

**TABLE A**

<b>FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS</b>					
Federal	State	Regional (HRTF and HRRTF)	Local Match	Transit Agency Match	TOTAL
\$7,268,353	\$1,616,480	\$298,613	\$640,484	\$423,077	\$10,247,007
70.93%	15.78%	2.91%	6.25%	4.13%	100.00%

**TABLE B**

<b>FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY FUNDED ENTITY</b>					
HRTPO	VDOT	HRT	WATA	SUFFOLK TRANSIT	TOTAL
\$6,703,463 <sup>1</sup>	\$329,367	\$3,004,177 <sup>2</sup>	\$200,000	\$10,000	\$10,247,007
65.42%	3.21%	29.32%	1.95%	0.10%	100.00%

Last Revised 10/16/25, See Page vi for Details

<sup>1</sup>Includes: \$5,559,122 Federal Highway Administration (FHWA) planning (PL) funds (including State and local match)  
 \$845,728 Federal Transit Administration (FTA) Section 5303 planning funds (including State and local match)  
 \$270,084 Hampton Roads Transportation Fund (HRTF) for HRTPO staff support to Hampton Roads Transportation  
 Accountability Commission (HRTAC) – See Task 13.0  
 \$28,529 Hampton Roads Regional Transit Fund (HRRTF) for HRTPO staff support to the Regional Transit Advisory Panel –  
 See Task 14.0

<sup>2</sup>Includes: \$1,000,000 Regional Surface Transportation Program (RSTP) funds for goCommute – See Task 10.6  
 \$750,000 RSTP and Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds and \$500,000 in other  
 State/Local funds for two Transit Extension Studies – See Task 10.10



**Table D: Budget by Recipient  
Hampton Roads Transportation Planning Organization FY 2026 Unified Planning Work Program  
(Funding in Dollars)**

Task #	Task Title	HRITPO			VDOT			HRT			WATA			SUFFOLK TRANSIT			TOTAL			Other Funds (See Footnote)	GRAND TOTAL						
		FHWA PL Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FHWA SPR Funds	HRTF Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FHWA SPR Funds	HRTF Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FHWA SPR Funds	FTA Section 5303 Funds	HRTF Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FHWA SPR Funds	FTA Section 5303 Funds			HRTF Funds	FTA Section 5303 Funds	Other Funds (See Footnote)			
1.0	Long-Range Transportation Plan	406,250	98,988														406,250	98,988								505,238	
2.0	Transportation Project Programming	204,020	111,528														204,020	111,528								315,548	
3.0	Performance Management	398,452															398,452	0								398,452	
4.0	Public Participation	348,303	72,759														348,303	72,759								421,062	
5.0	Unified Planning Work Program	64,722	24,418														64,722	24,418								89,140	
6.0	Regional Freight Planning		38,876														0	38,876								38,876	
7.0	Safety, Security, & Resiliency Planning		101,788														0	101,788								101,788	
8.1	Technical Support, Research & Special Studies	379,502	38,398														379,502	38,398								417,900	
8.2	Active Transportation Planning	113,050	64,988														113,050	64,988								178,038	
8.3	Impact of Virginia's State of Good Repair Program on Regional Bridge Conditions	80,497															80,497	0								80,497	
8.4	Passenger Rail Planning		65,570														0	65,570								65,570	
8.5	Hampton Roads Intra-Regional Freight Movement Analysis	156,542															156,542	0								156,542	
8.6	Hampton Roads Rail Crossing Study	49,646															49,646	0								49,646	
9.0	HRITPO Administration	920,707	197,871														920,707	197,871								1,118,578	
10.1	HRITPO Coordination of Regional Transit Planning Process		31,034														0	31,034								31,034	
10.2	TCURH - Performance Monitoring and Evaluation																	150,000	(5)	101,154					(5)	101,154	
10.3	WATA - Performance Monitoring and Evaluation																	200,000								200,000	
10.4	Suffolk Transit Performance Monitoring																	10,000								10,000	
10.5	HRT Disadvantaged Business Enterprise Planning																	10,000	(5)	69					(5)	69	
10.6	ReCommerce - Regional Transportation Demand Management Program																			(2)	1,000,000				(1)	1,000,000	
10.7	TCURH Financial Planning																			(3)	150,000					(3)	150,000
10.8	TCURH Public Involvement/Public Information/Publications																			(3)	140,000					(3)	140,000
10.9	HRT Transit Strategic Plan																	65,000	(3.5)	137,954					(3)	137,954	
10.10	TCURH Feasibility/Corridor Studies																			(1.2-3)	1,250,000					(1.2-3)	1,250,000
11.0	VDOT Regional Planning																	329,367								329,367	
12.0	HRITPO Contingency Funding																									2,487,431	
13.0	HRITAC Administration																									270,084	
14.0	HRITAC Administration																									28,529	
	<b>TOTAL</b>	5,559,122	845,728														5,559,122	329,367		2,779,177						2,779,177	

