

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/84701091920?pwd=V3FxQi9wRVlZNTNvR08yQWl5OU53QT09>

Meeting ID: 847 0109 1920

Passcode: 975419

Dial in: 1 646 558 8656

Item	Time†	Description
1	4:00 – 4:05	<b>Call to Order:</b> Read the notice of electronic meeting
2	4:05-4:10	<b>Matters from the Public:</b> limit of 3 minutes per speaker Public are welcome to provide comment on any transportation-related topic, including the items listed on this agenda, and/or comment <u>during items</u> marked with an *
3	4:10-4:15	<b>General Administration</b> * - Sandy Shackelford, TJPDC <ul style="list-style-type: none"> <li>• Review and Acceptance of the Agenda *</li> <li>• Approval of March 24, 2021 Meeting Minutes *</li> </ul>
4	4:15-4:25	<b>Public Hearing – FY22 Unified Planning Work Program</b> * - Sandy Shackelford, TJPDC <ul style="list-style-type: none"> <li>• Staff report on the draft FY22 UPWP</li> <li>• Resolution</li> <li>• Public Hearing</li> </ul>
5	4:25-4:35	<b>Resolution of Support for Charlottesville Transportation Alternatives Funding Application</b> * - Chris Gensic, City of Charlottesville Consideration of a Resolution of Support for a Transportation Alternatives Program Funding Application by the City of Charlottesville for Meadow Creek Trail and Bridge Project. <ul style="list-style-type: none"> <li>• Memo</li> <li>• Resolution</li> </ul>
6	4:35-4:45	<b>Public Participation Plan Updates</b> - Lucinda Shannon, TJPDC Staff will review prepared updates to the Public Participation for initial consideration. Public hearing and vote will be scheduled for July 28, 2021.
7	4:45-5:15	<b>Smart Scale Round 5 Application Review of Potential Projects</b> – Sandy Shackelford, TJPDC Discussion of MPO Smart Scale project selection process and review of potential project options
8	5:15-5:25	<b>VDOT Project Pipeline Initiatives</b> – Chuck Proctor, VDOT Discussion of VDOT initiatives to develop a project pipeline to continue to identify projects for funding applications.
9	5:25 – 5:35	<b>Electric Vehicle Charging Station Needs Assessment</b> – Lucinda Shannon, TJPDC Presentation on the research TJPDC staff has conducted on the need for EV charging stations in the region.
10	5:35-5:40	<b>Staff updates</b> <ul style="list-style-type: none"> <li>• Transportation Improvement Program Administrative Adjustments – Lucinda Shannon, TJPDC</li> <li>• Bike Month and TeleworkVA Promotions – Sara Pennington, TJPDC</li> </ul>
11	5:40-5:50	<b>Roundtable Discussion</b>
12	5:50-5:55	<b>Items Added to the Agenda</b>
13	5:55-6:00	<b>Additional Matters from the Public</b> Members of the Public are welcome to provide comment (limit of 3 minutes per speaker)
14	6:00pm	Adjourn

† Times are approximate      \* Requires a vote of the Board

Upcoming Meeting Date: **July 28, 4:00 p.m.**

**NOTICE OF ELECTRONIC MEETING**

**DUE TO COVID-19 STATE OF EMERGENCY**

This meeting of the Charlottesville Albemarle Metropolitan Planning Organization is being held pursuant to Item 4.0-01 of the approved state budget (HB 29) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at [www.tjpd.org](http://www.tjpd.org) within 10 days of the meeting.

<b>VOTING MEMBERS &amp; ALTERNATES</b>
Ann Mallek, Albemarle
Ned Gallaway, Albemarle
Michael Payne, Charlottesville
Lloyd Snook, Charlottesville
John Lynch, VDOT
Stacy Londrey, VDOT (alternate)
<b>NON-VOTING MEMBERS</b>
Karen Davis, Jaunt
Julia Monteith, UVA
Garland Williams, CAT
Wood Hudson, DRPT
Richard Duran, FHWA
Ryan Long, FTA
Tristan Fessell, CTAC
Sandy Shackelford, TJPDC

**MPO Policy Board Meeting**

Minutes, March 24, 2021

**DRAFT**

Video of the meeting can be found here:

<https://www.youtube.com/watch?v=puecsqjDzJg>

VOTING MEMBERS & ALTERNATES		STAFF	
Ann Mallek, Albemarle	x	Jessica Hersh-Ballering, TJPDC	x
Ned Gallaway, Albemarle	x	Lucinda Shannon, TJPDC	x
Michael Payne, Charlottesville	x	Gretchen Thomas, TJPDC	x
Lloyd Snook, Charlottesville	x	Christine Jacobs, TJPDC	x
John Lynch, VDOT		Sara Pennington, Rideshare	x
Stacy Londrey, VDOT (alternate)	x		
<b>NON-VOTING MEMBERS</b>			
Chuck Proctor, VDOT	x		
Karen Davis, Jaunt		<b>GUESTS/PUBLIC</b>	
Julia Monteith, UVA	x	Alex Ikefuna, City of Charlottesville	x
Garland Williams, CAT	x	Michelle Shropshire, VDOT	x
Wood Hudson, DRPT	x	Sean Tubbs	x
Richard Duran, FHWA	x	Jeanette Janiczek, Charlottesville	x
Ryan Long, FTA		Kevin McDermott, Albemarle	x
Tristan Fessell, CTAC		Peter Krebs, PEC	x
Sandy Shackelford, TJPDC	x	Allison Wrabel, The Daily Progress	x
		Stuart Gardner, CTAC	x
		Tiffany Dubinsky, DRPT	x

**Note:** The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on March 9, 2021 at [https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab\\_channel=TJPDC-MPO](https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab_channel=TJPDC-MPO).

**1. CALL TO ORDER:**

The MPO Policy Board Committee Chair, Michael Payne, presided and called the meeting to order at 4:01 p.m. He then read the Notice of Electronic Meeting and Commissioner and Public Protocol. Attendance was taken by roll call by Sandy Shackelford.



## **2. MATTERS FROM THE PUBLIC (MINUTE 3:58)**

- a. **Comments by the Public:** Peter Krebs with the Piedmont Environmental Council said he thinks the TJPDC is the right organization to be handling the Smart Scale application process. He noted the important factors for the projects to be considered. He noted the steering committee needs to get the stakeholders involved earlier in the process. They should also know the answers to questions the stakeholders might have before they even get asked. He also said it would be good to have a “design brief” for the project(s) itself. He thanked the staff for doing this work.
- b. **Comments provided via email, online, web site, etc.:** None

## **3. ORGANIZATIONAL UPDATES (MINUTE 8:19)**

Christine Jacobs introduced herself as the Interim Director of TJPDC and stated that she will be participating as a member of the Metropolitan Planning Organization until further notice.

Ms. Shackelford noted that she will be taking on administrative oversight of the MPO and Lucinda Shannon will continue to provide programming support.

Stacy Londry will be acting as a voting member while John Lynch is away in Northern Virginia on assignment. She introduced Michelle Shropshire as Mr. Lynch’s replacement for the Culpeper District while he is gone.

Ms. Shackelford noted that the minutes will be more streamlined and simplified. They will be more of a summary format because the meeting is recorded and posted.

## **4. GENERAL ADMINISTRATION (MINUTE 13:56)**

**Motion/Action:** *Review and Acceptance of the Agenda:* Ann Mallek made a motion, seconded by Ms. Londry, to accept the agenda. The motion passed unanimously.

**Motion/Action:** Approval of minutes: On a motion by Ms. Mallek, seconded by Ned Gallaway, the committee approved the minutes of the January 27, 2021 meeting with Mr. Snook abstaining.

## **5. ALBEMARLE COUNTY FUNCTIONAL CLASSIFICATION CHANGES (MINUTE 15:08)**

Kevin McDermott presented the committee a map showing the roads Albemarle County would like to upgrade to arterial roads. He noted they all meet the criteria to do so. The County needs a resolution from the Policy Board with a recommendation to FHWA for the upgrade.

**Motion/Action:** On a motion by Ms. Mallek, seconded by Lloyd Snook, the motion passed with Ms. Londry abstaining.

## **6. UNIFIED PLANNING WORK PROGRAM (UPWP) FY22 (MINUTE 21:35)**

Sandy Shackelford explained the UPWP and its budget. She noted there was approximately \$50K not yet budgeted and presented the committee with two options for projects to undertake with additional monies. She noted that Both MPO Tech and CTAC recommended Option A (bike/ped focused) with some revisions to the original project scope.

**Motion/Action:** After much discussion, Mr. Gallaway made a motion to support Option B, the climate action option, while banking the rest of the money in the budget for a potential future need. Ms. Mallek seconded the motion and the motion passed unanimously.

**7. SMART SCALE ROUND 5 (MINUTE 56:15)**

Ms. Shackelford explained the Smart Scale process and that Round 5 will be submitted in 2022. She shared the timeline from March 2021 to March 2022, when pre-applications are due. She also presented project identification criteria and shared a list of potential projects. She asked the committee to look at the list and come back to the next meeting with their thoughts, or send her an email with any recommendations.

**8. NORTH 29 CORRIDOR STUDY (MINUTE 1:10:00)**

Lucinda Shannon explained the study's purpose to include transit, bike and pedestrian transportation. She updated the committee on the timeline, progress made and the next steps.

**9. ROUNDTABLE DISCUSSION (MINUTE 1:14:55)**

- Neither Ms. Mallek nor Mr. McDermott had any new updates to add for the County.
- Neither Mr. Payne nor Mr. Snook had any new updates to add for the City.
- Garland Williams reported that CAT is in its final stages for their part of the larger transportation study. Mr. Williams also said he had a discussion with DRPT re: change in flexing the STP funding which will affect transit agencies in FY22. He said it is important to let legislators know how it effects smaller agencies.
- Alex Ikefuna reported that the City is completing the comp plan update and the housing element is approved.
- Ms. Londry reported that VDOT is in the process of updating the draft of the six-year program. In mid-April or may they will have a virtual meeting to discuss it. There will be a notice about the meeting forthcoming.
- Chuck Proctor reported that the Hydraulic/29 intersection project has been recommended to move forward in the Smart Scale process.
- Julia Monteith had no new updates.
- Richard Durant had no new updates.
- Wood Hudson reminded the committee that the application portal (5303) is open and will be closing at midnight on May 14. He also reported on Transforming Rail in Virginia updates. He also reported on the House bill 542 which is a transportation equity bill.
- Stuart Gardner had no new updates.

