

**TRI-CITIES AREA
METROPOLITAN PLANNING
ORGANIZATION
FY27
UNIFIED PLANNING WORK
PROGRAM (UPWP)**



Approved June 11, 2026, by the TCAMPO Policy Committee

Disclaimer

This document reflects the views of the Tri-Cities Area Metropolitan Planning Organization. The staff of the Crater Planning District Commission is responsible for the facts and the accuracy of the data presented herein. The contents may not reflect the views or policies of the Federal Highway Administration, the Federal Transit Administration, or the Commonwealth Transportation Board. This report is not a standard, specification, or regulation. Acceptance of this document by the Federal Highway Administration and the Federal Transit Administration, is evidence of fulfillment of the objectives of this planning document, does not constitute approval for the location and design or commitment to fund improvements. Additional environmental assessments and/or studies of alternatives may be necessary.

If you would like this document translated to Spanish, please contact the MPO at zmumuni@craterpdc.org

Si desea que este documento se traduzca al español, póngase en contacto con el MPO en zmumuni@craterpdc.org

Acknowledgement

The staff of the Crater Planning District Commission prepared this work plan for the Tri-Cities Metropolitan Planning Organization in cooperation with the U. S. Department of Transportation, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), State(s), Petersburg Area Transit(PAT) and member localities; and includes a discussion of the planning priorities facing the MPA.

Title VI Non-Discrimination

Non-Discrimination

The Tri-Cities Metropolitan Planning Organization (MPO) complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, see [Transportation | Crater Planning District Commission \(craterpdc.org\)](https://www.craterpdc.org/transportation)

NO DISCRIMINACIÓN

La Organización Tri-Cities Area Metropolitana de Planificación (TCAMPO) Cumple totalmente con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y los reglamentos relacionados con toda programas y actividades. El TCAMPO se esforzará para proporcionar ajustes razonables y servicios para personas que requieran asistencia especial para participar en este público oportunidad de participación. Para obtener más información sobre el cumplimiento de la accesibilidad, o para obtener una Formulario de Queja Título VI, ver [Transportation | Crater Planning District Commission \(craterpdc.org\)](https://www.craterpdc.org/transportation) o llame al Título VI Coordinador en el 804-861-1666.

Table 1: Tri-Cities Area MPO Policy Committee Members










Jurisdiction	Representative	
Chesterfield County	Mr. Kevin Carroll (Chair)	
City of Colonial Heights	Mr. John Wood (Vice Chair)	
Dinwiddie County	Mr. Casey Dooley	
City of Hopewell	Vacant	
City of Petersburg	Mayor Samuel Parham	
Prince George County	Mr. T.J. Webb	
For the Secretary of Transportation	Mr. Dale Totten	
Petersburg Area Transit	Mr. Darius Mason	
Crater Planning District Commission	Mr. Jay Ellington	

Table 2: Self Certification Checklist

Federal Title/Requirement	Summary	Compliance Status
23 U.S.C. 134	Encourages safe, efficient, surface transportation systems.	Complies
49 U.S.C. 5303 & 5304	Encourages safe, efficient transportation systems to meet mobility needs in urbanized areas.	Complies
42 U.S.C. 7504, 7506(c), 7506(d) ; 40 CFR § 93	General Conformity and Transportation Conformity	Complies
Title VI of the Civil Rights Act of 1964 (as Amended) (42 U.S.C 2000d 01) (49CFR § 21)	Prohibits discrimination based on race, color, or national origin in programs receiving federal financial assistance	Complies
49 U.S.C. 5332	Prohibits discrimination based upon race, color creed, national origin, sex, or age in employment or business opportunity.	Complies
Section 1101(b) of the Fast Act & 49 CFR § 26	Encourages using disadvantaged business enterprises on USDOT funded projects.	Complies
23 CFR § 230	Equal employment opportunity in Federal & Federal- aid highway construction projects.	Complies
Americans with Disabilities Act (42 U.S.C. 12101 et seq.) & 49 CFR §s 27, 37, & 38.	Prohibits age discrimination in programs receiving federal assistance.	Complies
Older Americans Act (42 U.S.C 6101)	Prohibits discrimination based upon age in programs receiving Federal financial assistance.	Complies
Title 23 U. S. C section 324	Prohibits discrimination based upon gender.	Complies
Section 504 of the Rehabilitation Act of 1973 (29 USC 794 and 49 CFR 27)	Prohibits Discrimination against individuals with disabilities	Complies

Adoption Resolution

Tri-Cities Area Metropolitan Planning Organization FY27 Unified Planning Work Program Adoption Resolution

WHEREAS, the U.S. Department of Transportation provides financial assistance to public agencies for transportation technical studies; and

WHEREAS, the U.S. Department of Transportation requires approval of regional transportation plans and programs by the Metropolitan Planning Organization (MPO) in accordance with 23 U.S. C. Part 450; and

WHEREAS, the Tri-Cities Area Transportation Policy Committee is the duly designated Metropolitan Planning Organization for the Tri-Cities Area; and

WHEREAS, VDOT, FHWA, and DRPT have reviewed the Draft FY27 UPWP and approved it for public review and MPO approval; and

WHEREAS, the Tri-Cities Area Metropolitan Planning Organization, pursuant to its adopted participation process, has considered public comments received on the FY27 Unified Planning Work Program.

NOW, THEREFORE BE IT RESOLVED, the Policy Committee of the Tri-Cities Area Metropolitan Planning Organization hereby approves the Tri-Cities Area FY27 Unified Planning Work Program.

Upon a motion by MS. Franziska (CS 9405) seconded by MS. Wood (Resolution) and carried by a voice vote, a motion was adopted on June 11, 2026, with 12 members voting aye, 0 members voting nay, and 0 members abstaining.

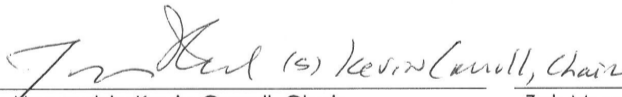
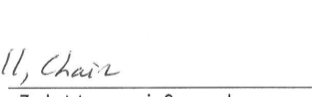
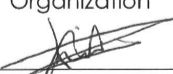
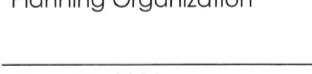
 _____ The Honorable Kevin Carroll, Chair, Tri-Cities Area Metropolitan Planning Organization	 _____ Zak Mumuni, Secretary, Tri-Cities Area Metropolitan Planning Organization
 _____ June 11, 2026	 _____ June 11, 2026

