

Charlottesville-Albemarle Metropolitan Planning Organization
POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpd.org
Phone: 434-979-7310 • Fax: 434-979-1597 • Email: info@tjpd.org

Fiscal Year 2016 Unified Planning Work Program (UPWP) July 1, 2015 – June 30, 2016

Approved by the MPO Policy Board May __, 2015



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization by the staff of the Thomas Jefferson Planning District Commission through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit, JAUNT, University of Virginia, the Virginia Department of Transportation, the Department of Rail and Public Transportation, the Federal Highway Administration, and the Federal Transit Administration.

The preparation of this program was financially aided through grants from the Federal Highway Administration, Federal Transit Administration, the Department of Rail and Public Transportation, and the Virginia Department of Transportation.

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INTRODUCTION

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) study area for fiscal year 2016. The UPWP provides a mechanism for coordination of transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Purpose of the Metropolitan Planning Organization

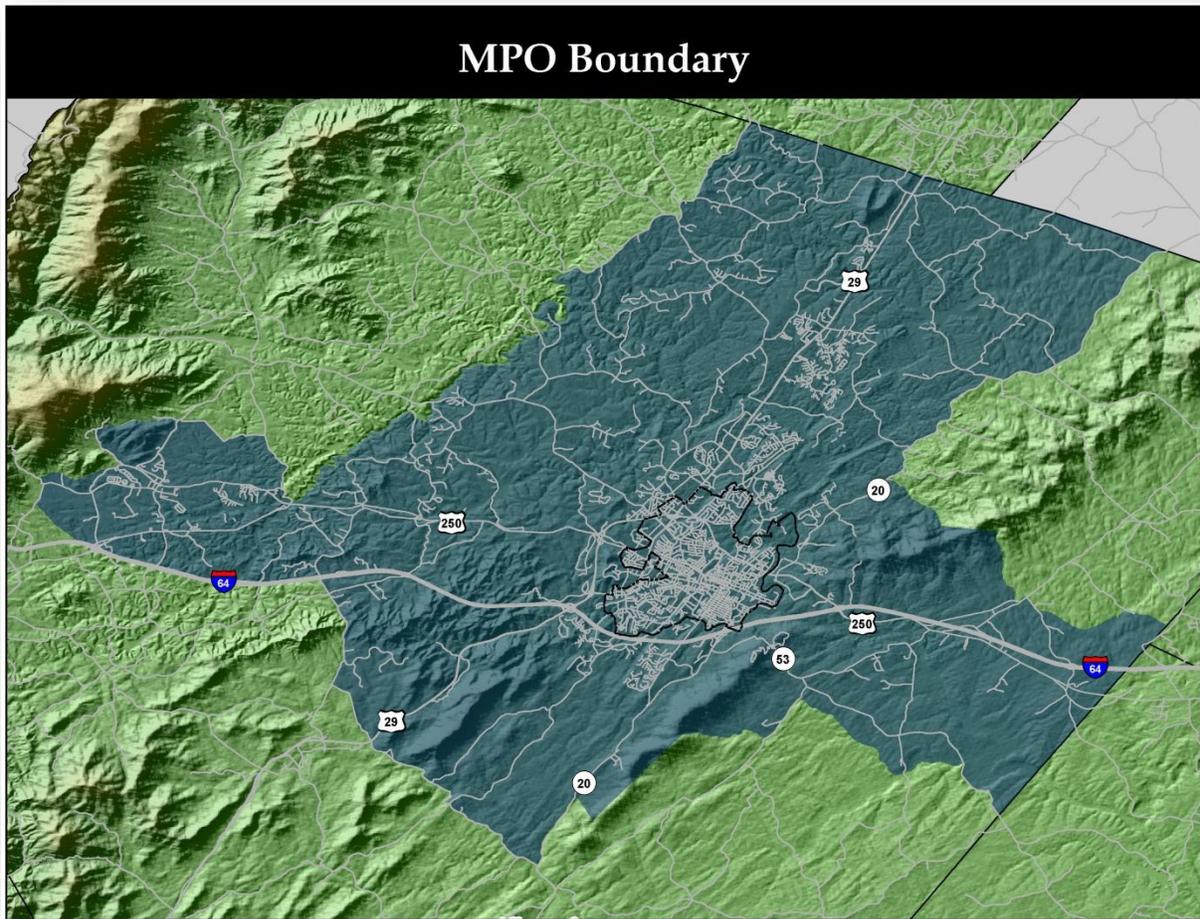
The Charlottesville-Albemarle Metropolitan Planning Organization (MPO) provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. The local governments of Charlottesville and Albemarle established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (PDC), JAUNT, VDOT and the two localities in 1982. The same parties adopted a new agreement on January 28, 2009 (Attachment B).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 20-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long range plan. Transportation and land use issues in urban areas affect development and decision making in the suburban and rural areas and therefore, planning should consider the regional effects.

The policy making body of the CA-MPO is its Board, which consists of five voting members. The voting membership of the Policy Board consists of two representatives from the City of Charlottesville and two representatives from the County of Albemarle. The fifth representative is from the Virginia Department of Transportation (VDOT). Non-voting members include the Department of Rail and Public Transportation (DRPT), Charlottesville Area Transit (CAT), JAUNT, the University of Virginia (UVA), the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), and the Citizens Transportation Advisory Committee (CTAC).

The MPO is staffed by the Thomas Jefferson Planning District Commission (TJPDC). Working in conjunction with partner and professional agencies, the staff collects, analyzes, evaluates and prepares materials for use by the Board and Committee Members at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to increase to urban density during the next 20-year period. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. These new boundaries were approved by the Commonwealth's Secretary of Transportation in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO Unified Planning Work Program (UPWP) is developed each spring. The UPWP outlines the transportation studies and planning efforts to be conducted during the fiscal year (July 1 – June 30). The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long range planning process. Federal law requires the MPO to address eight basic planning factors in the metropolitan planning process. These eight planning factors are used in the development of any plan or other work of the MPO, including the Work Program, and are as follows:

- *Economic Vitality:*
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety:*
Increase the safety of the transportation system for motorized and non-motorized users;
- *Security:*
Increase the security of the transportation system for motorized and non-motorized users;

- *Accessibility/Mobility:*
Increase the accessibility and mobility of people and freight;
- *Environmental Quality:*
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- *Connectivity:*
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- *Efficiency:*
Promote efficient system management and operation; and
- *Maintenance:*
Emphasize the preservation of the existing transportation system