**10. MATTERS FROM THE PUBLIC: None.**

**ADJOURNMENT:** Mr. Payne adjourned the meeting at 5:27 p.m.

**Committee materials and meeting recording may be found at  
<https://campo.tjpc.org/committees/policy-board/>**

## Memorandum

**To:** CA-MPO Policy Board  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** May 7, 2021  
**Reference:** Draft FY22 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 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).

### Background:

Based on the feedback MPO staff received regarding projects of interest to the MPO Policy Board, the final draft of the FY22 UPWP has been prepared for consideration and approval. The MPO Policy Board voted at their meeting on March 24, 2021 that in addition to the projects that had already been identified for inclusion in the FY22 UPWP, they would also like to program \$30,000 for researching best practices and developing guidance to incorporate climate action initiatives into the MPO's long range transportation planning process. They also voted to leave \$20,684 unprogrammed at this time.

These requests have been included in the draft of the FY22 UPWP that has been prepared. The \$20,684 balance has been added to the On-call Services line item shown in Task 2.E. A summary of the programmed projects and expenses is shown on the table on the second page.

A public hearing on the UPWP has been advertised for the Policy Board meeting on May 26, 2021.

### Recommendation:

Staff recommends that the MPO Policy Board conduct the public hearing as schedule and votes to approve the FY22 Unified Planning Work Program as presented.

If there are any questions or comments, please contact Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).

<b>FY22</b>			
	PL	FTA	Total
<b>Task 1: Administration</b>	<b>\$37,500</b>	<b>\$21,500</b>	<b>\$59,000</b>
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000
Staffing Committees	\$14,000	\$8,000	\$22,000
Information Sharing	\$9,500	\$5,500	\$15,000
<b>Task 2: Long Range Transportation Planning</b>	<b>\$102,684</b>	<b>\$42,600</b>	<b>\$145,284</b>
Rt. 29 North Corridor Study	\$33,000	\$18,000	\$51,000
2050 LRTP Scope Development	\$7,000	\$3,000	\$10,000
MPO Strategic Plan	\$17,000	\$11,600	\$28,600
Climate Action Initiatives for Transportation Planning	\$30,000	\$10,000	\$30,000
On-call Services	\$25,684		\$25,684
<b>Task 3: Short Range Transportation Planning</b>	<b>\$71,000</b>	<b>\$45,508</b>	<b>\$116,508</b>
TIP	\$5,000	\$2,000	\$7,000
SMART SCALE	\$43,000	\$18,400	\$61,400
RTP, TDM, and Bike/Ped Support	\$4,000	\$8,500	\$12,500
Performance Targets	\$2,000	\$1,000	\$3,000
Regional Transit & Rail Planning		\$5,000	\$5,000
CTAC/Public Outreach	\$17,000	\$10,608	\$27,608
<b>TOTAL</b>	<b>\$211,184</b>	<b>\$109,608</b>	<b>\$320,792</b>





# Unified Planning Work Program (UPWP)

Fiscal Year 2022  
July 1, 2021 – June 30, 2022

 *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

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### **Purpose of the Unified Planning Work Program**

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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).

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### **Purpose of the Metropolitan Planning Organization**

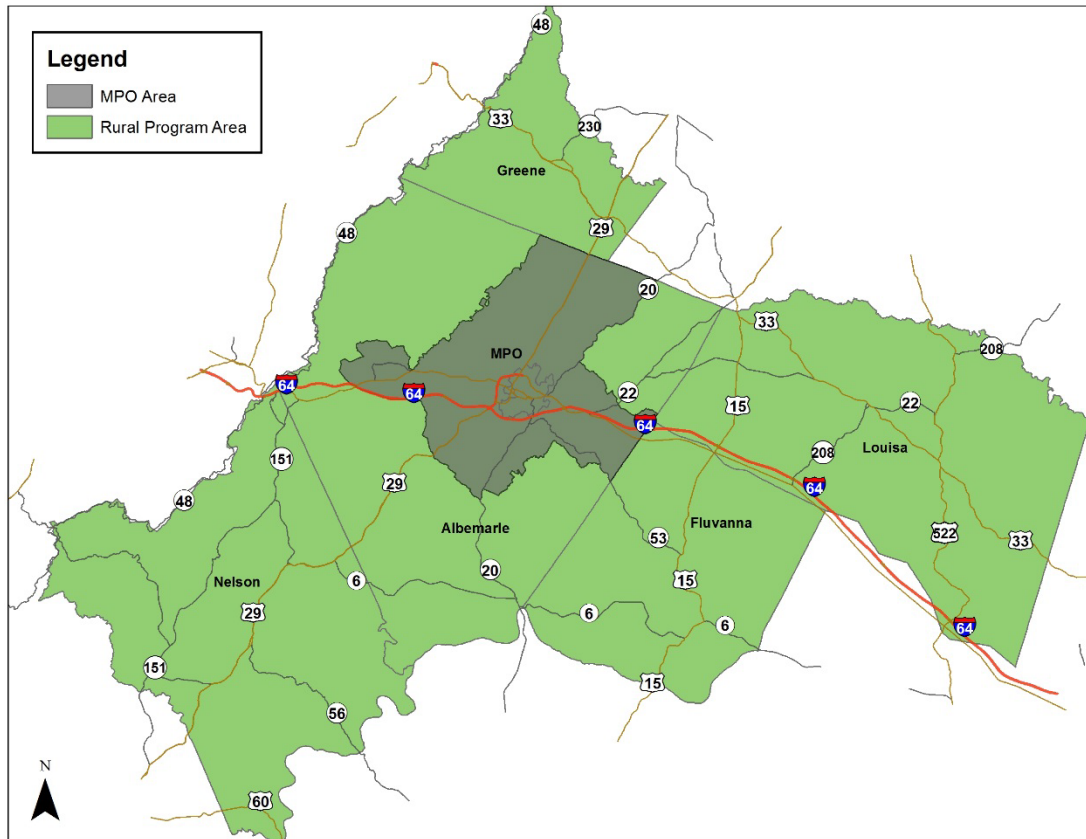
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CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. In 1982, Charlottesville and Albemarle officials established the 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, FHWA, the Federal Aviation Administration (FAA), FTA, 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:




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**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.

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### **MPO Transportation Infrastructure Issues and Priorities**

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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;<sup>1</sup>
- 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.

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### **Public Participation/Title VI and Environmental Justice**

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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.

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<sup>1</sup> 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.

**Funding**

Two federal agencies fund the MPO’s planning activity. This includes FHWA’s funds, labeled as “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’s 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 FY21 Work Program Budget. These tables outline the FY21 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.

**FY22 Work Program: Funding by Source**

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-22 PL Funding	\$168,947	\$21,118	\$21,118	\$211,184
FY-22 FTA Funding	\$87,686	\$10,961	\$10,961	\$109,608
<b>PL+FTA Total</b>	<b>\$256,633</b>	<b>\$32,079</b>	<b>\$32,079</b>	<b>\$320,792</b>
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
<b>Total FY22 Work Program</b>	<b>\$392,633</b>	<b>\$49,079</b>	<b>\$49,079</b>	<b>\$490,792</b>

**FY22 Work Program: Funding by Task**

Funding Source	Task 1	Task 2	Task 3	Total
	18.39%	45.29%	36.32%	100%
<b>PL+FTA Total</b>	<b>\$59,000</b>	<b>\$145,284</b>	<b>\$116,508</b>	<b>\$320,792</b>
FY-22 PL Funding	\$37,500	\$102,684	\$71,000	\$211,184
FY-22 FTA Funding	\$21,500	\$42,600	\$45,508	\$109,608
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
<b>Total FY22 Work Program</b>	<b>\$109,000</b>	<b>\$205,284</b>	<b>\$176,508</b>	<b>\$492,500</b>

## Highlights of FY21 UPWP

The CA-MPO conducted several projects and initiatives in FY21. 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 FY21, CA-MPO staff worked with County, City, and VDOT staff to prepare to submit project applications for Round Four of SMART SCALE funding. The CTB approved two of the three SMART SCALE applications submitted by CA-MPO.

### **Bicycle and Pedestrian Planning**

In FY21, MPO and PDC staff worked to continue moving bicycle and pedestrian facility planning forward. Staff efforts focused on coordinating two bike and pedestrian feasibility studies to determine construction opportunities for important regional bike and pedestrian connections throughout the MPO, conducting bike and pedestrian counts at intersections of interest to local City and County staff, and continue coordination of bicycle and pedestrian working group. Staff continues to work with the City, County, and UVA planning staff to develop OneMap, which is an integrated map of all of the bike and pedestrian facilities throughout the MPO region.

### **Regional Transit Planning**

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY21, two DRPT grants to study transit service and operations within the MPO region were awarded. One to conduct a feasibility study and implementation plan to expand transit service in Albemarle County. The second is to develop a Charlottesville Area Regional Transit Vision Plan. These projects kicked off in FY21 and will continue into FY22.

MPO staff applied for a BUILD planning grant to evaluate opportunities to make improvements to the Charlottesville AMTRACK station to support anticipated service expansion.

### **Transportation Improvement Program (TIP)**

MPO staff maintained the FY21-FY24 TIP in collaboration with VDOT, DRPT, and the various MPO committees, finalizing the updated plan that was completed by the CA-MPO in FY21.

### **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 FY21, the MPO



## FY22 Unified Planning Work Program

Policy Board voted to support the statewide performance targets, which are reviewed every two years, and the statewide safety targets, which are reviewed every year.