Table of Contents

- Disclaimer2
- Acknowledgement2
- Title VI Non-Discrimination2
- Adoption Resolution5
- Introduction.....8
- Organization and Structure8
- FY26 Accomplishments10
- Priorities for FY27 UPWP11
- Major Transportation Planning Products11
- Overall Transportation Planning Priorities (Long Term Work Schedule)13
- FY27 Work Program.....13
- Task 1: Administration of the Transportation Planning Process.....16
 - 1. MPO Meetings.....16
 - 2. Unified Planning Work Program, Invoicing, Reporting and Certification16
 - 3. Stakeholder Involvement and Title VI Compliance17
 - 4. Air Quality and Transportation Planning Coordination.....17
 - 5. Webpage Development: Continued Improvement.....18
 - 6. Direct Expenses for Travel, Training, and Professional Development.....18
- Task 2: Short-Range Planning.....18
 - 1. The Metropolitan Transportation Improvement Program (MTIP)19
 - 2. The Six Year Improvement Program (SYIP)19
 - 3. Prioritization and Grant Applications.....20
 - 4. FFY 2026 Annual Obligation Report20
- Task 3: Long-Range Planning.....21
 - 1. Metropolitan Transportation Plan (MTP)21
 - 2. Special Studies, Projects, Programs, and Contingency22
- Task 4: System Surveillance and Performance Measures22
 - 1. Congestion Management Process.....23
 - 2. Performance Measures and Targets23
- APPENDICES27

APPENDIX A: TITLE VI/NONDISCRIMINATION ASSURANCE28

NONDISCRIMINATION APPENDIX B: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES
PROPERTY32

NONDISCRIMINATION APPENDIX C: CLAUSES FOR TRANSFER OF REAL PROPERTY
ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM33

NONDISCRIMINATION APPENDIX D: CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL
PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM.....34

NONDISCRIMINATION APPENDIX E: Contractor/Consultant/Supplier Agreements: U.S.
DOT 1050.2A --Appendix E34

APPENDIX B: PL Authorization Letter36

APPENDIX C: Letter of Agreement37

APPENDIX D: Glossary of Terms38

APPENDIX E: Revisions.....45

Introduction

Congress intends that the Metropolitan Planning Process be:

- Continuous
- Cooperative
- Comprehensive
- Performance Based
- Multimodal (USDOT, 2016)

The Tri-Cities Metropolitan Planning Organization was created on March 21, 1974, under Title 23 of the United States Code, by cooperative agreement between the Crater Planning District Commission and the Virginia Department of Highways. The Cities of Colonial Heights, Hopewell, Petersburg and the Counties of Chesterfield, Dinwiddie and Prince George entered into subsequent agreements in support of a continuing transportation planning process for the metropolitan area. On November 7, 1979, Virginia's Secretary of Transportation designated the Tri-Cities Area Policy Committee as the Metropolitan Planning Organization for the Tri-Cities Area. Figure 1 is a map showing the study area and the member jurisdictions.

Organization and Structure

The MPO consists of a Policy Committee and a Technical Committee. The Policy Committee is responsible for transportation planning for the region including:

- the Unified Planning Work Program (UPWP);
- the Metropolitan Transportation Plan (MTP);
- the Metropolitan Transportation Improvement Program (MTIP);
- the Congestion Management Process (CMP);
- the Public Participation Plan (PPP);
- the Title VI Compliance Plan; and
- Ensuring that plans meet federal requirements.

Elected representatives from the six study area jurisdictions, appointed representatives from the Office of the Virginia Secretary of Transportation, the Crater Planning District Commission (CPDC) and Petersburg Area Transit (PAT) are the voting members of the TCAMPO Policy Committee. Representatives from the Federal Transit Administration, the Federal Highway Administration and the Virginia Department of Rail and Public Transportation (VDR&PT) also participate on the TCAMPO Policy Committee as non-voting members. Table 1 lists the current voting members of the TCAMPO's Policy Committee and the agency or jurisdiction that they represent.

The Technical Advisory Committee is composed of representatives from public works, engineering, planning, or traffic engineering staff of the six local jurisdictions, VDRPT,

VDOT, PAT and the CPDC. The TAC gives technical support to the Policy Committee. Representatives of Fort Lee, RideFinders, and the National Park Service at Petersburg National Battlefield serve on the Technical Advisory Committee as advisory members because of their importance to the Tri-Cities area.

The Tri-Cities Area MPO Unified Planning Work Program includes an MPO management section, a work program section, and appendices. The management section describes the overall metropolitan transportation planning process. The work program section describes each work element, estimated cost, funding sources, and identifies the responsible agency or agencies. The appendices section includes the Title VI/Non-Discrimination Assurance (DOT Order No.1050.2A), PL authorization letter, etc. *The purpose of the UPWP is to ensure that TCAMPO successfully produces all its required products and complies with Federal and Commonwealth requirements.*

Memoranda of Agreement for the planning process in the Tri-Cities Area have been executed between regional and state transportation and air quality planning agencies pursuant to 23 CFR Part 450.310. These agreements define the roles and responsibilities of each participating agency. The agreements and consultation procedures for transportation and air quality planning have been developed to comply with metropolitan transportation and air quality planning requirements. These planning agreements were updated during FY19 under Task 1.0 to reflect changes in Federal and State transportation planning regulations since January 2009.

The job of the Metropolitan Planning Organization includes:

- 1) establish policy for the continuing, cooperative, and comprehensive transportation planning process;
- 2) determine when a re-evaluation of metropolitan plans and programs are needed;
- 3) review the results of the re-evaluation;
- 4) determine the influence of current data upon the metropolitan plans and programs in relation to previous data and projected trends;
- 5) cooperate in forecasting travel demand;
- 6) cooperate in the analysis of alternate transportation facilities;
- 7) cooperate on other work on the metropolitan transportation study;
- 8) review the design and location of projects and programs;
- 9) monitor the development of the State Implementation Plan, including the mobile source emission budget for the metropolitan area;
- 10) monitor development of any transportation control measures that may be required for the metropolitan area;
- 11) approve conformity findings required for the long-range plan and the transportation improvement program for the metropolitan area;
- 12) Approve those transportation plans and programs required by the U. S. Department of Transportation.