MPO Transportation Infrastructure Issues and Priorities

In addition to the eight planning factors identified by FHWA and FTA, the issues listed below (in no particular order) have been identified by the MPO, its transportation planning partners, and the public throughout the metropolitan planning process. These issues are interconnected components of effective regional transportation planning, and collectively create the complex planning priorities facing the Charlottesville-Albemarle MPO that will be addressed through the Work Program tasks and deliverables. The following issues call for a need to:

- Expand and enhance transit, transportation demand management strategies including ridesharing services, and parking strategies to provide competitive choices for travel throughout the region;
- Improve mobility and safety for the movement of people and goods in the area transportation system;
- Improve strategies to make the community friendly to bicycles and pedestrians, particularly the mobility and safety of bicyclists and pedestrians, as well as access to transit, rail and transit/rail facilities;
- Take more visible steps to better integrate transportation planning with local government land use plans, with a goal of creating patterns of interconnected transportation networks and long-term multimodal possibilities such as non-vehicular commuter trails, regional commuter rail service, plus right-of-way corridors for light-rail transit and/or bus ways;
- Ensure that new transportation networks are designed to minimize negative impacts on the community and its natural environment, and to save money;
- Encourage more public involvement and participation, particularly addressing environmental justice and title VI issues;¹
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation; and,
- Seriously consider budget shortfalls and its impediments to transportation projects and work to tap alternative sources of funding.

¹ The 1994 Presidential Executive Order directs Federal agencies to identify and address the needs of minority and low-income populations in all programs, policies, and activities.

Public Participation/Title VI and Environmental Justice

The MPO makes every effort to include minority, low-income and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the MPO's efforts to include these populations. In addition to the UPWP the MPO also maintains a Public Participation Plan and a Title VI/Environmental Justice Plan. The Public Participation Plan was updated in the spring of 2013. The Title VI/Environmental Justice Plan was created and approved in the fall of 2012. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans also state that the MPO must make all official documents accessible to all members of our community. The Title VI/Environmental Justice Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the MPO's annual goals and processes for regional transportation planning.

Funding

MPO planning activity is funded by two federal agencies: the FHWA Planning program, whose funds are labeled "PL," and the FTA, whose funds are labeled "FTA." The FHWA funds are administered through VDOT and FTA funds are administered through the DRPT. The funds are allocated to the TJPDC, which uses funds for MPO staffing to carry out the MPO process. The total budgets for these entities reflect 10% local funds, 10% state funds, and 80% federal funds.

In addition, VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials "SPR". The total budget for SPR items reflects 80% federal funds and 20% state funds. *Attachment A* shows the tasks to be performed by VDOT's District Staff, utilizing SPR funds. VDOT's Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participates actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY16 Work Program Budget. These tables outline the FY16 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY16 Unified Planning Work Program

FY16 Work Program: Funding By Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-16 PL Funding	\$ 144,505	\$ 18,063	\$ 18,063	\$ 180,632
FY-16 FTA Funding	\$ 83,206	\$ 10,401	\$ 10,401	\$ 104,008
PL+FTA Total	\$ 227,711	\$ 28,464	\$ 28,464	\$ 284,640
VDOT SPR	\$ 168,000	\$ 21,000	\$ 21,000	\$ 210,000
Total FY16 Work Program	\$ 395,711	\$ 49,464	\$ 49,464	\$ 494,640

FY16 Work Program: Funding By Task

Funding Source	Task 1	Task 2	Task 3	Total
	25%	40%	35%	100%
FY-16 PL Funding	\$ 45,158	\$ 72,253	\$ 63,221	\$ 180,632
FY-16 FTA Funding	\$ 26,002	\$ 41,603	\$ 36,403	\$ 104,008
PL+FTA Total	\$ 71,160	\$ 113,856	\$ 99,624	\$ 284,640
VDOT SPR	\$ 52,500	\$ 84,000	\$ 73,500	\$ 210,000
Total FY16 Work Program	\$ 123,660	\$ 197,856	\$ 173,124	\$ 494,640

Highlights of FY15 UPWP

The CA-MPO conducted several plans, projects and initiatives in FY15. Below are some of the highlights from the previous year, helping to give context for the FY16 activities.

Update of 2040 Long Range Transportation Plan

After almost three years of extensive work, the CA-MPO approved the 2040 Long Range Transportation Plan on May 28th, 2014. The final plan underwent revisions, due to the advancement of projects along the Route 29 corridor, leading to updates on September 24th, 2014. In 2015, FHWA recognized the plan in a web-series for the innovative approach with performance measures and scenario based planning. MPO staff anticipates that work on the five-year update will commence in 2018.



Eco-Logical Free Bridge Area Congestion Relief Project

In August 2013 the CA-MPO received a grant from FHWA's SHRP II program, to conduct a pilot implementation of an Eco-Logical process. The CA-MPO's process set out to develop capacity-building highway improvements aimed at alleviating congestion issues in the vicinity of US-250 "Free Bridge," a critical gateway between the City of Charlottesville and Albemarle County.



The Eco-Logical approach lays out a basic framework that can be used to identify the greatest conservation needs associated with the development of infrastructure projects. The approach helps transportation planning agencies like MPO's work more closely with stakeholders to plan projects that have better outcomes for the environment.

Staff completed this effort in early 2015, developing a final report and identifying two road projects for the LRTP. Staff managed to secure an extension to the project, which will roll into FY16. The six-month contract extension allows for additional tasks, outlined in the FY16 program. These tasks will allow the CA-MPO an opportunity to advance regional knowledge of Eco-Logical and provide leadership on integrating Eco-Logical with changing State transportation policy.

Coordination of Route 29 Solutions Projects

In FY15, staff has been significantly involved in coordinating efforts for the Route 29 Solutions Projects. These efforts stemmed from the February 2014 letter from FHWA that deemed that the US 29 Bypass no longer met its assigned purpose and need. In response, the Commonwealth's Secretary of Transportation developed the Route 29 Solutions Process. Staff served on the Route 29 Advisory Panel, intended to help mitigate the effects of construction on the corridor and the surrounding businesses. Staff also coordinates several sub-committees that bring together local representatives and VDOT, to coordinate on communication and business assistance. In February of 2015, the Commonwealth Transportation Board approved the contracts for the Route 29 Projects. In FY16, staff will continue to work with the local representatives and VDOT, to help establish and maintain a smooth process.



Feedback on House Bill 2 Prioritization

In 2014, Governor McAuliffe signed House Bill 2 (HB2) into law, directing the CTB to develop and use a prioritization process for funding decisions. That process will score projects based on an objective and fair analysis that is applied statewide. The legislation will also improve the transparency and accountability of project selection, helping the CTB to select projects that provide the maximum benefits for tax dollars spent.



