Central Virginia Transportation Technical Committee (TTC)
Thursday, November 12, 2026
10:30 a.m. to 11:30 a.m.
Virtual Meeting

ZOOM: https://us02web.zoom.us/j/82491036622?pwd=AlRpBazg3pgaSJkahcOpkU6Up41VkN.1
Meeting ID: 824 9103 6622
Passcode: 312597
Dial In: 1 309 205 3325

Agenda - Amended

1. **Welcome** — *Erik Smedley, Chair*

2. **Approval of Minutes: October 8, 2026** *(Action Item)* — *Erik Smedley, Chair*
   (Attachment 2)

3. **CVTPO_CVPDC Policy Documents** — *Erik Smedley, Chair*
   a. Draft CVTPO Title VI Implementation Plan (*Attachment 3a*)
   b. Draft CVPDC Title VI Implementation Plan (*Attachment 3b*)
   c. Draft CVTPO Public Participation Plan (*Attachment 3c*)

4. **CVTPO Performance Targets** *(Action Item)* — *Kelly Hitchcock, CVTPO*
   a. FY2027 Safety Performance Targets
   b. 2026-2029 Asset Condition and System Performance Targets
   c. 2026-2029 Tier II Transit Asset Management (TAM) Plan

5. **FY2027 Unified (Urban) Planning Work Program Update** *(informational)* — *Kelly Hitchcock, CVTPO*

6. **FY2027 Rural Planning Work Program** *(informational)* — *Kelly Hitchcock, CVPDC*

7. **Opportunity for Public Comment** — *Erik Smedley, Chair*

8. **Matters from Members and/or Staff** — *All*
   a. State, Federal, GLTC Partner Information

   b. TTC Staff Information
      - Annual Obligation Report (*Attachment 7-1*)
      - VDOT SYIP Management (*Attachments 7-2, 7-3*)
      - VDOT State Trail Office – Trail Cost Estimating Technical Assistance (*Attachment 7-4*)
      - 2027 Virginia Walkability Action Institute (VWAI) Application (*Attachment 7-5*)
      - Next TTC Meeting

   c. Locality Information/Updates

9. **Adjourn:** — *Erik Smedley, Chair*

Next TTC Meeting: TBD

Central Virginia Transportation Technical Committee

Thursday, October 8, 2026, 10:30 a.m.
Hybrid Meeting

Draft Meeting Minutes

PRESENT

Brian Casto (for Jay Brown) (U/R) ..... VDOT – Lynchburg District
Rob Fowler (R) ..... Town of Appomattox
Katherine Reusch (U/R) ..... Campbell County
Ryan Roberts (U) (virtual) ..... City of Lynchburg
Erik Smedley, Chair (U/R) ..... Bedford County
Evan Tuten (U/R) (virtual) ..... Virginia Department of Rail and Public Transportation
Natalie Wilkens (for Josh Moore) (U) ..... Greater Lynchburg Transit Company
Mary Zirkle (R) (virtual) ..... Town of Bedford

ABSENT

Abigail Courington (U/R) ..... Bedford County
Tyler Creasy (U/R) ..... Amherst County
Rachel Frischeisen (U) ..... City of Lynchburg
Catherine Gamble (U/R) ..... Amherst County
Jamie Gillespie (R) ..... Town of Altavista
Sara McGuffin (U) ..... Town of Amherst
J.P. Morris (U/R) ..... VDOT – Salem District
Johnnie Roark (R) ..... Appomattox County

U- Members representing the urbanized area of the region
R- Members representing the rural area of the region

GUESTS AND STAFF PRESENT

Bill Bohn ..... Community Resilience Consulting
Alec Brebner (virtual) ..... CVPDC
Michael Doti ..... WFXR News
Kelly Hitchcock ..... CVPDC/CVTPO
Hannah Mitchell ..... CVPDC
Carol Moneymaker (virtual) ..... VDOT – Salem District
Jocelyn Routt ..... WSLS 10 News

1. **Welcome**
   Kelly Hitchcock called the meeting to order at 10:30 a.m. and welcomed attendees.

2. **Election TTC Chair**
   Hitchcock reminded the committee that with Paul Harvey stepping away from the TTC, a new Chair is needed. Erik Smedley offered to serve as Chair but welcomed other nominations.

   MOTION: Mary Zirkle moved to close nominations and supported Erik Smedley as TTC Chair. Rob Fowler seconded the motion. The motion passed, and with a voice vote, Erik Smedley was unanimously approved as TTC Chair.

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3. **Public Hearing – Connect Central Virginia 2050, LRTP**

Smedley provided an overview of *Connect Central Virginia 2050*, the Long-Range Transportation Plan (LRTP), and the role of the document as the urban area's blueprint for transportation decision-making and investment through 2050. Smedley noted that on September 17, 2026, the CVTPO conditionally approved the plan, pending no adverse comments from the 30-day comment period, which will conclude October 19, 2026. Smedley noted that the Public Hearing was an opportunity for the public to provide comments, along with the ability for public comments to also be offered via mail and the project website, ConnectCentralVA2050.com, to the LRTP document.

At approximately 10:34 a.m., Erik Smedley opened the Connect Central Virginia 2050, CVTPO LRTP Public Hearing. There were no comments offered. At approximately 10:35 a.m., Smedley closed the *Connect Central Virginia 2050* Public Hearing.

4. **Approval of Minutes: September 10, 2026**

MOTION: Rob Fowler moved to approve the September 10, 2026, minutes as presented. Katherine Reusch seconded the motion. The motion passed unanimously.

5. **FY2027-2030 CVTIP**

Smedley reminded the board that in May 2026, the TTC recommended and the CVTPO adopted the FY2027-2030 Central Virginia Transportation Improvement Program (CVTIP). The updated CVTIP contains minor technical corrections and must be reconsidered since the adoption of the updated LRTP to ensure that area projects are incorporated into the Virginia FY2027-2030 Statewide Transportation Improvement Program (STIP).

MOTION: Katherine Reusch moved to recommend that the CVTPO adopt the updated FY2027-2030 CVTIP as presented. Rob Fowler seconded the motion. The motion passed unanimously.

6. **FY 2027 Unified (Urban) Planning Work Program**

Hitchcock provided updates on the FY2027 Unified Planning Work Program (UPWP). The DRPT Bus Stop and Facility Recommendation Plan is moving forward in partnership with the Greater Lynchburg Transit Company (GLTC). Hitchcock expects to sign an agreement with consultant firm Kimley Horne in October or November.

The Timberlake GLTC Service Expansion Assessment project is moving forward in coordination with GLTC and Campbell County Economic Development. The survey process is complete, and Senior Planner Ada Hunsberger is preparing a project report and recommendations to present to GLTC, Campbell County, and the TTC at the beginning of 2027.

Hitchcock noted recent Association of Metropolitan Planning Organizations (AMPO) webinars that she and Alec Brebner had attended focused on how MPOs are incorporating housing as integral components of the transportation planning program, to include eligible urban work program projects. Hitchcock noted she will share information on types of programs/projects that have been undertaken at the January meeting.

Hitchcock noted staff's participation in recent DRPT's Statewide Rail Plan update meetings, and Statewide Transit-Oriented Development (TOD) Review. Hitchcock also noted that VDOT is updating the Virginia Highway Safety Improvement Plan (VHSIP) and attended the recent plan update meeting.

7. **FY 2027 Rural Planning Work Program**

Hitchcock referenced the original plan to complete the urban and rural LRTPs simultaneously. The rural LRTP was delayed and will start in 2027 with consultant Timmons Group.

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8. TTC, CVTPO Policy Document Update Schedule

Hitchcock stated that the CVTPO/TTC Title VI Plan and Public Participation Plan (PPP) were adopted in May 2023. Staff are coordinating with VDOT to make appropriate changes, including federal language updates and possible changes to PPP procedures. These changes will be presented to state and federal partners, then to the TTC at a future meeting before going to the CVTPO for approval consideration at their January 2027 meeting.

9. Opportunity for Public Comment

Smedley opened the public comment period. Hearing none, he closed the public comment period.

10. Matters from Members or Staff

Evan Tuten, DRPT: Tuten reported that the Federal Transit Administration approved DRPT's 5303 application. DRPT plans to host public meetings next month for the Statewide Rail Plan and the Transit-Oriented Development Statewide Review. He invited all to attend the upcoming Virginia Governor's Transportation Conference.

Brian Casto, VDOT – Lynchburg District: Casto noted that the US 460 STARS study, a project that looks at 460 from essentially Moore's Country Store to Stage Road, just into Appomattox County, will have its project kickoff meeting on October 13, 2026. The Commonwealth Transportation Board (CTB) will consider a Leesville/ 24 Intersection Pipeline Study and assign a UPC to get this project underway.

Hitchcock proposed inviting guest speakers to future meetings to discuss new transportation opportunities. She invited all to recommend potential speakers.

11. Adjourn

Confirming no additional business, Chairman Erik Smedley adjourned the meeting at 10:55 a.m.

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November 12, 2026
Attachment 3a

DRAFT

Central Virginia Transportation Planning Organization (CVTPO)

Title VI Implementation Plan

Transportation Technical Committee (TTC) Recommendation:
CVTPDC Policy Board Adoption:

Abstract
The Central Virginia Planning District Commission (CVPDC) Title VI Implementation Plan articulates that adopted measures which are undertaken to ensure compliance with the Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin. As an agency which receives federal financial assistance, the CVTPO are subject to and must comply with Title VI. The CVTPO, to include all organizations and programs it staffs or funds will utilize this Title VI Implementation Plan to guide program execution.

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CVTPO Title VI Policy

As provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (Public Law 100.259), the CVPDC assures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Further, the CVTPO commits to making every effort to ensure nondiscrimination in the execution of all programs and activities, regardless of funding origin. The CVTPO, in the event of distribution of federal funds to other agencies, shall include Title VI language, to include compliance procedures, in all written agreements.

Acknowledgments

This document was prepared in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transit (VDRPT), Greater Lynchburg Transit Company (GLTC), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The contents do not necessarily reflect the official views or policies of the VDOT, VDRPT, GLTC, or FTA.

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Overview

The Central Virginia Transportation Planning Organization (CVTPO) is the federally-designated metropolitan planning organization (MPO) charged with coordinating transportation planning and project evaluation for the urbanized area in and around Lynchburg Virginia. The CVTPO area encompasses the City of Lynchburg, as well as the urbanized, or densely populated sections of Amherst, Bedford and Campbell counties, and the Town of Amherst, an area with a 2022 combined population of approximately 164,000 (Source Connect Central Virginia 2050, Long Range Transportation Plan).

Updated CVPDC/CVTPO map here

The CVTPO considers long-range regional projects, and combines public input, technical data and agency collaboration to develop innovative improvements for the region's transportation network. The CVTPO includes two guiding committees. The CVTPO Policy Board, the decision-making entity that endorses all program policies, planning and guiding documents, and the Transportation Technical Committee (TTC), the entity that provides technical guidance, day-to-day operation oversight, and program recommendations to the Policy Board. The CVTPO is administered and

staffed through the Central Virginia Planning District Commission (CVPDC).

The CVTPO Title VI Implementation Plan articulates the adopted actions which will be enacted by CVTPO, to include all of its programs and projects to ensure compliance with Title VI in four sections:

1. Title VI Programs;
2. Language Access Barrier
3. Coordinators; and
4. Discrimination Complaints.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by agencies that receive federal financial assistance (see Appendix A: Title VI). The CVTPO, and all of its programs, as recipients of federal funding do not discriminate on the basis of race, color, or national origin (see Appendix B: Non-Discrimination Statement).

The CVTPO Title VI Implementation Plan outlines the process by which the CVTPO will ensure nondiscrimination in program communication, public participation, planning and programming, consultant contracts, and education and training. The Plan serves as the agency policy assurance that Title VI of the Civil Rights Act of 1964 nondiscrimination will be enacted in all programs and projects staffed or funded by the CVTPO. This Plan applies to all CVTPO program initiatives, including but not limited to, the following programs, and the subsequent federal or state funding agency:

- The Long Range Transportation Plan (LRTP)
- CVPDC Rural Transportation Program
- Central Virginia Transportation Improvement Plan (CVTIP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan

Alec Brebner, Executive Director, CVPDC and CVTPO Administrator/Secretary, is responsible for oversight of all CVTPO programs and serves as the Title VI Coordinator for both CVPDC and CVTPO programs. Brebner coordinates with all CVPDC and CVTPO staff to ensure that Title VI compliance in CVTPO programs, projects, and consultant contracts. Brebner also coordinates with CVPDC/CVTO staff to support relevant Title VI training opportunities to support program compliance, and the integration of best practices and procedures are utilized in program implementation.

Image of LRTP, UPWP documents here

1. Title VI Program

The CVTPO, through staff, its members, or program representatives will not discriminate on the basis of race, color, or national origin in the execution of any element of its program activities. To ensure that this commitment to the execution of Title VI compliance, CVTPO staff will evaluate and monitor activities, not limited to but including its:

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

Additionally, to ensure Title VI compliance, the CVTPO will:

- Maintain current Title VI Assurances.
- Correct any identified deficiency.
- Conduct regular review of program areas and contactors.
- Review all sub-recipient Title VI procedures.
- Document and report Title VI program initiatives.
- Designate the a Title VI Coordinator.

1.1 Communications and Public Participation

The CVTPO endeavors to communicate with and provide opportunities for minority, low-income, and disabled person to participate. The CVTPO, which is staffed by the CVPDC, maintains the *CVTPO Public Participation Plan* (*PPP*), that describes the process by which it consults with interested and affected individuals, organizations, agencies, governmental entities and general public to be engaged and provided opportunity to be included in the planning and decision-making process. The PPP goals, outreach strategies, public notice procedures, and public participation template will be utilized as the foundation for all CVTPO public participation and Title VI compliance activities. The PPP is located at: link to be provided

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

- Include contact information for people needing accommodations in notifications for public participation opportunities.
- Post the Title VI Policy and the Public Participation Plan on CVTPO program website(s).
- Include the following statement in public notices:

  "CVTPO fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. CVTPO provides reasonable accommodation for persons who require special assistance to participate in public involvement opportunities. For more information, or to obtain a Discrimination Compliant Form, contact (434) 845-3491 or www.cvtpo.org."

- Provide reasonable accommodation for individuals who require special assistance to participate in public involvement opportunities.
- Collect and monitor demographic data during public input opportunities, conduct additional target outreach if the data shows a deficiency in public input from particular groups.
- Be proactive in seeking diverse applicants, including minorities, low-income, and disabled persons, for participation to include serving on program and project committees.

1.2 Planning and Programming

To support compliance in the execution in planning and programming, CVTPO staff will:

- Develop and update as needed, demographic data for the region and, where available, statistical information on project/program area. Consider a high-level overview of benefits and burdens of CVPDC transportation project on minority and low-income populations, using maps and geographic demographic data to determine projects that could impact such populations.
- Evaluate programs to determine if there are Title VI implications and interpret how agency or program directives impact Title VI program areas.
- Include, as relevant, targeted performance measures to evaluate success in the inclusion of representative citizen participation in planning and programming activities.

1.3 Consultant Contracts

The CVTPO is responsible for selection, negotiation, and administration of its consultant contracts. CVPDC complies with all relevant federal and state laws in contract selection and evaluate and monitor consultant contracts for all federal and state compliance, including Title VI, requirements. The CVTPO staff will:

- Ensure inclusion of nondiscriminatory language in contracts and Request for Proposals.
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- Assist any recipient or sub-recipient found to be not in nondiscrimination compliance to resolve deficiency status, to include writing remedial action plan.
- Review outreach activities to ensure small, disadvantaged, minority, women and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.