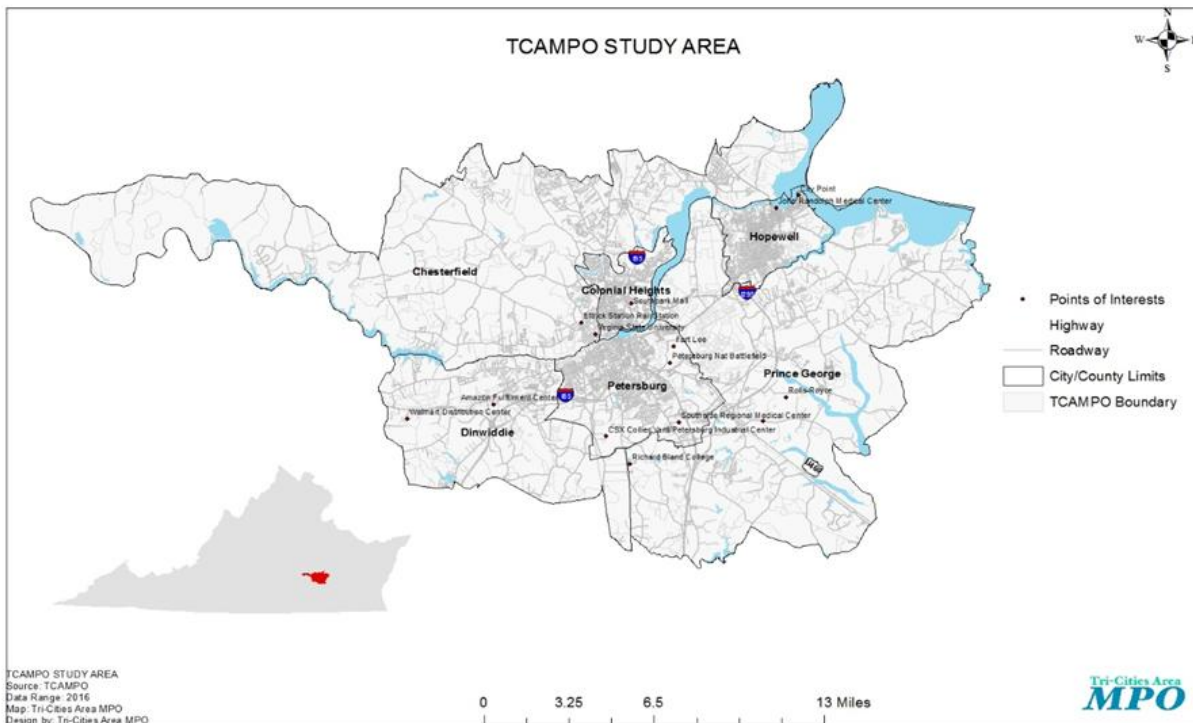


Figure 1: Tri-Cities MPO Study Area

FY26 Accomplishments

- Maintained the FY26 UPWP
- Maintained the FFY 2024-27 MTIP
- STBG/CMAQ/CRP new applications and allocations for FY27-32 SYIP
- Approved funds transfer for STBG/CMAQ/CRP projects
- Developed the FFY 2027-30 Metropolitan Transportation Improvement Program
- Managed the conformity process for PLAN2045 and FFY 2027-30 MTIP
- Submitted four Pre-Applications for SMART SCALE Round 7
- Participated in studies, such as Pipeline and STARS studies as selected by VDOT
- Adopted TCAMPO 2026 Safety Performance Targets
- Complete and approve the FY27 UPWP
- Hired a new Administrative Assistant (Marian Kamatchi)
- Kicked off a contract with RK&K to help in support of PLAN2050

Priorities for FY27 UPWP

- Complete and approve the FY28 UPWP
- Completion and adoption of Plan2050
- Amend the FFY 2027-30 Metropolitan Transportation Improvement Program as needed
- Conformity process for PLAN2050 and FFY 2027-30 MTIP
- Participate in studies, such as Pipeline and STARS studies as selected by VDOT
- Submit applications for SMART SCALE Round 7 (due August 2026)
- Update Congestion Management Process (last updated in 2016)
- Processed new STBG/CMAQ/CRP applications/allocations for FY28-33 SYIP
- Boost TCAMPO's GIS training and data portal for its members and public
- Addition of a Planner I and a Community Engagement Planner position

Major Transportation Planning Products

Table 3 shows the products TCAMPO must produce and the status of each product. All our required products are expected to be up to date.

Table 3: MPO Planning Products

Task #	Planning Product	Status	Comments or Notes
1	Boundary Review	Completed	This was preformed after the 2020 Census and completed in FY24.
2	Congestion Management Process (CMP)	Current	TCAMPO staff is currently working on the 2026 update and plans to be completed in FY27.
3	Metropolitan Transportation Plan (MTP)	Current	TCAMPO staff is currently working on the development of Plan2050. The plan is scheduled to be adopted in FY27.
4	Metropolitan Transportation Improvement Program (MTIP)	Current	TCAMPO staff is currently working on the development of the FFY 2027 - FFY 2030 MTIP. This is scheduled to be adopted in May of 2026.
5	Annual Obligation Report	Current	The FFY 2025 Report is posted online.
6	Performance Measures	Current	TCAMPO Staff is currently in the process of developing performance measures as apart of PLAN2050.This is planned to be adopted in FY27.
7	Quadrennial Certification Review	Current	The TCAMPO just underwent a Certification Review in February of 2026.
8	Special Projects	None	There are no Special Projects at this time.
9	Transit Development Plan	Current	TCAMPO staff will work on including this in Plan2050.
10	Stakeholder Participation Plan	Current	Adopted by the MPO in 2024.
11	Title VI Compliance Plan	Current	Adopted by the MPO in 2024.
12	Unified Planning Work Program (UPWP)	Current	This UPWP replaces the UPWP adopted in May 2026.
13	VA Six Year Improvement Plan (SYIP)	Current	Revised each year under CTB Guidance.
14	Bylaws	Current	The TCAMPO last updated the Bylaws in FY20.

Overall Transportation Planning Priorities (Long Term Work Schedule)

Table 4 shows TCAMPO's plan for meeting the federal transportation planning requirements, covering eight fiscal years, beginning in fiscal year 2021, and the planning products that need to be completed each year.

The product schedules are based upon the timelines set out in the Federal Register or agency policy.

Table 4: Long Term Work Schedule

Product/Task	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Boundary Review			☑	★				
Congestion Management Process						☑	★	
Metropolitan Transportation Improvement Program (MTIP)	☑	☑	★	☑	☑	★	☐	☐
Metropolitan Transportation Plan (MTP)	☑	★	☑	☑	☑	☑	★	☐
Annual Obligation Report	☑	☑	☑	☑	☑	☑	☐	☐
Performance Report	★	★	★	★	★	★	★	★
Self-Certification		★				★		
Quadrennial Certification Review		☑				☑		
Special Projects - TCAMPO Multimodal Mobility Plan				☑	★			
VDOT Master Planning Agreements		☑					☐	
DRPT Master Planning Agreements	☑					☑		
Coordinated Human Services Transportation Plan			☑					
Update Functional Classification				★				
Transit Development Plan	☑							
Public Participation Plan (PPP)				☑	★		★	
Title VI Compliance Plan				☑	★			
Unified Planning Work Program (UPWP)	★	★	★	★	★	★	★	★
STBG/CMAQ/CRP Allocation Plan	★	★	★	★	★	★	★	★

Work completed by TCAMPO Staff



Work to be completed by TCAMPO Staff



Requires TCAMPO Adoption



FY27 Work Program

As noted above, Table 4 sets out a long-term schedule for the TCAMPO including the upcoming year. The intent of the work program is to deliver the products in Table 4 on time. The work program is the key element of the Unified Planning Work Program. It describes the work TCAMPO staff intend to perform during the upcoming year and the products that TCAMPO will produce as evidence that the work has been completed.

The work of the MPO in the FY27 UPWP will be performed by the full-time TCAMPO Director (currently vacant), the full-time Assistant Director, full-time Transportation Planner, consultants (if noted in the Task), and other members of the Crater PDC staff allocating parts of their time to TCAMPO. Crater PDC is planning to hire a Planner I and a Community Engagement Planner in FY27. A portion of these positions will allocate their time to help

support the TCAMPO. Figure 2 gives TCAMPO's work breakdown structure. Table 5 shows the coming year's planned work by task and month.