In FY15, the CA-MPO was one of the first stakeholders to provide feedback on the HB 2 process. Staff dedicated several weeks of attention on this topic, to formulate detailed input on the developing regulations. As the Secretary of Transportation shares updates, the CA-MPO continues to conduct work-sessions and discussions, to provide additional feedback. In FY16, staff will test the draft prioritization process on projects in the LRTP and will forward findings to State transportation officials.

Bike Route 76 Corridor Study

In 2012, the TJPDC started an initiative to study, promote and improve its portion of U.S. Bicycling Route 76 (BR 76), which passes through the MPO area. Staff completed the initial corridor study in the spring of 2015. This report detailed existing conditions along the corridor and established nearly 80 recommendations for improving safety, way-finding and recreational value of the Route. While Bike Route 76 is a recreational facility, the MPO overlapped efforts to benefit commuter cycling as well. In FY16, staff will begin to implement the recommendations outlined in the initial corridor study.



RideShare's Travel Demand Management 6-Year Plan

In FY15, RideShare received funding from DRPT to conduct work on a Transportation Demand Management (TDM) 6-Year plan. The focus of the plan is on TDM measures and their impacts on reducing and managing traffic congestion, improving air quality and supporting economic development programs. In general, Transportation Demand Management Plans (TDMPs) help transportation demand management program operators improve their efficiency and effectiveness by identifying the needs and required resources for maintaining, modifying and enhancing services provided to the general public. These plans also provide a solid foundation for funding requests and feed directly into the programming process. In FY16, RideShare and TJPDC staff will conclude work on the TDMP and identify next steps.

2015 Bike and Pedestrian Count

In the spring of 2015, Charlottesville's Bike and Pedestrian Planner approached TJPDC staff about conducting a comprehensive bike and pedestrian count, as done in 2011 and 2013. The first series of counts took place in late April and early May, but the fall counts will occur in FY16 (September/October 2015). After discussions with stakeholders, staff proposed regular counts throughout the year and an annual Bike and Pedestrian Report.

FY16 UPWP Activities by Task

Task 1: Administration

Total Funding: \$123,660

PL Funding: \$45,158

FTA Funding: \$26,002

VDOT SPR: \$52,500

A) Reporting and Compliance with Regulations

There are several reports and documents that the MPO is required to prepare, including: the Transportation Improvement Program (TIP), the FY17 Work Program, progress reports, funding agreements, invoices, and billing. TJPDC staff will also provide for use of legal counsel and audit services for administering federal and state contracts.

End Products:

- Maintain the Transportation Improvement Program (TIP), as necessary;
- Complete annual Unified Planning Work Program (UPWP);
- Administer Grants and other funding;
- Execute project agreements, and related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities, as well as increasing its own proactive approaches to involve these groups. In FY16, TJPDC staff will continue to be involved with committees related to the Route 29 Solutions Projects. The TJPDC staffs three committees in that process.

Among the committees being staffed are:

- MPO Policy Board
- MPO Technical Committee
- Citizens Transportation Advisory Committee (CTAC)
- Route 29 Solutions
 - Oversight Committee
 - Business Assistance Subcommittee
 - Communications and Engagement Subcommittee
- Additional committees as directed by the MPO Policy Board
- Combined meetings with the TJPDC Rural Transportation Advisory Committee (RTAC), as needed

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings; and,
- Maintain the TJPDC/MPO Website.

C) Information Sharing

The MPO functions as a conduit for sharing information between local governments, transportation agencies, and the public. MPO staff will provide data and maps to: State and Federal agencies, localities and the public, as needed. Staff will also contribute articles to TJPDC's News Brief, a bimonthly email newsletter to stakeholders. Staff will continually monitor and report on changes to Federal and State requirements related to transportation, transportation planning, and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Similarly, staff will establish a Transportation Academy program, to provide seminars and trainings for officials and stakeholders. Staff will provide assistance for and participation in special studies, projects and programs in response to requests by local government, the TJPDC, MPO members and others as determined by the TJPDC Executive Director.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Provide assistance with update of VTrans;
- Provide information for the HB 2 prioritization process;
- Organize information sharing sessions or roundtable discussions among partners;
- Develop an information center on a new MPO website; and,
- Maintain the MPO Website.

D) Cross-Jurisdictional Communication

In FY16, the CA-MPO will take added steps to coordinate with the member governments, the Rural Transportation Program (RTP) and other MPOs from across the State. Staff will conduct ongoing intergovernmental discussions; coordinate transportation projects; and, attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards, to maintain a constant stream of information with local officials. In FY16, TJPDC's RTP will update its Rural Long Range Plan. There will be heightened coordination with the MPO and efforts to align the Long Range Plan documents and processes for future updates.

End Products:

- Attend local planning commission meetings;
- Attend City Council and Board of Supervisors meetings;
- Establish greater communication between Planning District Commission and MPO Policy Board;
- Continue coordination of Route 29 Solutions Process;
- Coordinate MPO's LRTP with update of the RLRP;
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold a joint-MPO Policy Board meeting with the Harrisonburg-Rockingham MPO.

E) Ladders of Opportunity

The MPO currently has in place a Title VI and Environmental Justice Plan based on 2010 census data and to assist in meeting federal requirements for accessing minority, low-income, and limited-English speaking populations.

TJPD and local staff will participate in and help develop community events and educational forums, such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations. This will help the MPO better address federal regulations for Title VI Compliance and Environmental Justice. Additionally, staff intends to update the MPO's current Title VI Plan, to account for the updated MPO boundaries, adopted since the 2012 plan.

End Products:

- Review and update the existing Title VI/Environmental Justice Plan;
- Maintain the Title VI/Environmental Justice Plan;
- Increase participation from underserved communities;
- Provide proper and adequate notice of public participation activities;
- Provide reasonable access to information about transportation issues and processes in paper and electronic media;
- Demonstrate responsiveness to public input received during transportation planning processes; and,
- Maintain the MPO website and update to meet ADA accessibility standards.

F) Public Participation

The CA-MPO emphasizes public participation in its processes and plans, as is outlined in the Public Participation Plan, last updated in 2013. In FY16, there is a scheduled two-year review of the plan, where the MPO will consider any potential improvements. Staff intended to work with the Culpeper District Civil Rights Division to research innovative ways to enhance outreach efforts. With a redesign of the MPO website, there will be new online opportunities for the public to get involved. The MPO will also establish a Transportation Academy program in FY16, to help train the community in transportation processes and involve underserved communities in the process.

End Products:

- Review the existing Public Participation Plan;
- Update the Public Participation Plan, as needed;
- Implement the standards in the Public Participation Plan;
- Redesign the MPO website with improved public involvement features; and,
- Establish the Transportation Academy Program, to train officials and stakeholders.