### **Regional Transportation Revenue Study**

Work on the Regional Transportation Revenue study was completed in FY21 despite the disruption COVID caused. This study documents potential revenue streams that could be considered should the local region determine that more resources were needed to maintain and improve the local transportation infrastructure.

### **MPO 101 Primers**

The CA-MPO hosted an intern over the summer of FY21 that supported the development of a series of primers explaining MPO purpose, process, and planning requirements. These primers have been formatted and placed on the MPO website for reference, and will be used for educational and informational purposes as MPO staff seeks public engagement in its planning processes.

### **Electric Vehicle Charging Station Needs Study**

In FY21, CA-MPO staff completed a high level assessment of demand and availability of electric vehicle charging station needs.

## FY22 UPWP Activities by Task

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### **Task 1: Administration**

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*Total Funding:* \$59,000

*PL Funding:* \$37,500

*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:

- FY22 Unified Planning Work Program Implementation;
- FY23 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;
- Restructure Policy Board and Committee bylaws, based on the Strategic Plan; and,
- Maintain committee information on the TJPDC/MPO Website.

### **C) Information Sharing**

*PL Funding:* \$9,500

*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. One ongoing project is a regional housing analysis that will include use of transportation data around housing centers and travel time to key destinations. 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.

#### *End Products:*

- Continue to review and update facts and figures;
- Transportation data for housing report;
- 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;
- Analyze available data to identify whether MPO boundaries may expand into additional counties after the 2020 census;
- 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 the MPO Website.

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### **Task 2: Long Range Transportation Planning**

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*Total Funding:* \$145,284

*PL Funding:* \$102,684

*FTA Funding:* \$42,600

### **A) North 29 Corridor Study with Rural Component**

*PL Funding:* \$33,000

*FTA Funding:* \$18,000

Roadway improvements are complete or scheduled for construction along US Highway 29 North in Albemarle County and in Greene County. Traffic concerns continue in areas that are both urban and rural north of Airport Road in Albemarle County to the Cedar Grove Road area of Greene County. The MPO began working with the TJPDC Rural Transportation Program to initiate a study for safety & congestion along the unimproved areas of US 29. This project began in FY21 and continues into FY22.

#### *End Products:*

- Develop a vision for desired transportation performance through this portion of the US Highway 29 Corridor based on existing land use plans and projected system demand;
- Work with VDOT contracted consultants to identify corridor segments and intersections experiencing performance deficiencies;
- Conduct public engagement to determine community priorities for transportation improvements;
- Work with VDOT contracted consultants to develop alternative solutions to remedy identified transportation performance deficiencies;
- And develop recommended solutions based on robust community engagement for projects that could be submitted as SMART SCALE or other grant applications.

### **B) 2050 Long Range Transportation Plan Scope Development**

*PL Funding:* \$7,000

*FTA Funding:* \$3,000

The CA-MPO will begin its five-year update of the 20-year Long Range Transportation Plan in FY23. CA-MPO will need to consider a number of factors before that plan update can begin, including whether the boundaries of the MPO will be adjusted, the extent that additional technical support from a consultant may be needed, and whether there is interest or value in approaching the long-range transportation plan jointly with the more rural portions of the region.

#### *End Products:*

- A project schedule for the update of the long-range transportation plan, which must be completed by May 2024;
- A summary of needs for additional technical assistance that may be needed to complete the update;
- Clarification of methodologies used to prioritize projects within the long-range transportation plan;
- Recommended public engagement schedule; and
- RFP's to retain any consulting services that may be determined as necessary.

### **C) CA-MPO Strategic Plan**

*PL Funding:* \$17,000

*FTA Funding:* \$11,600

There was a Strategic Plan prepared for the CA-MPO to provide a framework for the work that the MPO would undertake during the time period of 2017 to 2019. Many of the elements of that strategic plan have been implemented, but there has been significant change in the operations of

the MPO, as well as staffing, since that strategic plan was developed, and an updated plan is necessary to continue to provide clear direction and effectiveness in carrying out the priorities of the MPO stakeholders.

*End Products:*

- An assessment of organizational strengths, weaknesses, opportunities, and threats;
- A clearly defined understanding of stakeholders;
- An agreed upon framework for selecting projects to include in the Unified Planning Work Program; and
- Opportunities to provide better collaboration with other planning efforts and partners.

**D) Climate Action Initiatives for Transportation Planning**

*PL Funding:* \$20,000

*FTA Funding:* \$10,000

The City of Charlottesville and County of Albemarle have both identified climate action initiatives as priorities for their individual localities. An important factor in achieving the climate action goals involves incorporating these initiatives into transportation planning. This project will include reviewing planning documents and processes from other regional and MPO transportation plans to determine best practices for incorporating climate action goals into the MPO's transportation planning efforts. The focus of this work will be on incorporating climate action mitigation factors into the Long Range Transportation Plan, but through these efforts, MPO staff will also develop recommendations for additional data, studies, or plans that may be needed in order to support regional efforts.

*End Products:*

- A benchmarking report of best practices from other regional and MPO planning efforts to incorporate climate action initiatives into transportation planning processes including a summary of similarities and distinctions;
- A literature review of work that has been completed identifying the most effective strategies;
- Development of metrics that can be used to gauge progress in meeting goals;
- Recommendations for establishing and measuring goals and outcomes;
- Recommendations for incorporating climate action goals into project development and prioritization within the Long Range Transportation Plan; and
- Recommendations for additional data, studies, or planning efforts that may be needed to support the overall regional goals.

**E) On-call Services**

*PL Funding:* \$25,684

*FTA Funding:* \$0

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.

*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.

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**Task 3: Short Range Planning**

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*Total Funding:* \$116,508

*PL Funding:* \$71,000

*FTA Funding:* \$45,508

**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.

Staff will be concentrating in FY 21 on transit operator short range planning financial needs to incorporate into the TIP. New leadership at the region's two transit providers have created an opportunity for revised procedures to short range financial planning.

The current TIP for FY21-FY24 was adopted by the Policy Board in FY20. MPO staff will continue to maintain and update the TIP as necessary.

*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 Planning and Support**

*PL Funding:* \$43,000

*FTA Funding:* \$18,400

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. In FY22, the MPO Policy Board will identify up to two opportunities to conduct robust public engagement in order to develop SMART SCALE project applications.

*End Products:*

- Implement a selection process to identify potential SMART SCALE project applications early;
- Facilitate stakeholder meetings to develop project submission applications that incorporate robust public engagement and input opportunities;

## FY22 Unified Planning Work Program

- 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:* \$4,000

*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 and Albemarle County 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 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 performance targets; and
- Update the TIP when the FY22 safety performance targets are adopted.



### **E) Regional Transit and Rail Planning**

*PL Funding:* \$0

*FTA Funding:* \$5,000

MPO, VDOT, and local staff will be available to conduct transportation studies 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.

*End Products:*

- Provide technical support and staffing to ensure the successful completion of two grants awarded by DRPT: Albemarle Feasibility Study and the Regional Transit Visioning Plan; and
- Prepare and submit a BUILD Planning grant application for the Charlottesville Amtrack Station.

### **F) CTAC – Community Outreach**

*PL Funding:* \$17,000

*FTA Funding:* \$10,608

TJPDC 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. The TJPDC 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;
- 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.

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**Task 4: Contracted Projects and Studies**

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**A) Coordinate and support the following projects:**

- Coordinate, manage, and implement the Regional Visioning Plan for the CAMPO and TJPDC region. A state grant in the amount of \$175,000 was awarded by DRPT, matched by local contributes from Albemarle County and the City of Charlottesville of \$175,000, with a contract signed on February 4, 2021. The work commenced in FY21 and will carry into FY22.
- Coordinate, manage, and implement the FY21 Feasibility and Business Plan for expanded transit service in Albemarle County. A state grant in the amount of \$53,108 was awarded by DRPT, matched by a local contribution from Albemarle County of \$53,107, with a contract signed on January 8, 2021. The work commenced in FY21 and will carry into FY22.

**B) Explore opportunities for contracted project and studies.**

Topical areas may include:

- Environmental impacts of the local transportation system and mitigation strategies.
- Creating an employee outreach program for Rideshare and other TDM programs.
- Implementing recommendations from the Albemarle Service Expansion Feasibility Study.

## CA-MPO in FY22

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY21.

### **Regional Transportation Revenue**

- Assess the impacts of the COVID-19 pandemic on the transportation network and revenue generation
- Maintain awareness of opportunities to increase funding for regional transportation system improvements

### **Equity in Transportation Planning**

- Continue to pursue opportunities to better integrate considerations for equity into the transportation planning processes and project selection

### **SMART SCALE**

- Explore ways to improve the success of funding for projects
- Strengthen applications submitted in Round 5 for final submission
- Monitor any changes and updates to the SMART SCALE process
- Integrate any changes in State process into MPO and local projects to strengthen funding applications

### **LRTP 2045**

- Conduct annual review of Plan and performance targets as set forth in MAP-21
- Continue to coordinate procedures and efforts with neighboring MPOs

### **MPO Boundary Adjustment**

- Follow outcomes from the 2020 Census and prepare for discussions regarding adjustments to the CA-MPO boundaries.