Figure 2: The MPO's Work Breakdown Structure

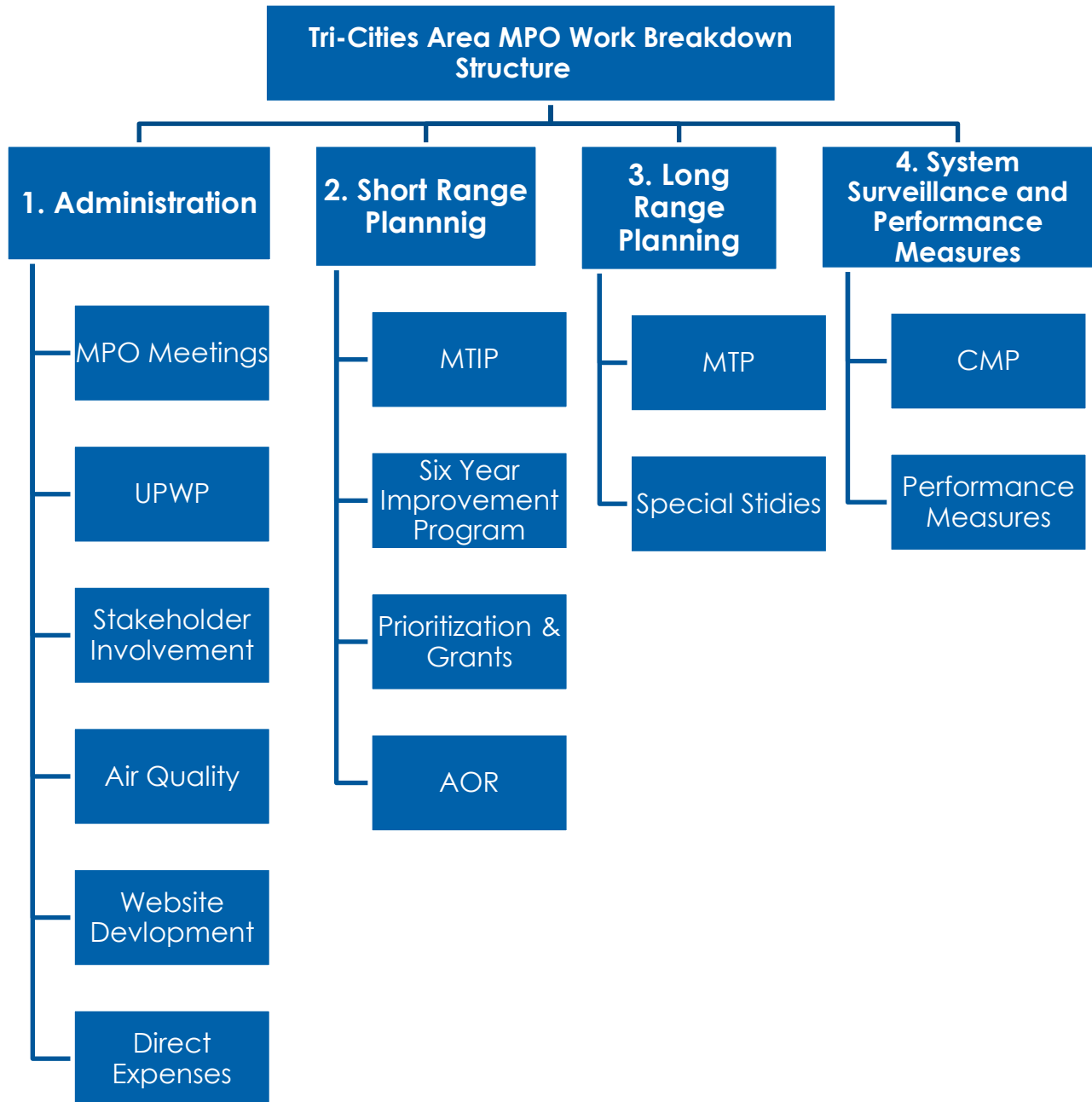


Table 5: Tentative Schedule

TASK	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TASK 1: Administration of the Transportation Planning Process												
1. MPO Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. UPWP									✓	✓	✓	
3. Stakeholder Inv.	✓	✓										
4. Air Quality	✓	✓										
5. Website Dev't	✓			✓			✓			✓		
6. Direct Expenses	✓			✓			✓			✓		
TASK 2: Short-Range Planning												
1. MTIP		✓							✓			
2. SYIP				✓	✓	✓	✓	✓	✓	✓	✓	
3. Prioritization & Grants	✓	✓					✓			✓		
4. AOR						✓						
TASK 3: Long-Range Planning												
1. MTP	✓	✓	✓	✓	✓	✓						
2. Special Studies												
TASK 4: System Surveillance and Performance Measures												
1. CMP	✓	✓	✓	✓	✓	✓						
2. Performance Measures			✓	✓	✓							

Task 1: Administration of the Transportation Planning Process

TCAMPO has allocated \$256,537 to Task 1, Administration, as shown in Table 6. Being a small MPO, this task is a large percentage of TCAMPO staff's time. The budgeted amount for this task is consistent with other years. Crater PDC hired an Administrative Assistant (Marian Kamatchi) in FY26 who helps with the administrative duties for TCAMPO. The Director of Transportation and GIS is currently vacant. TCAMPO has budgeted for that role in FY26 and FY27.

Table 6: Administrative Budget

UPWP Fund	Federal	State	Local	Total
PL 104	169,357.98	18,113.62	18,113.62	205,585.21
FTA Sec 5303	40,762.00	5,095.00	5,095.00	50,952.00
RSTP Supplement	-	-	-	-
TOTAL	210,119.98	23,208.62	23,208.62	256,537.21

1. MPO Meetings

This subtask includes the time needed to prepare for and attend Policy Committee Meetings and Technical Advisory Committee Meetings including preparation of agendas, draft and final meeting minutes, and attending the meetings. Typically, the MPO schedules monthly meetings for both committees (except for July and December).

Key tasks and deliverables

- Attending ten Policy Committee meetings and ten Technical Advisory Committee meetings
- Ten agendas for Policy Committee Meetings
- Ten agendas for Technical Advisory Committee Meetings
- Ten draft minutes and nine final minutes for Policy Committee Meetings
- Ten draft minutes and nine final minutes for Technical Advisory Committee Meetings
- Distributing the products listed above on the TCAMPO website, TCAMPO social media and emailing them to members and stakeholders

2. Unified Planning Work Program, Invoicing, Reporting and Certification

This subtask includes developing the Unified Planning Work Program (UPWP), monitoring completion of the tasks in the UPWP, reporting progress to the Policy Committee, VDOT, VDRPT, FHWA and FTA reviewing PL, RSTP, and Section 5310 invoices and submitting those invoices and progress reports to the listed agencies. It also covers certification that the planning process meets federal requirements. All MPOs self-certify their compliance annually. TCAMPO's compliance with each federal requirement is included as Table 2. A

copy of the most recent self-certification is included on page 4 of the UPWP. In February of 2026, TCAMPO underwent the quadrennial Federal Certification Review.

Key tasks and deliverables

- Developing, monitoring and amending the FY27 UPWP
- Reviewing and submitting four quarterly invoices to DRPT and VDOT
- Preparing four quarterly progress reports and a final report (combined with the fourth quarterly report) for DRPT and VDOT each year
- Monitoring compliance with the federal requirements

3. Stakeholder Involvement and Title VI Compliance

CPDC and TCAMPO are required to prepare, maintain, and implement documents related to public outreach, participation, and nondiscrimination, including the Public Participation Plan (PPP) and Title VI Implementation Plan. Staff will support document management and update as necessary.