1.4 Education and Training

To ensure nondiscrimination integration within programs, Title VI education and training will be integrated within the CVTPO staff education and training. The Title VI Manager will:

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

2. English Language Barrier (ELB)

The CVTPO will advance necessary communication, outreach, and other necessary efforts, as needed, to support access and participation in transportation planning and programming initiatives. Persons that may have limited ability to speak, read, write or understand English are, for the purpose of CVTPO planning and programming purposes, classified as individuals with language access barriers. CVTPO staff will employ practices when and where necessary, to provide meaningful access to programs and activities by providing adequate and understandable information and executing reasonable steps to remove participation barriers.

2.1 Special Accommodation Implementation

The following outlines the process that will be employed to support purposeful access and participation in CVTPO transportation planning and programs by individuals that may have an Language Access Barrier (LAB), or for those for whom the First Language is Not English (FLNE).

- Provide language interpreter services upon request for all CVTPO meetings.
- Upon request or where a demographic data indicates there are FLNE or ethnic communities project impacted populations, provide translated documents/project materials.
- Provide clear directions on how interpreter services and/or translated documents may be requested in all program public notices, website, and public service announcements.
- Incorporate easy to understand and recognizable translation service option on the CVTPO website.

2.2 Monitoring and Adjusting Practices

CVTPO staff will monitor, review and as needed, update its policies and practices associated with providing program access to all individuals, including those with language access barriers. The CVTPO staff will employ the four-factor analysis process in monitoring its program access evaluation. The four-factor process includes evaluation of:

1. Demography: Refers to the number and proportion of individuals with language access barriers served and language spoken in a project service area.
2. Frequency: Refers to the rate of contact with service or program.
3. Importance: Refers to the nature and importance of program/service to an individual or population.
4. Resources: Refers to available resources, including language assistance services.

The CVTPO staff will:

- Regularly review the planning area demographic data, update as necessary.
- Where data shows necessary, as defined by any project area where a language, other than English as the primary spoken language, is spoken greater than five percent (> 5%) of the population, advance development of targeted interpreted language materials/documents to support outreach and participation.
- Collect and maintain demographic statistics on populations impacted by program projects and studies.
- Solicit feedback from local social services departments and community-based organizations to gain best practices in serving persons with language access barriers, or other barriers (e.g. physical) that have been shown to advance participation. Feedback solicited from departments and organizations may include:

    - Nature and importance of projects, studies, and activities to LAB persons and/or populations.
    - The effectiveness of current language assistance measures in meeting the needs of LAB people and/or populations.
    - Changes in the frequency of contact with FLNE and ethnic groups.
    - Changes in the availability of resources, including technological advances or financial resources.

3. Coordinators

The following presents the CVTPO Title VI Implementation Plan staff structure for the execution of program actions to ensure enactment of initiatives to ensure nondiscrimination as stated in Title VI of the Civil Rights Act of 1964. The CVPDC Executive Director and CVTPO Administrator/Secretary serves as the Title VI Coordinator, and as such, is the final arbitrator on all CVTPO program and contract activities.

Title VI Coordinator: Alexander W. Brebner

- Email: Alec.Brebner@cvpdc.org
- Phone: (434) 845-3491
- Is responsible for Title VI compliance, coordination with implementation across programs, guides staff training.
- Guides the response process to discrimination complaints
- Assures compliant Title VI documentation

Alex Brebner, in his role as Title VI Coordinator, coordinates with the CVPDC/CVTPO staff in advancing Title VI program implementation and day-to-day program execution. Key CVTPO staff that support Title VI efforts.

Deputy Director of Planning: Kelly Hitchcock

- Email: Kelly.Hitchcock@cvpdc.org
- Phone: (434) 818-7604

Special Projects Manager: Hannah Mitchell

- Email: Hannah.Mitchell@cvpdc.org
- Phone: (434) 818-7611

4. Discrimination Complaints

Any person who believes the CVTPO, to include staff or is consultants, has unlawfully discriminated against them may file a complaint. The following complaint steps are presented to publicly present the procedures that CVTPO staff will employ to respond to such complaints. Included are the actions that a person who believes there has been discrimination may use, to include the Title VI Discrimination Complaint Form (Appendix E), to register a complaint and ensure response to said complaint. A Spanish Language compliant form is available. However, a person may provide a compliant in any language or request translation services.

4.1 Eligibility

Any person who believes they, a group, or organization, have been subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Subrecipient that received federal financial assistance through the CVTPO program primary recipient may file a Title VI complaint.

4.2 Filing a Complaint

A discrimination complaint form is available in the Title VI Implementation Plan as Appendix E, or directly on the CVTPO website at (will be provided upon up-loading of approved instrument). A paper copy can be obtained at 828 Main Street, 12th Floor, Lynchburg, Virginia, requested by main, or downloaded

from the CVTPO website. Assistance in filing the Discrimination Complaint Form may be requested through a direct request to Hannah Mithcell at Hannah.Mitchell@cvpdc.org or at (434) 845-3491.

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

4.3 Complaint Processing

Complaints will be routed to the program's corresponding State or Federal agency. All incidents will be tracked to ensure a direct Complainant response is determined.

All CVPTO transportation program complaints will be shared with the Virginia Department of Transportation (VDOT) and with the FHWA Headquarters Office of Civil Rights (OCR) for processing. OCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or subrecipients of Federal Financial Assistance.

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

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

Appendix A: Title VI

The Civil Rights Act of 1964, which ended segregation in public places and banned employment discrimination on the basis of race, color, religion, sex or national origin. The eleven titles with the Civil Rights Act are:

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

Title VI of the Civil Rights Act of 1964 addresses nondiscrimination in federally assisted programs and activities. The CVTPO Title VI Implementation Plan addresses the program actions to adhere to Title VI requirements, as required by any agency receiving Federal funding.

Title VI states "no person" shall be subject to discrimination because of race, color, or national origin. Title VI further declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy." Subsequent nondiscrimination laws expanded the range and scope of Title VI coverage and applicability. Executive orders and federal agency orders and memos clarify implementation of nondiscrimination policy.

Appendix B: Non-Discrimination Statement

The Central Virginia Transportation Planning Organization (CVTOP) gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and all related statutes. The CVTPO is committed to ensuring that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the CVTPO receives Federal financial assistance.

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

The CVPDC Executive Director and CVTPO Program Administrator, Alexander W. Brebner, is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Par 200, and Title 49 CFP Part 21.

To submit a formal complaint or to request additional information on Title VI obligations, contact Alexander Brebner, CVTPO Title VI Coordinator, 828 Main Street, 12th Floor, Lynchburg, VA 24504; phone 434- 845-3491; email Alec.Brebner@cvtpo.org. Should the complainant be unable to provide such complaint in writing, verbal assistance can be provided by contacting any CVTPO staff by calling 845-3491.

Appendix C: Certificate of Assurance

The CVPDC Certificate of Assurance provides the confirmation of Title VI actions and procedures.
The CVPDC Certificate of Assurance, which includes Appendices A through E, begins on the next page.

Document to be added

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

Evaluation and procedural review are the foundation of the CVTPO Title VI Implementation Plan. Program review will be completed for all programs and projects receiving federal funds. Per Federal regulations which state:

> *All entities that receive federal financial assistance are required to create establish and maintain effective internal control over the Federal award that provides reasonable assurance that the entity is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 C.F.R. §200.303(a)*
>
> *Entities may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin. 49 C.F.R. §21.5(b); 28 C.F.R. §42.104(b)*

The CVTPO is committed to the assurance that all people are provided equal opportunities to participate in CVPDC program activities regardless of race, color, ability or national origin. The CVPDC and CVTPO are responsible for the selection, negotiation, and administration of consultant contracts and grant sub- recipients. This review procedure endeavors to ensure that the program and project sub-recipients do not discriminate.

CVTPO staff, with oversight and guidance from the Title VI Coordinator, will evaluate and review consultant contracts and sub-recipient agreements for compliance with nondiscrimination authorities and will:

- Ensure inclusion of nondiscriminatory language in contacts and Request for Proposals (RFPs).
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- If a recipient or sub-recipient is found not to be in compliance, will execute a plan in coordination with the recipient or sub-recipient to resolve the deficiency status. This includes setting a timeline and course of action to resolve the matter.
- Review outreach activities to ensure accommodation to meet the needs of all persons regardless of race, color, ability or national origin.

Appendix E: Discrimination Complaint Form

The CVTPO Title VI Discrimination Complaint Form, available in print form and online on the CVTPO website at: Link to be placed here once uploaded.

The CVTPO Title VI Discrimination Complaint Form can be submitted by email, by mail, or in person at 828 Main Street, 12th Floor, Lynchburg, Virginia. Any CVTPO staff can assist in filing a complaint. The CVPDC/CVTPO staff office can be reached Monday – Friday from 8:30 a.m. to 5:00 p.m. at (434) 845-3491, or by email at communications@cvtpo.org.

The Title VI Discrimination Complaint Form begins on the next page.

Title VI Discrimination Complaint Form

Please use this form if you have a complaint alleging discrimination under Title VI of the Civil Rights Act of 1964; this being any activity that has hampered the ability of any individual in participating in any of the Central Virginia Transportation Planning Organization (CVTPO) programs or projects. In order to properly respond, please provide the following information. Assistance is available upon request at the CVPDC office, Monday – Friday, 8:30 a.m. to 5:00 p.m., or by calling (434) 845-3491, or by email to communications@cvtpo.org.

Mail or deliver this completed form to:
CVTPO C/O Title VI Coordinator
Central Virginia Planning District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24503

Central Virginia Transportation Planning Organization (CVTPO) Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Email:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If an authorized representative is filling out this complaint form on behalf of another person, his/her personal information must also be included.				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		

Email:		
Relationship to the complainant:		
Please explain why you have filed for a third party: _____		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

[ ] Race [ ] Color [ ] National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Time of incident (approximately): _____ Location (address) of incident: _____

As clearly as possible explain what happened and why you believe you were discriminated. Describe all persons involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

_____

_____

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

[ ] Yes [ ] No

If yes, check all that apply:

[ ] Federal Agency: _____

[ ] Federal Court _____ [ ] State Agency _____

[ ] State Court _____ [ ] Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

_____ _____

Signature Date

Please submit this form in person at the address below, or mail this form to:

CVTPO C/O Title VI Coordinator
Central Virginia Planning District Commission
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

The completed form can also be emailed to Communications@cvtpo.org with subject line Title VI Coordinator.

Appendix F: Resolutions of Adoption

Appendix G: Data Collection and Regional Demographics

The Central Virginia Planning District Commission (CVPDC) collects and analyzes demographic data on an ongoing basis to ensure the agency is meeting Title VI obligations. Analysis of demographic trends within the planning area allows the CVPDC to evaluate the implications of past and present transportation investments – including whether those investments have supported the efficient movement of people and goods, expanded economic opportunity, and improved safety for all members of the traveling public – and to inform future decision-making accordingly.

Demographic data collection and analysis are conducted in furtherance of the following nondiscrimination obligations under Title VI of the Civil Rights Act of 1964 and applicable federal regulations:

- To ensure the level and quality of transportation services and benefits are provided without regard to race, color, or national origin;
- To identify and avoid disproportionately high and adverse human health and environmental effects on low-income and minority populations;
- To ensure full and fair participation by all potentially affected communities in the planning process;
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by low-income and minority populations; and
- To ensure meaningful access to the CVPDC's programs, activities, and services by persons with language access barriers.

The following demographic analysis was completed using the 2020-2024 American Community Survey (ACS) 5-Year Estimates – the most recent data available at the time the plan was last updated. Disadvantaged groups in the CVPDC region include individuals experiencing poverty, disabled populations, zero-car households, minority populations, and elderly populations, and individuals experiencing language access barriers.

Appendix H: CVTPO Committee Members

An updated CVTPO member and TTC committee member list will be added in the document.

Central Virginia Planning District Planning Commission (CVPDC)

Title VI Implementation Plan

Transportation Technical Committee (TTC) Recommendation:
CVPDC Policy Board Adoption:

Abstract
The Central Virginia Planning District Commission (CVPDC) Title VI Implementation Plan articulates that adopted measures which are undertaken to ensure compliance with the Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin. As an agency which receives federal financial assistance the CVPDC is subject to and must comply with Title VI. The CVPDC, to include all organizations and programs it staffs or funds, with the exception of the , Central Virginia Transportation Planning Organization (CVTPO), will utilize the CVPDC Title VI Implementation Plan to guide program execution.

CVPDC Title VI Policy

As provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (Public Law 100.259), the CVPDC assures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Further, the CVPDC commits to taking every effort to ensure nondiscrimination in the execution of all programs and activities, regardless of funding origin. The CVPDC, in the event of distribution of federal funds to other agencies, shall include Title VI language, to include compliance procedures, in all written agreements.

Acknowledgments

This document was prepared in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transit (VDRPT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The contents do not necessarily reflect the official views or policies of the VDOT, VDRPT, FHWA, or FTA.

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Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by agencies that receive federal financial assistance (see Appendix A: Title VI). The CVPDC, and all of its programs, as recipients of federal funding do not discriminate on the basis of race, color, or national origin.

The CVPDC is the regional planning organization serving a ten jurisdiction region that includes four counties (Appomattox, Amherst, Bedford and Campbell), five incorporated towns (Appomattox, Altavista, Amherst, Bedford, and Brookneal), and the City of Lynchburg.

Regional map

The CVPDC provides multiple planning, program implementation, project administration, and fiscal administration services. This includes programs, projects, and administration services that include federal, state, and local funding.

The CVPDC Title VI Implementation Plan serves as the CVPDC policy insurance that Title VI of the Civil Rights Act of 1964 nondiscrimination will be enacted in all programs and projects staffed or funded by the CVPDC. The CVPDC is the contractual administrator of the Central Virginia Transportation Planning Organization (CVTPO), which has its own Title VI Implementation Plan, the Central Virginia Radio and Communications Board (CVRCB). This Plan applies to all CVPDC programs and includes, but is not limited to, the following programs:

- CVPDC Rural Transportation Program
- Chesapeake Bay Watershed Implementation Plan
- Hazard Mitigation Plan
- Central Virginia Radio and Communications Board (CVRCB)
- Comprehensive Economic Development Strategy
- Virginia Housing Preservation Grant
- CVPDC Brownfields Program

The CVPDC Title VI Implementation Plan articulates the adopted actions which will be enacted by CVPDC, to include all of its programs and projects, to ensure compliance with Title VI in four sections:

1. Title VI Programs;
2. Language Access Barrier (LAB) or for whom the First Language is Not English (FLNA);
3. Coordinators; and
4. Discrimination Complaints.

Alec Brebner, Executive Director, CVPDC is responsible for oversight of CVPDC programs and serves as the Title VI Coordinator for the CVPDC and the CVTPO. Brebner coordinates with all CVPDC staff to ensure Title VI compliance in CVPDC programs, projects, and consultant contracts. Brebner also coordinates with CVPDC staff to support relevant Title VI training opportunities to support program compliance, and the integration of best practices and procedures are utilized in program implementation.

1. Title VI Program

The CVPDC staff and the decision-makers of its organizations and programs, to comply with Title VI Compliance, will not discriminate on the basis of race, color, or national origin.

CVPDC staff will evaluate and monitor compliance with nondiscrimination authorities in its:

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

Additionally, to ensure Title VI compliance, the CVPDC will

- Maintain current Title VI Assurances.
- Correct any identified deficiency.
- Conduct regular review of program areas and contactors.
- Review all sub-recipient Title VI procedures.
- Document and report Title VI program initiatives.
- Designate a Title VI Coordinator.

1.1 Communications and Public Participation

The CVPDC endeavors to communicate with and provide opportunities for minority, low-income, and disabled person to participate. The Central Virginia Transportation Planning Organization (CVTPO), which is staffed by the CVPDC, maintains a *Public Participation Plan* that describes the process by which it consults with interested and affected individuals, organizations, agencies, and governmental entities and includes them in the decision-making process. The public participation goals, outreach strategies, public notice procedures, and public participation template from the *CVTPO Public Participation Plan,* will be utilized in as the foundation for all CVPDC public participation activities to comply with Title VI requirements.