### **Other Studies**

- Assess connections with other regions and MPOs
- Continue evaluation of the region's transit network and participate in creation of the transit strategic plan

## Public Participation Process

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### Review and Approval of Tasks

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MPO Policy Board:

- Initial Draft provided March 24<sup>th</sup>, 2021
  - Final Approval May 26<sup>th</sup>, 2021
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### Online Posting

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Posted as part of MPO meeting agenda for March 24<sup>th</sup>, 2021

Posted on TJPDC.org: May 10<sup>th</sup>, 2021

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### State Review

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Draft submittal for VDOT review/comment: March 25<sup>th</sup>, 2021

Draft submittal for DRPT review/comment: March 25<sup>th</sup>, 2021

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### Review of Final FY22 UPWP

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MPO Technical Committee: May 18<sup>th</sup>, 2021

Citizen Transportation Advisory Committee (CTAC): May 19<sup>th</sup>, 2021

MPO Policy Board: May 26<sup>th</sup>, 2021

\*\*PUBLIC HEARING: May 26<sup>th</sup>, 2021

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*Note: Copy of public hearing notice in appendix D*

## 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 <sup>st</sup> 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

FY22 Unified Planning Work Program

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

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**Attachment A: Tasks Performed by VDOT**

**Attachment B: Memorandum of Understanding (2019)**

**Attachment C: FTA Section 5303/PL Funding Breakdown**

**Attachment D: Public Notice and Resolution**

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## Charlottesville-Albemarle Metropolitan Planning Organization

POB 1505, 401 E. Water Street, Charlottesville, VA 22902 [www.tjpd.org](http://www.tjpd.org)  
(434) 979-7310 phone • [info@tjpd.org](mailto:info@tjpd.org) email

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### **Resolution of Approval for the CA-MPO's Fiscal Year 2022 Unified Planning Work Program (UPWP)**

WHEREAS, The Unified Planning Work Program (UPWP) provides a mechanism for coordinating 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); and

WHEREAS, the CA-MPO provides a forum for conducting a continuing, comprehensive, and coordinated (3-C) transportation decision-making process among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials; and

WHEREAS, the UPWP identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022; and

WHEREAS, the MPO Technical Committee reviewed the draft UPWP at their regular meeting, on May 18<sup>th</sup>, 2021; and

WHEREAS, the Citizen Transportation Advisory Committee (CTAC) reviewed the draft UPWP at their regular meeting, on May 19<sup>th</sup>, 2021; and

WHEREAS, staff from the Virginia Department of Transportation (VDOT) and Department of Rail and Public Transportation (DRPT) reviewed and provided amendments to the draft UPWP; and

WHEREAS, the MPO Policy Board advertised and held a public hearing on the UPWP for May 26<sup>th</sup>, 2021.

NOW, THEREFORE BE IT RESOLVED that the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) approves the Fiscal Year 2022 Unified Planning Work Program and associated budget.

Adopted this 26<sup>th</sup> day of May, 2021 by the Charlottesville-Albemarle Metropolitan Planning Organization.

ATTESTED:

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Christine Jacobs  
Interim Executive Director  
Charlottesville-Albemarle MPO

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Date

## MEMORANDUM

**To:** MPO Policy Board

**From:** Jessica Hersh-Ballering, Transportation Planner

**Date:** May 12, 2021

**Reference:** City of Charlottesville's application for Transportation Alternatives Set-Aside Program Funding to Complete the Meadow Creek Trail and Bridge Project

**Purpose:** Applications for Transportation Alternatives Set-Aside Program funding require a resolution of support from the locality as well as regional governing bodies, such as the MPO Policy Board.

The following resolution supports the City of Charlottesville's Transportation Alternatives application for funding to complete the Meadow Creek Trail and Bridge Project. This application requests \$500,000 in grant funding and promises a \$125,000 local match.

**Background:** The City of Charlottesville previously applied for and was awarded a \$300,000 Transportation Alternatives grant for the design and construction of a bike and pedestrian bridge across Meadow Creek as part of the US 250 commuter trail from Hydraulic Road to Brandywine Drive.

Additional funding is needed to complete this project. City of Charlottesville is requesting the \$500,000 additional funds needed in the upcoming round of Transportation Alternatives funding; the City of Charlottesville is prepared to commit \$125,000 in local match (more than the 20% required).

**Recommendation:** Staff requests that the MPO Policy Board vote in favor of the resolution to support the City of Charlottesville's application for funding to complete the Meadow Creek Trail and Bridge Project.

Any questions on project details can be directed to Chris Gensic, City of Charlottesville Park and Trails Planner, via email ([gensic@charlottesville.gov](mailto:gensic@charlottesville.gov)) or phone (434- 970-3656).

Any questions on the resolution wording or impacts can be directed to Jessica Hersh-Ballering, TJPDC Transportation Planner, via email ([jballering@tjpd.org](mailto:jballering@tjpd.org)).



**Thomas Jefferson Planning District Commission**

POB 1505, 401 E. Water Street, Charlottesville, VA 22902 [www.tjpd.org](http://www.tjpd.org)  
(434) 979-7310 phone • [info@tjpd.org](mailto:info@tjpd.org) email

**RESOLUTION**

**SUPPORTING CITY OF CHARLOTTESVILLE’S TRANSPORTATION ALTERNATIVES SET-  
ASIDE APPLICATION TO FUND FURTHER WORK TO COMPLETE THE MEADOW CREEK  
TRAIL AND BRIDGE PROJECT**

**WHEREAS**, the City of Charlottesville Board has identified the Meadow Creek Trail and Bridge project as a transportation priority for the City through the Transportation Improvement Prioritization Process; and

**WHEREAS**, the City of Charlottesville previously applied for and was awarded a \$300,000 Transportation Alternatives grant for the design and construction of a bike and pedestrian bridge across Meadow Creek; and

**WHEREAS**, the City intends to submit an application for \$500,000 of additional funding to complete the project through Transportation Alternatives Set-Aside Program; and

**WHEREAS**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that City of Charlottesville submit a resolution requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by City of Charlottesville; and

**WHEREAS**, City of Charlottesville is requesting the Commonwealth Transportation Board establish the Meadow Creek Trail and Bridge project; and

**WHEREAS**, City of Charlottesville has committed to provide \$125,000 in local match for this project (more than the 20% matching contribution required) and any additional funds necessary to complete the project; and

**WHEREAS**, City of Charlottesville has agreed to enter into a project administration agreement with the Virginia Department of transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally-funded transportation project; and

**WHEREAS**, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) finds the Meadow Creek Trail and Bridge project to be in compliance with the Long Range Transportation Plan 2045 and the most current Jefferson Area Bicycle and Pedestrian Plan; and

**THEREFORE, BE IT RESOLVED**, that the Charlottesville-Albemarle MPO is in full support and endorses the Transportation Alternatives Set-Aside Program funding application for the Meadow Creek Trail and Bridge project.

\_\_\_\_\_  
Christine Jacobs, Interim Executive Director

\_\_\_\_\_  
Michael Payne, MPO Policy Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Memorandum

**To:** MPO Committee Members  
**From:** Lucinda Shannon, Senior Planner  
**Date:** May 26, 2021  
**Reference:** CA-MPO Engagement Plan

### Purpose:

MPOs are required to comply with federal regulations to ensure that the MPO has an adequate process to involve interested or affected individuals, organizations, and government entities when developing and adopting MPO planning documents. The *CA-MPO Engagement Plan* is the document the Charlottesville-Albemarle MPO uses to communicate the strategies that will be utilized to satisfy those requirements.

This plan is intended to provide as much flexibility as possible in meeting the requirements established in the federal regulations. The TJPDC as an organization, which includes the MPO operations, is committed to exceeding the minimum requirements and developing meaningful engagement opportunities, considering the diversity of needs and preferences throughout the MPO area.

### Background:

In 2020 the *Public Participation Plan* was updated and there were some substantial changes requested by MPO committees and the public. The draft of the 2021 *CA-MPO Public Engagement Plan* included in your packets reflects the recommended changes. This is an opportunity for the MPO committees to review the plan and provide feedback. The federal regulations require that there be a 45-day public comment period prior to any significant changes to the plan being made. The MPO CTAC committee reviewed the engagement plan in their March 17<sup>th</sup> meeting and after staff updated the plan based on the feedback received, the public comment period opened on April 17<sup>th</sup>. The plan and notice for comment was posted on the TJPDC and MPO websites and social media accounts and shared with the MPO localities for their public notices.

### Recommendation:

At this time, MPO committees can review the engagement plan and provide comments to staff. Once staff has received feedback, and recommendations are incorporated into the plan, the Policy Board will host a public hearing and vote on adopting the plan in their July meeting.

If there are any questions or comments, please contact Lucinda Shannon at [lshannon@tjpd.org](mailto:lshannon@tjpd.org).



# CA-MPO ENGAGEMENT PLAN

Charlottesville Albemarle Metropolitan Planning  
Organization

## ABSTRACT

The engagement plan outlines the process and activities the Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects.

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**First Adopted:**

- August 12, 2002

**Revised:**

- February 14, 2005
- June 20, 2007
- April 22, 2009
- January 23, 2013
- September 28, 2016
- September 23, 2020
- July \_\_, 2021

**Federal "Title VI/Nondiscrimination" Protections**

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within the CA-MPO's Title VI Programs consistent with federal interpretation and administration. Additionally, the CA-MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

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## Introduction

The engagement plan is the process by which an organization involves interested or affected individuals, organizations, and government entities during the planning process.

The engagement plan documents the process and activities the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects including the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning and Work Program (UPWP) and other CA-MPO transportation studies.

