

Unified Planning Work Program (UPWP)

Fiscal Year 2024
July 1, 2023 – June 30, 2024
Approved May 24, 2023

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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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) area for fiscal year 2022. 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).

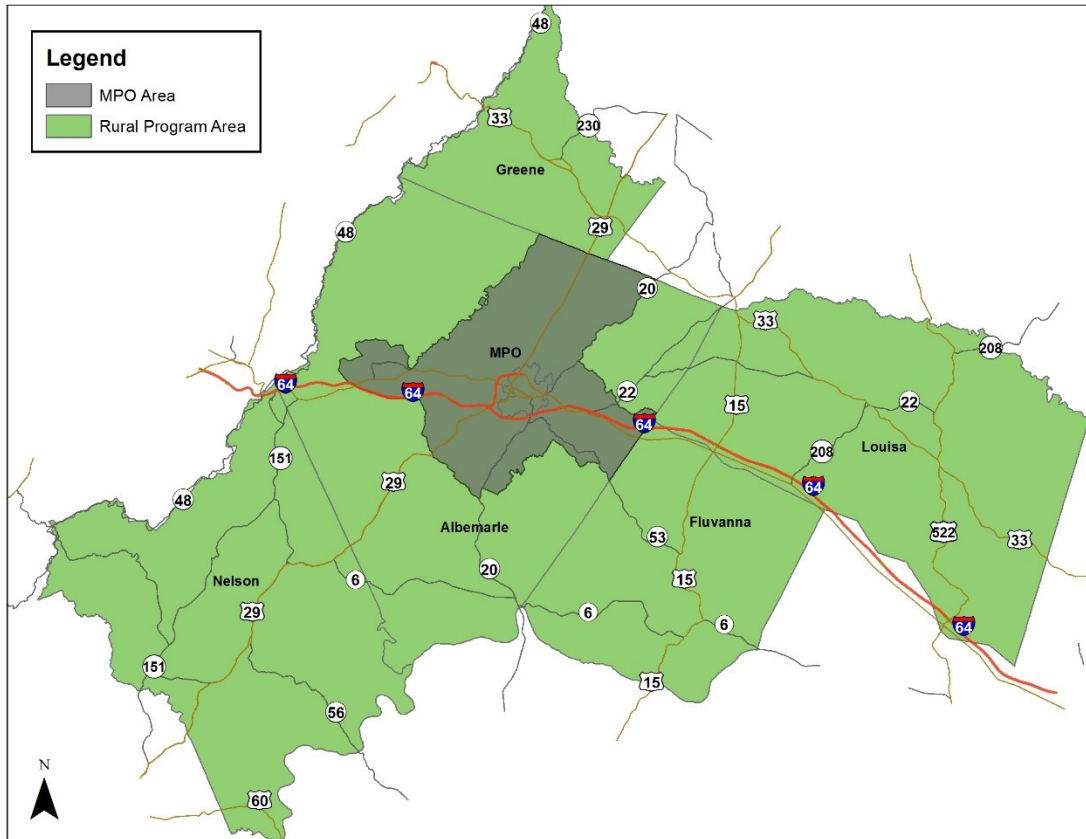
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (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 25-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.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, Jaunt, UVA, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), the Thomas Jefferson Planning District Commission, and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees 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 be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO develops its UPWP each spring. It outlines the transportation studies and planning efforts to be conducted during the upcoming 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 planning priorities facing the CA-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, intercity rail, and right-of-way corridors for 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 public involvement and participation, particularly addressing environmental justice and Title VI issues;¹ and
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation.

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. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans 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

Two federal agencies fund the MPO's planning activity. This includes FHWA's funds, labeled as

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.

“PL,” and FTA, labeled as “FTA.” The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC, to carry out MPO staffing and the 3c process. The CA-MPO budget consist of 10% local funds, 10% state funds, and 80% federal funds.

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 FY24 Work Program Budget. These tables outline the FY24 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.

FY24 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-24 PL Funding	\$206,116	\$25,764	\$25,764	\$257,644
FY-22 PL Passive Rollover	\$20,136	\$2,517	\$2,517	\$25,170
FY-23 PL Active Rollover	\$84,000	\$10,500	\$10,500	\$105,000
FY-24 PL Total	\$310,252	\$38,781	\$38,781	\$387,814
FY-24 FTA Funding	\$103,232	\$12,904	\$12,904	\$129,040
FY-24 FTA Total	\$103,232	\$12,904	\$12,904	\$129,040
PL+FTA Total	\$413,484	\$51,685	\$51,685	\$516,854
VDOT SPR*	\$136,000	\$34,000	\$0	\$170,000
Total FY24 Work Program	\$549,484	\$85,685	\$51,685	\$686,854

*VDOT SPR Funding Source is 80% Federal and 20% State.