Key tasks and deliverables

- Provide the public with complete information, timely notice of Public Hearings, and full access to key decisions of the TCAMPO
- Support early and continuing involvement of the public in core TCAMPO activities, including the Transportation Improvement Program (TIP) and Long-Range Transportation Plan (LRTP)
- Manage the TCAMPO and CPDC websites and develop new content to inform the public about the activities of the TCAMPO
- Update, amend, and implement the agency Title VI Plan
- Update, amend, and implement the Public Participation Plan
- Coordinate with VDOT and DRPT staff and TCAMPO committees to review and amend plans to ensure that TCAMPO program elements are compliant with applicable state and federal guidance
- CPDC will hire a Community Engagement Planner to support this sub-task

4. Air Quality and Transportation Planning Coordination

This subtask includes the development of a Conformity Assessment Report. TCAMPO is in attainment for the National Ambient Air Quality Standards. On February 16, 2018, the DC Circuit Court of appeals reinstated transportation conformity for the 1997 eight-hour ozone standard. TCAMPO adopted (and FHWA/FTA approved) a new *Conformity Assessment* during FY23 as part of the *FFY 2024-2027 MTIP with Plan2045*.

In March of 2026, TCAMPO staff worked on a new Conformity Assessment as part of the FFY 2027-2030 MTIP and the 2045 CLRP. TCAMPO staff plan to work on a new Conformity Assessment as part of PLAN2050 and the FFY 2027 – 2030 MTIP in FY27.

Key tasks and deliverables

- A Conformity Assessment Report for PLAN2050 and the FFY 2027 – 2030 MTIP
- Should be focused on PLAN2050 and MTIP update for conformity

5. Webpage Development: Continued Improvement

This subtask includes development and maintenance of the TCAMPO website for public access to information. The Crater PDC and TCAMPO website was launched in early 2021, and improvements have been made since that time. This item was identified as a Corrective Action, which the Federal Review Team confirmed as adequately addressed in FY24. TCAMPO and Crater PDC staff are currently developing a new website, which is expected to be live by the end of FY26.

Key tasks and deliverables

- Develop a new website with
 - Easy navigation (no buried documents)
 - Search functionality
 - Consistent document organization (especially for TIP/MTP archives)
 - Version control (clear “current vs. past” documents)
 - Plain-language explanations with minimal technical jargon

6. Direct Expenses for Travel, Training, and Professional Development

This subtask includes covering direct costs associated with professional development, training, and travel.

Key tasks and deliverables

- Direct costs for mileage, registration, and travel (lodging, air/ground transportation, and per diem meals per GSA rates)
- Membership dues for AMPO, VAMPO, APA, VAAPA, AICP, and AICP exam fees
- Support for staff training and certifications, including GIS certificates
- Attendance at relevant training courses, workshops, seminars, and conferences (e.g., Governor’s Transportation Conference, AMPO, APA, VAAPA, ESRI and TRB)
- Ongoing professional development for staff and board/committee members on federal and state transportation regulations and best practices
- Advertising/promotion, GIS software support, and computer equipment

Task 2: Short-Range Planning

TCAMPO has allocated \$97,828 to Task 2, Short-Range Planning, as shown in Table 7. Programming is the process of prioritizing, selecting, funding, and scheduling projects. This task also includes applying for and assisting members with competitive grants.

Table 7: Short-Range Planning Budget

UPWP Fund	Federal	State	Local	Total
PL 104	66,887.78	7,153.96	7,153.96	81,195.70
FTA Sec 5303	13,306.00	1,663.00	1,663.00	16,632.00
RSTP Supplement	-	-	-	-
TOTAL	80,193.78	8,816.96	8,816.96	97,827.70

1. The Metropolitan Transportation Improvement Program (MTIP)

TCAMPO develops the Metropolitan Transportation Improvement Program (MTIP) with a four-year planning horizon in coordination with the State, member agencies, and local transit providers. The MTIP is prepared through a collaborative process with local governments, VDOT, DRPT, PAT, and the public. It includes:

- A list of federally supported projects and strategies
- A public involvement process
- A financial plan showing how the program will be funded
- Descriptions of each project in the TIP

In FY26, TCAMPO staff completed the FY27–30 MTIP update. This task will support ongoing maintenance and monitoring of the MTIP, participation in State Transportation Improvement Program (STIP) activities, public involvement process, and geospatial visualization of TIP projects.

Key tasks and deliverables

- Maintain the FFY 2027–2030 MTIP
- Develop GIS layers showing project location, phases, costs, and funding sources for FY27–2030 MTIP projects
- Create interactive GIS visualizations of TIP projects to support internal planning, public engagement, and partner coordination
- Coordinate the STBG/CMAQ call for projects
- Review and update STBG/CMAQ/CRP guidelines for each funding cycle

2. The Six Year Improvement Program (SYIP)

This subtask includes TCAMPO staff coordinating with VDOT and local agencies administering congestion Mitigation and Air Quality (CMAQ), Surface Transportation Block Grant (STBG), Carbon Reduction Program (CRP), and TCAMPO allocated Transportation Alternatives Program (TAP) prioritized projects regarding scheduling and the allocation of funding for the next Six-Year Improvement Program update. Typically, these allocation updates take place in the winter and spring quarters and involve first updating schedules and estimates then (if funds are available) recommending new projects for the SYIP.

Key tasks and deliverables

- Develop and adopt the FY28-33 STBG, CMAQ, and CRP tables
- Attendance at the Fall and Spring CTB Public Meetings in the Richmond District

3. Prioritization and Grant Applications

This subtask includes TCAMPO staff working to submit requests for competitive grants and the prioritization of STBG/CMAQ/CRP projects in the TCAMPO region. STBG, CMAQ,CRP and TAP allocations are provided to TCAMPO by VDOT and are controlled and approved by the TCAMPO Policy Committee. RAISE, SS4A, HSIP, and SMART SCALE are controlled by the Commonwealth of Virginia or the Federal Government.

In addition, the SMART SCALE Round 7 application will open in June of 2026 (FY26) and will extend into August (FY27) with final approval by the Commonwealth Board of Transportation in June 2027 (FY27). TCAMPO includes funding under this UPWP Task to work cooperatively with our member jurisdictions to develop SMART SCALE applications and to develop up to four TCAMPO applications and support Crater PDC with their applications. TCAMPO staff submitted four Smart Scale Round 7 Pre-Applications in March of 2026 (FY26).