Additionally, this plan specifies the following:

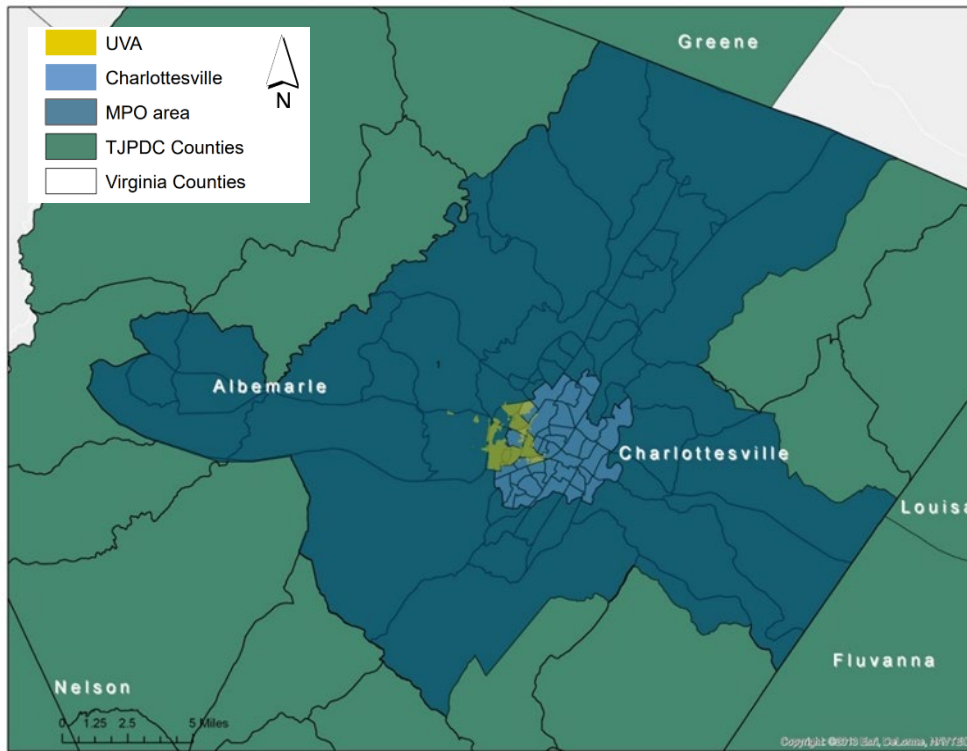
- CA-MPO plans and projects will include an engagement component;
- Legal requirements for public involvement will be met or exceeded;
- Official meetings of the CA-MPO will be open to the public and include opportunities for public comment at the beginning and end of the meeting;
- A public comment period of 45 calendar days will be provided prior to the adoption of this engagement plan and/or any significant amendment to the process; and
- The engagement plan will be reviewed and revised or amended as needed, in consultation with the interested or affected individuals, organizations, and government entities, and with the review of the CA-MPO committees.

## What is the CA-MPO

**An MPO, or Metropolitan Planning Organization, is an organization comprised of representatives and policymakers from an urbanized area's local governments dedicated to the coordination of transportation planning and policy development within its geographical boundaries.**

Federal regulations require that MPOs be designated for urbanized areas with populations of more than 50,000 to provide comprehensive, cooperative, and continuing transportation planning. The boundary of an MPO is based upon U.S Census populations and is determined by an agreement between the MPO and the Governor. The current boundaries of the Charlottesville-Albemarle MPO contain all the city of Charlottesville and the urbanized portions of Albemarle County. The Map in Figure 1 shows the area included in the CA-MPO.

Figure 1: Map of the CA-MPO Service Area



The governing body of the CA-MPO is the Policy Board, which has decision-making authority. The CA-MPO also has two standing committees: (1) the Technical Committee made up of technically qualified staff from the local governments, state agencies, area transit providers, the University of Virginia, and Planning Commissioners; and (2) the Citizens Transportation Advisory Committee made up of citizen representatives from within the MPO boundaries with appointments made by each of the member localities as well as the Policy Board.

### What Does the CA-MPO Do?

The primary purpose of an MPO is to ensure that the region is compliant with federal transportation and planning statutes, as well as facilitate a coordinated and collaborative process for decision-making concerning the present and future transportation goals of a region.

The core functions of an MPO are to:

- Create and maintain a Long Range Transportation Plan (LRTP), which is a federally-mandated plan that outlines a region's transportation goals over the next 20 years
- Create and maintain a Transportation Improvement Program (TIP), which outlines scheduled spending of transportation funds within the region over a period of 4 years
- Coordinate transportation planning efforts and prioritize transportation improvement needs throughout the region considering financial, political, and environmental constraints

The CA-MPO and Thomas Jefferson Planning District Commission (TJPDC) can also work on special transportation projects like road improvements, transit operations, corridor plans, and bike and pedestrian planning.

For example, the TJPDC, which also staffs the CA-MPO, produced the **Jefferson Area Bike and Pedestrian Plan** to identify and prioritize bike and pedestrian infrastructure needs in the TJPDC region. The plan is the culmination of more than two years of work and an extensive community engagement process made possible by a grant from the Charlottesville Area Community Foundation and assistance from the Piedmont Environmental Council. The plan seeks to encourage implementation by providing a focused list of regionally-significant bicycle and pedestrian projects that enhance regional connectivity and provide routes connecting the region's important residential and economic centers. The urban areas in the City of Charlottesville and Albemarle County are emphasized. Recommendations are also provided for towns, development areas, and rural areas in Albemarle, Greene, Louisa, Nelson and Fluvanna Counties. The City of Charlottesville also hosts a voluntary advisory Bicycle & Pedestrian Advisory Committee dedicated to improving bicycle and pedestrian facility design and safety for all road users.

Some MPOs are more involved in transit planning, freight, and rail and even aviation planning. The CA-MPO could expand to those areas if a need arises in the future.

## **CA-MPO's Role in Transportation Planning**

The ability to travel throughout the region affects the safety and quality of life for everyone in the community. The CA-MPO provides an independent cooperative forum for regional planning in collaboration with state, local government, transit agency, and university planning partners on select transportation plans and projects. Transportation planning is the first step of a multi-year process to design, fund, purchase land for, and ultimately construct transportation projects. The CA-MPO is one of many agencies involved in the development and maintenance of transportation infrastructure.

The CA-MPO's main responsibilities are maintaining a list of funded transportation projects called the Transportation Improvement Program (TIP) and generating a Long Range Transportation Plan (LRTP). The LRTP, updated every 5 years, outlines the region's priority transportation improvements over the next 20 years. Regional transportation projects must be included in the LRTP to qualify for federal funding. The LRTP exists to provide guidance on current transportation conditions and prioritizes future transportation improvement projects based on estimated funding sources. The state and localities choose which of these projects will be funded and how they will be implemented.

### **Partnerships**

The CA-MPO collaborates with the City of Charlottesville and Albemarle County to coordinate transportation planning and prioritize projects throughout the CA-MPO region.

The **Virginia Department of Transportation and the Department of Rail and Public Transportation** both support the efforts of the MPO by providing programming oversight, ensuring that the MPO meets all of the state and federal requirements, and providing technical support as needed.

The majority of the funding for MPO operations comes from the **Federal Highway Administration and Federal Transit Administration**. Both agencies have non-voting members represented on the MPO Policy Board.

**Public transportation** for the MPO area is provided by Charlottesville Area Transit (CAT), run by the City of Charlottesville. JAUNT, contracts with the city and county to provide specialized public transportation services to the City of Charlottesville, Albemarle County, Buckingham County, Fluvanna County, Louisa County, and Nelson County. JAUNT works to coordinate transit services with human services agencies, ensuring access to transportation services. Both transit agencies have Transit Development Plans available for public review and comment. The CA-MPO staffs the Regional Transportation Partnership (RTP) to facilitate regional transit coordination in the Thomas Jefferson Planning District region.

The **University of Virginia** operates the University Transit Service (UTS) which provides fare-free transit service to UVA students, faculty, and staff between UVA facilities and around the main campus. UVA is represented on the CA-MPO Technical Committee and as a non-voting member of the CA-MPO Policy Board.

The **Regional Transit Partnership** (RTP) is an official advisory board, created by the City of Charlottesville, Albemarle County, and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters. While being part of the RTP from its inception, UVA was added as a voting member in 2019. The RTP is not a formal committee of the CA-MPO, but the RTP's Memorandum of Understanding states that funding for the RTP will be a regular item in the CA-MPO's Unified Planning Work Program.

## CA-MPO's Engagement Goals and Strategies

It is the policy of the CA-MPO to facilitate engagement through open access to the transportation planning process for all stakeholders. To the extent possible by law and budget constraints, planning processes will be inclusive of and accessible to interested or affected individuals, organizations, and government entities well as to other regional stakeholders.

The CA-MPO is committed to developing an engagement process based on the following principles:

- Transparency
- Coordination
- Responsiveness
- Inclusiveness

The CA-MPO recognizes that not all citizens and groups have been represented in past planning processes. It aspires to actively engage and represent historically underserved populations in the planning process through effective engagement activities, making information accessible and understandable to a broad range of stakeholders considering those who may experience barriers to participation.

CA-MPO will use the following steps/goals to approach engagement. For engagement to be effective, effort must be taken to provide interested parties with contextual educational materials and listen to the resulting feedback. CA-MPO strives to make its engagement process accessible and satisfactory for all parties.

### **CA-MPO's Public Engagement Goals**

- 1) Create thoughtful opportunities to engage all affected parties in MPO planning projects
- 2) Provide information and education about the MPO's transportation planning activities
- 3) Listen and respond to public feedback on MPO activities

Each goal is defined in this following section with associated strategies to engage interested or affected individuals, organizations, and government entities.

### **ONE: Create thoughtful opportunities to engage all affected parties in MPO planning projects**

The CA-MPO will provide robust, appropriate opportunities for all members of the community to participate in its planning processes. This will include outreach to affected parties who are not easily engaged because of their race, location, age, ability, and/or limited resources.

The CA-MPO will strive to utilize a variety of strategies to promote engagement including the following as appropriate for the project/plan:

- 1) CA-MPO Committees
  - Utilize CTAC and MPO Tech committees to facilitate public and partner engagement
- 2) Public Meetings
  - Involve the public earlier in the planning process
  - Host public meetings at accessible times and locations
  - Use a variety of formats to present technical information to include tables, charts, graphs, maps, and other visual elements in addition to verbal and written explanations
  - Utilize and maintain an email list of interested parties to share information about public meetings and CA-MPO projects
- 3) Engage Historically Underserved Populations
  - Offer interpretive services at public meetings and events (with advanced notice)
  - Host events in locations welcoming to historically underserved communities
  - Partner with organizations that serve historically underserved communities
- 4) Utilize technology in a strategic manner to reach affected parties

- Employ digital surveys, interactive maps, and other tools to make engagement convenient
  - Use social media to solicit feedback on planning activities
  - Host streamed and/or recorded public meetings on the CA-MPO website
  - Solicit comments using email and partner electronic news sources
- 5) Public Comments
- Allow for public comments at the beginning and end of all MPO public meetings
  - Offer periods for review and comment before adopting planning and process documents
  - Provide staff point-of-contact information for the public to submit feedback or ask questions in a variety of ways including in person, through email, through paper mail, and on the phone

## **TWO: Provide information and education about the MPO's transportation planning activities**

Understanding the transportation planning process is key to making effective contributions to transportation projects and plans. The CA-MPO will seek new and effective ways to educate interested or affected parties on transportation planning, regulations, and best practices. Some of the strategies the CA-MPO may use to inform and educate interested parties about the transportation planning process include the following.