FY24 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	14.32%	65.39%	20.30%	100%
PL+FTA Total	\$74,000	\$337,954	\$104,900	\$516,854
FY-24 PL Funding	\$52,500	\$137,144	\$68,000	\$257,644
FY-23 PL Active Rollover	\$0	\$105,000	\$0	\$105,000
FY-22 PL Passive Rollover	\$0	\$25,170	\$0	\$25,170
PL Total	\$52,500	\$267,314	\$68,000	\$387,814
FY-24 FTA Funding	\$21,500	\$70,640	\$36,900	\$129,040
FTA Total	\$21,500	\$70,640	\$36,900	\$129,040
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
Total FY24 Work Program	\$124,000	\$397,954	\$164,900	\$686,854

Highlights of FY23 UPWP

The CA-MPO conducted several projects and initiatives in FY22. Below are highlights from that year, helping to give context for the FY21 activities.

SMART SCALE

The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY23, CA-MPO staff supported the development and application of eight SMART SCALE projects, two of which were recommended to receive funding. CA-MPO staff also began the process of identifying projects for consideration in upcoming SMART SCALE grant applications

2050 Long Range Transportation Plan

MPO staff began the five-year update of the Long Range Transportation Plan (LRTP). MPO staff continued to meet with consultants procured through an Office of Intermodal Planning and Investment Growth and Accessibility Planning Technical Assistance grant to develop a project prioritization tool to evaluate regional transportation system needs. Staff began the process of developing goals and objectives to establish the framework for prioritizing system needs and projects. The work on the LRTP will continue into FY 2024.

Bicycle and Pedestrian Planning

MPO staff has continued coordinating monthly meetings to discuss issues of interest for bicycle and pedestrian planning. Staff also worked to coordinate with UVA, Albemarle County, and the City of Charlottesville to complete the OneMap project, developing a single map of bicycle and pedestrian infrastructure throughout the region to inform multi-modal planning efforts.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY23, staff worked with consultants to complete the Regional Transit Vision Plan and began work on a Transit Governance Study through a DRPT Technical Assistance Grant. The Regional Transit Governance Study will provide guidance on the appropriate governing and funding structure for a transit authority. The completion of the Transit Governance Study will occur in FY24.

Transportation Improvement Program (TIP)

MPO staff developed the FY24-FY27 TIP in collaboration with VDOT, DRPT, Jaunt, and CAT.

National Transportation Performance Measures

Performance Based Planning and Programming requirements for transportation planning are laid out in the Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures, in coordination with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transit (DRPT), and these measures are used to help in the

prioritization of TIP and Long-Range Transportation Plan projects. In FY23, the MPO Policy Board voted to adopt safety targets based on regionally-specific trends, and adopted the statewide targets for transit asset management, system performance, and infrastructure conditions.

Grant Applications

MPO staff prepared an application and was awarded a federal grant to develop a Comprehensive Safety Action Plan through the Safe Streets and Roads for All program. The work the MPO is completing through the grant is further bolstered through VDOT's Highway Safety Improvement Program (HSIP). A safety analysis will begin in late FY23 and work through the grant will begin in FY24.

MPO staff also prepared applications for federal funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to complete the preliminary engineering phase of a bicycle and pedestrian bridge across the Rivanna River and through the 5310 Mobility Management Program to develop a regional one-call-one-click center to provide support for seniors and individuals with disabilities to access transportation services.

Title VI/Public Participation

In FY23, MPO Staff continued improving implementation of the Title VI plan in conformance with feedback received from VDOT.

FY24 UPWP Activities by Task

Task 1: Administration

Total Funding: \$74,000

PL Funding: \$52,500

FTA Funding: \$21,500

A) Reporting and Compliance with Regulations

PL Funding: \$14,000

FTA Funding: \$8,000

There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY24 Unified Planning Work Program Implementation;
- FY25 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the use of legal counsel, accounting and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: \$14,000

FTA Funding: \$8,000

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.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

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

C) Information Sharing

PL Funding: \$24,500

FTA Funding: \$5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, 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 newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs. Staff will also 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 to include transportation, transit and environmental topics.

Additional funding is provided in this task to complete a comprehensive overhaul of the CA-MPO website, consistent with the recent updates to the TJPDC website. This update will allow staff to manage the website content more directly, as well as provide continuity among the TJPDC's program areas.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,
- Maintain and update the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$337,954

PL Funding: \$267,314

FTA Funding: \$70,640

A) 2050 Long Range Transportation Plan

PL Funding: \$142,643

FTA Funding: \$36,000

The CA-MPO will continue its development of the 2050 Long Range Transportation Plan

(LRTP) in FY24. In FY23, CA-MPO procured a consultant team to support the development of the plan and completed the process of developing a project prioritization process through a technical assistance grant awarded by the Office of Intermodal Planning and Investment. In FY23, CA-MPO developed the goals and objectives for the plan, completed the regional demographic analysis, and began public engagement initiatives. The development of the LRTP will be completed by May of 2024.

