

Memorandum

To: CA-MPO Policy Board
From: Sandy Shackelford, Director of Planning & Transportation
Date: May 9, 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.

There was one adjustment from what was originally presented in the draft UPWP shared at the previous meeting. In order to provide for VDOT staff's participation in the development of the Comprehensive Safety Action Plan through the Safe Streets and Roads for All grant, VDOT requested a budget allocation of \$13,000. TJPDC has reduced the amount of funding allocated for its staff in the SS4A grant and has increased the amount allocated in that line item in the UPWP to facilitate ongoing coordination with VDOT in this important initiative. The on-call services/contingency line item was reduced by \$13,000 to offset the additional anticipated expenditure. The MPO Technical committee supported this funding re-allocation, and those adjustments have been made in the draft FY24 UPWP that is included in this packet.

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.

A summary of programmed tasks is indicated in the attached table.

Recommendation:

The FY24 Draft UPWP was presented at the MPO Technical Committee meeting and MPO Policy Board meeting in March for review. The FY24 UPWP was posted on May 1 for the required 15 day public comment period. No public comments have been received to date.

The MPO Technical Committee and the Citizens Transportation Advisory Committee reviewed the UPWP at their meetings in May. The MPO Technical Committee recommended approval of the FY24 UPWP with the additional \$13,000 allocated to the development of the Comprehensive Safety Action Plan.

Staff is requesting adoption of the FY24 Unified Planning Work Program by the MPO Policy Board as presented, or approval with specified revisions.

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	\$43,000		\$43,000
MPO Boundary Analysis	\$8,000	\$4,000	\$12,000
Transit Governance		\$27,640	\$27,640
Commuter Assistance Program Strategic Plan	\$11,000		\$11,000
Travel Demand Model Update	\$20,000		\$20,000
On-call Services/Contingency	\$42,671	\$3,000	\$45,671
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