- 1) Media engagement
  - Publish notices and press releases with a variety of regional media outlets
  - Utilize local radio and podcasts to promote engagement activities
  - Partner with other agencies to disseminate information
  - Share engagement opportunities and project information on social media platforms
- 2) Notice of meetings and events
  - Utilize a stakeholder email distribution list to provide notice of meetings and materials
  - Post agenda and materials on the CA-MPO website when sent to committee members
  - Share meeting notices with partner agencies for dissemination to their audiences, including neighborhood associations and local organizations
  - Use email, website, and social media to advertise public meetings
- 3) Website and visual designs
  - Utilize the MPO website to share information about MPO projects and process documents
  - Post public meeting times, locations, and agenda packets on the website
  - Provide educational information and MPO Process documents for viewing or download on the website



### **THREE: Listen and respond to feedback on MPO activities**

Effective engagement requires empowering interested or affected individuals, organizations, and government entities with easily understandable information and listening and responding to comments and feedback. This is especially important for plans and processes that may have impacts for historically underserved communities or populations. When developing transportation plans for areas where historically underserved populations are likely to be impacted, the MPO will communicate with interested parties and leaders in the community to hear what they want in their neighborhood. Some strategies that the MPO will employ to engage, consider, and respond to feedback include the following.

- 1) Be accessible
  - a. Staff will be available to meet with stakeholders, partners, and historically underserved communities in settings and times that are convenient to the stakeholders, partners, and historically underserved communities
  - b. Staff will be available during normal business hours to respond to questions and comments
  - c. Public comments will be collected in appropriate and accessible formats—via, mail, email, phone, in person, and during meetings
- 2) Be responsive
  - a. Public feedback on plans will be made available to the public, stakeholders, and decision makers
- 3) Be considerate
  - a. The MPO values its partnerships and will continue to prioritize collaboration among regional stakeholders
  - b. Demonstrate explicit consideration and response to public input received during planning and development processes

## **Opportunities for Engagement**

This section first outlines the planning document that the CA-MPO produces and updates and how interested or affected individuals, organizations, and government entities can engage during the planning process. Then, next this section describes tools the CA-MPO uses to engage interested parties.

### **CA-MPO Plans and Document**

All residents of the CA-MPO area are entitled to engage with the transportation planning process. The MPO's main activities include developing the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Both documents provide clear avenues for public engagement during the development process. The table below lists the CA-MPO process documents and how the public can find information and engage with the development of these transportation planning documents. Following the table, are descriptions of each document and how they interact with the CA-MPO community.

<b>MPO Planning Documents and Engagement Process</b>			
<i>Document</i>	<i>How often updated</i>	<i>Comment Period for Approval/Amendment</i>	<i>How to engage</i>
<b>Long Range Transportation Plan (LRTP)</b>	Every 5 years	Approval 30 days Amendment 15 days	Public events, submit comments, public hearing, MPO committee meetings, email notices
<b>Transportation Improvement Program (TIP)</b>	Every 4 years	Approval 30 days Amendment 15 days	Public hearing, submit comments, MPO committee meetings, email notices
<b>Unified Planning Work Program (UPWP)</b>	Annually	Approval 15 days	MPO committee meetings, submit comments, email notices
<b>CA-MPO Engagement Plan</b>	Periodic review	Approval 45 days Amendment 45 days	MPO committee meetings, submit comments, email notices
<b>Title VI Plan</b>	Every 3 years	Approval 15 days	MPO committee meetings, submit comments, email notices
<b>Other studies and plans, Bicycle and Pedestrian Plan, corridor studies, and area plans</b>	As needed	Approval 15 days	MPO committee meetings, submit comments, email notices

### **Long Range Transportation Plan (LRTP)**

The Long Range Transportation Plan (LRTP) is a federally-mandated plan that outlines the region's priority transportation improvements over the next 20 years and beyond. Regional transportation projects must be included in a Metropolitan Planning Organization (MPO)'s LRTP to qualify for federal funding. The LRTP provides guidance on current transportation conditions and attempts to project what projects and monies will be needed in the future.

The LRTP provides for extensive public engagement. The CA-MPO engages the public and stakeholders in developing goals and objectives for area transportation systems and creating performance criteria used to select projects to submit for funding. The CA-MPO works closely with VDOT to identify transportation deficiencies, develop a project list, evaluate the projects, and develop a constrained project list based on available funding.



During the LRTP planning process project proposals are submitted to the CA-MPO and judged upon the criteria created for the LRTP that highlights priorities for the future. The LRTP is adopted by the CA-MPO Policy Board after public hearings and presentation of the final plan. Public hearings, along with technical committees of the MPO and other stakeholder input, help shape the direction of the plan.

### **Transportation Improvement Program (TIP)**

The Transportation Improvement Program (TIP) reflects the goals and values of the LRTP. The TIP is, in essence, the realization of the LRTP, because it establishes the projects that have funds allocated and creates a schedule for completion.

The TIP is connected to the Statewide Transportation Improvement Program (STIP), Virginia's federally required four-year program that identifies the transportation projects (highway, passenger rail, freight, public transit, bicycle and pedestrian) that will utilize federal transportation funding or require approval from either the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). Virginia provides many opportunities for the public to provide input on transportation projects and priorities as part of the continuing transportation planning process for the development of the STIP and the state required Six-Year Improvement Program.

The TIP informs the CA-MPO partners and the public of the state's planned spending of federal transportation funds in the MPO, in coordination with significant state and local funds for four consecutive fiscal years. The goal of the TIP is to provide a clear picture of upcoming transportation improvements in an MPO's area, how much they will cost, and an estimate of how long they will take to complete.

The TIP is updated every 4 years, the MPO Technical Committee will reviewing the plan and the MPO Policy Board must hold a public hearing to adopt the plan. The MPO Technical Committee holds a discussion of the TIP and makes a recommendation on action to the MPO Policy Board. The public can attend and comment at the MPO Technical Committee meeting and also during the MPO Policy Board's public hearing.

### **Unified Planning Work Program (UPWP)**

The Unified Planning Work Program (UPWP) is a formal presentation of the transportation planning projects that will be undertaken by an MPO for a designated fiscal year. The UPWP serves as a mechanism for the MPO to plan the money that it receives from federal and state sources—it can go towards project research, committee management, or other responsibilities of the MPO.

Federal law dictates that work programs identified in the UPWP must incorporate one or more of eight basic planning factors in order to be included. These factors include safety, security, and connectivity, and generally represent most or all of an MPO's planning goals. The MPO, after considering these factors, will then formulate its own set of planning priorities after input from staff, transportation stakeholders, local governments, and the general public, and use these priorities to guide and formulate projects. Long term transportation planning efforts, like the Long Range Transportation Plan developed by an MPO, will also guide and prioritize projects.

The UPWP reflects the priorities of an MPO in terms of its desired transportation planning, but also provides a detailed list of projects, their associated costs and timelines for completion, as well as end products and deliverables. In addition to its critical function, accounting for the expenditure of federal funds which make up the majority of the MPO's budget, it serves as a way to communicate the MPO's priorities to associated localities and residents and ensure that the work that will be completed throughout the year is in line with the goals and vision of the region.

The UPWP is prepared by the CA-MPO to support transportation and planning priorities that have been determined by the CA-MPO Policy Board with opportunities for input from its member localities, other state agencies, and the public. These priorities are reflected in the long range transportation planning process and broader transportation goals and vision.

### **CA-MPO Engagement Plan**

The Charlottesville Albemarle Metropolitan Planning Organization Engagement Plan is a federally required document demonstrating how the CA-MPO will engage interested or affected individuals, organizations, and government entities during the planning process. This plan outlines the CA-MPO's engagement goals and illustrates opportunities for engagement. The CA-MPO is committed to actively seeking out and engaging historically underserved communities, as demonstrated in the goals previously outlined in this document.

The engagement plan is periodically reviewed and updated as needed. In addition to opportunities to participate in the engagement plan update during MPO committee meetings, by submitting comments or contacting staff, there will be a 45-day public review period where the CA-MPO will actively seek out comments and engagement.

### **Title VI Plan**

The CA-MPO's Title VI/Environmental Justice Plan outlines how the CA-MPO mitigates against and avoids inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the planning process and in the development of planning documents. This plan will also include a procedure that allows members of these populations to submit grievances regarding perceived discriminatory actions.

The Title VI Plan is updated by the MPO every three years using population data from the US Census. It identifies populations that may be disproportionately disadvantaged from participating in transportation planning activities and plans to mitigate the disadvantages. In addition to opportunities to participate in the Title VI update during MPO committee meetings, by submitting comments or contacting staff, there will be a 15-day public review period where the CA-MPO will actively seek out comments and engage with organizations and community leaders representing any disproportionately disadvantaged populations identified.

### **Other Studies and Plans**

In addition to the federally required planning documents outlined above, the CA-MPO offers additional opportunities for engagement with the Charlottesville-Albemarle community. The MPO works closely with state and local planning staff on additional transportation plans and studies. As each CA-MPO project is different, the approaches to engagement are tailored to

match the needs of the project. For example, in response to needs identified by the public and CA-MPO partners, the CA-MPO developed a more robust engagement process for selecting Smart Scale applications to submit for funding.

The most common funding sources that localities can apply for are Smart Scale, Revenue Sharing, and Transportation Alternatives. Localities, Metropolitan Planning Organizations, and Planning Commissions are the primary applicants for these transportation funding sources.