End Products:

- Continue public engagement of the plan goals and objectives to determine system needs and project priorities and receive feedback on project priorities;
- Develop a list of candidate projects for evaluation;
- Develop constrained budget and needs identification framework;
- Identify priority projects for implementation and future study;
- Prepare final plan for review, comment, and adoption.

B) Comprehensive Safety Action Plan

PL Funding: \$30,000

FTA Funding: \$0

In FY23, the TJPDC applied for and was awarded a Safe Streets and Roads for All discretionary grant to develop a Comprehensive Safety Action Plan for all jurisdictions within the TJPDC region. To best leverage the funding for the grant, the TJPDC staff will provide additional support for the development of this safety action plan through both the Unified Planning Work Program and the Rural Work Program. The Comprehensive Safety Action Plan will develop a better understanding of crash risk factors throughout the regional transportation system, and identify strategies specific to improving safety outcomes taking a multi-faceted approach that includes infrastructure improvements, enforcement practices, information sharing, education.

The Comprehensive Safety Action Plan will consider the safety needs for all modes of transportation and will include significant public outreach as part of the scope, allowing strong emphasis on equity considerations in developing recommended priorities. This activity demonstrates compliance with the required Complete Streets planning activities found in IIA/BIL § 11206. The completion of the Comprehensive Safety Action Plan is estimated to be completed FY25.

End Products:

- Analysis of regional crash data detailing the high injury networks and multi-modal system deficiencies to provide better understanding of factors that contribute to crashes developed in support with VDOT's Highway Safety Improvement Program;
- The establishment of a stakeholder group to provide feedback on planning process and considerations;
- Development of a public engagement strategy to conduct robust and comprehensive outreach throughout the region;
- Development of final project scope and procurement of consultants to support the analysis of data and feedback and develop recommended strategies;
- Prioritized strategies for each locality, as well as regional priorities; and
- Template for ongoing monitoring and reporting of regional safety data.

C) CA-MPO Boundary Analysis

PL Funding: \$8,000

FTA Funding: \$4,000

The 2020 Census data necessitates a need to review the MPO boundary and determine if any adjustments need to be made based on the most recent data and potential changes in rule-making for how MPO boundaries are determined. Changes to the eligible urbanized areas were indicated in late FY23. A review of those adjustments and an assessment of impacts to the MPO boundaries will be completed in FY24.

End Products:

- A map of the eligible boundary area based on 2020 Census data;
- A report summarizing a request to change the MPO boundaries, if merited by a review of data;
- Updates with the MPO Committees with findings;
- Coordination meetings with stakeholders if adjustments are merited;
- Formal request for action from the Governor's Office; and
- Any revisions to policies or by-laws needed based on outcomes from the boundary analysis.

D) Transit Governance

PL Funding: \$0

FTA Funding: \$27,640

The Thomas Jefferson Planning District Commission was awarded a Technical Assistance grant from the Department of Rail and Public Transportation in FY23 to conduct a governance study of the regional transit system. The governance study follows the completion of the Regional Transit Vision Plan and is intended to provide recommendations on the appropriate governance structure needed to implement the recommendations identified during the visioning process. This task will support the completion of the Regional Transit Governance Study as well as support any needed next steps towards the implementation of a recommended governance structure.

End Products:

- A review of the existing transit agencies and operations that participate in the regional transit system in the Thomas Jefferson Planning District;
- A review of the existing Regional Transit Authority legislation and an analysis of its strengths and weaknesses;
- A review of funding opportunities and recommended funding scenarios to support the implementation of recommendations identified in the Regional Transit Vision Plan;
- Alternative governance structures that could be developed to oversee the implementation of recommendations identified as part of the regional transit visioning process; and
- Coordination needed for the implementation of recommended next steps.

E) Commuter Assistance Program Strategic Plan

PL Funding: \$11,000

FTA Funding: \$0

The TJPDC's commuter assistance program, RideShare, is required to complete a Strategic Plan in FY24. The goal of the RideShare program is to promote the use of non-single occupancy vehicle forms of transportation. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through both the Rural Work Program and the Unified Planning Work Program.

End Products:

- Selection and management of a technical consultant;
- An analysis of existing RideShare program operations;
- Stakeholder outreach to include meetings with stakeholder groups and/or surveys;
- Commuter data and markets analysis; and
- Development of a final Strategic Plan meeting DRPT requirements.

F) Travel Demand Model Update

PL Funding: \$20,000

FTA Funding: \$0

VDOT maintains and update the regional travel demand model for the Charlottesville-Albemarle MPO area. Following the required schedule, CA-MPO's model will be updated beginning in FY24. MPO staff will coordinate with local government staff and VDOT to provide needed data and inform updates to the model.

