

TABLE A

FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS					
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

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

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¹Includes: \$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

²Includes: \$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 C : Funding Sources by Task
Hampton Roads Transportation Planning Organization
FY 2026 Unified Planning Work Program
(Funding in Dollars)

Task #	Task Title	FHWA SPR Funds				FHWA PI Funds				FTA Section 303 Funds				FTA Section 303 Carryover Funds				FTA Section 303 Carryover Funds				Total			
		Federal	State	Local	Match	Federal	State	Local	Match	Federal	State	Local	Match	Federal	State	Local	Match	Federal	State	Local	Match	Grand Total			
1.0	Long-Range Transportation Plan			325,000		40,605		79,190		9,899								404,900				50,524	505,238		
2.0	Transportation Project Programming	163,216		20,402		89,222		11,153		11,153								252,438				31,555	311,548		
3.0	Performance Management			318,762		39,845												318,762				39,845	388,652		
4.0	Public Participation			278,642		34,830		58,207		7,726								336,250				42,106	421,062		
5.0	Unified Planning Work Program			51,778		6,472		19,534		2,442								71,312				8,914	89,140		
6.0	Regional Freight Planning							31,101		3,888								31,101				3,888	38,876		
7.0	Safety, Security, & Resiliency Planning							81,430		10,179								81,430				10,179	101,788		
8.1	Technical Support, Research & Special Studies			303,602		37,950		30,718		3,840								334,320				41,790	417,900		
8.2	Active Transportation Planning			90,440		11,305		51,598		6,450								142,038				17,755	177,548		
8.3	Impact of Virginia's State of Good Repair Program on Regional Bridge Conditions	64,398		8,050														64,398				8,050	80,497		
8.4	Pasenger Rail Planning																	52,456				6,557	65,570		
8.5	Hampton Roads Intra-regional Freight Movement Analysis			125,234		15,654												125,234				15,654	156,542		
8.6	Hampton Roads Rail Crossing Study			39,737		4,955												39,717				4,955	49,646		
9.0	HRTP Administration			736,566		92,071		158,297		19,787								894,662				111,558	111,558		
10.1	HRTP Coordination of Regional Transit Planning Process							24,827		3,103								24,827				3,103	31,034		
10.2	DOHR Performance Monitoring and Evaluation							120,000		15,000								80,923				25,115	251,154		
10.3	WATA - Performance Monitoring and Evaluation							160,000		20,000								160,000				20,000	200,000		
10.4	Suffolk Transit Performance Monitoring							8,000		1,000								8,000				1,000	10,000		
10.5	HRIT Disadvantaged Business Enterprise Planning							8,000		1,000								55				1,007	10,069		
10.6	DOCommute - Regional Transportation Demand Management Program																	(2)	800,000				800,000	0	
10.7	TDCHR Financial Planning																	(3)	150,000				0	150,000	
10.8	TDCHR Public Involvement/Public Information/Publications																	(3)	140,000				0	140,000	
10.9	HRIT Strategic Plan							52,000		6,500								72,954				13,000	85,954		
10.10	TDCHR Feasibility/Corridor Studies																	(1, 2, 3)	600,000				600,000	650,000	
11.0	VDOT Regional Planning	263,494		65,873		0		1,949,945		243,743								263,394				65,873	39,367		
12.0	HRTP Contingency Funding																		1,949,945				243,743	2,437,743	
13.0	HRITAC Administration																	270,084				270,084	270,084		
14.0	HRITFF Administration																		0				0	28,270	
	TOTAL			263,494		65,873		0		4,447,268		555,912		1,024,582		128,073		28,270		132,978		16,622		7,268,552	
																			298,613				0		
																			1,400,000				28,270		
																			362,954				0		
																			132,978				0		
																			1,616,813				1,616,813		
																			298,613				1,063,561		
																			1,616,813				10,247,007		

Local Match provided by Hampton Roads Planning District Commission, Hampton Roads Transit, Williamsburg Area Transit Authority, and Suffolk Transit.

(fn) = Footnote - See below:

(1) = OEMQ Funds

(2) = HRSP Funds

(3) = State/Local Funds

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

FY 2026 Task #	FY 2026 Task Title	FY 2026 Budget	FY 2025 Budget	Change in Task Budget	Comments on Changes in Task Budgets
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	
	Total	\$6,733,463	\$6,342,741		

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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.

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, 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)

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