(fn) = Footnote - See below:  
 (1) = CMAQ Funds  
 (2) = RSTP Funds  
 (3) = State/Local Funds  
 (4) = HRTF Funds  
 (5) = Section 5303 Carryover Funds  
 (6) = HRTF Funds

**Table E: Comparison of UPWP Tasks - FY 2026 versus FY 2025**

<b>FY 2026 Task #</b>	<b>FY 2026 Task Title</b>	<b>FY 2026 Budget</b>	<b>FY 2025 Budget</b>	<b>Change in Task Budget</b>	<b>Comments on Changes in Task Budgets</b>
1.0	Long-Range Transportation Plan	\$505,238	\$656,442	-\$151,204	Adjusted to better reflect work anticipated under this task.
2.0	Transportation Project Programming	\$315,548	\$339,379	-\$23,831	
3.0	Performance Management	\$398,452	\$221,718	\$176,734	Adjusted to better reflect work anticipated under this task.
4.0	Public Participation	\$421,062	\$403,745	\$17,317	
5.0	Unified Planning Work Program	\$89,140	\$92,478	-\$3,338	
6.0	Regional Freight Planning	\$38,876	\$93,788	-\$54,912	Adjusted to better reflect work anticipated under this task, with additional related work under new Task 8.5
7.0	Safety, Security, and Resiliency Planning	\$101,788	\$75,153	\$26,635	Adjusted to better reflect work anticipated under this task.
8.1	Technical Support, Research, and Coordination	\$417,900	\$390,846	\$27,054	
8.2	Hampton Roads Active Transportation Planning	\$177,548	\$163,689	\$13,859	
8.3	Impact of Virginia's State of Good Repair Program on Regional Bridge Conditions	\$80,497		\$80,497	N/A - New Task in FY 2026
8.4	Passenger Rail Planning	\$65,570	\$61,166	\$4,404	
8.5	Hampton Roads Intraregional Freight Movement Analysis	\$156,542		\$156,542	N/A - New Task in FY 2026
8.6	Hampton Roads Rail Crossing Study	\$49,646	\$45,759	\$3,887	
9.0	HRTPO Administration	\$1,118,578	\$1,088,533	\$30,045	
10.1	Coordination of Regional Transit Planning Process	\$31,034	\$34,031	-\$2,997	
12.0	HRTPO Contingency Funding	\$2,467,431	\$2,374,369	\$93,062	N/A
13.0	HRTAC Administration	\$270,084	\$270,084	\$0	
14.0	HRRTF Administration	\$28,529	\$31,561	-\$3,032	
	<b>Total</b>	<b>\$6,733,463</b>	<b>\$6,342,741</b>		

Last Revised 10/16/2025 - See List of Revisions, Page vi for details

## 9.0 HRTPO ADMINISTRATION

### A. Background

This task accounts for the administrative support necessary for the maintenance of the Hampton Roads Transportation Planning Organization (HRTPO) processes, including participation in technical committees led by federal, state, and local governments.

Federal regulations charge the HRTPO with developing transportation plans and programs that provide for transportation facilities and services that function as an intermodal system. The process for developing these plans and programs is commonly referred to as the 3-C Process. The 3-C Process requires that a Continuing and Comprehensive transportation planning process be carried out Cooperatively by states and local governments.

HRTPO staff monitors developing legislation and works to keep the Board well-informed with regard to the potential impacts of such legislation.

Work under this task includes the preparation of agendas, minutes, and other materials associated with meetings of the HRTPO Board and its advisory committees, as well as staff participation in such meetings.