- Coordinate meetings between local and state stakeholders related to model assumptions and data needs;
- Support the collection and gathering of regional data, as needed;
- Coordinate with local government staff to provide feedback on growth projections and land use decisions; and
- Review drafts of the travel demand model and provide feedback on any requested changes.

G) On-call Services/Contingencies

PL Funding: \$55,671

FTA Funding: \$3,000

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements. MPO staff began exploring an on-call consultant program in FY23 to provide efficient access to technical consultants as needed, realizing that legal support would be needed to successfully implement an on-call program that could be extended to local governments.

This task will also be used to support the development of grant applications that may present themselves outside of the normal application cycles.

- Transportation study or planning effort, as requested, that can be used as a basis for

- implementing short-term and long-term transportation solutions;
- Development and submission of grant applications;
- Development of desired services that an on-call consultant program can provide; and
- A contract or contracts with consultant(s) procured to provide on-call services to the MPO, TJPDC, and/or partner localities.

Task 3: Short Range Planning

Total Funding: \$104,900

PL Funding: \$68,000

FTA Funding: \$36,900

A) Transportation Improvement Program (TIP)

PL Funding: \$5,000

FTA Funding: \$2,000

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. In fact, any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: 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 staff prepared the FY24-FY27 TIP adopted by the Policy Board in FY23. This task will support the ongoing maintenance and update of the developed TIP.

End Products:

- Process the Annual Obligation Report;
- Process TIP amendments and adjustments; and
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations.

B) SMART SCALE & Other Grant Planning and Support

PL Funding: \$35,500

FTA Funding: \$10,400

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. MPO staff will coordinate with localities and VDOT to identify potential SMART SCALE projects and support engagement needed to prepare those projects for Round 6 applications.

End Products:

- Provide regular updates to the MPO committees regarding the process of developing SMART SCALE applications for Round 6;
- Support application development through coordination with VDOT pipeline projects and evaluation of previously identified high-priority projects that remain unfunded;
- Hold a regional meeting to coordinate SMART SCALE project submittals from the member localities and MPO;

- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

PL Funding: \$8,500

FTA Funding: \$8,500

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. The RTP has been established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville, Albemarle County, UVA and with the rural localities;
- Continue to assess the need for a Regional Transit Authority; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: \$2,000

FTA Funding: \$1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:

- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;
- Complete all documentation notifying the state of the adopted safety and performance targets; and
- Update the TIP when updated performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

There is high regional interest in improving transit and passenger rail for the Charlottesville-Albemarle urbanized areas. This task supports the engagement of the CA-MPO with the state and intra-regional stakeholders in transit and rail planning.

End Products:

- Participate in statewide initiatives to expand and improve transit and rail service to the Charlottesville region; and
- Prepare and submit planning and implementation grant applications for transit and rail projects as opportunities are identified.

F) CTAC, Public Participation, and Title VI

PL Funding: \$17,000

FTA Funding: \$10,000

TJPD 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, including maintenance and implementation of the agency Title VI Plan. The TJPD will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:

- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan as needed;
- Review Public Participation Plan as needed;
- Implement processes in compliance with Title VI Plan, Environmental Justice Plan, and Public Participation Plan;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved communities;
- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

Task 4: Contracted Projects and Studies

A) Coordinate and support the following projects:

- Coordinate, manage, and implement the Regional Transit Governance Study for the CA-MPO and TJPDC region.
- Coordinate, manage, and implement the completion the U.S. Department of Transportation Safe Streets and Roads for All grant to develop a Comprehensive Safety Action Plan for each locality throughout the CA-MPO and TJPDC region.
- Coordinate, manage, and implement the U.S. Department of Transportation RAISE grant to complete the preliminary engineering phase of the Rivanna River Bicycle and Pedestrian Bridge if awarded.

B) Explore opportunities for contracted project and studies.

Topical areas may include:

- Coordination between affordable housing and connectivity needs.
- Improving coordination with locality staff and elected officials.
- Implementing recommendations from the regional transit planning studies.

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 21st, 2023
 - Final Approval May 24th, 2023
-

Online Posting

Posted as part of MPO meeting agenda for March 21st, 2023

Posted on TJPDC.org: May 1st, 2023 for 15 day public comment period

State Review

Draft submittal for VDOT review/comment: March 13th, 2023

Draft submittal for DRPT review/comment: March 13th, 2023

Review of Final FY24 UPWP

MPO Technical Committee: May 16th, 2023

Citizen Transportation Advisory Committee (CTAC): May 17th, 2023

MPO Policy Board: May 24^h, 2023

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
EV	Electric Vehicle
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
L RTP	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

FY24 Unified Planning Work Program - Draft

TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as 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 (2019)

Attachment C: FTA Section 5303/PL Funding Breakdown

Attachment D: Resolution