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

- Include contact information for people needing accommodations in notifications for public participation opportunities.
- Post the Title VI Policy on CVPDC program website(s).
- Include the following statement in all CVPDC, non-CVTPO transportation program, public notices:

  "CVPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. CVPDC provides reasonable accommodation for persons who require special assistance to participate in public involvement opportunities. For more information, or to obtain a Discrimination Compliant Form, contact (434) 845-3491 or www.cvpdc.org."

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

1.2 Planning and Programming

To ensure compliance in the execution of planning and programming, CVPDC staff will:

- Develop and update as needed, demographic data for the region, and where available, statistical information on project/program area. Consider a high-level overview of benefits and burdens of CVPDC transportation project on minority, low-income, and persons with whom First Language is Not English (FLNE), using maps and geographic data to inform projects that could impact such populations.
- Evaluate programs to determine if there are Title VI implications and interpret how agency or program directives impact Title VI program areas.
- Include, as relevant, targeted performance measures to evaluate success in the inclusion of representative citizen participation in planning and programing activities.

1.3 Consultant Contract

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

- Ensure inclusion of nondiscriminatory language in contracts and Request for Proposals.
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- Assist any recipient or sub-recipient found to be not in nondiscrimination compliance to resolve deficiency status, to include writing remedial action plan.
- Review outreach activities to ensure small, disadvantaged, minority, women and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.

1.4 Education and Training

To ensure nondiscrimination integration within the CVPDC programs, Title VI education and training will be integrated within the CVPDC staff education and training. The CVPDC Title VI Manager will:

- Distribute information to staff, board and committee manager, and other stakeholders on training programs regarding Title VI and related nondiscrimination authorities.
- Trail staff in Title VI nondiscrimination and implementation annually and with new employee orientation.
- Track Title VI nondiscrimination training of staff and board and committee members.

2. English Language Barrier (ELB)

The CVPDC will advance necessary communication, outreach, and other necessary efforts, as needed, to support access and participation in transportation planning and programming initiatives. Persons that may have limited ability to speak, read, write or understand English are, for the purpose of CVTPO planning and programming purposes, classified as individuals with language access barriers. CVTPO staff will employ practices, when and where necessary, to provide meaningful access to programs and

activities by providing adequate and understandable information, to include translation services, and executing reasonable steps to remove participation barriers.

2.1 Special Accommodation Implementation

The following outlines the process that will be employed to support purposeful access and participation in CVTPO transportation planning and programs by individuals that may have language access barriers, or for those for whom the First Language is Not English (FLNE).

- Provide language interpreter services upon request for all CVTPO meetings.
- Upon request or where a demographic data indicates there is a population of impacted populations, provide translated documents/project materials.
- Provide clear directions on how interpreter services and/or translated documents may be requested in all program public notices, website, and public service announcements.
- Incorporate easy to understand and recognizable translation service option on the CVPDC website.

2.2 Monitoring and Adjusting Practices

CVTPO staff will monitor, review and as needed, update its policies and practices associated with providing access to all individuals, including those with language access barriers. The CVTPO staff will employ the four-factor analysis process in monitoring its program access evaluation. The four-factor process includes evaluation of:

1. Demography: Refers to the number and proportion of individuals with language access barriers served and language spoken in a project service area.
2. Frequency: Refers to the rate of contact with service or program.
3. Importance: Refers to the nature and importance of program/service to an individual or population.
4. Resources: Refers to available resources, including language assistance services.

CVPDC staff will:

- Regularly review the planning area demographic data, update as necessary.
- Where data shows necessary, as defined by any project area where there is a FLNE population greater than five percent (> 5%) of the population, advance development of targeted interpreted language materials/documents to support outreach and participation.
- Collect and maintain demographic statistics on populations impacted by program projects and studies.
- Solicit feedback from local social services departments and community-based organizations to gain best practices on serving persons with language access barriers, or other barriers (e.g. physical) that have been shown to advance participation. Feedback solicited from departments and organizations may include:
    - Nature and importance of projects, studies, and activities to FLNE individuals and/or populations.
    - The effectiveness of current language assistance measures in meeting the needs of ELB persons and/or populations.
    - Changes in the frequency of contact with ELB language groups.
    - Changes in the availability of resources, including technological advances or financial resources.

3. Coordinators

The following presents the CVPDC Title VI Implementation Plan staff structure for the execution of program actions to ensure enactment of initiatives to ensure nondiscrimination as stated in Title VI of the Civil Rights Act of 1964. The CVPDC Executive Director serves as the Title VI Coordinator, and as such, is the final arbitrator on all CVPDC program and contract activities.

Title VI Coordinator: Alexander W. Brebner

- Email: Alec.Brebner@cvpdc.org
- Phone: (434) 845-3491
- Is responsible for Title VI compliance, coordination with implementation across programs, guides staff training.
- Guides processing of discrimination complaints
- Assures compliant Title VI documentation

Alex Brebner, in his role as Title VI Coordinator, coordinates with the CVPDC staff in advancing Title VI program implementation and day-to-day program execution. Key CVPDC staff that support Title VI efforts.

Deputy Director of Planning: Kelly Hitchcock

- Email: Kelly.Hitchcock@cvpdc.org
- Phone: (434) 818-7604

Special Projects Manager: Hannah Mitchell

- Email: Hannah.Mitchell@cvpdc.org
- Phone: (434) 818-7611

Finance Director: Sandy Dobyns

- Email: Sandy.Dobyns@cvpdc.org
- Phone: (434) 818-7605

4. Discrimination Complaints

Any person who believes the CVPDC, or its consultants, has unlawfully discriminated against them may file a complaint. The following complaint steps are presented to publicly present the procedures that the CVPDC staff will follow. Included are the actions that a person who believes there has been discrimination may use, to include the CVPDC Title VI Discrimination Complaint Form (Appendix E), to register a complaint and ensure response to said complaint. A Spanish Language compliant form is available. However, a person may provide a written compliant is any language or request translation services.

4.1 Eligibility

Any person who believes they, a group, or organization, have been subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Subrecipient that received federal financial assistance through the CVTPO program primary recipient may file a Title VI complaint.

4.2 Filing a Complaint

A discrimination complaint form is available in the Title VI Implementation Plan as Appendix E, or directly on the CVTPO website at (will be provided upon up-loading of approved instrument). A paper copy can be obtained at 828 Main Street, 12th Floor, Lynchburg, Virginia, requested by main, or downloaded from the CVPDC website. Assistance in filing the Discrimination Complaint Form may be requested through a direct request to Hannah Mithcell at Hannah.Mitchell@cvpdc.org or at (434) 845-3491.

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

4.3 Complaint Processing

Complaints, depending on the CVPDC program to which the complaint is directed, will be routed to the program's corresponding State or Federal agency. All incidents will be tracked to ensure a direct Complainant response is determined.

All CVPDC transportation program complaints will be routed to the FHWA Headquarters Office of Civil Rights (OCR) for processing. OCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or subrecipients of Federal Financial Assistance.

Complaints will be forwarded from the initial receiving agency to the appropriate federal program funding agency providing program oversight until the complaint reaches OCR. For example, if a complaint is filed with the CVPDC, CVPDC will forward the complaint to the Virginia Department of Transportation, which should forward the complaint to Virginia's FHWA Division Office, which should forward the complaint to OCR.

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

Appendix A: Title VI

The Civil Rights Act of 1964, which ended segregation in public places and banned employment discrimination on the basis of race, color, religion, sex or national origin. The eleven titles with the Civil Rights Act are:

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

Title VI of the Civil Rights Act of 1964 addresses nondiscrimination in federally assisted programs and activities. The CVPDC Title VI Implementation Plan addresses the program actions to adhere to Title VI requirements, as required by any agency receiving Federal funding.

Title VI states "no person" shall be subject to discrimination because of race, color, or national origin. Title VI further declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy." Subsequent nondiscrimination laws expanded the range and scope of Title VI coverage and applicability. Executive orders and federal agency orders and memos clarify implementation of nondiscrimination policy.

Appendix B: Non-Discrimination Statement

The Central Virginia Planning District Commission (CVPDC), to include all programs therein, give public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and all related statutes. The CVPDC is committed to ensuring that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the CVPDC receives Federal financial assistance.

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

The CVPDC Executive Director and CVTPO Program Administrator, Alexander W. Brebner, is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Par 200, and Title 49 CFP Part 21.

To submit a formal complaint or to request additional information on Title VI obligations, contact Alexander Brebner, CVTPO Title VI Coordinator, 828 Main Street, 12th Floor, Lynchburg, VA 24504; phone 434- 845-3491; email Alec.Brebner@cvtpo.org. Should the complainant be unable to provide such complaint in writing, verbal assistance can be provided by contacting any CVTPO staff by calling 845-3491.

Appendix C: Certificate of Assurance

The CVPDC Certificate of Assurance provides the confirmation of Title VI actions and procedures.
The CVPDC Certificate of Assurance, which includes Appendices A through E, begins on the next page.

Appendix D: Procedures for Conducting CVPDC Title VI Program Review

Evaluation and procedural review are the foundation of the CVPDC Title VI Implementation Plan. Program review will be completed for all programs and projects receiving federal funds. Per Federal regulations which state:

> *All entities that receive federal financial assistance are required to create establish and maintain effective internal control over the Federal award that provides reasonable assurance that the entity is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 C.F.R. §200.303(a)*
>
> *Entities may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin. 49 C.F.R. §21.5(b); 28 C.F.R. §42.104(b)*

The CVPDC directly or indirectly receives federal funding through the following programs:

- Central Virginia Transportation Planning Organization (CVTPO)
- Rural Transportation Program
- Transit Service Program
- RIDE Solutions
- Hazard Mitigation Plan
- Central Virginia Radio and Communications Board (CVRCB)
- Virginia Housing Preservation Grant
- CVPDC Brownfields Program
- Chesapeake Bay Watershed Implementation Program
- Region 2000 Services Authority

The CVPDC is committed to the assurance that all persons are provided equal opportunities to participate in CVPDC program activities regardless of race, color, ability or national origin. The CVPDC are responsible for the selection, negotiation, and administration of consultant contracts and grant sub-recipients. This review procedure endeavors to ensure that the program and project sub-recipients do not discriminate.

CVTPO staff, with oversight and guidance from the Title VI Coordinator, will evaluate and review consultant contracts and sub-recipient agreements for compliance with nondiscrimination authorities and will:

- Ensure inclusion of nondiscriminatory language in contacts and Request for Proposals (RFPs).
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- If a recipient or sub-recipient is found not to be in compliance, will execute a plan in coordination with the recipient or sub-recipient to resolve the deficiency status. This includes setting a timeline and course of action to resolve the matter.
- Review outreach activities to ensure accommodation to meet the needs of all persons regardless of race, color, ability or national origin.

Appendix E: Discrimination Complaint Form

The CVPDC Discrimination Complaint Form, available in print form and online on the CVPDC website at: https://cvpdc.org/resources/TitleVI, and on the CVPTPO website at: https://cvtrpo.org/title-vi.html.

The CVPDC Discrimination Complaint Form can be submitted by email, by mail, or in person at 828 Main Street, 12th Floor, Lynchburg, Virginia. Any CVPDC staff can assist in filing a compliant. The CVPDC staff office can be reached Monday – Friday from 8:30 a.m. to 5:00 p.m. at (434)845-3491, or by email to communications@cvpdc.org.

The Title VI Discrimination Complaint Form begins on the next page. Both English and Spanish language forms are available. Should additional language translation for a form be required, a request can be submitted directly to the CVPDC at the contacts noted above.

Title VI Discrimination Complaint Form

Please use this form if you have a complaint alleging discrimination under Title VI of the Civil Rights Act of 1964 against the Central Virginia Planning District Commission (CVPDC), Central Virginia Transportation Planning Organization (CVTPO), or any of its programs, projects or sub-contractors.

In order to process your Title VI complaint, please provide the following information. Assistance is available upon request at the CVPDC office, Monday – Friday, 8:30 a.m. to 5:00 p.m., or by calling (434) 845-3491, or by email at info@cvpdc.org.

Mail or deliver this completed form to:
Central Virginia Planning District Commission
C/O Title VI Coordinator
828 Main Street, 12th Floor
Lynchburg, VA 24503

Central Virginia Planning District Commission (CVPDC) Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Email:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If an authorized representative is filling out this complaint form on behalf of another person, his/her personal information must also be included.				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		

Email:		
Relationship to the complainant:		
Please explain why you have filed for a third party: _____		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

[ ] Race [ ] Color [ ] National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Time of incident (approximately): _____ Location (address) of incident: _____

As clearly as possible explain what happened and why you believe you were discriminated. Describe all persons involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

_____

_____

Section IV

Have you previously filed a Title VI complaint with this agency?	Yes	No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

[ ] Yes [ ] No

If yes, check all that apply:

[ ] Federal Agency: _____

[ ] Federal Court _____ [ ] State Agency _____

[ ] State Court _____ [ ] Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

_____ _____

Signature Date

Please submit this form in person at the address below, or mail this form to:

Title VI Coordinator
Central Virginia Planning District Commission
828 Main Street, 12th Floor Lynchburg, Virginia 24504

This form can also be emailed to Communications@cvpdc.org with subject line Title VI Coordinator

Appendix F: Resolutions of Adoption

Appendix G: Data Collection and Regional Demographics

The Central Virginia Planning District Commission (CVPDC) collects and analyzes demographic data on an ongoing basis to ensure the agency is meeting Title VI obligations. Analysis of demographic trends within the planning area allows the CVPDC to evaluate the implications of past and present transportation investments – including whether those investments have supported the efficient movement of people and goods, expanded economic opportunity, and improved safety for all members of the traveling public – and to inform future decision-making accordingly.

Demographic data collection and analysis are conducted in furtherance of the following nondiscrimination obligations under Title VI of the Civil Rights Act of 1964 and applicable federal regulations:

- To ensure the level and quality of transportation services and benefits are provided without regard to race, color, or national origin;
- To identify and avoid disproportionately high and adverse human health and environmental effects on low-income and minority populations;
- To ensure full and fair participation by all potentially affected communities in the planning process;
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by low-income and minority populations; and
- To ensure meaningful access to the CVPDC's programs, activities, and services by persons with language access barriers.

The following demographic analysis was completed using the 2020-2024 American Community Survey (ACS) 5-Year Estimates – the most recent data available at the time the plan was last updated. Disadvantaged groups in the CVPDC region include individuals experiencing poverty, disabled populations, zero-car households, minority populations, and elderly populations, and individuals experiencing language access barriers.

Appendix H: CVPDC Committee Members

An updated CVPDC member and committee member list will be updated and incorporated in the document With the CVPDC adoption. Pending elections may see changes in Policy Board representation.

DRAFT

CVTPO Public Participation Plan

Transportation Technical Committee (TTC) Recommendation:

CVTPO Policy Board Adoption:

DRAFT

Acknowledgments and Disclaimer

This document was prepared by the CVPDC staff in cooperation with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), and the Virginia Department of Transportation (VDOT), as funded in the FY2025-2026 Unified Planning Work Program. This document was prepared in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transit (VDRPT), Greater Lynchburg Transit Company (GLTC), and the Federal Transit Administration (FTA). The contents do not necessarily reflect the official views or policies of the VDOT, VDRPT, GLTC or FTA.

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How to Get Involved

The following provides the locations and opportunities by which the public can stay informed of and become involved in CVTPO transportation program planning initiatives.

Online Access

- CVTPO Website: https://www.cvtpo.org/
- Facebook: https://www.facebook.com/centralvapdc/
- LinkedIn: https://www.linkedin.com/company/cvpdc

Visit the Central Virginia Planning District Commission (CVPDC) Office

The CVTPO is an organization of and staffed by the CVPDC.

- 828 Main Street, 12th Floor
  Lynchburg, VA 24504

- Normal business hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.

- The CVPDC office is located with the Bank of the James Building. Parking is available along Main Street or on the 4th floor Parking Deck, in the area with orange columns, accessed directly from Main Street.