Key tasks and deliverables

- Provide regular updates to TCAMPO committees on the SMART SCALE process
- Provide technical assistance for SMART SCALE application development and submission, including evaluation of previously identified high-priority but unfunded projects
- Participate in VDOT Project Pipeline and STARS studies
- Review performance of past applications and assess projects for upcoming rounds
- Coordinate the sharing of economic development and other relevant information among localities to support SMART SCALE applications
- Identify, develop, and administer transportation-related grants for TCAMPO, CPDC, and member localities

4. FFY 2026 Annual Obligation Report

This subtask includes TCAMPO posting the FFY 2026 Annual Obligation Report for federal funds, required by 23 CFR Part 450.33, on the TCAMPO website. The activities involved include:

- Work with VDOT, DRPT, FHWA, and FTA to collect obligation data for transportation projects in the MPO area
- Ensure all stakeholders (local governments, transit agencies) provide relevant updates
- Cross-check obligation records with the approved STIP
- Provide details on highway and transit project obligations, including:

- Analyze discrepancies between planned and actual obligations
- Publish the report on the MPO's website
- Include easy-to-read tables and graphics for accessibility
- Submit to committees and funding agencies for review
- Send the final AOR to FHWA, FTA, VDOT, and DRPT at the end of the calendar year

Key tasks and deliverables

- Posting the FFY 2026 Annual Highway and Transit Obligation reports on the TCAMPO webpage

Task 3: Long-Range Planning

TCAMPO has allocated \$332,324 for Task 3, Long-Range Planning, as shown in Table 8.

This allocation includes \$45,000 of STBG Supplement for PLAN2050. This task includes the tasks needed to develop and maintain the Metropolitan Transportation Plan (MTP) required in 23 CFR Part 450.324. Starting in October 2026 (FY26), TCAMPO hired RK&K to help assist in the development of PLAN2050. This contract has been extended till August of 2026 (FY27). TCAMPO staff also plan to hire consultant support to help with the Richmond-Tri-Cities Travel Demand Model. This will start in FY26 and continue into FY27. Consultant services will be used for Task 3 and will be funded with PL, STBG, and Section 5303 funds.

Through the activities in this Task, TCAMPO will meet the BIL requirement that each MPO use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (11206(b)).

Table 8: Long-Range Planning Budget

UPWP Fund	Federal	State	Local	Total
PL 104	164,595.06	17,604.20	17,604.20	199,803.47
FTA Sec 5303	70,016.00	8,752.00	8,752.00	87,520.00
RSTP Supplement	36,000.00	9,000.00	-	45,000.00
TOTAL	270,611.06	35,356.20	26,356.20	332,323.47

1. Metropolitan Transportation Plan (MTP)

This subtask includes the development of TCAMPO's PLAN2050. Under §450.306 (scope of the metropolitan transportation planning process), the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services.

Key tasks and deliverables

- Assessing current conditions of the regional transportation system
- Maintaining the roadway and bridge element of the MTP
- Maintaining the regional travel demand model
- Forecasting travel demand across the network
- Identifying future highway improvements based on projected demand
- Conducting environmental mitigation, resiliency, and equity analysis
- Developing a long-range financial plan
- Assessing roadway functional classification
- Coordinating with localities to collect key data (e.g., existing and future land use) for PLAN2050 and the travel demand model

2. Special Studies, Projects, Programs, and Contingency

TCAMPO staff will assist local, regional, and state efforts with special studies, projects, and programs as requested.

Key tasks and deliverables

- Participate in studies, projects, and/or programs for local, state, and federal agency for any transportation mode for the TCAMPO localities, as requested
- Assist member localities with updates to Comprehensive Plans or other planning documents, as requested

Task 4: System Surveillance and Performance Measures

TCAMPO has allocated \$97,828 for Task 4, system surveillance and performance measures, as shown in Table 9. System surveillance, (monitoring the system) helps TCAMPO monitor trends in the physical condition of the system, the demand on the system, and the safety of the system. It provides vital feedback to let us know if the policies, programs, and projects we are implementing are having the desired impact. Consultant services may be used for Task 4 and will be funded with PL and Section 5303 funds.

Consultant services will be used for Task 3 and will be funded with PL, STBG, and Section 5303 funds (including Complete Streets "Local/State match" waiver for the PL). Specifically, Complete Streets funds will be directed to PLAN2050 report, Travel Demand Model, Public Outreach, and staff time.

Table 9: System Surveillance and Performance Measures Budget

UPWP Fund	Federal	State	Local	Total
PL 104	66,887.78	7,153.96	7,153.96	81,195.70
FTA Sec 5303	13,306.00	1,663.00	1,663.00	16,632.00
RSTP Supplement	-	-	-	-
TOTAL	80,193.78	8,816.96	8,816.96	97,827.70

1. Congestion Management Process

This subtask includes the development and update of the congestion management process (CMP). TCAMPO Policy Committee last approved the CMP in 2016 and is updated every 10 years. TCAMPO staff started work on the CMP in FY26 and plan to have the 2026 CMP approved later in 2026 (FY27). The CMP will be approved as a part of PLAN2050.

Key tasks and deliverables

- The completion of the Congestion Management Process in FY27

2. Performance Measures and Targets

This subtask includes the collection of performance data to monitor progress towards the achievement of regional goals, objectives, and performance measures. TCAMPO is required by federal and state law to maintain and report performance measures each year. TCAMPO tracks approximately thirty performance measures now and uses them to refine its goals and objectives and inform its maintenance and construction priorities. Performance measures under the FAST ACT include:

- Safety
- Bridge Condition
- Pavement Condition
- Highway System Performance
- Transit Asset Management
- Public Transportation Safety

TCAMPO staff updated the MTIP and will update PLAN2050 to reflect the latest performance measures. With OIPI's GAP technical assistance (in coordination with VDOT and DRPT), TCAMPO developed a full performance-based planning process, including identification, validation, calibration, and selection of performance measures and thresholds; a detailed process template; stakeholder roles and responsibilities; and data and document templates. These GAP efforts supported Plan2045 and Plan2050.

Additionally, an update to the RSTP/CMAQ prioritization process (fall 2019 – late FY23) produced a data-driven, performance-based process used for the FY24-29, FY26-31, and FY27-32 SYIP rounds. TCAMPO staff, with consultant support, plan to update STBG/CMAQ prioritization policies and procedures in FY26–FY27.

Key tasks and deliverables

- Ongoing data collection, monitoring, and analysis of system performance
- Establishment and periodic updating of performance targets
- Reporting TCAMPO's adopted targets to VDOT
- Maintenance of a dedicated performance measures and targets section on the TCAMPO website
- Coordination with VDOT and DRPT to support the development and maintenance of performance targets
- Preparation of a performance report as part of PLAN2050

Table 10: Complete FY27 UPWP Budget

UPWP TASK	PL 104				FTA Sec 5303				RSTP Supplement				TOTAL			
	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total
Task 1 - Administration	169,357.98	18,113.62	18,113.62	205,585.21	40,762.00	5,095.00	5,095.00	50,952.00	-	-	-	-	210,119.98	23,208.62	23,208.62	256,537.21
Task 2 - Short Range Planning	66,887.78	7,153.96	7,153.96	81,195.70	13,306.00	1,663.00	1,663.00	16,632.00	-	-	-	-	80,193.78	8,816.96	8,816.96	97,827.70
Task 3 - Long Range Planning	164,595.06	17,604.20	17,604.20	199,803.47	70,016.00	8,752.00	8,752.00	87,520.00	36,000.00	9,000.00	-	45,000.00	270,611.06	35,356.20	26,356.20	332,323.47
Task 4 - Surveillance and Performance Measures	66,887.78	7,153.96	7,153.96	81,195.70	13,306.00	1,663.00	1,663.00	16,632.00	-	-	-	-	80,193.78	8,816.96	8,816.96	97,827.70
GRAND TOTAL	467,728.61	50,025.73	50,025.73	567,780.07	137,390.00	17,173.00	17,173.00	171,736.00	36,000.00	9,000.00	-	45,000.00	641,118.61	76,198.73	67,198.73	784,516.07

Table 11 Shows the FY27 PL 104 and Sec 5303 funding and funding carryovers from earlier fiscal years. Due to a shortage of staff, the Tri-Cities Area MPO typically has had a substantial carryover balance for several years from FHWA's PL 104 or FTA's Section 5303 funds. Crater PDC hired a new Administrative Assistant to assist TCAMPO staff in August of 2025 (FY26). TCAMPO starting in FY26 has budgeted for a Director of Transportation and GIS. This position is still unfilled and is partly the reason TCAMPO plans to carry over funds from FY26 to FY27. Additionally, Crater PDC is planning to hire a Planner I and a Community Engagement Planner in FY27. A portion of these positions will allocate their time to help support the TCAMPO.