G) Development of MPO Strategic Plan

While there are Federal requirements for MPOs and an annual UPWP, staff will begin work on a Strategic Plan for the CA-MPO. This plan will provide a five-year outlook for the MPO, anticipating future needs and work tasks. The plan will also determine the focus of the MPO's

efforts and the staff needs associated with those tasks. Finally, the plan will include strategies for securing additional funding sources, to supplement the existing FTA and FHWA resources.

End Products:

- Begin work on an MPO Strategic Plan;
- Establish schedule for updating the MPO Travel Demand Model; and,
- Work with officials and stakeholders to determine regional and local needs.

H) Redesign of Online Resources

In FY16, TJPDC staff will conduct a redesign of the MPO website. The new site will offer the public added opportunities to participate in the MPO process and will include information items that explain transportation issues in an easily understood format. The redesign will be associated with the CA-MPO's Transportation Academy, which will be focused on training local officials and stakeholders on the MPO process and transportation concepts.

Additional web updates will be related to the extended Eco-Logical project. TJPDC will develop a user-friendly web page that will allow users to download a copy of CA-MPO's Regional Ecological Framework (REF) tool and provides a step-by-step guide on how to use the tool to evaluate environmental impacts. The new site will include instructional guides on how to use the REF tool to analyze a variety of project types. The audience for this web page includes partner organizations and other small MPO's who might be interested in implementing the REF or developing their own by following the CA-MPO's approach.

End Products:

- Develop a new CA-MPO website;
- Establish and maintain a transportation training program; and,
- Design an Eco-Logical site for promoting the REF.

Task 2: Long Range Transportation Planning

Total Funding: \$197,856

PL Funding: \$72,253

FTA Funding: \$41,603

VDOT SPR: \$84,000

A) 2040 Long Range Transportation Plan (LRTP)

The CA-MPO approved the 2040 LRTP in May of 2014, with amendments approved in September. In FY16, the CA-MPO will continue to maintain the plan and will conduct an annual review. Additionally, staff will apply the HB 2 standards to the CLRP and Visioning List, to test the new prioritization process. At the end of the exercise, staff will provide feedback to the Secretary of Transportation with feedback on the draft process. Finally, staff will evaluate ways to better integrate transit into the long range plan, with results from rider surveys and feedback transit stakeholders.

End Products:

- Amend Long Range Transportation Plan, as needed;
- Maintain detailed standards for amending the LRTP;
- Conduct an exercise that will assess how the HB 2 prioritization process will affect the LRTP; and,
- Prepare data for an update of the Travel Demand Model, to occur in FY17.

B) Hillsdale Area Plan

In efforts to improve the Route 29 corridor, the CA-MPO is in discussions with the City of Charlottesville to conduct a Hillsdale Area Plan, as an update to the Route 29/H250 plan. With this project under discussion, there has yet to be a final determination on whether to proceed in FY16.

End Products:

- Continue discussion with the City of Charlottesville;
- Formalize a scope of work for the project; and,
- Determine additional funding sources for the work.

C) Travel Demand Management (TDM)/Rideshare Program

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. RideShare and TDM efforts have been, and will continue to be included in the long range transportation planning process. RideShare staff works with the MPO by providing data and advice with regard to how RideShare and TDM can affect the MPO.

At the beginning of FY16, RideShare will close work on a Transportation Demand Management (TDM) six-Year plan and begin to focus on next steps. The emphasis of the plan is on TDM measures and their impacts on reducing and managing traffic congestion, improving air quality and supporting economic development programs. The plan will provide a solid foundation for funding requests and feed directly into the programming process.

End Products:

- Continue efforts to improve RideShare and TDM in MPO;
- Finalize work on the TDM six-year plan;
- Conduct inventories of Park-and-Ride lots; and,
- Identify new opportunities to implement RideShare and TDM practices in the MPO.

D) Bicycle and Pedestrian Planning

The MPO will continue to assist the City and County with bicycle and pedestrian projects and plans. In FY15, the TJPDC established a Regional Cycling Program that will be associated with the TJPDC Corp, the Planning District's non-profit wing. In FY16, the program will have its own website and funding opportunities for improving cycling in the region. The CA-MPO will conduct a year-long bike and pedestrian count, consistent with the efforts in 2011 and 2013. Staff will also begin to implement recommendations from the Bike Route 76 Corridor Study, completed in FY15. Finally, the TJPDC will continue to search for funding that will support an update to the 2004 Jefferson Area Bike & Pedestrian Plan.

End Products:

- Identify opportunities for new bicycle and pedestrian facilities, as requested;
- Continue to build and maintain the Regional Cycling Program;
- Conduct year-long bike and pedestrian counts;
- Establish an annual bike and pedestrian report;
- Begin to implement recommendations from the Bike Route 76 Corridor Study;
- Pursue funding for an update of the 2004 Jefferson Area Bike & Pedestrian Plan; and,
- Pursue other funding opportunities to support bicycle and pedestrian facilities and planning.

E) Data Management

In FY14, MPO staff completed the process of developing new traffic analysis zones (TAZs) for the updated travel demand model, but the modeler on staff left in FY15. Consequently, VDOT runs the model, with data updates and assistance from the MPO. With the shift away from modeling, TJPDC staff will focus efforts on collecting and processing data for various efforts, including VDOT's maintenance of the model. Staff will prepare data for a major update of the Travel Demand Model, to occur in FY17. In FY16, staff will make several investments in data management. The website redesign will include a data center, where the public and officials can find and easily read data. The MPO will create new data, with the bike and pedestrian counts and other efforts. Staff will reformat data into interactive platforms, such as interactive maps on the redesigned website. Staff will also provide data and mapping, on request.

End Products:

- Provide VDOT with data to maintain and update the travel demand model;
- Develop an online data center, improving access to information;
- Collect and analyze transit data to assist DRPT in CAT's future Transit Development Plan;
- Collect and consolidate other data; and,
- Continue to share information to ensure a cooperative and collaborative process.

F) Performance Measurements

In 2015, FHWA recognized the CA-MPO in a web-series for the innovative approach to applying performance measures and scenario based planning to the LRTP. Staff also dedicated significant time with assessing the House Bill 2 standards, providing subsequent feedback to State officials. Given this success and experience with performance measures, staff will continue to develop and evaluate performance measurement systems in FY16.

Work in FY16 will include the Eco-Logical contract extension. The CA-MPO will evaluate how the Eco-Logical process and REF tool can be integrated into the House Bill 2 process. In-order to do this, CA-MPO staff will need to analyze existing and proposed transportation projects using the REF tool so that it can compare its existing approach to the new approach proposed by HB2. In addition to running the model on applicable local transportation projects, staff will also be communicating with VDOT Culpeper District staff to ensure that the CA-MPO Eco-Logical approach meets their requirements for an appropriate environmental performance measure.