Make a Call

- CVPDC general office: 434-845-3491
- Call toll-free at 888-596-4054 and leave a general voice message in any language.

Send an Email

- communications@cvtpo.org

Attend a Program Event

- Visit the CVPTO website to learn about specific urban area transportation projects. Throughout the year specific meetings and public engagement opportunities will be presented.

- Sign up to receive the CVPDC Newsletter at www.cvpdc.org.

- Attend a CVTPO Policy or Transportation Technical Committee (TTC) meeting.
  - The CVTPO Policy Board meets at least five (5) times per year, and unless there are special circumstances meets the 3rd Thursday of odd-numbered months, beginning at 4:00 p.m. Visit https://www.cvtpo.org/ for meeting details.

  - The TTC, unless there are special circumstances, meets on the 2nd Thursday of the month at 10:30 a.m. Go to: https://www.cvtpo.org/boards-committees/transportation-technical-committee for upcoming meeting details.

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Introduction

The Central Virginia Transportation Planning Organization (CVTPO) is the federally-designated metropolitan planning organization (MPO) charged with coordinating transportation planning, policy and project evaluation for the urbanized area in and around Lynchburg Virginia. The CVTPO area encompasses the City of Lynchburg, as well as the urbanized, or densely populated sections, of Bedford, Campbell and Amherst counties, and the Town of Amherst an area with a combined population of approximately 261,593 (2020 U.S. Census).

CVTPO Map

The CVTPO includes two guiding committees. The CVTPO Policy Board, the decision-making entity that endorses all program policies, planning, and guiding documents for the designated MPO area (see Figure 1). The Transportation Technical Committee (TTC) provides the technical guidance, day-to-day operation oversight, and program recommendations to the Policy Board (see Appendix B). The CVTPO is administered and staffed through the Central Virginia Planning District Commission (CVTPO).

The CVTPO, through comprehensive public input, technical data analysis, and coordination with federal, state, and local transportation agencies, collaborates to develop regional transportation programs and projects. Included within the federally-mandated actions of the CVTPO, every five years the CVTPO develops a Long Range Transportation Plan (LRTP), the transportation blueprint that establishes planning priorities and project investment– to include facilities for roads, rail, freight, pedestrian, bikes and transit – public facility investment. The LRPT is used by local, state, and federal governments to guide investment decision-making . The CVTPO is also responsible for creating and maintaining the Transportation Improvement Program (TIP), a list of publicly funded transportation projects Learn more about the CVTPO at cvtpo.org.

Purpose

Public involvement is essential to transportation planning. There should be meaningful public engagement and opportunities to provide feedback throughout the transportation planning and project execution process. The CVTPO strives to provide engagement opportunities throughout the transportation planning process to support public participation by all individuals. This includes

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advancing, as needed, tailored outreach strategies that are accessible, understandable, and available to populations

Federal regulation, per Federal Regulation Code 450.316, requires that designated Metropolitan Planning Organizations (MPOs) establish and utilize a documented participation plan that provides a summary of engagement processes to ensure public stakeholders and interested parties are provided reasonable opportunities to be engaged, involved, and be able to comment on transportation planning programs and projects that take place within the MPO, or urbanized, planning area.

The CVTPO Public Participation Plan (PPP) presents the policies and proactive practices to be employed by the CVTPO staff to support public engagement, participation and ability to provide comment to CVTPO transportation planning and program initiatives.

The goals of the Public Participation Plan are:

- Continually and reliably engage the public in the transportation planning process.
- Implement outreach practices that support varied participation, to include groups commonly less involved in public planning processes.
- Develop, to the greatest extent possible, program planning and project public materials that are accessible and understandable.
- Ensure public participation, comments, reactions and concerns are valued, recorded, and considered in evaluating engagement practices.

How to Use the Plan

This plan will be used as a guide and action template in the execution of public engagement and outreach associated with CVTPO program, project, and plan implementation. It is intended to be used:

- By CVTPO staff, consultants, and stakeholders at the beginning stages of project development to advance and document the scope of public engagement efforts that will be executed in project implementation. It is further intended to be a companion document to the CVTPO Title VI Implementation Plan, to adequately prepare for and maintain all program, project, and plan documentation mandated by state and federal requirements.

- By the public to understand how they can be involved in transportation planning and what should be expected in CVTPO project execution, to include public comment and opportunity for participation.

The document includes goals and supporting strategies that outline the proactive actions to support public engagement, to include as needed targeted actions to support participation by individuals for whom their First Language is Not English (FLNE) and individuals or communities that do not typically participate in transportation planning. This document includes the method for evaluating engagement effectiveness (Table 1) and the specific notification requirements associated with program initiatives (Table 2).

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Coordination with CVTPO Primary Program Documents

The CVTPO, as are all MPOs, is federally mandated to guide the development and necessary amendments or adjustments of three (3) guiding transportation planning documents.

1. The Long Range Transportation Plan (LRTP):
   The federally-required 25 year horizon transportation plan that considers safety, accessibility and mobility, system reliability, future growth, travel demand, land use, economic vitality, environmental sustainability, and anticipated funding to prioritize and guide transportation program and project investment. See Connect Central Virginia 2050 LRTP at https://www.ConnectCentralVA2050.com.

2. Transportation Improvement Program (TIP):
   The federally required document that presents the fiscally constrained four-year list of transportation projects that include any federal funding, requires a federal action, or deemed regionally significant and programmed to take place in the CVTPO study area. See the Central Virginia Transportation Improvement Program (CVTIP) at https://www.cvtpo.org/plans-projects/transportation-improvement-program-tip.

3. Unified Planning Work Program (UPWP):
   Is the annual statement of work and program initiatives to be carried out within the CVTPO program year, which runs from July 1 to June 30. The UPWP includes the CVTPO program budget from all federal, state, and local funding partners, the tasks to be completed, the schedule to accomplish tasks and associated budget for program initiatives. See the CVTPO annual UPWP at https://www.cvtpo.org/plans-projects/unified-planning-work-program-upwp.

This plan outlines the procedures for the development, adoption, and amendment of the CVTPO program policy documents, to include the integration of this Public Participation Plan and the CVTPO Title VI Implementation Plan to execute and track public engagement opportunities.

Coordination with CVTPO Title VI Plan

MPOs are also federally required to develop, approve, and amend as necessary two (2) program policy documents that articulate the policy, process, and actions taken in the execution of the transportation planning program to comply with federal regulation to ensure the public has opportunity to participate and provide comment in all transportation planning where public funds are utilized.

The CVTPO Title VI Plan is the assurance document, as required for any organization that receives federal funding, that in accordance with Title VI of the Civil Rights Act of 1964, that the CVTPO will endeavor to execute its program communication, public participation, planning and programming, consultant contracts, and education and training such that all persons, regardless of income, physical limitations, race, national origin, color, or spoken language have equal participation access. The CVTPO Title VI Plan is the overarching federal program guidance to ensure the CVTPO executes its program and project initiatives according to federal regulations, including providing documented procedures for

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people to participate in programs, provides a compliant procedure, and ensures documentation of all outreach and engagement activities.

The CVTPO Public Participation Plan is companion document to the CVTPO Title VI Plan. The PPP articulates the specific procedures, actions, notices, monitoring and data that will be employed to support access and engagement by all persons, to include necessary provision to support access and accommodation for persons who may require special assistance to participate in transportation planning, to development engagement initiatives that support planning participation by historically underserved, low income, disadvantaged or foreign-speaking communities. The CVTPO Title VI is the overarching federal compliance document guiding the execution of federally funding programs. The PPP is a component of the Title VI Implementation Plan, articulating the what and how in program execution. The PPP, as the Title VI Implementation Plan, must be made available for public comment and approved by the CVTPO.

The CVTPO Title VI Plan is available at: https://www.cvtpo.org/plans-projects/title-vi.

The CVTPO Public Participation Plan is available at: Link once approved

Engagement pictures to go here

Engagement Goals, Strategies, and Measures of Success

The CVTPO has established public engagement goals and strategies, or actions, to facilitate meaningful public information, access and involvement in transportation planning and programs. This includes developing, as necessary, targeted outreach and participation practices that support engagement from individuals for whom their First Language is Not English (FLNE), and from individuals or communities from diverse ethnic and cultural backgrounds. Included with each goal are indicators, or Measures of Success that will be used to evaluate the program and project engagement impact. As CVTPO staff and program partners, will continually evaluate engagement strategies, best practices, and engagement tools.

Goal 1: Continually and consistently engage the public in the transportation planning process.

Strategies:

- Hold regular CVTPO policy and TTC meetings on a consistent and reliably advertised date and time cadence to support public interest and participation capability.
- Utilize consistent news, publication, and engagement sources (e.g. monthly newsletters) to provide the public engaging and informative transportation program information.
- Utilize the network of regional organizations, agencies, non-profits, and community stakeholders to seek opportunities to incorporate transportation program/project information within local and regional publications/public outlets.
- Seek funding and organization partnerships to host and/or participate in events, webinars, articles, to expand public interest, education, and understanding of transportation planning and its connection to community development, housing, land use, hazard mitigation, economic development initiatives.

Goal 2: Implement outreach practices that support varied participation, to include groups commonly less involved in public planning processes.

Strategies:

- Schedule meetings at times that consider family, working individuals, and cultural obligations and in safe and welcoming locations (e.g. schools, community centers).
- As appropriate and available, choose meeting locations whereby persons with limited mobility, disabled, and those traveling by transit, bicycle, or walking may have access.
- Develop outreach notices and advertisements in formats (e.g. interpreted documents) and in publications (e.g. local and ethnic media) to support meaningful engagement.
- Develop relationships with area focus groups, agencies, and organizations that serve populations that may have barriers to participation such as seniors, persons with physical or

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language access barriers, FLNE individuals and ethnic communities, to advance program communication, outreach and participation.

- As appropriate, offer childcare at workshops or public meetings to reduce barriers to people with smaller children to participate.

- Use data tools, public feedback, and technology to expand engagement practices that reach varied populations, to include individuals for whom their First Language is Not English (FLNE) and those from diverse ethnic and cultural backgrounds.

- Establish relationships with and consistently share program and project content with local media outlets to include but not limited to the following:
    - Local radio
    - Local and regional newspapers

- Utilize local organization/agency partners to share program and project information via their websites, social media, regional magazines/newsletters, postings, newsletters, and other stakeholder engagement opportunities.

- Offer a range of participation venues to include but not limited to:
    - Table set up at local community events, festivals, or general pop-up locations that correspond to project area(s).
    - Attending local government, organization, business, or agency meetings or events.
    - Offer, as a regular course of action, a virtual meeting options for those that may not have transportation, care options, or some other barrier to attending in-person meetings.
    - As appropriate, provide a mechanism where organizations can request a project meeting/CVTPO staff visit with organization/community stakeholders in a local venue or with trusted/known organization.

Goal 3: Develop, to the greatest extent possible, public materials that are accessible and understandable.

Strategies:

- Develop and maintain an informative and engaging website that provides easy and understandable access to program and project materials, to include easily recognized and usable language interpretation capabilities and employs digital accessibility and other visual layout, aesthetics, and other accessible web design features.

- Utilize maps, images, and other visual aids to present projects and programs such that they are understandable.

- Make access to interpretation and translation services easy to use (e.g. website) and request (e.g. meetings) by all individuals, including FLNE individuals and diverse ethnic communities.

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- Create visually appealing and not overly technical documents that articulate key program and/or project components and clearly presents how the public can participate and provide comments.

Goal 4: Ensure public participation, comments, reactions and concerns are valued, recorded, and considered in evaluating engagement practices.

Strategies:

- Incorporate in all planning and project initiatives clear direction on how the public has the right to and process by which comments can be provided.

- Provide multiple opportunities and varied formats (e.g. written, voice, in-person) by which the public, to include FLNE individuals and ethnic communities, are encouraged and able to provide CVTPO program and project comments.
- Provide a range of means that staff may respond to comments to include multiple but not limited to:
    - Email
    - Mail in postcards
    - Voice mail
    - Handwritten comments
- Incorporate a consistent process and format by which public comments received can be viewed and maintained. See Measures of Success and Appendix D CVTPO Public Participation Primer

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Measure of Success

CVTPO has developed both measurable (quantitative) and qualitative (observational) measures of success to evaluate the effectiveness of its public engagement efforts. Outreach and engagement efforts will be established and outcomes metrics shown in **Table 1** will be used to track performance.

Table 1: Engagement Measures

Metric	*Type of Measure*	
	Quantity	*Quality*
Meeting/event location represent area demographics		✓
Accessibly of meeting/event by transit (as appropriate)		✓
Meeting/event location is ADA accessible		✓
Meeting/event/materials have language accessibility		✓
Total number of meeting/event attendees	✓	
Meeting/event number of online attendees	✓	
Number of survey participants (when used)	✓	
Demographic distribution in meeting/survey participation data		✓
Number of new participants indicating new to transportation program meetings, surveys	✓	
Number of website visitors	✓	
Number of community partners/non-profits engaged	✓	
Demographic distribution data of community partners, organizations, non-profits engaged	✓	✓
First Language in Not English (FLNE), diverse ethnic, Title VI populations notified of and/or participated in meeting/event/project	✓	✓
Social Media likes, shares, or confirmed engagement source	✓	
Number of relevant comments received	✓	
Number of program/project public participation opportunities	✓	
Number of news articles, newsletters, media coverage	✓	

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Public Notice and Accessibility

This section documents the public participation procedures, to include notification, public comment, and adoption protocols, to be employed by the CVTPO, its committees, and staff for programs, projects, or plans prepared for or by the CVTPO.

Public Meeting Location and Guidelines

Meeting Location Guidelines

- CVTPO Policy Board and Transportation Technical Committee regular meetings will be open to the public. Unless there are special circumstances, the meeting will be held at the CVPDC office, which is accessible and is served by public transit, and will also include virtual access capabilities. These meetings are, unless there are special circumstances, held on a regular date and time schedule.

- CVTPO Policy Board and Transportation Technical Committee meeting information is available on the CVTPO website. The TTC meeting information is also available on the CVPDC website.

- Efforts will be made to schedule CVTPO public meetings, project meetings, and program workshops at times that are convenient to the working, non-transportation professional, general public. Meetings and workshops will include electronic participation opportunity and project material access to those that are not able to physically attend.

- Specific CVTPO project community and/or public meetings, to best of CVTPO staff ability, will be held at a location within or adjacent to the project area boundary. Additionally, for those projects that are located in an area served by public transit, the meeting location will be located at an area served by public transit, both as it relates to being along a service route and within a time ensuring access to and from said meetings.

Public Comment Opportunity

An opportunity for public comments will be provided at all CVTPO policy and committee meetings and during all planning and project public meetings, and final approval public hearing and/or meeting, as appropriate and required (see *Table 2*). All comments received during or prior to said meetings will be documented and made publicly available.

Accessibility and Interpretation Services

CVTPO policy and committee meetings are held in locations serviced by public transit and that are ADA-accessible. Additionally, accommodation services are provided, upon request, to individuals with disabilities. Written documents, upon request, can be provided for people with visual impairment to include large print, Braille, and audio format. Also available, upon advanced request, are sign language and interpreter services. All accommodation requests need to be submitted to the CVTPO via an email to communications@cvtpo.org or via phone to the CVTPO toll free number 888-596-4054 at least seven (7) business days before a meeting.

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Public Notice of Meetings and Plans

Public notice is provided for all CVTPO public meetings, program and regional plans. Public meeting notifications will include meeting title, date, time, location and guidance on obtaining additional information. All CVTPO meeting notifications will be posted on the CVTPO website, https://www.cvtpo.org and may depending on the plan or project, also be posted in local newspaper and/or project locality, partner agency websites. All CVTPO meeting and plan materials will be made available to the public via the CVTPO website.