Table 11: FY27 PL, STBG, and Sec 5303 Allocations and FY25/FY26 Carryover Funds

	Funding Type	Federal	State	Local	Total
Planning	FY-25 PL Carryover	8.91	1.10	1.10	11.11
	FY-25 Complete Streets Carryover	67,522.63	-	-	67,522.63
	FY-26 Deprogramming/Direct Carryover	120,000.00	15,000.00	15,000.00	150,000.00
	FY-27 PL Allocated Funding	280,197.07	35,024.63	35,024.63	350,246.33
	Grand Total for FY-27 PL Funding	467,728.61	50,025.73	50,025.73	567,780.07
STBG Supplement	FY27 STBG Total	36,000.00	9,000.00		45,000.00
Sec 5303	FY27 FTA (Sec 5303)	137,388.42	17,173.55	17,173.55	171,735.52
Grand Total for FY27 UPWP		\$ 641,117	\$ 76,199	\$ 67,199	\$ 784,516

APPENDICES

DRAFT

APPENDIX A: TITLE VI/NONDISCRIMINATION ASSURANCE
(DOT Order No.1050.2A, as part of the FFY 2024-27 MTIP)

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

Statutory/Regulatory Authorities

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

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

General Assurance

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

"No person in the United States shall, on the 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 Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

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

Specific Assurances

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

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated or will be (about a "facility") operated or will be (about a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests

for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

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

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. The period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under

such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement about any matter arising under the Acts, the Regulations, and this Assurance.

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

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

Crater Planning District Commission/ Tri-Cities Metropolitan Planning Organization

Signed

Ronald Svejovsky

DATED

March 29, 2023

NONDISCRIMINATION APPENDIX A: Contractor/ Consultant/Supplier Agreement: U.S. DOT 1050.2A --Appendix A

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

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally - assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The contractor, about the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations , either by competitive bidding , or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment , each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

a) withholding payments to the contractor under the contract until the contractor complies; and/or

b) cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance² Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the

Recipient to enter into any litigation to protect the interests of the Recipient² In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

NONDISCRIMINATION APPENDIX B: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

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

(HABENDUM CLAUSE)

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

The Crater Planning District Commission/Tri-Cities Area Metropolitan Planning Organization in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed[,] [and]* (2) that the Crater Planning District Commission/Tri-Cities Area Metropolitan Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights

Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions , the Department will have a right to enter or re-enter said lands and facilities on said land , and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

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

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered by the Crater Planning District Commission/Tri-Cities Area Metropolitan Planning Organization pursuant to the provisions of Assurance 7(a):

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

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

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered by the Crater Planning District Commission/Tri-Cities Area Metropolitan Planning Organization pursuant to the provisions of Assurance 7(b):

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

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

NONDISCRIMINATION APPENDIX E: Contractor/Consultant/Supplier Agreements: U.S. DOT 1050.2A --Appendix E

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

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination based on race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42

- U.S.C.2 § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 323*et seq.*), (prohibits discrimination based on sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794*et seq.*), as amended, (prohibits discrimination based on disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination based on age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination based on disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C.2 § 47123) (prohibits discrimination based on race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP)² To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

APPENDIX B: PL Authorization Letter

To be added upon receipt.

DRAFT

APPENDIX C: Letter of Agreement

To be added upon receipt.

DRAFT

APPENDIX D: Glossary of Terms

Term	Definition
AADT	Average Annual Daily Traffic
DEM	Demonstration Project Funds
AC	Advanced construction funding (fund type TBD)
ADA	The Americans with Disabilities Act
Admin By	Entity responsible for the project
ARRA	The American Recovery and Reinvestment Act (Economic Stimulus Act) Signed on February 17, 2009.
BOM	State bond match
BR	Bridge funds (BR/BROS)
BRAC	Base Realignment and Closing Commission
BROS	Off-system bridge
BST	State bonds
BTU	The British thermal unit (Btu or BTU) is a traditional unit of work equal to about 1055 joules. It is the amount of work needed to raise the temperature of one pound of water by one-degree Fahrenheit.
CCALS	Commonwealth Center for Advanced Logistics Systems
CCAM	Commonwealth Center for Advanced Manufacturing
Centerline Mile(s)	A centerline mile is a measure of the total length (in miles) of highway facility in-place or proposed, as measured along the highway centerline
Class I Railroad	A railroad with annual operating revenue greater than \$250,000,000
Class II Railroad	A railroad with revenues between those of a Class I and a Class III Railroad.
Class III Railroad	A railroad with annual operating revenue less than \$20,000,000
CM	CMAQ funds
CMAQ	Congestion Mitigation Air Quality
CMAQ CONVERSION	CMAQ planned to be converted
CMP	Congestion Management Process

CSX	CSX Transportation a Class I Railroad serving the Tri-Cities Area
CTB	Commonwealth Transportation Board
Current and Future Obligations	The amount of funding which is obligated for the indicated phase of work. An obligation represents a commitment from the Federal government to reimburse the state for the Federal share (e.g. 80%) of a project's eligible cost. This commitment occurs when the project is approved and the Federal government executes the project agreement. The funding obligation listed is the dollar amount that a state may spend and expect reimbursement for during each Federal fiscal year.
Description	Limits of the project
DRPT	The Virginia Department of Rail and Public Transportation
EB	Equity Bonus (Minimum Guarantee) Funds
EJ	Environmental Justice as described in Executive Order 12898 and federal guidance derived from that executive order
EN	Enhancement
EQMG	Equity Bonus (Minimum Guarantee)
Fall Line	The edge of the Piedmont/Coastal Plain, where various rivers cross from hard bedrock to soft sediments, is marked by a line of rapids and waterfalls called the Fall Line
Fare	The money a passenger on public transportation has to pay
Fare Box	The total revenue derived from passenger fares
FAST Act	Fixing America's Surface Transportation Act- The Transportation Authorization Bill signed into law on December 4, 2015
Federal Oversight Indicator (FO or NFO)	FO: Indicates Federal Oversight in the project construction, contracting, and management. NFO: Indicates No Federal Oversight in the construction, contracting, and management issues, and does not affect the standard environmental review process for transportation projects. All federally funded transportation projects must include the required environmental documents regardless of whether there is federal oversight required.
FHWA	Federal Highway Administration
FRA	Federal Rail Administration
FSM	GARVEE Soft Match
FTA	Federal Transit Administration