Smart Scale is a bi-annual state funding process that allocates funds to projects to help satisfy the state's long-range transportation plan, VTrans. There are many different types of projects that can be submitted for Smart Scale funding, including improvements to significant state transportation corridors, urban areas, and regional transportation networks. Localities, MPOs, and public transit agencies can submit requests for funding, and the state uses a criteria system that measures a project's effect on transportation system performance factors including congestion, economic development, and public safety to select projects for funding.

The CA-MPO can submit four applications to the Smart Scale process for funding. Typically, these project applications are submitted in coordination with the state on behalf of the localities the MPO represents. Smart Scale projects being considered for application through the MPO with high public interest will be selected for enhanced public participation, as funding allows. This will include public workshops and the collection and dissemination of comments. Public participation is encouraged throughout the Smart Scale project selection process for all the MPO applications. Committee meetings will review all the projects selected for application and the Policy Board also allows comments during their selection process.

### **CA-MPO Engagement Tools**

The CA-MPO uses a variety of engagement tools based on the planning project or document and interested parties. Most of the CA-MPO's projects include collaboration with the state, local governments, and the public. Some planning documents, like the Long Range Transportation Plan, require extensive public engagement and the CA-MPO will employ multiple engagement strategies. The CA-MPO is always looking for new and creative ways to engage interested parties below are *some* of the tools that the CA-MPO uses.

#### **CA-MPO Committees**

Committees are the forums where issues are discussed and formal decisions are made. There are two standing committees, and the Policy Board. All committee meetings are open to the public and meeting schedules and records of past meetings are posted on the CA-MPO website and will be made available in alternative formats upon request.

**Policy Board:** Decision-making authority rests with the Policy Board, whose voting membership is made up of two members each from the Albemarle Board of Supervisors and Charlottesville City Council, and the District Engineer for the VDOT Culpeper District.

**Technical Committee:** The voting membership of the Technical Committee consists of individuals with technical knowledge in transportation and land use planning, and the voting

membership consists of representatives from local government staff and Planning Commissions, area transit providers, the University of Virginia, and state agencies.

**Citizens Transportation Advisory Committee:** Comprised of members of the Charlottesville-Albemarle community, the committee provides feedback, recommendations, and community input on transportation proposals to the Policy Board. The Citizens Transportation Advisory Committee is specifically convened to enhance public engagement and incorporate a broad range of community interests into the decision-making process. Each of the local government governing bodies and the Policy Board have a designated number of members to appoint to this committee.

Meeting agendas, materials, and notes for all these committees are available on the CA-MPO website and the public can request to be added to the stakeholder email list and have the meeting notices and materials emailed directly to them. Time is set aside during all the public meetings for public comments.

### **Website**

The CA-MPO maintains a website where interested parties can access transportation planning documents, like the TIP and LRTP. Committee meeting dates, agendas, recordings, and notes are also available on the website.

### **Stakeholder Emails**

Interested or affected individuals, organizations, and government entities can request to be added to a stakeholder email list for topics they are interested in. The website lists committees and other events that people might want to sign up to receive more information on.

### **Informational Presentations**

The CA-MPO staff are available to visit agencies, neighborhoods, organizations, and government entities to share information and present on CA-MPO transportation planning projects that interest them, as funds allow. If the CA-MPO is conducting a transportation planning project in an area that affects a community, they will make efforts to connect with community leaders to share information and gather public comments, as funds allow.

### **Other Engagement Tools**

The CA-MPO uses a variety of methods to engage interested or affected individuals, organizations, and government entities in their planning projects. Some of the tools the CA-MPO uses include:

- Surveys
- Video Recordings
- Information Booths/Kiosks
- Social Media
- Public hearings
- Public workshops and other events
- Attendance at community events with engagement materials

The CA-MPO uses surveys as a tool to gather public comments as appropriate. Many of the CA-MPO meetings are recorded and available to interested or affected individuals, organizations, and government entities on the CA-MPO website. To further engage with a diverse audience, the TJPDC maintains a Facebook page to periodically update page followers on topics of interest related to the TJPDC and the MPO. This format allows for information to easily be disseminated. CA-MPO staff is enthusiastic about including affected parties in planning projects and uses the most effective engagement innovations and strategies according to the needs of each project.

## **Outreach to Underserved Populations**

The CA-MPO maintains a Title VI/Environmental Justice Plan to mitigate against and avoid inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the transportation planning process and in the development of planning documents. That plan also includes contact information and procedures to allow members of these populations to submit grievances regarding perceived discriminatory actions. This plan is reviewed and updated periodically by the CA-MPO and VDOT.

The CA-MPO strives to ensure that its planning efforts are holistic and inclusive of all populations that are part of the regional community. Arrangements will be made for interpreters for hearing impaired individuals, and every effort will be made to ensure provision of interpreters for non-English speaking persons, provided a request is submitted at least one week before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.

Every effort is made for public hearings, workshops, and forums to be scheduled at times and locations that are accessible and convenient. The CA-MPO works to include stakeholders in both the development and approval of planning documents like the TIP and LRTP. These efforts can vary depending on the type of plan. In the development of new plans MPO staff makes every effort to not only ensure that these plans consider the needs of minority and low-income populations, but also strives to include these populations in the development of these plans.

## Appendices

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## Appendix A: Glossary of Terms

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

<b>ACCT</b>	Alliance for Community Choice in Transportation
<b>BRT</b>	Bus Rapid Transit
<b>CA-MPO</b>	Charlottesville Albemarle Metropolitan Planning Organization
<b>CAT</b>	Charlottesville Area Transit
<b>CTAC</b>	Citizen’s Transportation Advisory Committee
<b>DRPT</b>	Virginia Department of Rail and Public Transportation
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year (refers to the state fiscal year July 1 – June 30)
<b>GIS</b>	Geographic Information System (mapping)
<b>IS</b>	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Greene, and Buckingham Counties
<b>LRTP</b>	Long Range Transportation Plan. Refers to the 20-year transportation plan.
<b>LRT</b>	Light Rail Transit
<b>MAP-21</b>	Moving Ahead for Progress in the 21 <sup>st</sup> Century
<b>MPO</b>	Metropolitan Planning Organization
<b>PL</b>	FHWA Planning Funding (used by MPO)
<b>PPP</b>	Public Participation Plan
<b>RideShare</b>	Free Carpool matching service for Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties
<b>RTP</b>	Regional Transit Partnership
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
<b>SOV</b>	Single Occupant Vehicle
<b>SPR</b>	FHWA State Planning and Research Funding (used by VDOT to support MPO)
<b>TDP</b>	Transit Development Plan (for CTS and JAUNT)
<b>TIP</b>	Transportation Improvement Program
<b>TJPDC</b>	Thomas Jefferson Planning District Commission
<b>TMPD</b>	VDOT Transportation and Mobility Planning Division
<b>UPWP</b>	Unified Planning and Work Program (also referred to as Work Program)
<b>UTS</b>	University Transit Service
<b>UVA</b>	University of Virginia
<b>VDOT</b>	Virginia Department of Transportation

**Appendix B: Comments and Responses Collected for this Engagement Plan**

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## **Appendix C: Title VI and Non-Discrimination**

The Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The CA-MPO operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the CA-MPO Title VI Coordinator. A complaint must be filed no later than 180 days after the date of the alleged discrimination. Please contact the Title VI Coordinator via phone at 434-979-7310 for more information. The CA-MPO meetings are conducted in accessible locations and materials can be provided in accessible formats and in languages other than English. If you would like accessibility or language accommodation, please contact the Title VI Coordinator at 434-979-7310. If you wish to attend a CA-MPO function and require special accommodations, please give CA-MPO one week's notice in advance.

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**Appendix D: Resolution of Adoption**

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## Memorandum

**To:** MPO Committee Members  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** May 7, 2021  
**Reference:** Smart Scale Round 5 Public Engagement Process Update

### Purpose:

The MPO has been working to develop a new process to improve public engagement opportunities in its development of Smart Scale project applications. The framework that the MPO has established is to select up to two projects of regional interest that would benefit from additional public engagement and facilitate a process to refine the projects and prepare applications for Round 5 Smart Scale submissions.

### Background:

CA-MPO has reviewed its process of identifying and selecting SMART SCALE projects to move forward in Round 5 with the MPO Committees in previous meeting. An overall schedule of project identification and preparation is included for your reference as we move through the selection process.

As previously discussed, MPO staff has worked with Albemarle County, Charlottesville City, and VDOT staff to develop an initial list of suggested projects for consideration based on previous studies and plans that have been completed that they consider to be beneficial to both localities. Staff believes that working towards implementing projects that have already been identified in previous planning efforts is the most effective use of resources. It also helps to build on existing technical work that has already been completed, providing better assurance that successful applications will be generated from this process.

This is the list of potential projects that has been identified by staff for consideration by the MPO Policy Board:

- District Avenue Roundabout
- Hillsdale Avenue Extension
- Rivanna River Bike & Pedestrian Crossing
- Avon Street
- 5<sup>th</sup> Street

Project slides are attached to this memo for reference and review.

Project suggestions developed by staff have already been reviewed to ensure they meet the eligibility criteria for SMART SCALE applications, as well as ensuring the preparation of the applications themselves can be supported by VDOT staff or consultants. Any additions to this list will also need to be reviewed prior to consideration by the MPO Policy Board.

To increase public awareness and engagement in the SMART SCALE project development process, CA-MPO staff held a webinar on May 10 to provide background information on the SMART SCALE process and to explain how potential projects are identified. CA-MPO staff will provide a summary of public feedback from this webinar at the MPO committee meetings in May, as well as discussing any feedback from local government discussions. Additional feedback from MPO Tech and CTAC discussions in May will also be brought to the MPO Policy Board for their consideration.

At their meetings in July, CTAC and MPO Tech will be asked to make recommendations on up to four projects they would like to see move forward as Smart Scale submissions. They will also be asked to identify which two of those projects they anticipate would require additional engagement to develop into applications. The MPO Policy Board will make a final decision on the project selections at their meeting in July.