The development, approval or amendment of the CVTPO guiding program documents – LRTP, CVTIP, UPWP, Title VI Implementation Plan, and the PPP – require dedicated development, public engagement, public notice, public comment period, and policy approval, amendment or adjustment procedures. The required notification procedures for these guiding documents, along with regular meetings, and program plans and projects are presented in **Table 2**. All public comments received will be summarized and presented to the CVTPO prior to final approval consideration.

Table 2 - Public Notification Requirements

Meeting or Plan	***Minimum Calendar Days Public Notification Period***	***Publication Requirements***
Regular or special CVTPO or TTC meeting	7 days prior	CVTPO website
LRTP Approval (updated every 5 years)	30 days prior	CVTPO/TPO member websites, legal notice once in local newspaper
LRTP Amendments (as needed)	14 days prior	CVTPO/TPO member websites, legal notice once in local newspaper
TIP Approval (updated every 4 years)	14 days prior	CVTPO website, legal notice once in local newspaper
TIP Amendments	7 days prior	CVTPO website
UPWP Approval (updated annually)	14 days prior	CVTPO website
UPWP Amendments	14 days prior	CVTPO website
Title VI Plan Approval (updated every 3 years)	30 days prior	CVTPO website, legal notice once in local newspaper
Title VI Plan Amendments	14 days prior	CVTPO website
PPP Approval (an needed)	45 days prior	CVTPO website, legal notice once in local newspaper
PPP Amendment	45 days prior	CVTPO website, legal notice once in local newspaper
Other transportation project/plan meeting	14 days prior	CVTPO website, project partner(s) website, once in local newspaper
Other Transportation Plan Approval*	30 days prior	CVTPO website
Other Transportation Plan Amendments*	14 days prior	CVTPO website

* Cycle and additional approval considerations per the project partner(s) approval requirements

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Public Communication, Education and Outreach

The CVTPO, its staff, and member partners are committed to ensuring the public have access to its public records, activities, meetings, and plans. Further, the CVTPO seeks opportunities to advance the public's education of the transportation planning process, how they can be involved in transportation planning, provide comment to, and impact study considerations, and better understand the impact and connection of transportation planning to the region's economic development, land use, housing, and general quality of life. CVTPO staff, along with project and program partners, will evaluate the specific communication, outreach, and overall engagement process on a project-by-project basis. Factors that will influence engagement factors, to include, but not limited to, four-factor evaluation based on project area demographics (e.g. FLNE), coordination with project partners, project scale and other factors as outlined in the *CVTPO Title VI Implementation Plan*. A summary of tailored communication, education and outreach strategies that support participation by all persons, including underserved, low-income, minority, FLNE, and disabled persons, are able to understand the planning process and be provided meaningful engagement opportunities.

Information Access
Reasonable and timely access to meeting, plan, technical and policy data or information used to inform or develop transportation programs, plans, or projects. Documents will be made available, by appointment, for public access/review at the CVPDC office located at 828 Main Street, 12th Floor, Lynchburg, Virginia 24054. Electronic access, to most documents, may be accessed and downloaded via the CVTPO website.

Response to Public Input
All comments received through the public comment period to programs, plans and projects are incorporated within final documentation. Further, staff or consultant responses to program, project, or plan direct public questions received will also be incorporated within final documentation. Additionally, where specific commentor information (e.g. name, email) is provided, responses provided to the individual will be provided.

Public Engagement Methods
As noted, each transportation program, project, and plan will undergo a tailored public outreach, engagement, and education process. An overview of general communication formats and foundation for use is provided in **Table 3**. Factors that influence engagement process include, but is not limited to, project scale, four-factor demographic evaluation as outlined in the CVTPO Title VI Implementation Plan (e.g. FLNE), and coordination with project partners.

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Table 3 - Public Engagement Formats

Information Format	Description	Use
CVTPO Website	Primary outreach and engagement tool for the CVTPO. Process includes regular posting of meetings, public notices, project updates, special project websites, surveys. Is the tool for required Plan posting, updates, and installation of all state/federal program requirements.	On going
CVTPO and TTC Meetings	Public posting of meetings, agendas, and information to ensure participation access and program updates.	On going
Project Public Meetings and Events	Staff and project partner events, held at locations and times to best support meaningful public participation and comments.	At least once for all projects and plans. More as appropriate and/or requested.
News Articles and Press Releases	Detailed information to partners and press to advance public knowledge, participation, and engagement.	At least once, to correspond to public meetings, of regional plans. As needed for other program initiatives.
Social Media	Encourage public participation in specific events/projects/plans. Also used for general education related to transportation safety, area partner events, general information and engagement.	On going
Open Houses, Pop-up events, Community Forums	Events to provided targeted program, project, or plan information. Often held in coordination with locality, agency, or other stakeholders.	As appropriate for CVTPO projects and plans. As requested by area stakeholders.
Email	Direct engagement with area stakeholders to promote, invite, or engage participation in transportation program initiatives.	On going
Flyers, postcards, and other print materials	Tailored program materials distributed in project area(s) public locations.	As appropriate and requested.

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Appendix A: Adoption Resolution

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Appendix B: CVTPO Policy Board and Committees

The CVTPO is the decision-making body for the purpose of executing "continuing, cooperative, and comprehensive" transportation planning and programming, per United States Code Title 23, Section 134 and Title 49 Section 1607, and in accordance with the Code of Virginia.

The following summarizes the CVTPO Policy Board and its current designated program committee, the Transportation Technical Committee (TTC). The CVTPO may establish advisory committees for specific studies or program projects where expanded participation is warranted. These advisory committees may provide functions to or be guided by the CVTPO Policy Board or the TTC.

All localities within the CVTPO are represented on the CVTPO Policy Board and the TTC. The meetings schedules and membership names for each of these bodies are available on the Boards & Committees tab of the CVTPO website, cvtpo.org.

<u>CVTPO Member Representation</u>

Voting Members: Two City of Lynchburg Representatives, Two Amherst, Bedford, and Campbell County Representatives, Two Town of Amherst Representatives, and VDOT-Lynchburg District Representative. Each locality is represented by a locality administrator and an elected official.

Non-Voting members: Central Virginia Planning District Commission Representative, Virginia Department of Rail and Public Transportation (DRPT) Representative, a Greater Lynchburg Transit Company (GLTC) Representative, a Federal Highway (FHWA) Representative, a Federal Transit Agency Representative (FTA), and Liberty University Representative.

The CVTPO may, through a voting process, expand the non-voting membership of the CVTPO.

CVTPO - Transportation Technical Committee (TTC)

The TTC is comprised of representatives from the CVTPO member localities, VDOT, DRPT, GLTC, and other organization representatives with transportation technical expertise. The TTC provides guidance, plan and program review and recommendation, and overall day-to-day program guidance on behalf of the CVTPO.

The TTC utilizes its knowledge of local initiatives, concerns, land use, Comprehensive Plans, and local transportation needs and issues to guide evaluation, oversight, and consideration of transportation planning and programming recommendations to the CVTPO. The TTC is an essential operating arm of the CVTPO.

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Key roles of the TTC include:

- Assist in evaluation of and determination of data to be utilized within the execution of transportation studies and inclusion in regional transportation plans;
- Guide CVTPO staff and local, state, and federal partners in the review, comment and recommendations associated with the LRTP, CVTIP, Public Participation Plan, and Unified Planning Work Programs. The TTC also provide guidance and program oversight in the execution of targeted Work Program transportation projects.
- <u>TTC Member Representation</u>
  The TTC is comprised of staff-level local and state agencies with technical knowledge of multi-modal transportation matters and may include representation from each of the following jurisdictions, agencies, and organizations. In addition, and as warranted, the TTC may include representatives from interest groups and local citizens. Planning and engineering divisions of the City of Lynchburg;
- Community Development division of the counties of Amherst, Appomattox, Bedford and Campbell;
- Planning or Administration staff from Altavista, Amherst, Appomattox, Bedford and Brookneal towns;
- Up to one citizen with technical knowledge from each of the member jurisdictions;
- Virginia Department of Transportation (VDOT) Lynchburg and Salem District staff representation;
- Virginia Department of Rail and Public Transit (DRPT) representative;
- Greater Lynchburg Transit Company (GLTC) representative;
- Lynchburg Regional Airport representative; and
- Liberty University representative.

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Appendix C: Project Public Participation Template

The following presents the public engagement template that CVTPO staff will use in developing a tailored program, plan, or project communication, education, and outreach strategy. The template, which will be developed by CVTPO staff in coordination with TTC and project partners, to determine the appropriate extent of public involvement and engagement based on the project scope and parameters. The Project Public Participation Template, based off International Association of Public Participation (IAP^2), Spectrum of Public Participation, and is to be used as a general guide; not all factors will apply to every program, project or plan.

1. Define the Project
   Project Name:
   Project Location:
   Project Description:
   Project Timeline:
   Project Goal(s):

2. Identify Public Engagement Goals
   Establishment of reasonable public engagement expectations; developed goals from the Engagement Measures (Table 1). Subsequent stakeholders and engagement initiatives will be informed by the preliminary Engagement Measures (Table 11) for the project. Establish reasonable expectations. Add any additional measures from Table 1.

3. Identify Project Partners and Community Stakeholders
   Project Partners: These are the dedicated individuals, groups, or organizations that will assist in advancing the project. This group is often the Project Work Group.

   Community Stakeholders: These are anyone that the project team want to engage throughout the project. This list can often expand as a project progresses.

4. Create an Engagement Strategy
   This will be an Excell document that will include key factors to include:
   Engagement activity description, when, location, activity contact, materials needed, promotion activities (e.g. flyer, newsletter), anticipated cost.

5. Be proactive in advancing accessible and inclusive strategies, partners, stakeholders
   Using a project area map and are demographic data (Title VI Implementation Plan) and provide geographic evaluation of outreach activities, outreach strategies, and identified stakeholders to evaluate impact in supporting meaningful engagement.

6. Measure Success
   Using the metrics from Table 1 Engagement Measures, along with any unique project measures identified, throughout the project and at the conclusion complete a table that includes the engagement goals (pre-determined goals) and actual results.

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STIP Transactions

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

District / Jurisdiction	UPC / Description	Funding Source/Amount												
		NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
Interstate														
	0 No projects identified in the MPO Area													
	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Remaining:													*
Primary														
	0 No projects identified in the MPO Area													
	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Remaining:													*
Urban														
Lynchburg														
	106533 RTE 29/460 - INTCHG & EXT (ODD FELLOWS RD) DEBT SERVICE - VARIOUS; Various													
	FedID(s) 5118209													
	6029 TIP:	$2,672,967.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,672,967.00
	InCO Obligated:	$2,672,966.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,672,966.75
	Released:	($108,887.12)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($108,887.12)
	Remaining:													$0.25
Lynchburg														
	106537 UR-6056 - D/B WIDEN FR 2-4 LNS (GREENVIEW DR) DEBT SERVICE - SC-1541 (HERMITAGE RD); 0.220Mi. S. UR-6066 (LEESVILLE RD) (0.4500 MI)													
	FedID(s) 5118235													
	6056 TIP:	$0.00	$0.00	$699,673.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$699,673.00
	Obligated:	$0.00	$0.00	$699,673.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$699,673.00
	Remaining:													*
Lynchburg														
	110391 #HB2.FY17 ODDFELL'S RD SEG B2 RECON GARVEE DEBT SERVICE													
	FedID(s) 5118259													
	9999 TIP:	$0.00	$0.00	$261,545.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$261,545.00
	Obligated:	$0.00	$0.00	$942,227.32	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$942,227.32
	Remaining:													*
	URBAN SUBTOTAL													
	TIP:	**$2,672,967.00**	**$0.00**	**$961,218.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$3,634,185.00**
	Obligated:	**$2,672,966.75**	**$0.00**	**$1,641,900.32**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,314,867.07**
	Released:	**($108,887.12)**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**($108,887.12)**
	Remaining:													*
Secondary														
Amherst County														
	110390 #HB2.FY17 RTE 682 - RECONSTRUCTION GARVEE DEBT SERVICE													
	FedID(s) 5118258													
	0682 TIP:	$0.00	$0.00	$118,617.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$118,617.00
	Obligated:	$0.00	$0.00	$380,013.56	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$380,013.56
	Remaining:													*
	SECONDARY SUBTOTAL													
	TIP:	**$0.00**	**$0.00**	**$118,617.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$118,617.00**
	Obligated:	**$0.00**	**$0.00**	**$380,013.56**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$380,013.56**
	Released:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
	Remaining:													*

November 12, 2026 TTC
Attachment 7-1

STIP Transactions

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

District / Jurisdiction	UPC / Description	Funding Source/Amount												
		NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
Miscellaneous														
0	No projects identified in the MPO Area													
	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Remaining:													*
Public Transportation														
0	No projects identified in the MPO Area													
	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Remaining:													*
Rail														
0	No projects identified in the MPO Area													
	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Remaining:													*
Enhancement														
0	No projects identified in the MPO Area													
	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Remaining:													*
Grouping														
G707	Construction : Bridge Rehabilitation/Replacement/Reconstruction - (T9920707)													
0707	TIP:	$5,319,900.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,319,900.00
	Obligated:	$14,420,402.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,420,402.00
	Released:	($56,398.41)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($56,398.41)
	Remaining:													*
G706	Construction : Safety/ITS/Operational Improvements - (T9920706)													
0706	TIP:	$0.00	$0.00	$426,195.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$426,195.00
	Obligated:	$3,760,527.00	$0.00	$10,838,947.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,599,474.99
	Released:	($97,147.36)	$0.00	($1,676,202.06)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($1,773,349.42)
	Remaining:													*
G704	Maintenance : Preventive Maintenance for Bridges - (T9920704)													
0704	TIP:	$4,179,582.00	$0.00	$10,523,137.00	$0.00	$0.00	$0.00	$0.00	$1,746,850.00	$0.00	$0.00	$0.00	$0.00	$16,449,569.00
	Obligated:	$2,006,100.00	$0.00	$0.00	$0.00	$0.00	$7,807,801.00	$0.00	$1,617,818.37	$0.00	$0.00	$0.00	$0.00	$11,431,719.37
	Remaining:													**$5,017,849.63**
G703	Maintenance : Preventive Maintenance and System Preservation - (T9920703)													
0703	TIP:	$0.00	$0.00	$22,554,174.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,554,174.00
	Obligated:	$0.00	$0.00	$7,791,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,791,300.00
	Released:	$0.00	$0.00	$0.00	$0.00	$0.00	($297,972.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($297,972.00)
	Remaining:													**$14,762,874.00**

STIP Transactions

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

District / Jurisdiction	UPC / Description		Funding Source/Amount NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
	G701	Construction : Transportation Alternatives/Byway/Non-Traditional - (T9920701)													
	0701	TIP:	$0.00	$0.00	$440,749.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$440,749.00
		Obligated:	$0.00	$0.00	$362,296.93	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$690,443.00	$0.00	$1,052,739.93
														Remaining:	*
	GROUPING SUBTOTAL														
		TIP:	$9,499,482.00	$0.00	$33,944,255.00	$0.00	$0.00	$0.00	$0.00	$1,746,850.00	$0.00	$0.00	$0.00	$0.00	$45,190,587.00
		Obligated:	$20,187,029.00	$0.00	$18,992,544.92	$0.00	$0.00	$7,807,801.00	$0.00	$1,617,818.37	$0.00	$0.00	$690,443.00	$0.00	$49,295,636.29
		Released:	($153,545.77)	$0.00	($1,676,202.06)	$0.00	$0.00	($297,972.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($2,127,719.83)
														Remaining:	*
	MPO SUBTOTAL														
		TIP:	$12,172,449.00	$0.00	$35,024,090.00	$0.00	$0.00	$0.00	$0.00	$1,746,850.00	$0.00	$0.00	$0.00	$0.00	$48,943,389.00
		Obligated:	$22,859,995.75	$0.00	$21,014,458.80	$0.00	$0.00	$7,807,801.00	$0.00	$1,617,818.37	$0.00	$0.00	$690,443.00	$0.00	$53,990,516.92
		Released:	($262,432.89)	$0.00	($1,676,202.06)	$0.00	$0.00	($297,972.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($2,236,606.95)
														Remaining:	*

