, and administrative adjustments.
- Execution and documentation of transportation project Intergovernmental Reviews.

Budget: \$9,000 (\$4,500 FY26 + \$4,500 FY27)

Completion Date: June 30, 2027

Section II – FY2027 Carryover

Purpose: The CVPDC anticipates the reallocation of a portion of the FY2026 and FY2027 FTA 5303 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 the FY20028 UPWP, with all programmatic activities and expenditures included in the further UPWP.

Budget: \$78,795.56 (FY27)

Completion Date: June 30, 2028

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