Staff will begin to evaluate the LRTP projects and performance measures, compared with the new HB2 standards. These evaluations will also include considerations for transit, bike and pedestrian projects.

End Products:

- Maintain the LRTP Performance Measurement system for any plan amendments;
- Conduct an exercise that will assess how the HB 2 prioritization process could affect the LRTP;
- Explore how best to prioritize transit, bike and pedestrian projects; and,
- Evaluate how the Eco-Logical process and REF tool can be integrated into the HB 2 process.

Task 3: Short Range Planning

Total Funding: \$173,124

PL Funding: \$63,221

FTA Funding: \$36,403

VDOT SPR: \$73,500

A) Transportation Improvement Program (TIP)

The Charlottesville-Albemarle Transportation Improvement Program (TIP) is a document used to schedule the spending of federal transportation funds within the metropolitan region for the federal fiscal years from FY15 to FY18. The TIP is a product of the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) in compliance with federal requirements.

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. Any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions including implementing agency, location/service area, cost estimates, funding sources, funding amounts actual or scheduled for allocation, type of improvement, and other information, including a required overall financial plan.

MPO, TJPDC, VDOT, DRPT, and local City and County staff will continue to collaborate and monitor the maintenance of the TIP. The final TIP document shall be posted on the TJPDC website.

End Products:

- Update the TIP document to improve accessibility and transparency;
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations; and,
- Maintain the TJPDC Website and update to meet ADA accessibility standards.

B) Six-Year Improvement Program (SYIP)

The CA-MPO will work with State and local agencies to prioritize and submit a list of recommended projects to the District Planner, for consideration in the SYIP. Staff will document how it developed and prioritized the list of projects. Staff will also test how the new HB 2 prioritization process will influence candidate projects for the SYIP. This exercise will prepare the CA-MPO and localities for the State's forthcoming methodology, which will be fully implemented in FY17.

End Products:

- Attend VDOT's Fall Transportation Meeting;
- Test the HB 2 standards with candidate projects for the SYIP; and
- Submit a list of prioritized projects for consideration in the SYIP.

C) Route 29 Solutions Outreach

In FY15, staff was significantly involved in coordinating efforts for the Route 29 Solutions Projects. Staff served on the Route 29 Advisory Panel, intended to help mitigate the effects of construction on the corridor and the surrounding businesses. Staff also coordinates several sub-committees that bring together local representatives and VDOT, to coordinate on communication and business assistance. In FY16, staff will continue to work with the local representatives and VDOT, to help establish and maintain a smooth process.

End Products:

- Continue to participate with the Route 29 Advisory Panel;
- Staff and coordinate the Oversight Subcommittee;
- Staff and coordinate the Business Assistance Subcommittee;
- Staff and coordinate the Communications and Engagement Subcommittee; and,
- Supply additional insight with strategies to mitigate the effects of construction.

D) Transit Development Preparation

TJPDC, City and County Staff will work with staff from JAUNT, CAT, UTS and DRPT on short-range transit planning activities, such as providing data and coordinating discussions on transit issues. Staff will also assist local transit providers with a customer service survey and assist with preliminary data collection for DRPT's future efforts with Transit Development Plans. Finally, the CA-MPO will facilitate discussion of the Regional Transit Authority (RTA), which the CA-MPO studied in previous fiscal years.

End Products:

- Provide data gathering and analysis resources as requested;
- Be available to assist any regional transit agency in their planning efforts;
- Serve on the City's CAT Advisory Committee;
- Assist with efforts to conduct customer service surveys;
- Prepare data for DRPT's efforts with future Transit Development Plans;
- Evaluate ways to better integrate transit into long rang plans; and
- Facilitate discussions and analysis of the RTA.

E) Grant Funding for Priority Projects

The MPO staff will work with the City and County in seeking funding for high-priority transportation projects within the MPO. Specific efforts include seeking funding sources to implement project concepts from the 2040 LRTP, Bike and Pedestrian plans, the Pantops Master Plan, the Northtown Trail project and other previously adopted planning documents.

End Products:

- Facilitate outreach efforts in the pursuit of funding sources for high priority projects within the MPO.

F) Transportation Academy

In FY15, the CA-MPO began to develop a concept for a Transportation Academy, which would include training events and online resources on the fundamentals of transportation and the MPO process. The goal is to decode the transportation process for MPO officials, local officials,

stakeholders and the general public. The program would help develop a more informed community, consequently leading to a more involved public process. The online resources would be integrated into a redesign of the MPO website, with additional opportunities for public comments and involvement.

The CA-MPO already started discussions with the University of Virginia, to coordinate on these efforts. The Citizen Transportation Advisory Committee (CTAC) will be heavily involved with developing and implementing the academy.

End Products:

- Fully develop the Transportation Academy;
- Hold at least two training events during FY16; and,
- Develop online resources that will inform and involve the public.

G) On-Call Services

MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners; projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All safety studies will ensure a working partnership with the surrounding area's businesses and neighborhoods.

End Products:

Transportation study or planning effort, as requested, that can be used as a basis for implementing short-term and long-term transportation solutions.

Task 4.0: Consultant Studies

These projects would be funded, or proposed to be funded, by sources other than MPO planning funds, and are included for information. As of the adoption of this document, there are no consultant studies in process, but TJPDC staff will amend this document to incorporate any future consultant studies.

CA-MPO in FY17

While there is less certainty in FY17, the CA-MPO anticipates work on the following efforts, some of which will carry-over from FY16.

Update of the MPO Travel Demand Model

In FY16, the CA-MPO will begin to collect and process data to create a new Travel Demand Model for the MPO. The development of this model would occur in FY17, in partnership with VDOT, which is anticipated to continue maintaining the model.

MPO Strategic Plan

Staff will begin this effort in FY16, to develop a multi-year vision for the CA-MPO. The plan will provide a strategic guide for how the MPO will meet regional needs and manage resources over a five-year period. This plan will be framed by the MPO's 2009 Memorandum of Understanding and Federal Requirements.

Transportation Academy

Staff initiated the Transportation Academy concept in FY15; will build the resources and services in FY16; and, will maintain and grow these services in FY17. The CA-MPO will likely partner with the University of Virginia, who will assist with providing layperson instruction and education to the community on MPO processes and transportation concepts.

CAT's Transit Development Plan

DRPT will begin efforts to update CAT's TDP. CA-MPO staff will assist in this effort, providing data and other assistance, as needed.

