

Memorandum

To: CA-MPO Policy Board
From: Sandy Shackelford, Director of Planning & Transportation
Date: March 14, 2023
Reference: Draft FY24 Unified Planning Work Program

Purpose:

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 2024. 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).

Background:

Based on ongoing initiatives that CA-MPO staff has been pursuing in coordination with discussions occurring with the MPO committees as well as federal and state agency priorities, MPO staff have prepared the draft FY24 UPWP for consideration. The proposed FY24 UPWP includes a number of required activities, as well as the completion of activities that were initiated in FY23 and will be carried over into FY24, such as the review of the MPO boundaries based on updated 2020 Census Data and the completion of the 2050 Long Range Transportation Plan.

Additional work tasks added to the FY24 include ongoing support for the completion of the Regional Transit Governance Study, as well as staff support for any next steps that are needed to support the implementation of associated recommendations. The draft FY24 UPWP also indicates project management and coordination support for the development of the regional and multi-jurisdictional Comprehensive Safety Action Plan and the required Commuter Assistance Program Strategic Plan. Funding allocations for both of these tasks are also included in the draft Rural Transportation Work Program. There is also a task to support the update to the regional Travel Demand Model that is maintained by VDOT.

Ongoing tasks supporting the administration of the MPO program largely reflect similar levels of spending as seen in previous years. There is additional PL funding allocated to the Information Sharing task to support an update to the CA-MPO website to more consistently conform to the style of the previously updated TJPDC website.

The on-call services/contingency task will support the ongoing development of an on-call program as well as provide flexibility for MPO staff to provide technical assistance or general support for projects that may be of interest to the region but are not identified at this time.

The Short Range Planning tasks reflect the ongoing support of the MPO staff in preparing/submitted SMART SCALE applications, coordination with the state and local jurisdictions, meeting federal reporting requirements, and providing ongoing public outreach and engagement consistent with federal requirements.

Recommendation:

This FY24 Draft UPWP has been prepared for review and discussion. General feedback is requested, but no action is needed at this time. The final FY24 UPWP will need to be approved by the Policy Board at their regular meeting scheduled for May 24, 2023.

If there are any questions or comments, please contact Sandy Shackelford at sshackelford@tjpd.org.

| FY24 – Draft UPWP | | | |
|--|------------------|------------------|------------------|
| | PL | FTA | Total |
| Task 1: Administration | \$52,500 | \$21,500 | \$74,000 |
| Reporting and Compliance with Regulations | \$14,000 | \$8,000 | \$22,000 |
| Staffing Committees | \$14,000 | \$8,000 | \$22,000 |
| Information Sharing | \$24,500 | \$5,500 | \$30,000 |
| Task 2: Long Range Transportation Planning | \$267,314 | \$70,640 | \$337,954 |
| 2050 LRTP | \$142,643 | \$36,000 | \$178,643 |
| Comprehensive Safety Action Plan | \$30,000 | | \$30,000 |
| MPO Boundary Analysis | \$8,000 | \$4,000 | \$12,000 |
| Transit Governance | | \$27,640 | \$27,640 |
| Commuter Assistance Program Strategic Plan | \$11,000 | | |
| Travel Demand Model Update | \$20,000 | | |
| On-call Services/Contingency | \$55,671 | \$3,000 | \$58,671 |
| Task 3: Short Range Transportation Planning | \$68,000 | \$36,900 | \$104,900 |
| TIP Maintenance | \$5,000 | \$2,000 | \$7,000 |
| SMART SCALE & Grant Support | \$35,500 | \$10,400 | \$45,900 |
| RTP, TDM, and Bike/Ped Support | \$8,500 | \$8,500 | \$17,000 |
| Performance Targets | \$2,000 | \$1,000 | \$3,000 |
| Regional Transit & Rail Planning | \$0 | \$5,000 | \$5,000 |
| CTAC/Public Outreach/Title VI | \$17,000 | \$10,000 | \$27,000 |
| | | | |
| TOTAL | \$387,814 | \$129,040 | \$516,854 |