### B. Work Elements (WE)

Work activities include the following:

1. Administration of PL and Section 5303 grants.
2. Administration of pass-through agreements with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and Suffolk Transit.
3. Monitoring and providing HRTPO Board briefings on developing and approved federal and state legislation related to transportation.
4. Preparation of an Annual Regional Legislative agenda for submission to the General Assembly.
5. Coordination of HRTPO attorney comments and recommendations on legislation.
6. Preparation of quarterly and annual financial reports and summaries of progress during the fiscal year.
7. Preparation of intergovernmental reviews, as necessary.
8. HRTPO staff training – may include technical training as well as participation in workshops and conferences.
9. HRTPO staff participation in statewide and national organizations, including the Virginia Association of Metropolitan Planning Organizations (VAMPO), the Transportation

Research Board (TRB), and the Virginia Chapter of the American Planning Association (VA APA).

10. HRTPO participation in meetings of the Commonwealth Transportation Board (CTB).
  11. Updating and revising the HRTPO Board Member Handbook, as necessary.
  12. Preparation of agendas, minutes, and associated materials for HRTPO Board meetings.
  13. Preparation of agendas, minutes, and associated materials for meetings of HRTPO advisory committees and subcommittees, including the following:
    - a. Transportation Technical Advisory Committee (TTAC)
    - b. Transportation Advisory Committee (TAC)
    - c. Community Advisory Committee (CAC)
    - d. Freight Transportation Advisory Committee (FTAC) – administrative work to be performed by Virginia Port Authority and HRTPO staff
    - e. Hampton Roads Regional Legislative Committee
    - f. Transportation Programming Subcommittee (TPS)
    - g. Hampton Roads Transportation Operations (HRTO) Subcommittee
    - h. Long-Range Transportation Plan (LRTP) Subcommittee
    - i. Active Transportation Subcommittee (ATS)
    - j. goCommute Subcommittee  
HRTPO staff will provide support to the goCommute as it oversees its annual budget and work, format and content of the goCommute annual report, budget and work revision requests, etc.
  14. Participation in technical committees led by federal, state, and local governments. These include, but are not limited to:
    - a. Transportation Research Board (TRB) committees
    - b. VTRC's System Operations Research Advisory Committee (SORAC)
    - c. VTRC's Transportation Planning Research Advisory Committee (TPRAC)
    - d. Regional Concept for Transportation Operations – Traffic Incident Management (RCTO-TIM) Working Group
  15. Support of and participation in informal work groups and advisory committees, as appropriate.
  16. Coordination of orientation and other training for HRTPO Board members and members of advisory committees.
  17. Provision of interagency coordination and attending meetings of local governments, local transit operators, and state transportation departments, as well as other agencies, as appropriate.
  18. Preparation of grant applications for Federal and State funding of transportation infrastructure in the Hampton Roads region.
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19. Maintain funding opportunity resources spreadsheets. For more information see: [Funding Opportunity Resources | Hampton Roads, VA.](#)

19-20. [Update Agency's Disadvantaged Business Enterprise \(DBE\) Plan as directed by VDOT](#)

### C. End Products

1. WE 1 – Processed and signed PL~~7~~ [and](#) Section 5303~~, and SPR~~ agreements
2. WE 2 – Processed and signed pass-through agreements
3. WE 3 – Presentation to the HRTPO Board, as necessary
4. WE 4 – Annual Regional Legislative Agenda
5. WE 6 – Quarterly and annual financial and progress reports delivered to VDOT
6. WE 11 – Updates to the HRTPO Board Member Handbook, as necessary
7. WE 12 – Agendas, minutes, and associated materials for monthly HRTPO Board meetings
8. WE 13 – Agendas, minutes, and associated materials for meetings of advisory committees and subcommittees
9. WE 18 – Completed and submitted State and Federal grant applications, as necessary.
10. WE 19 – Periodic updates to funding information, as needed.
- 10-11. [WE 20 – Updated DBE Plan](#)

### D. Schedule

1. WE 1 – Grant agreements are generally processed one to two months prior to the beginning of the next state fiscal year
2. WE 2 – Pass-through agreements are generally processed one to two months prior to the beginning of the next federal fiscal year
3. WE 3 – Ongoing
4. WE 4 – Second Quarter
5. WE 5 – Ongoing
6. WE 6 – Quarterly
7. WE 7-11 – Ongoing
8. WE 12 – Monthly and as needed
9. WE 13 – As needed
10. WE 14-17 – Ongoing
11. WE 18 – Ongoing
12. WE 19 – Ongoing
- 12-13. [WE 20 – Second Quarter](#)

### D. Participants

HRTPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other State and federal agencies.

### E. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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ENTITY	PL	5303		TOTAL
HRTPO	\$944,427	\$169,151		\$1,113,578