House Bill 2 Prioritization

In FY17, the CTB will formally initiate the House Bill 2 prioritization process. In that year, the CA-MPO will help to select and nominate candidate projects for consideration. The MPO will also help its member localities evaluate projects for the State's process.

Route 29 Solutions

The Route 29 Solutions projects will be under construction in FY17. Consequently, staff will continue to dedicate time and resources for mitigating the impacts of construction and enhancing communication between VDOT and the community.

Annual Bike and Pedestrian Report

In FY16, the CA-MPO will begin a process for collecting bike and pedestrian data on an annual basis. This comprehensive and continuing data collection will result in an annual report, which will highlight trends and provide a holistic view at cyclists and pedestrians in the community.

Bike/Pedestrian Plans and Projects

Aside from the bike and pedestrian counts, the CA-MPO will build on projects from FY16. Staff will continue to push safety improvements on Bike Route 76. The MPO intends to begin work on an update to the 2004 Jefferson Area Bike and Pedestrian Plan. By FY17, the Regional Cycling program should be more established, providing leadership to the region.

Public Participation Process

Review and Approval of Tasks

Citizen Transportation Advisory Committee (CTAC): January 7th

MPO Technical Committee: January 20th

MPO Policy Board: January 28th

Online Posting

Posted on TJPDC.org: April 3rd

State Review

Draft submittal for VDOT review/comment: April 7th

Draft submittal for DRPT review/comment: April 7th

Review of Final FY16 UPWP

Citizen Transportation Advisory Committee (CTAC): May 6th

MPO Technical Committee: May 19th

MPO Policy Board: May 27th

PUBLIC HEARING: May 27th, 2015

Note: Copy of public hearing in appendix C

Glossary of Acronyms

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)

FY16 Unified Planning Work Program

UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

Appendix

Attachment A: Tasks Performed by VDOT

Attachment B: Memorandum of Understanding (January 28, 2009)

Attachment C: FTA Section 5303 Funding Breakdown



**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES FOR THE
CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING AREA**

This agreement is made and entered into as of January 28, 2009 by and between the Commonwealth of Virginia, hereinafter referred to as the State, the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO, the City of Charlottesville hereinafter referred to as the City, the Charlottesville Transit Service hereinafter referred to as CTS, the County of Albemarle hereinafter referred to as the County, JAUNT, Inc (rural transit and paratransit operator) hereinafter referred to as JAUNT, (with JAUNT and CTS together hereinafter referred to as the Public Transit Operators), and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a cooperative, comprehensive and continuing (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at 23 CFR 450 Subpart C, and

WHEREAS, the regulations at 23 CFR 450.314(a) direct that the MPO, State, and Public Transit Operator(s) responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff and Public Transit Operators, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Charlottesville-Albemarle Area. It is also agreed that the following articles will guide the 3-C process.

**Article 1
Planning and Modeling Boundaries**

The MPO is responsible as the lead for coordinating transportation planning and programming in the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the City of Charlottesville and the urbanized portions of the County of Albemarle. It is recognized that the scope of the regional study area used with the transportation demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor.

**Article 2
Metropolitan Transportation Planning and Programming Process**

The State, the MPO, the CITY, the COUNTY, the Staff, and Public Transit Operators shall establish continuing, cooperative, and comprehensive transportation planning and programming process as provided for by SAFETEA-LU and in accordance with the constitution and statutes of the Commonwealth of Virginia. This process shall be followed and result in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The MPO, designated in accordance with 23 CFR Part 450, shall be responsible for carrying out the metropolitan transportation planning process. The State, the CITY, the COUNTY, the Staff, and Public Transit Operators as signatories of this agreement shall coordinate their responsibilities for transportation planning, programming and implementation with those of the MPO.

The State shall coordinate its responsibilities for statewide transportation plans and programs with the metropolitan transportation plans and programs. The State, the MPO, the CITY, the COUNTY, the Staff, and Public Transit Operators shall cooperate in the reconciliation of such plans and programs as necessary to ensure connectivity with transportation systems.

Details regarding specific functions, duties and responsibilities of the State, the MPO, the CITY, the COUNTY, the Staff, and Public Transit Operators in the metropolitan transportation planning and programming process shall be as described in the Unified Planning Work Program (UPWP). Such functions, duties and responsibilities shall be carried out in accordance with all applicable provisions of SAFETEA-LU (or as amended by future Federal legislation reauthorizing transportation funding and the 3-C process), and its implementing federal regulations of 23 CFR 450 and 23 CFR 420.

Article 3 Metropolitan Planning Organization

The MPO policy board shall be composed of the following voting representatives designated by and representing their locality or agency:

1. City of Charlottesville 2 representative(s)
2. County of Albemarle 2 representative(s)
3. State 1 representative participating on behalf of the State, appointed by the Commonwealth of Virginia Secretary of Transportation)

The policy board will consider, analyze as appropriate, and reflect in the planning and programming process the metropolitan planning factors and requirements for MPO and State certifications as required by sections 23 CFR 450.306, and 450.334, respectively. There shall also be a nonvoting representative designated by and representing each of the following:

1. Federal Highway Administration
2. Federal Transit Administration
3. Federal Aviation Administration
4. Department of Rail and Public Transportation
5. JAUNT
6. Charlottesville Transit Service
7. Thomas Jefferson Planning District Commission
8. University of Virginia
9. Charlottesville Albemarle Regional Transportation (CHART) Citizens' Advisory Committee

The membership, voting and nonvoting, shall be expanded to include additional localities or agencies as may be necessary. State elected officials may also serve on the MPO at the discretion of the MPO policy board. The MPO shall elect a chairman and other officers as deemed appropriate, and shall establish rules of order. The MPO constituted hereinafter shall remain in effect until such time the local jurisdictions and the Governor of the Commonwealth of Virginia re-designate the MPO in accordance with 23 CFR Part 450.

The governing body of each member locality or agency, having appointed the appropriate number of representatives to the MPO policy board as indicated in this ARTICLE, whether voting or nonvoting, may appoint an alternate member(s). Voting privileges for alternates shall be the same as for the regular member in the absence of the regular member.

Additional information on the MPO policy board, related committees, structure(s), membership(s), and working methods shall be established in the Bylaws and in a formal, written Public Participation Plan, as required by SAFETEA-LU. The Public Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points.

Article 4 Financing the Process

The responsibilities of the MPO shall be supported by planning funds authorized by Section 104(f) of Title 23 of the United States Code, hereinafter referred to as PL Funds, and by Section 1607 (d) of Title 49 of the United States Code, hereinafter referred to as Section 8 Funds. PL Funds and Section 8 Funds shall be allocated to work activities in an annual Unified Planning Work Program at the direction of the MPO in cooperation with the State, the CITY, the COUNTY, the Staff, and Public Transit Operators. The use of PL Funds, Section 8 Funds and other funding sources shall continue as additional monies are appropriated. Should all such funds be discontinued, this AGREEMENT may be terminated.