<p>Fund Source</p> <p>All designations except "State" indicate that federal funds are to be used for at least a portion of the project.</p>	FHWA funding sources are described below:	
	APD Appalachian Development	HPD TEA-21 Priority
	APL Appalachian Local Access	I Interstate
	BH Bridge Rehabilitation	IM Interstate Maintenance
	BOND Bonds/Interest	NHS National Highway System
	BR Bridge Replacement	OC Open Container
	CMAQ Congestion Mitigation & Air Quality	OT Off the Top
	DEMO Federal Demonstration	RO Repeat Offender
	DT Dulles Toll Facilities	RPT Richmond-Petersburg Turnpi Tolls
	EN Enhancement	RS Rail Safety (100% Federal)
	FH Forest Highway	RSTP Regional Surface Transportation Program
	FRAN Federal Reimbursement Anticipation Notes	S State
	FTA Federal Transit Authority Grant	STP Surface Transportation
HES Hazard Elimination Safety (Sec. 152)	TFRA Toll Facilities Revolving Doo	
FY	Fiscal Year	
GARVEE	Grants Anticipation Revenue Vehicle – Bonds secured by the expected federal transportation funds in future years.	
GRV	GARVEE Bonds- Grant Anticipation Revenue Vehicle Bonds secured with future federal aid revenues.	
Habitat Buffer		
HPD	High Priority Demo funds	

HSIP	Highway Safety Improvement Program
IM	Interstate Maintenance
IM AC CONVERSION	Interstate Maintenance planned to be converted
INT	Interest Income
ISTEA	The Intermodal Surface Transportation Efficiency Act of 1991. The Federal Transportation Authorization Bill signed on December 18, 1991.
ITS	Intelligent Transportation Systems-Transportation Management System and Technologies intended to improve the performance of the transportation system.
Jurisdiction	The jurisdiction (City of Charlottesville or Albemarle County) in which the project will occur.
Lane Mile(s)	Lane-mile is a measure of the total length of traveled pavement surface. Lane-miles is the centerline length (in miles) multiplied by the number of lanes.
LCB	Lower Control Bound – In statistical process control the upper control bound represents a highest level of variance from the average that is expected. 99% of measured values should be below the UCB. (See UCB)
LEP	Limited English Proficiency
load factor	The number of passengers divided by the number of seats
LOC	Local funds
LOM	Local match
LOS	Level of Service: A qualitative measure of service
LRP	Long Range Plan
LTO	Landing/Take Off Operations
MAP 21	Moving Ahead for Progress in the 21st Century. The Federal Transportation Authorization Bill signed on June 29, 2012
Match	Dollar amount matched to federally funded project. Most federal fund sources require a match of some sort; most often 20% of the total cost. The match is included in the obligations section for informational purposes. The match can come from local, state or other sources.
MG/EB AC CONVERSION	Equity Bonus (Minimum Guarantee) planned to be converted
MGEB	Equity Bonus (Minimum Guarantee)
MIX	Mix of federal (STP/MG/BR/BROS) and state funds
MM	Mile Marker
NEPA	The National Environmental Policy Act of 1970.

NH	National Highway funds
NH AC CONVERSION	National Highway planned to be converted
NHPP	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a state's asset management plan for the NHS.
NHS	The National Highway System
NOVA	Northern Virginia
NO _x	Oxides of Nitrogen – a chemical compound that contributes to the formation of ground level ozone. NO _x is usually a product of high temperature high pressure combustion (for example jet engines or diesel engines)
Obligation authority (OA)	The ceiling or total amount of commitments of federal apportionment that can be made within a year. Congress sets this ceiling or limit as part of the federal appropriation bills to control federal expenditures annually.
OC	Open Container
OPR	Operating Revenue
Other	Other funds (state, local, etc.)
PE	Preliminary Engineering - Preliminary engineering is the location, design, and related work needed to advance a project to physical construction. Preliminary engineering includes preliminary and final design; both defined in 23 CFR 636.103, and other project-related work leading to physical construction. This includes costs to perform studies needed to address requirements of the National Environmental Policy Act (NEPA) and other environmental laws. It may include advertising and other pre-award work such as bid analysis, although it is also acceptable to include this work as construction engineering costs.
PPT	TIFIA (Public/Private Partnership)
Project/Project Phase	Name of the Project and Phase (i.e. PE: Preliminary Engineering - Preliminary field survey, utility location, environmental or historical studies, design drawings, final field inspections and public hearings will be done. This process can take several months to years to complete; RW: Right of Way - Negotiations with property owners take place, payments are made, and arrangements with utility companies are finalized to obtain the land

	necessary for the project; or CN: Construction - Project is advertised to prospective contractors for bids. Once the bids are opened and a contract awarded, construction can begin.)
Route/Street	Local street name
RSTP	The portion of STP funds allocated to urban areas over 200,000 in population See STP
RSTP AC CONVERSION	Regional STP planned to be converted
Rte.	Route
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users: The Federal Transportation Authorization Bill Signed into law on August 10, 2005. In some contexts it indicates Congressionally earmarked funding.
Scope	Includes notes about the work to be covered by the project.
SEHSR	Southeast High-Speed Rail
SRS	Safe Routes to School funds
STF	State funds
STM	State match
STP	The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.
STP AC CONVERSION	STP planned to be converted
STP/EN	Enhancement funds
STP/HES	Highway Safety funds
STP/RR	Rail Safety funds
STP/SRS	Safe Routes to School funds
System	Indicates which system, program, or mode of transportation the project falls within. E.g. Interstate, Primary, Secondary, Urban, Rail, Transportation Enhancements, or Miscellaneous.
TBD	Fund source to be determined
TEA 21	Transportation Equity Act for the 21 st Century the Federal Transportation Authorization Bill Enacted on June 9, 1998.

TEU	Twenty-Foot Equivalent Unit (the basic measure of shipping containers)
TIP	Transportation Improvement Program
Title VI	Title VI of the Civil Rights Act of 1964
TOL	Tolls
TOLL	Tolls
Total Cost	The total estimated cost (TO) reflecting the best overall estimate available at the time. Estimated costs begin as rough estimates, usually based on historical data, and are updated at critical stages (e.g. the final field inspection), as plans are more defined.
TRAN	DRPT Equity Bonus
TSM	Transportation Systems Management
UCB	Upper Control Bound – In statistical process control the upper control bound represents a highest level of variance from the average that is expected. 99% of measured values should be below the UCB. (See LCB)
Universal Project Code (UPC) Number	Number assigned to each project at its conception, remaining with the project until completion.
VDOT	The Virginia Department of Transportation
VDRPT	See DRPT
VMT	Vehicle Miles of Travel (1 car driving 1 mile is 1 VMT. 20 cars driving 10 miles each is 200 VMT.
VOC	Volatile Organic Compound – a chemical compound that contributes to the formation of ground level ozone. These may be naturally occurring or the result of industrial processes.

APPENDIX E: Revisions

For Fiscal Year 2027

Revision Number	Date	Description of Action
-----------------	------	-----------------------

DRAFT