STIP Grouping Detail

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

District / Jurisdiction	UPC / Description		NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
			Funding Source/Amount												
T9920701 - Construction : Transportation Alternatives/Byway/Non-Traditional															
Amherst County															
	126887 US-29-C AT SEMINOLE DR EV CHARGING STATION INSTALLATION - 4886 S Amherst Hwy; 4886 S Amherst Hwy (0.0200)														
	FedID(s) 5118380														
	0029	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$690,443.00	$0.00	$690,443.00
														Remaining:	*
Lynchburg															
	121043 TAP23 CITYWIDE CONSTRUCT SIDEWALK - VARIOUS; VARIOUS (0.3341 MI)														
	FedID(s) 5118331, 5118357, 5118358														
	9999	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$99,778.93	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$99,778.93
														Remaining:	*
Lynchburg															
	125457 TAP25 MILLRACE DR - CONSTRUCT SIDEWALK - 0.10 MILE SOUTH OF GRAVES MILL ROAD; CUL-DE-SAC (0.4400 MI)														
	FedID(s) 5118372														
	9999	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$262,518.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$262,518.00
														Remaining:	*
	T9920701 - CONSTRUCTION : TRANSPORTATION ALTERNATIVES/BYWAY/NON-TRADITIONAL SUBTOTAL														
		TIP:	$0.00	$0.00	$440,749.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$440,749.00
		Obligated:	$0.00	$0.00	$362,296.93	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$690,443.00	$0.00	$1,052,739.93
		Released:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
														Remaining:	*
T9920703 - Maintenance : Preventive Maintenance and System Preservation															
Campbell County															
	112854 #SGR19VP - PM3B18 CAMPBELL COUNTY US-501N PRIMARY PLANT MIX - ROUTE 1029; SCL LYNCHBURG (1.8200 MI)														
	FedID(s) PM03369														
	9999	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	Obligated:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Released:	$0.00	$0.00	$0.00	$0.00	$0.00	($297,972.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($297,972.00)
														Remaining:	*
Campbell County															
	120760 RTE 29/460 - LIGHT POLE REPLACEMENT - RTE 29/460; RTE 29/460 (0.0000)														
	FedID(s) 9622111														
	0029	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	Obligated:	$0.00	$0.00	$33,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,300.00
														Remaining:	*
Lynchburg District-wide															
	121831 PM3B23 APPOMATTOX-CAMPBELL PLANT MIX (P) - VARIOUS; VARIOUS														
	FedID(s) PM03380														
	9999	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	Obligated:	$0.00	$0.00	$7,791,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,791,300.00
														Remaining:	*
	T9920703 - MAINTENANCE : PREVENTIVE MAINTENANCE AND SYSTEM PRESERVATION SUBTOTAL														
		TIP:	$0.00	$0.00	$22,554,174.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,554,174.00
		Obligated:	$0.00	$0.00	$7,824,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,824,600.00
		Released:	$0.00	$0.00	$0.00	$0.00	$0.00	($297,972.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($297,972.00)
														Remaining:	$14,729,574.00

STIP Grouping Detail

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

District / Jurisdiction	UPC / Description	Funding Source/Amount												
		NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
T9920704 - Maintenance : Preventive Maintenance for Bridges														
Campbell County														
	124151 #BF - LYNCHBURG YEAR 4 RESTORATIVE BRIDGE MN RIGID OVERLAYS - 0.37 MI. W. OF W.C.L. LYNCHBURG; 0.1 MI. E. INT. RTE. 29 (0.2010 MI)													
	FedID(s) 5118354, 5118373													
	0029 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Obligated:	$0.00	$0.00	$0.00	$0.00	$0.00	$6,971,043.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,971,043.00
													Remaining:	*
Campbell County														
	124153 #BF - LYNCHBURG YEAR 5 STRUCTURE RECOATING - 0.031 MILES SOUTH NSRR; 0.031 MILES NORTH NSRR (0.0620 MI)													
	FedID(s) 5118347, 5118353													
	0029 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO Obligated:	$0.00	$0.00	$0.00	$0.00	$0.00	$726,758.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$726,758.00
													Remaining:	*
Lynchburg														
	123846 #BF - LYNCHBURG YEAR 3 RESTORATIVE BRIDGE MN (RIGID OVERLAY) - 0.068 MILES WEST OF NS RAILWAY; 0.038 MILES EAST OF NS RAILWAY (0.1100 MI)													
	FedID(s) 5118332, 5118333													
	0128 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO Obligated:	$0.00	$0.00	$0.00	$0.00	$0.00	$110,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$110,000.00
													Remaining:	*
Lynchburg District-wide														
	116748 DISTRICTWIDE BRIDGE WASHING AT VARIOUS LOCATIONS - VARIOUS; VARIOUS													
	FedID(s) 9633059, BR03344													
	9999 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO Obligated:	$2,006,100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,006,100.00
													Remaining:	*
Bedford County														
	117017 #SGR21VB - RTE 666 OVER ELK CREEK (STR. 2781) - TOTAL REHAB - 1.8 Mi. E. Int. Rte. 622; 1.60M. W. Int. Rte. 221 (0.3000 MI)													
	FedID(s) 5118344, 5128467													
	0666 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Obligated:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,617,818.37	$0.00	$0.00	$0.00	$0.00	$1,617,818.37
													Remaining:	*
	T9920704 - MAINTENANCE : PREVENTIVE MAINTENANCE FOR BRIDGES SUBTOTAL													
	TIP:	**$4,179,582.00**	**$0.00**	**$10,523,137.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,746,850.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$16,449,569.00**
	Obligated:	**$2,006,100.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$7,807,801.00**	**$0.00**	**$1,617,818.37**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$11,431,719.37**
	Released:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
													Remaining:	**$5,017,849.63**
T9920706 - Construction : Safety/ITS/Operational Improvements														
Amherst County														
	123200 #SMART24 BUS 29-CONSTRUCT RIGHT TURN LANE AT RTE 681 - 0.043 MILES SOUTH OF RTE 681 (SEMINOLE DR); 0.005 MILES NORTH OF RTE 681 (SEMINOLE DRIVE) (0.0480 MI)													
	FedID(s) 5118334, 5118362, 5118374													
	0029 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Obligated:	$527,536.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$527,536.00
													Remaining:	*
Amherst County														
	123201 #SMART24 BUS 29-INTERSECTION IMPROVEMENTS AT RTE 163 - 0.020 MILE SOUTH OF RTE 29 BUS. (LYNCHBURG EXPY); RTE 29 BUS. (LYNCHBURG EXPY) (0.0650 MI)													
	FedID(s) 5118335, 5118363, 5118375													
	0029 TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Obligated:	$750,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$750,800.00
													Remaining:	*

STIP Grouping Detail

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

			Funding Source/Amount												
District / Jurisdiction	**UPC / Description**		**NHS/NHPP**	**NHFP**	**STP/STBG**	**EB/MG**	**CMAQ**	**HIP**	**RSTP**	**BR/BROS**	**DEMO**	**PROTECT**	**NEVI**	**CRP**	**TOTAL**
Campbell County															
	114091	**VHSIP19 RTE 1520 & 9070 - CONSTRUCT SIDEWALK - 0.256 MILES WEST OF BEE DRIVE; 0.209 MILES EAST OF BEE DRIVE (0.0470 MI)**													
	FedID(s)	**5118320, 5118368, 5118369**													
	1520	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$5,863,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,863,489.00
														Remaining:	*
Campbell County															
	119160	**#SMART22 PHASE I RTE 29 - ACCESS MANAGEMENT - 0.097 MILE NORTH OF RTE 679 (RUSSELL WOODS DRIVE)); 0.080 MILE SOUTH RTE 738 (ENGLISH TAVERN ROAD) (1.1860 MI)**													
	FedID(s)	**5118315, 5118359**													
	0029	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$1,531,750.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,531,750.00
														Remaining:	*
Lynchburg															
	114063	**HSIP21 - NATIONWIDE DRIVE - PEDESTRIAN IMPROVEMENTS - RTE 6073 (MCCONVILLE RD); 0.059 MI EAST OF PEGGY BOWEN DRIVE (0.4000 MI)**													
	FedID(s)	**5118312, 5118337**													
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$12,544.70	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$12,544.70
		Released:	$0.00	$0.00	($833,218.97)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($833,218.97)
														Remaining:	*
Lynchburg															
	114065	**HSIP21 - UR 6044 - PEDESTRIAN IMPROVEMENTS (OLD FOREST RD) - KINGS DRIVE; BRIDGE OVER NORFOLK SOUTHERN RAILWAY (0.5700 MI)**													
	FedID(s)	**5118308, 5118371**													
	6044	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$316,009.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$316,009.00
														Remaining:	*
Lynchburg															
	122912	**VHSIP LYN CITYWIDE-FLASHING YELLOW ARROW/HIGH VIS BACKPLATE - VARIOUS; VARIOUS (0.2000)**													
	FedID(s)	**5118329, 5118356**													
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$1,201,629.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,201,629.00
														Remaining:	*
Lynchburg District-wide															
	119588	**HSIP20 - DISTRICTWIDE - UNSIGNALIZED INTERSECTIONS - VARIOUS; VARIOUS**													
	FedID(s)	**9633064, 9633070**													
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$7,911.29	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,911.29
		Released:	$0.00	$0.00	($11,726.67)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($11,726.67)
														Remaining:	*
Lynchburg District-wide															
	122163	**VHSIP DISTRICTWIDE EDGE LINE RUMBLE STRIP INSTALL TASK #2B - VARIOUS; VARIOUS**													
	FedID(s)	**9633069**													
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Released:	$0.00	$0.00	($65,809.10)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($65,809.10)
														Remaining:	*
Lynchburg District-wide															
	122796	**HSIP DISTRICTWIDE SHOULDER WIDENING W/ EDGE RUMBLES & GUARDR - RTE. 716/821 ; RTE. 360/344 (5.2800 MI)**													
	FedID(s)	**9633079**													
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Released:	$0.00	$0.00	($220,814.01)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($220,814.01)
														Remaining:	*

STIP Grouping Detail

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

District / Jurisdiction	UPC / Description		Funding Source/Amount												
			NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
Lynchburg District-wide															
	126015 #ITTF25 - DISTRICTWIDE ATSPM UPGRADES - VARIOUS; VARIOUS														
	FedID(s) 9622140, 9633089														
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Released:	($97,147.36)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($97,147.36)
														Remaining:	*
Lynchburg District-wide															
	126589 ITTF25 DISTRICTWIDE - LY03 FIBER INTEGRATION - VARIOUS; VARIOUS (0.0000)														
	FedID(s) 9633095, TS00267														
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$316,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$316,825.00
														Remaining:	*
Lynchburg District-wide															
	127491 VHSIP - FY26 DISTRICTWIDE RUMBLE STRIPS & PIMS - VARIOUS; VAROUS (0.0000)														
	FedID(s) 9633102, 9633103														
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$1,381,867.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,381,867.00
														Remaining:	*
Lynchburg District-wide															
	129550 SAFETY PRE-SCOPING - HIGHWAY-RAIL SAFETY PROJECTS-LYNCHBURG - Various; Various														
	FedID(s) 9633118														
	9999	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$0.00	$0.00	$300,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$300,000.00
														Remaining:	*
Bedford County															
	108914 #HB2.FY17 Route 221 Congestion and Safety Improvements - Graves Mill Road; Gristmill Drive (0.4000 MI)														
	FedID(s) 5118290, 5118304														
	0221	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Released:	$0.00	$0.00	($544,633.31)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($544,633.31)
														Remaining:	*
Bedford County															
	119460 #SMART22 - Blackwater Rd (668) at Rte 460 Intersection - 0.063 Miles west of Route 668; 0.488 Miles east of Route 668 (0.5500 MI)														
	FedID(s) 0092066, 5118316, 5118367														
	0460	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$200,000.00	$0.00	$1,755,498.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,955,498.00
														Remaining:	*
	T9920706 - CONSTRUCTION : SAFETY/ITS/OPERATIONAL IMPROVEMENTS SUBTOTAL														
		TIP:	**$0.00**	**$0.00**	**$426,195.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$426,195.00**
		Obligated:	**$3,326,911.00**	**$0.00**	**$10,838,947.99**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$14,165,858.99**
		Released:	**($97,147.36)**	**$0.00**	**($1,676,202.06)**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**($1,773,349.42)**
														Remaining:	*
T9920707 - Construction : Bridge Rehabilitation/Replacement/Reconstruction															
Lynchburg															
	111279 #SGR18VB - RT 29 SBL - BRIDGE & APPR OVER NSRR (Fed 20579) - 0.118 MILES WEST OF NS RAILROAD; 0.096 MILES EAST OF NS RAILROAD (0.2140 MI)														
	FedID(s) 5118293														
	0029	**TIP:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	InCO	**Obligated:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Released:	($56,398.41)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($56,398.41)
														Remaining:	*

STIP Grouping Detail

Lynchburg MPO Study Area

Federal Obligated Funds: October 1, 2025 - September 30, 2026

			Funding Source/Amount											
District / Jurisdiction	UPC / Description		NHS/NHPP	NHFP	STP/STBG	EB/MG	CMAQ	HIP	RSTP	BR/BROS	DEMO	PROTECT	NEVI	CRP	TOTAL
Lynchburg															
	119384 #SMART22 #SGR21VB RTE 501 - BRDG & INTERCHANGE IMPROVEMENTS - 0.210 Mi. West of Rte. 29 Bus. SBL; 0.235 Mi East of Rte. 29 Bus. SBL (0.4450 MI)														
	FedID(s) 5118319, 5118345, 5118346														
	0501	TIP:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Obligated:	$14,420,402.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,420,402.00
														Remaining:	*
	T9920707 - CONSTRUCTION : BRIDGE REHABILITATION/REPLACEMENT/RECONSTRUCTION SUBTOTAL														
		TIP:	$5,319,900.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,319,900.00
		Obligated:	$14,420,402.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,420,402.00
		Released:	($56,398.41)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($56,398.41)
														Remaining:	*
	MPO SUBTOTAL														
		TIP:	$9,499,482.00	$0.00	$33,944,255.00	$0.00	$0.00	$0.00	$0.00	$1,746,850.00	$0.00	$0.00	$0.00	$0.00	$45,190,587.00
		Obligated:	$19,753,413.00	$0.00	$19,025,844.92	$0.00	$0.00	$7,807,801.00	$0.00	$1,617,818.37	$0.00	$0.00	$690,443.00	$0.00	$48,895,320.29
		Released:	($153,545.77)	$0.00	($1,676,202.06)	$0.00	$0.00	($297,972.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($2,127,719.83)
														Remaining:	*

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Stephen C. Brich, P.E.
Commissioner

1221 East Broad Street
Richmond, Virginia 23219

(804) 482-5818

MEMORANDUM

September 4, 2026

TO: Chiefs
District Engineers
Central Office Division Administrators
District Project Development Engineers
District Planning and Investment Managers

FROM: Stephen C. Brich, P.E.

SUBJECT: FY2027 Supplement on Portfolio Management

VDOT's mission is to plan, deliver, operate, and maintain a transportation system that is safe, enables easy movement of people and goods, enhances the economy, and improves our quality of life. Each project we deliver brings significant benefits to the traveling public, whether in the form of improving safety or reducing congestion.

In response to the rapid, concurrent growth in the financial value of the Six-Year Improvement Program (SYIP) over the last decade, I issued an executive memorandum in January 2025 outlining VDOT's shift towards a portfolio management approach. Since that time, we have successfully worked to align policies, procedures, priorities, expectations, and metrics with the following desired outcomes:

- Bring stability and predictability to the program
- Establish a pipeline that ensures successful obligation of federal funds
- Fully leverage financial resources
- Meet industry commitments and capacity
- Achieve established performance targets
- Make efficient use of internal and external resources
- Understand and adapt to the anticipated impact of new legislation, regulations, or policies

VDOT, localities, and industry partners must maintain this progress to ensure that project execution remains aligned with funding levels. The Department, and its local partners, have increased and prioritized the output in the construction program by intentionally balancing the number and size of projects and resources available with the increased revenues as well as focusing on the timelines with which projects are delivered.