Article 5 Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the Constrained Long-Range Plan (CLRP)

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transit Operator(s). Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

To the extent that funds are reasonably available, the projects to be included in the TIP shall be cooperatively determined by the MPO, the State and Public Transit Operators. Projects may be included and programmed in the TIP only if they are also consistent with the recommendations in the CLRP. The State shall provide the MPO a list of known project, program, or grouped obligations by year and phase, for all Virginia Department of Transportation funded projects to assist in the development of the TIP document. The format of the TIP portion of the State Transportation Improvement Plan (STIP) will be based on the executed agreement between FHWA, FTA, and the State. The MPO may include additional detail or supporting information as deemed appropriate to the TIP document. The MPO may add any additional federally funded projects (i.e. CMAQ and RSTP), locally funded projects, or locally/regionally administered projects. Once the TIP is compiled and adopted by the Policy Board, the MPO shall forward the TIP to the State. The State shall incorporate the TIP into the STIP. Once complete, the STIP will be forwarded to FHWA for review and approval.

Selected Transportation Enhancement (TE) projects shall be reported by the State to the appropriate MPO for inclusion in the MPO CLRP and TIP.

The selection of projects from the TIP by the MPO, State or Public Transit Operator(s) shall be done in full accordance with 23 CFR 450.330.

Article 6 Financial Planning and Programming, and Obligations

The State, the MPO and the Public Transit Operators are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with

principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.322(f)(10)) and program (23 CFR 450.324(h) & (i)), as well as the development of the annual listing of obligated projects (23 CFR 450.332).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR §450.322 and §450.324 respectively with project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area for the planning horizon of the CLRP. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

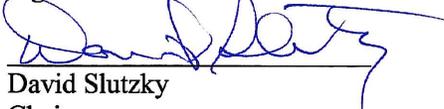
Within 90 days after the close of a federal fiscal year the Virginia Department of Transportation shall provide the MPO with an Annual Obligation Report. To the extent possible, this report will contain the projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal highway or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the Annual Obligation Report on the Web and in accordance with any other procedures outlined in the Public Participation Plan to ensure adequate access by the public and other interested stakeholders.

ARTICLE 7-AMENDMENTS

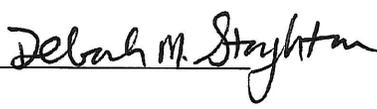
Amendments to this AGREEMENT, as mutually agreed to, may be made by written agreement between all parties of this AGREEMENT.

IN WITNESS WHEREOF, all concerned parties have executed this AGREEMENT on the day and year first written above.

Signatures:



David Slutzky
Chairman
Charlottesville-Albemarle Metropolitan Planning Organization

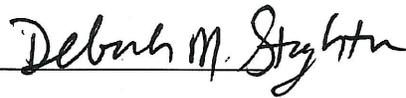
WITNESS BY 

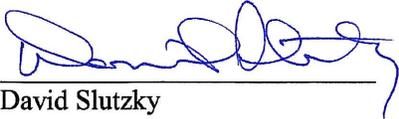
Pierce R. Homer
Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____



Dave Norris
Mayor
City of Charlottesville, and on behalf of the Charlottesville Transit Service

WITNESS BY 

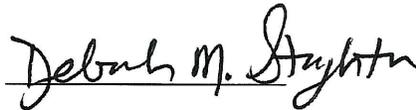


David Slutzky
Chairman
County of Albemarle Board of Supervisors

WITNESS BY 



Connie Brennan,
Chairman
Thomas Jefferson Planning District Commission

WITNESS BY 



Ray East,
President
JAUNT, Inc.

WITNESS BY 



FTA Section 5303 - Metropolitan Planning Program

Application Status: In Process
 Applicant: Thomas Jefferson Planning District Commission
 Application Number: 8815
 Fiscal Year: 2016
 Last Updated: 04/27/2015 by Will Cockrell

Summary

FTA Line Item	Description	Account	Federal Amount	Total Amount
Long Range Transp Plan-Sys Level	Task 2b: Hillsdale Area Plan	44.23.01	\$800	\$1,000
Long Range Transp Plan-Sys Level	Task 2a: 2040 Long Range Transportation Plan (LRTP)	44.23.01	\$12,000	\$15,000
Long Range Transp Plan-Sys Level	Task 2c: Travel Demand Management/RideShare Progra	44.23.01	\$800	\$1,000
Long Range Transp Plan-Sys Level	Task 2d: Bicycle and Pedestrian Planning	44.23.01	\$1,600	\$2,000
Long Range Transp Plan-Sys Level	Task 2e: Data Management	44.23.01	\$8,000	\$10,000
Long Range Transp Plan-Sys Level	Task 2f: Performance Measurements	44.23.01	\$10,082	\$12,603
Program Support/Administration	Task 1a: Reporting and Compliance with Regulations	44.21.00	\$2,600	\$3,250
Program Support/Administration	Task 1b: Staffing Committees	44.21.00	\$2,600	\$3,250
Program Support/Administration	Task 1c: Information Sharing	44.21.00	\$2,600	\$3,250
Program Support/Administration	Task 1d: Cross-Jurisdictional Communication	44.21.00	\$2,600	\$3,250
Program Support/Administration	Task 1e: Ladders of Opportunity	44.21.00	\$2,600	\$3,250
Program Support/Administration	Task 1f: Public Participation	44.21.00	\$2,600	\$3,250

FTA Section 5303 - Metropolitan Planning Program

Program Support/Administration	Task 1g: Development of MPO Strategic Plan	44.21.00	\$2,600	\$3,250
Program Support/Administration	Task 1h: Redesign of Online Resources	44.21.00	\$2,600	\$3,250
Short Range Transp Planning	Task 3a: Transportation Improvement Program (TIP)	44.24.00	\$7,200	\$9,000
Short Range Transp Planning	Task 3b: Six-Year Improvement Program (SYIP)	44.24.00	\$2,722	\$3,403
Short Range Transp Planning	Task 3c: Route 29 Solutions Outreach	44.24.00	\$4,000	\$5,000
Short Range Transp Planning	Task 3d: Transit Development Preparation	44.24.00	\$8,000	\$10,000
Short Range Transp Planning	Task 3e: Grant Funding for Priority Projects	44.24.00	\$800	\$1,000
Short Range Transp Planning	Task 3f: Transportation Academy	44.24.00	\$5,600	\$7,000
Short Range Transp Planning	Task 3g: On-Call Services	44.24.00	\$800	\$1,000
		Total:	\$83,204	\$104,006

Line Item 1

FTA Line Item: Long Range Transp Plan-Sys Level
 Description: Task 2b: Hillsdale Area Plan
 Account: 44.23.01
 Federal Amount: \$800
 Total Amount: \$1,000

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Final Report - Conduct a Hillsdale Area Plan, as an update to the Route 29/H250 plan.

Line Item 2

FTA Line Item: Long Range Transp Plan-Sys Level
 Description: Task 2a: 2040 Long Range Transportation Plan (LRTP)
 Account: 44.23.01
 Federal Amount: \$12,000

FTA Section 5303 - Metropolitan Planning Program

Total Amount: \$15,000

Project Start Date: 11/01/2015

Project End Date: 05/30/2016

Date	Milestone / Event
05/30/2016	Evaluation Completed - CA-MPO will continue to maintain the plan and will conduct an annual review.

Line Item 3

FTA Line Item: Long Range Transp Plan-Sys Level
 Description: Task 2c: Travel Demand Management/RideShare Progra
 Account: 44.23.01
 Federal Amount: \$800
 Total Amount: \$1,000

Project Start Date: 07/01/2015

Project End Date: 12/31/2015

Date	Milestone / Event
12/31/2015	Research Completed - Complete work on the TDM six-year plan and develop next steps.

Line Item 4

FTA Line Item: Long Range Transp Plan-Sys Level
 Description: Task 2d: Bicycle and Pedestrian Planning
 Account: 44.23.01
 Federal Amount: \$1,600
 Total Amount: \$2,000

Project Start Date: 07/01/2015

Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Continue to assist the City and County with bicycle and pedestrian projects and plans.

Line Item 5

FTA Line Item: Long Range Transp Plan-Sys Level
 Description: Task 2e: Data Management
 Account: 44.23.01
 Federal Amount: \$8,000
 Total Amount: \$10,000

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Research Completed - Collecting and processing data for various efforts, including update of the MPO model.

Line Item 6

FTA Line Item: Long Range Transp Plan-Sys Level
 Description: Task 2f: Performance Measurements
 Account: 44.23.01
 Federal Amount: \$10,082
 Total Amount: \$12,603

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Research Completed - Staff will continue to develop and evaluate performance measurement systems for Long Range Planning.

Line Item 7

FTA Line Item: Program Support/Administration
 Description: Task 1a: Reporting and Compliance with Regulations
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

FTA Section 5303 - Metropolitan Planning Program

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - There are several reports and documents that the MPO is required to prepare.

Line Item 8

FTA Line Item: Program Support/Administration
 Description: Task 1b: Staffing Committees
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - TJPDC staff is responsible for staffing the MPO Policy Board and Committees.

Line Item 9

FTA Line Item: Program Support/Administration
 Description: Task 1c: Information Sharing
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - The MPO functions as a conduit for sharing information.

Line Item 10

FTA Section 5303 - Metropolitan Planning Program

FTA Line Item: Program Support/Administration
 Description: Task 1d: Cross-Jurisdictional Communication
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - CA-MPO will take added steps to coordinate with localities and agencies.

Line Item 11

FTA Line Item: Program Support/Administration
 Description: Task 1e: Ladders of Opportunity
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Develop community events and educational forums, such as workshops & neighborhood meetings.

Line Item 12

FTA Line Item: Program Support/Administration
 Description: Task 1f: Public Participation
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

FTA Section 5303 - Metropolitan Planning Program

Date	Milestone / Event
06/30/2016	Other - Emphasizes public participation in its processes and plans, as is outlined in the PPP.

Line Item 13

FTA Line Item: Program Support/Administration
 Description: Task 1g: Development of MPO Strategic Plan
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 02/01/2016
 Project End Date: 07/01/2016

Date	Milestone / Event
07/01/2016	Draft Report - Staff will begin work on a Strategic Plan for the CA-MPO.

Line Item 14

FTA Line Item: Program Support/Administration
 Description: Task 1h: Redesign of Online Resources
 Account: 44.21.00
 Federal Amount: \$2,600
 Total Amount: \$3,250

Project Start Date: 07/01/2015
 Project End Date: 12/30/2015

Date	Milestone / Event
12/30/2015	Project Complete - TJPDC staff will conduct a redesign of the MPO website.

Line Item 15

FTA Line Item: Short Range Transp Planning
 Description: Task 3a: Transportation Improvement Program (TIP)
 Account: 44.24.00

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Federal Amount: \$7,200
 Total Amount: \$9,000

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Staff will continue maintenance of the TIP.

Line Item 16

FTA Line Item: Short Range Transp Planning
 Description: Task 3b: Six-Year Improvement Program (SYIP)
 Account: 44.24.00
 Federal Amount: \$2,722
 Total Amount: \$3,403

Project Start Date: 07/01/2015
 Project End Date: 11/01/2015

Date	Milestone / Event
11/01/2015	Evaluation Completed - Participate in Fall Transportation Meeting and facilitate projects into SYIP. Evaluate HB2 standards

Line Item 17

FTA Line Item: Short Range Transp Planning
 Description: Task 3c: Route 29 Solutions Outreach
 Account: 44.24.00
 Federal Amount: \$4,000
 Total Amount: \$5,000

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Facilitate mitigation of construction on the corridor from Solutions 29 projects.

Line Item 18

FTA Line Item: Short Range Transp Planning
 Description: Task 3d: Transit Development Preparation
 Account: 44.24.00
 Federal Amount: \$8,000
 Total Amount: \$10,000

Project Start Date: 01/04/2016
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Survey Completed - Provide data and coordinate on transit issues, conduct surveys and facilitate RTA discussion.

Line Item 19

FTA Line Item: Short Range Transp Planning
 Description: Task 3e: Grant Funding for Priority Projects
 Account: 44.24.00
 Federal Amount: \$800
 Total Amount: \$1,000

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Will work with the City and County in seeking funding for high-priority transportation projects.

Line Item 20

FTA Line Item: Short Range Transp Planning
 Description: Task 3f: Transportation Academy
 Account: 44.24.00
 Federal Amount: \$5,600
 Total Amount: \$7,000

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Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Training events and online resources on the fundamentals of transportation and the planning process.

Line Item 21

FTA Line Item: Short Range Transp Planning
 Description: Task 3g: On-Call Services
 Account: 44.24.00
 Federal Amount: \$800
 Total Amount: \$1,000

Project Start Date: 07/01/2015
 Project End Date: 06/30/2016

Date	Milestone / Event
06/30/2016	Other - Available to conduct transportation studies and planning efforts as requested by our partners