By copy of this supplemental memorandum, I am re-affirming VDOT's expectation that we will continue to grow and improve our Portfolio Management approach to executing the SYIP. This memorandum also provides updated expectations for project development durations and alignment with Commonwealth Transportation Board (CTB) SYIP Development and Management Policy.

To successfully sustain construction program project throughput to fully leverage financial resources, all participants in the project development process must continue to observe the following four priorities:

(1) Focus on Timely Execution of Projects
(2) Eliminate the Current and Future Backlog of Projects
(3) Keep Projects on Schedule
(4) Align Guidance and Direction Related to the Six-Year Improvement Program (SYIP) Project Funding

Priority 1 – Focus on Timely Execution of Projects

Projects are expected to advance at a pace consistent with the timeframes in Table 1 below, which updates benchmark project development timeframes for three (3) project categories. Projects tracking behind these established benchmarks will be flagged as Slow Progress and should proactively be escalated for issue resolution and schedule recovery.

Projects making slow progress toward construction, with extended schedules beyond expected timeframes or that have documented critical issues making timely development and construction advertisement unlikely, thus eroding the value and benefits for which a project was selected, will be evaluated for potential recovery, continued advancement, and/or potential re-programming by the CTB in conjunction with SYIP development processes.

Table 1. Benchmark for Expected Project Development Timeframes

Project Type*	PE to CN
Tier 1 with Right of Way or Tier 2	4.5 years**
Tier 1 no Right of Way	2.5 years
Tier 1 CN only	6 months

***Tier 1 = Construction value less than $15 million; Tier 2 = Construction value $15 million or greater or design-build procurement**
****Unless funding program policy dictates a shorter duration**

Priority 2 – Eliminate the Current and Future Backlog of Projects

While VDOT strives to deliver projects on-time and on-budget, in the past, there have been many projects that have fallen behind schedule due to various reasons. While some backlog in a large

construction program is to be expected, quickly resolving issues that may delay projects, identifying ways to keep new projects from becoming part of the Construction Backlog, and minimizing the amount of time a project is part of the Construction Backlog must be a priority.

It is my expectation that once a project has been identified as part of the Construction Backlog, every effort will be made to reach construction advertisement within 12 months.

Projects that will remain on the Construction Backlog, further delaying previously scheduled construction advertisement, for more than 12 months, will be evaluated for potential recovery, continued advancement, and/or potential re-programming by the CTB in conjunction with SYIP development processes.

Priority 3 – Keep Projects on Schedule

Starting planned new phase starts is critical to increasing construction project throughput to fully leverage financial resources and bringing stability and predictability to the program.

New phase starts must begin as programmed and advance to construction at a pace consistent with the expected project development timeframes shown in Table 1. This expectation will be monitored annually by tracking progress towards starting new project phases and closing scoping on time for projects in the SYIP Portfolio. Central Office Divisions will coordinate with District leadership and external partners to advance sufficient work getting underway to ensure future construction throughput remains aligned with funding levels.

Priority 4 – Align Guidance and Direction Related to Six-Year Improvement Program (SYIP) Project Funding

There are numerous strategies and decisions that are made at the staff/division/district level to achieve a variety of objectives. These objectives are not always perfectly aligned and compete for limited staff and consultant resources and may conflict with the desired outcomes identified for the overall program.

The Chief Financial Officer Directorate will establish the overarching strategy for developing and managing the SYIP and serve as the single point of contact for funding guidance and decision-making related to projects in the SYIP. This includes, but is not limited to, ensuring alignment of individual project intake/selection processes with established desired outcomes for the current portfolio. In addition, the Director of Infrastructure Investment Division (IID) is the source of information regarding allocations and programming guidance. Questions regarding how to address funding needs on projects in the SYIP, including the appropriate timing, type, and amount of funding, will be directed through District leadership to IID, who will then coordinate with other Central Office Divisions, as needed, to resolve.

The Chief Engineer and Engineering Directorate will continue to oversee tasks related to project development and delivery of projects in the Portfolio. They will continue to identify opportunities to improve existing project development processes and tools to support these expected timeframes. If

issues impacting the timely delivery of projects cannot be resolved at the District level, with appropriate Central Office Division support, they should be elevated to the Deputy Chief Engineer for resolution in coordination with other Chiefs, as necessary.

The annual portfolio will continue to identify the amount of work to be executed in each district to fully leverage financial resources. Statewide performance monitoring metrics reviewed at various performance meetings (e.g., Monthly Project Delivery Meeting, Chief Engineer/Chief of Maintenance and Operations Quarterly Performance Meeting, etc.) will be based on the portfolio metrics identified in this memo. We will continue to review additional performance monitoring metrics for alignment with the Portfolio Management approach.

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Nicholas Donohue
Chairperson

1221 East Broad Street
Richmond, Virginia 23219

(804) 482-5818

Agenda item # 18

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 13, 2026

MOTION

Made By: Mr. Payne, **Seconded By:** Mr. Good
Action: Motion Carried, Unanimously

Title: Adoption of Updated Six-Year Improvement Program Development and Management Policy

WHEREAS, Section 33.2-214(B) of the *Code of Virginia* requires the Commonwealth Transportation Board (Board) to adopt by July 1st of each year a Six-Year Improvement Program (SYIP) of anticipated projects and programs and that the SYIP shall be based on the most recent official revenue forecasts and a debt management policy; and

WHEREAS, the Board believes it is in the public interest that transportation funds be programmed to projects and strategies that demonstrate the ability to address identified transportation needs in a cost-effective manner and that such programming of funds be prioritized to advance critical projects and strategies as quickly as possible; and

WHEREAS, on March 19, 2024, the Board adopted a Six-Year Improvement Program Development Policy; and

WHEREAS, since adoption of the Six-Year Improvement Program Development Policy by the Board in March 2024, the value and number of projects advancing in the SYIP have continued to increase; and

WHEREAS, VDOT has implemented a Portfolio Management approach for the development and delivery of projects included in the SYIP to ensure financial resources under

the purview of the Board are fully leveraged and with a focus on the timely and efficient delivery of projects within expected project development time frames; and

WHEREAS, any future changes to such project development time frame expectations will be shared with the Board as appropriate; and

WHEREAS, the Board believes that the Six-Year Improvement Program Development and Management Policy, as set forth in Attachment A, should be adopted and used to guide development and management of the SYIP.

NOW THEREFORE, BE IT RESOLVED, that the Six-Year Improvement Program Development and Management Policy, as set forth in Attachment A, is approved; and

BE IT FURTHER RESOLVED, that the Board directs the Commissioner of Highways and the Director of the Department of Rail and Public Transportation to take all actions necessary to implement and administer this policy, including, but not limited to, update of technical, guidance, and policy documents to be consistent with the Six-Year Improvement Program Development and Management Policy adopted herein; and

BE IT FURTHER RESOLVED, that Board approval of this item replaces and supersedes the March 19, 2024 resolution titled "Six-Year Improvement Program Development and Management Policy."

###

Attachment A
Six-Year Improvement Program Development and Management Policy (October 13, 2026)

I. Overview

The Six-Year Improvement Program (SYIP) is developed annually and identifies the planned use of funds available for highway construction and rail and public transportation. For highway construction, the SYIP identifies for each project, the timing, amount, and type of funding planned to be available over the upcoming six years. The rail and transit programs in the SYIP identify the planned uses of available funding for transit and rail capital as well as the planned support for transit operations and other programs administered by the Virginia Department of Rail and Public Transportation (DRPT) for the next year.

Section 2.2-229 of the Code of Virginia charges the Office of Intermodal Planning and Investment (OIPI) to oversee and coordinate with the Department of Transportation (VDOT) and DRPT the development of, for the Commonwealth Transportation Board's (the Board's) approval, the SYIP of the Board pursuant to § 33.2-214. Furthermore, VDOT and DRPT shall coordinate in the development of the SYIP regarding items of mutual responsibility. The SYIP shall be based on the most recent official revenue forecasts and a debt management policy adopted by the Board in consultation with the Debt Capacity Advisory Committee and the Virginia Department of the Treasury.

The basis for the Draft Six-Year Financial Plan (SYFP) and Draft SYIP is driven by the official December revenue forecast provided by the Department of Taxation and program assumptions in the Governor's proposed budget. A Draft SYFP and Draft SYIP, based on these program assumptions as well as other data and programmatic assumptions are generally presented to the Board in April of each year. This is followed by a series of public meetings across the state. Data and assumptions that form the basis for the Draft SYFP and Draft SYIP are revised based on General Assembly actions and the Commonwealth's final biennial budget approved by the General Assembly and signed by the Governor and incorporated into the Final SYFP and Final SYIP presented to the Board for adoption in June of each year.

II. Key Funding Programs Included in the SYIP

A. Highway Construction Funding Programs
- State of Good Repair Program (SGR) pursuant to § 33.2-369; and
- High Priority Projects Program (HPP through SMART SCALE) pursuant to § 33.2-370; and
- Innovation and Technology Transportation (ITTF) pursuant to § 33.2-1531; and
- Highway Construction District Grant Programs (DGP through SMART SCALE) pursuant to § 33.2-371; and
- Unpaved Roads pursuant to § 33.2-359; and
- Interstate Operations and Enhancement Program (IOEP) pursuant to § 33.2-372; and

- Virginia Highway Safety Improvement Program (VHSIP) pursuant to § 33.2-373; and
- Special Structures Program pursuant to §33.2-374; and
- Revenue Sharing Program (RS) pursuant to §33.2-357; and
- Surface Transportation Block Grant Program set-aside for Transportation Alternatives (TAP) pursuant to § 11109 of the Infrastructure Investment and Jobs Act (IIJA); 23 U.S.C. 133; and
- Bridge Rehabilitation and Replacement Program pursuant to Title VIII of Division J of the Infrastructure Investment and Jobs Act (Public Law 117-58, 135 STAT. 429, 1420); and
- Carbon Reduction Program pursuant to § 11403 of the IIJA; 23 U.S.C. 175; and
- PROTECT Program pursuant to §11405 of the IIJA; 23 U.S.C. 176; and
- National Electric Vehicle Infrastructure Program pursuant to Title VIII of Division J of the Infrastructure Investment and Jobs Act (Public Law 117-58, 135 STAT. 429, 1421); and
- Congestion Mitigation and Air Quality Improvement Program (CMAQ) pursuant to § 11115 of the IIJA; 23 U.S.C. 149; and
- Regional Surface Transportation Program (RSTP) pursuant to § 11109; 23 U.S.C. 133.

B. Rail and Public Transportation Programs

- Transit programs pursuant to §33.2-1526.1 and 33.2-3401, including statewide operating assistance; statewide capital assistance; special; ridership incentive; WMATA operating and capital assistance; commuter assistance; human service transportation; planning, regulation, and safety; and WMATA dedicated; and
- Rail programs pursuant to §33.2-1526.4 and 33.2-1602, including rail preservation and planning and freight rail.
- Formula grant and discretionary funding distributed to DRPT and its rail and transit partners by the Federal Transit Administration and the Federal Railroad Administration.

III. Projects in the SYIP

VDOT and DRPT solicit applications on an annual basis, evaluate and prioritize potential projects based upon Board policies, and selected projects are reflected within the six-year horizon of the SYIP.

Highway Construction Program

Projects are included in the highway construction portion of the SYIP if they are funded through one or more of the Board's funding programs and/or administered by VDOT.

In general, it is the Board's intent to demonstrate commitment to projects selected for funding in the SYIP through one of the Board's funding programs by fully funding the projects through

construction. Section 33.2-214 of the Code of Virginia states that the Board shall only include a project or program wholly or partially funded with funds from the State of Good Repair Program pursuant to § 33.2-369, the High Priority Projects Program pursuant to § 33.2-370, the Highway Construction District Grant Programs pursuant to § 33.2-371, the Interstate Operations and Enhancement Program pursuant to § 33.2-372, or capital projects funded through the Virginia Highway Safety Improvement Program pursuant to § 33.2-373 in the Six-Year Improvement Program if the allocation of funds from those programs and other funding committed to such project or program within the six-year horizon of the Six-Year Improvement Program is sufficient to complete the project or program.

Rail and Public Transportation Program

Projects are included in the SYIP if they are funded through the Commonwealth Mass Transit Fund, the Washington Metropolitan Area Transit Authority Capital Fund, the Commonwealth Rail Fund, FREIGHT (Rail Grant), or the Shortline Railway Preservation and Development program.

IV. Timing of Updates to Various Funding Programs in the SYIP

Updates to various funding program in the SYIP will be as follows:

A. Allocations available in the following funding programs will be programmed in the SYIP annually:
   - Transit Programs pursuant to §33.2-1526.1(D); and
   - Freight Rail Programs pursuant to §33.2-1526.4 (DRPT share only) and §33.2-1602; and
   - State of Good Repair Program pursuant to §33.2-369; and
   - Regional Surface Transportation Program funds provided to metropolitan planning organizations pursuant to § 11109 of the IIJA; 23 U.S.C. 133; and
   - Congestion Mitigation Air Quality funds pursuant to § 11115 of the IIJA; 23 U.S.C. 149; and
   - Highway Safety Improvement Program pursuant to § 33.2-373; and
   - Special Structures Fund pursuant to §33.2-1532.

B. Allocations at least equivalent to those available in the fifth and sixth year of the SYIP under development for the following funding programs will be programmed in even-numbered fiscal year SYIP updates:
   - High Priority Projects Program pursuant to §33.2-370; and
   - Highway Construction District Grants Program pursuant to §33.2-371.

C. Development of the SMART SCALE program will be in accordance with the Board's Policy and Guide for Implementation of the SMART SCALE Project Prioritization Process according to the following schedule:

- October – Release of list of submitted projects to the Board and the public.

- No later than the December Board meeting
  - Consideration of a resolution to identify up to two additional projects to be evaluated and considered for funding, if necessary.
- January Board meeting
  - Release the results of the screening and analysis of candidate projects and strategies, including the weighting factors and the criteria used to determine the value of each factor no later than 150 days prior to a vote on such projects or strategies to the Board and the public pursuant to § 33.2-214.2.
  - Release and discussion of a preliminary funding scenario determined as follows
    - For purposes of determining priorities, scores will be based on benefit relative to SMART SCALE request. Scores based on benefit relative to total cost will also be provided to the Board for their consideration.
    - Step 1 – Fund top scoring projects within each district eligible for Highway Construction District Grant Program funds using Highway Construction District Grant Program funds until remaining funds are insufficient to fund the next highest scoring project.
    - Step 2 – Fund top scoring projects statewide eligible for High Priority Projects Program funds using High Priority Projects Program funds until funds are insufficient to fund the next highest scoring project.
    - Remaining balances will be reserved for allocation in a subsequent round or to address budget adjustments on selected projects according to the thresholds established in the SMART SCALE Prioritization Policy.
- April Board meeting
  - Release of the Draft SYIP, incorporating the preliminary funding scenario, for review and comment.
- May Board meeting
  - Consideration of proposed modifications to the preliminary funding scenario.
- June Board Meeting
  - Consideration of the proposed Final SYIP, incorporating approved modifications to the preliminary funding scenario, for adoption.

D. Allocations equivalent to those available in the first and second year of the SYIP under development for the following funding program will be programmed in odd-numbered fiscal year SYIP updates:
   - Surface Transportation Block Grant set-aside for Transportation Alternatives pursuant to § 11109; 23 U.S.C. 133.

E. Allocations at least equivalent to those available in the third and fourth year of the SYIP under development for the following funding program will be programmed in odd-numbered fiscal year SYIP updates:
   - Revenue Sharing Program pursuant to §33.2-357.

V. Management of the SYIP

A. Subject to the provisions governing each funding program, the Board may adjust the timing of funds programmed to projects from previously adopted programs to meet the cash flow needs of the individual projects, maximize the use of federal funds, or to address revised revenue projections and project priorities.

B. Consistent with the Board's Systematic Review of Funding Policy, as last amended on February 18, 2015, and subject to federal/state eligibility requirements and the provisions governing each of these funding programs, as part of the annual SYIP update, funds no longer needed for the delivery of a project will be reallocated.

C. In the event of a reduced revenue forecast that impacts the funds available to support the projects previously committed to by the Board, the Board will maintain its commitment to previously approved projects by committing funds from a subsequent solicitation cycle. In the event of an increased revenue forecast that impacts the funds available for a previous solicitation cycle, the additional funds will be reserved to address budget adjustments on existing projects selected within those programs or reserved for allocation in the next solicitation cycle for those programs.

D. Subject to the provisions governing each of these programs, the scope of a project selected for funding by the Board should not be substantially modified in such a manner that the selected project no longer accomplishes substantially similar purpose and benefits as the original scope.

E. Subject to the provisions governing each of these programs, in the event the anticipated cost to deliver a project exceeds the approved budget, efforts must be made to review the scope of the project for opportunities to modify or reduce scope to bring the cost back in line with the original budget while maintaining similar benefits.

F. Subject to the provisions governing each of these programs, a project that has been selected for funding must be initiated and at least a portion of the programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming. Additionally, once a project has been initiated, projects are expected to efficiently progress to construction within expected project development timeframes and in a manner consistent with the VDOT Commissioner's Memorandum for Portfolio Management dated September 4, 2026, including any future supplements to such guidance.

G. Subject to the provisions governing each of these programs, in the event that a project is not advanced to the next phase of construction within the Department's expected project development timeframes, the Department will make a recommendation to the Board to (i) cancel the project, (ii) deallocate project funding, or (iii) request additional action.

H. In the event a locally-administered project is not advanced to the next phase of construction when requested by the Board, the locality may be required, pursuant to §33.2-214 of the Code of Virginia, to reimburse VDOT for all state and federal funds expended on the project.

I. VDOT will provide to the Board, not less than annually and in conjunction with Draft SYIP development processes, information regarding projects making slow progress toward construction for its use in informing the selection of additional projects for inclusion in the SYIP.

J. Transfers of allocations programmed to projects in the approved SYIP necessary to release funds no longer needed for the delivery of the projects or to provide additional allocations to support the delivery of eligible projects in the approved SYIP consistent with Board priorities for programming funds and federal/state eligibility requirements, will be provided to the Board on a monthly basis, per the Board's resolution to adopt the Six-Year Improvement Program and Rail and Public Transportation Allocations For Fiscal Years 2027 – 2032, as revised.

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CTB Decision Brief

Adoption of Updated Six-Year Improvement Program Development and Management Policy

Issue: Commonwealth Transportation Board (Board) policies are systematically reviewed on an ongoing basis to identify those that are outdated or obsolete. The Six-Year Improvement Program (SYIP) Development and Management Policy was adopted by the Board in March 2024. Since March 2024, VDOT has implemented a Portfolio Management approach to executing the SYIP which outlines expected durations for projects to reach construction once being added to the SYIP. Several individual funding programs have minimal references to timeline expectations for delivery and VDOT will apply such expectations across all projects in the SYIP regardless of funding program. Updates to the SYIP Development Policy are needed.

Facts: Section 33.2-214(B) of the Code of Virginia requires the Board to adopt by July 1st of each year an SYIP of anticipated projects and programs and that the SYIP shall be based on the most recent official revenue forecasts and a debt management policy. On March 19, 2024, the Board adopted an SYIP Development and Management Policy. The current policy sets out the timing for allocating key funding programs, establishes the Board's general intent to fully fund projects through construction, and establishes high level policy parameters for projects and programs advancing in the SYIP.

Since adoption of the Six-Year Improvement Program Development and Management Policy by the Board in March 2024, VDOT has implemented a Portfolio Management approach to executing development and delivery of projects in the SYIP.

At its July 21, 2026 meeting, the Board was presented Development and Delivery Results - Preliminary FY2026 Data as of 7/14/2026 with information pertaining to VDOT's Portfolio Management approach including:

- Observations from past years of VDOT Project Dashboard monitoring which measured success on the percentage of projects delivered on time
- Updates on the Construction Backlog whereas projects scheduled to go to construction in previous fiscal years are prioritized for recovery and critical decision making to ensure inflation does not erode the value and benefits of selected projects
- Information for VDOT's updated approach to focus on leading performance indicators that prioritize project delivery targets based on project value and benefit rather than project count
- Summary information regarding the VDOT Commissioner's Executive Memorandum for Portfolio Management outlining expectations of VDOT and Locality staff in the delivery of projects within expected timelines to successfully leverage the financial resources in the SYIP

At its September 15, 2026 meeting, the Board was presented Development and Delivery Continued - Proposed Updates to SYIP Development and Management Policy, discussing proposed revisions to the SYIP Development and Management Policy. Proposed revisions including the following information pertaining to policy changes related to expected project timeframes:

- Update to require that once projects in the SYIP have been initiated, they are expected to progress to construction within expected project development timeframes and in a manner consistent with the VDOT Commissioner's Memorandum for Portfolio Management dated January 29, 2025, including any future supplements to such guidance.
- Update to require that if projects do not progress to the next phase of construction within the Department's expected timeframes, the Department will make a recommendation to the Board to (i) cancel the project, (ii) deallocate project funding, or (iii) request additional action.
- The policy continues requirements that pursuant to 33.2-214 of the Code of Virginia stating that in the event a locally-administered project is not advanced to the next phase of construction when requested by the Board, the locality may be required to reimburse VDOT for all state and federal funds expended on the project.
- Requires VDOT to report to the Board, not less than annually and in conjunction with Draft SYIP development processes, information regarding projects making slow progress toward construction for its use in informing the selection of additional projects for inclusion in the SYIP.
- The policy continues to authorize the Board to make monthly transfers of allocations no longer needed for the delivery of projects or to provide additional allocations to support the delivery of eligible projects.

Aside from those noted above the Revised Policy does not include any new or revised provisions not already included in another CTB Policy, federal or state code, or existing funding program requirements.

The Board was provided a Draft Revised Six-Year Improvement Program Development and Management Policy and a summary of the proposed revisions.

Recommendation: VDOT recommends that the Board approve the Six-Year Improvement Program Development and Management Policy (October 13, 2026).

Action Required by CTB: The CTB will be presented with a resolution for a formal vote to approve the revised Six-Year Improvement Program Development and Management Policy and to replace and supersede the March 19, 2024 Policy.

Result, if Approved: If approved, the Revised Six-Year Improvement Program Development and Management Policy (October 13, 2026) will replace and supersede the March 19, 2024 resolution titled "Updated Six-Year Improvement Program Development and Management Policy."

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None

From: State Trails Office (VDOT)
Subject: VDOT State Trails Office Launches Trail Cost Estimating Technical Assistance Program
Date: Wednesday, October 21, 2026 10:22:36 AM
Attachments: image001.png

Good morning,

The Virginia Department of Transportation's State Trails Office (STO) has launched a Trail Cost Estimating Technical Assistance Program to help localities and planning agencies advance conceptual trail proposals. The program refines project details and produces planning-level cost estimates that support future funding opportunities. It also builds on the Statewide Multiuse Trails Plan, which identifies many proposed segments lacking cost estimates or detailed scoping, helping move them from long-range concepts to implementable projects.

STO staff will work with selected localities to develop standardized cost estimates using VDOT tools such as the Pre Quantity Tool (PQT), Bid Item Lookup Tool (BILT), and Project Estimate Summary (PES) spreadsheet, supporting project refinement and funding preparation.

Program Highlights:

- Standardized cost estimating using VDOT tools
- Collaborative review of project details
- Conceptual project sketches and alignment linework

The State Trails Office encourages you to forward this opportunity to local partners who may benefit from technical assistance in developing multiuse trail proposals.

Learn more and access the application here: https://sto-resource-hub-vdot.hub.arcgis.com/pages/cost-estimating

VDOT |

State Trails Office | Virginia Department of Transportation

VDH VIRGINIA DEPARTMENT OF HEALTH

2027 Active Transportation Grant Application Overview

Thank you for your interest in the Virginia Walkability Action Institute (VWAI) Active Transportation Grant (ATG). The ATG provides funding and capacity building through participation in the VWAI. The VWAI's goal is to increase the knowledge and skills gained through this participatory learning experience aimed at benefiting all participants, including public health and transportation professionals, academics, graduate students, volunteers, and advocates for walking, biking, taking public transit, and using micro-mobility devices (e.g., e-bikes and e-scooters), and as emerging leaders within local communities and the State of Virginia.

A. PURPOSE

Virginia Department of Health (VDH), in collaboration with the Centers for Disease Control and Prevention's (CDC) Preventive Health and Health Services Block Grant (PHHS), seeks applications for its 2027 cohort. The 2027 cohort will mark the nineth year of the VWAI.

The primary goal of the VWAI ATG is to prepare local and regional practitioners to pursue policy, systems, and environmental (PSE) changes and interventions to improve population health and reduce chronic disease risk and burden through increased access to physical activity and active transportation. The VWAI will expose participants to learning concepts that support equitable achievement of micro- and macro-level infrastructure strategies to increase access and physical activity at the local level. This is done by bringing together individuals and teams with representation from public health, planning, academia, community, and transportation and providing seed funding to implement quick build projects, training programs, active transportation resources (e.g., trail maps, resource guides, and more).

The ATG and VWAI will be facilitated by a cadre of national and statewide faculty and will support the Surgeon General's Call to Action on Walking and Walkability and Physical Activity Guidelines for Americans, 2nd Edition. The VWAI ATG also supports Virginia's collective efforts to create neighborhoods and environments that promote health and safety through walking and bicycling (Healthy People 2030). Participating individuals and teams will be engaged

through multiple methods (e.g., didactic, experiential, discussions, etc.) within a structured and practical learning atmosphere. The VWAI component of the ATG consists of in-person, on-going technical assistance, virtual networking and learning sessions, and project funding.

There is no application or enrollment fee for the VWAI. The 2027 cohort of the VWAI ATG program will accept up to five (5) teams (team sizes may range from one to six) and will award up to $34,000 in total project funds. Past projects funded have ranged from $2,000 to $10,000. Participants will also receive a travel scholarship to attend in-person meetings.

B. ELIGIBILITY

All applicants must be 18 years of age or older and reside and/or be employed or a student in Virginia. Applicants from a variety of fields are considered eligible, including professionals in transportation, engineering, planning, and public health. University/college graduate students studying in a related field are also eligible, as are university faculty/staff. Elected officials and community members working at non-profit organizations or in a volunteer capacity are also encouraged to apply. All ATG awardees must be able to commit to the VWAI for the entire duration of the program—from January through September 2027. The time commitment is roughly 10 hours a month.

We encourage participants to apply as part of a multi-person team (up to six (6) members), though participants are also eligible to apply as individuals. Multi-disciplinary teams are encouraged to apply as well. Teams that are representative of the communities they serve are highly encouraged to apply. Only one application is to be submitted for the entire team regardless of the number of team members.

For those applying as a team of one, please keep in mind that all teams, regardless of size, will be responsible for the same deliverables, including assignments, attending all sessions, and developing and implementing an action plan.

C. VWAI TIMELINE AND DESCRIPTION

Application Timeline

- The 2027 VWAI ATG Informational Webinar will be held on **Tuesday, October 27, 2026, at 3:00pm ET. Register here.**
- Completed applications are due **on Monday, November 30, 2026, at 11:59 pm ET.**

Program Schedule At-A-Glance

The VWAI ATG program runs from January through September 2026.

- An in-person, day-and-a-half grantee kick-off meeting will take place on Thursday, January 21, 2027 and Friday, January 22nd, in Richmond, VA
- Virtual office hours held monthly between January and August 2025 with a designated technical assistance provider
- Bi-monthly grantee check-ins
- Two technical assistance site visits
- In-person closing meeting in September 2027

VWAI Inclusions

Participants will receive:

- An invitation to attend all VWAI in-person meetings (opening and closing sessions), virtual technical assistance/office hours sessions, and bi-monthly grantee check-ins;
- Access to public health, walking, biking, public transit, and micro-mobility tools and resources;
- Access to on-going technical assistance during the VWAI through office hours;
- Travel scholarships to attend in-person sessions; and
- Project funding to implement a micro-level infrastructure project or program or develop a product related to their action plan.

Participant responsibilities

Individual and team participants will be responsible for:

- Attending and participating in all in-person meetings (opening and closing sessions), virtual technical assistance/office hours sessions, and bi-monthly grantee check-ins;
- Developing and implementing an action plan that is locally specific to improving walking, biking, public transit, and micro-mobility, and presenting the action plan to VWAI participants and faculty;
- Meeting with team members outside of planned office hours and bi-monthly check-ins to support the development and implementation of an action plan. Individual participants not part of teams will be responsible for meeting with their organization and local partners regarding their action plan;
- Utilizing project funding to support walking, biking, public transit and micro-mobility in targeted areas of their locality, and;
- Hosting and setting up cohort site visits, with support from VWAI program staff (if applicable).

Scholarships are available to assist with travel and accommodation expenses for in-person sessions and site visits, including hotel and mileage reimbursement.

Key Outcomes for VWAI ATG Awardees

Participants will learn a variety of strategies for improving walking, biking, public transit,

and micro-mobility, including:

- Development of a standing, regional-level interdisciplinary working group on walking, biking, public transit and/or micro-mobility to plan and execute on interventions;
- Execution of Memoranda of Understanding, or comparable agreements, that frame specific and detailed collaboration between a variety of stakeholders;
- Facilitation of local and / or regional training sessions related to walking, biking, public transit and micro-mobility;
- Development and dissemination of a model zoning ordinance that supports compact, mixed use, walkable development for use by local communities;
- Implementation of Complete Streets (CS) policies for use by local departments of transportation (DOTs), such as CS roadway design guidelines and performance measures;
- Development and dissemination of market-based tools that support walking, biking, public transit and micro-mobility, such as parking policies, congestion pricing, high occupancy and toll lanes, inclusionary zone policies and incentives for private sector development, and workplace or community Transportation Demand Management policies;
- Development and implementation of prioritization and evaluation metrics for local health, safety, walking, biking, public transit and micro-mobility infrastructure projects;
- Development and implementation of a local pedestrian plan, trails plan, active transportation plan, transit plan, mobility or similar plan with a focus on specific project and policy recommendations and resources;
- Development and implementation of a technical assistance program for communities developing comprehensive plans, transportation, active transportation, mobility, and transit plans to assure an appropriate focus on public health and active transportation performance, and;
- Coordination of transportation projects, priorities, and funding with state DOT, Metropolitan Planning Organizations (MPOs), and communities with a focus on maximizing walking, cycling, public transit and micro-mobility support and performance.

D. SELECTION PROCESS

Participants will be selected through a competitive application process. Space is limited five (5) teams (or up to thirty (30) participants) for this grant and training opportunity and $34,000 in project funding.

Applicants will be scored and ranked based on responses to the items listed below:

- Description of current community opportunities and challenges related to building healthier and safer environments for walking, biking, public transit and micro-mobility (20 points);
- Description of the history of addressing the community issue(s) through individual effort,

partnerships, and multi-sectoral collaborations (10 points);
- Description of how the VWAI will advance existing policies or planning documents adopted (10 points);
- Description of how you are addressing, or plan to address, a historic injustice at the neighborhood, community, city, county, region, or state level that impacts access to physical activity and mobility (20 points);
- Highly detailed action plan outlining key goals, objectives, and activities that will be implemented to address active transportation in their area (20 points) and
- Highly detailed budget that aligns with the key goals, objectives, and activities associated with the action plan (20 points).

E. CONTACT INFORMATION

For questions or more information on VWAI, contact:

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