**Recommendation:**

Staff is requesting that MPO committee and Policy Board members review the prepared list of potential projects. No formal action is requested at this time.

If there are any questions or comments, please contact Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).

*Table 1. Smart Scale Project Selection Schedule*

<b>March 2021</b>	Initial discussions about potential projects with MPO Committees.
<b>April 2021 – May 2021</b>	Receive requests for projects to be considered as Smart Scale applications from localities, CTAC, MPO Tech, and Regional Transit Partnership.
<b>May 2021</b>	Finalized list of projects requested for consideration from MPO committees and local governments will be presented to the MPO committees for initial review.
<b>July 2021</b>	CTAC and MPO Tech will make recommendations for up to two projects that should be selected for additional public engagement; the MPO Policy Board will select up to two projects that will move forward with additional public engagement.
<b>September 2021</b>	The Policy Board will appoint an advisory committee for each project that is selected as needing additional public engagement.
<b>October 2021 – April 2022</b>	MPO staff will facilitate public engagement process for selected projects.
<b>February/March 2022</b>	MPO staff will facilitate public workshops for all potential Smart Scale projects within the MPO region, coordinating with Charlottesville and Albemarle County.
<b>April 2022</b>	MPO staff will finalize project details with advisory committees based on additional public feedback received through the public workshops.
<b>May 2022</b>	Pre-application deadline.
<b>June – July 2022</b>	MPO staff will work with Charlottesville and Albemarle staff to coordinate requests for resolutions of support, economic development data, and any other supporting documentation needed for application submittals. MPO staff will coordinate with VDOT for any technical documentation that is needed for application submissions.
<b>August 2022</b>	Full application deadline.



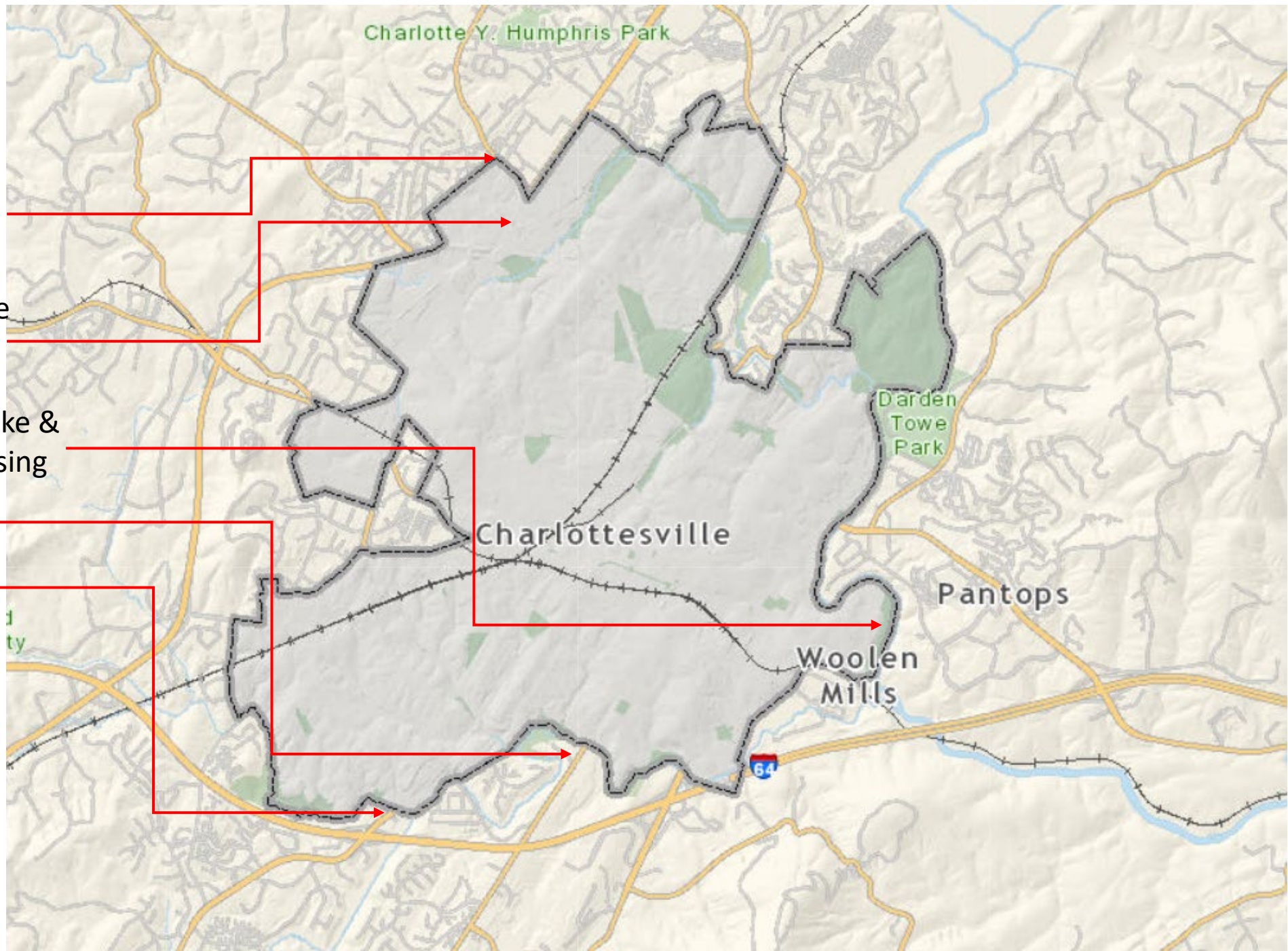
District Avenue  
Roundabout

Hillsdale Avenue  
Extension

Rivanna River Bike &  
Pedestrian Crossing

Avon Street

5<sup>th</sup> Street



# District Avenue Roundabout



- Recommended as part of the Hydraulic/29 Small Area Plan
- Identified as a priority project in the CA-MPO's Long Range Transportation Plan
- Not submitted in the most recent round of SMART SCALE



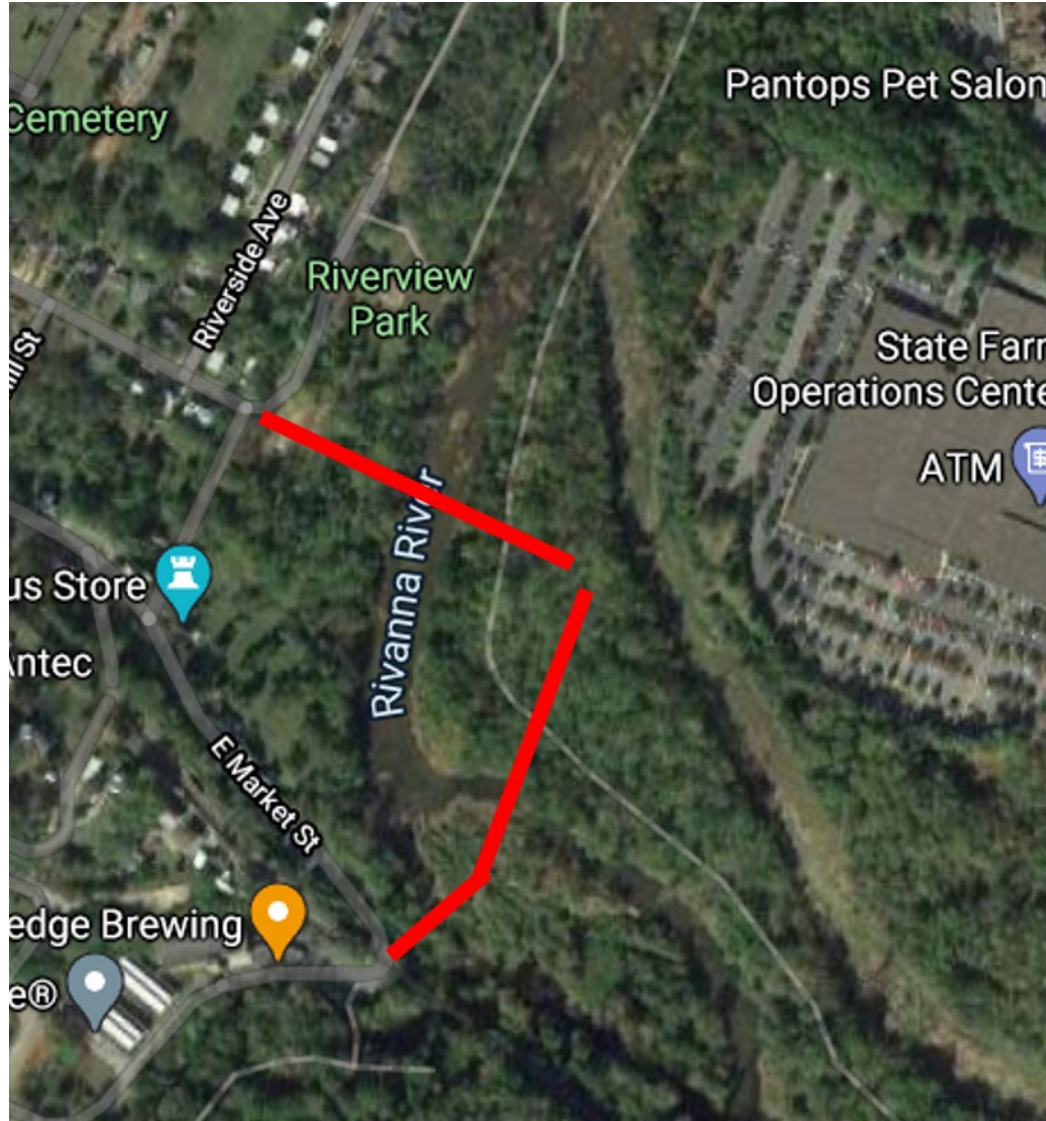
# Hillsdale Avenue Extension



- Recommended as part of the Hydraulic/29 Small Area Plan
- Identified as a priority project in the CA-MPO's Long Range Transportation Plan
- Submitted in Smart Scale Round 4
- Highest scoring project not to be recommended to receive funding

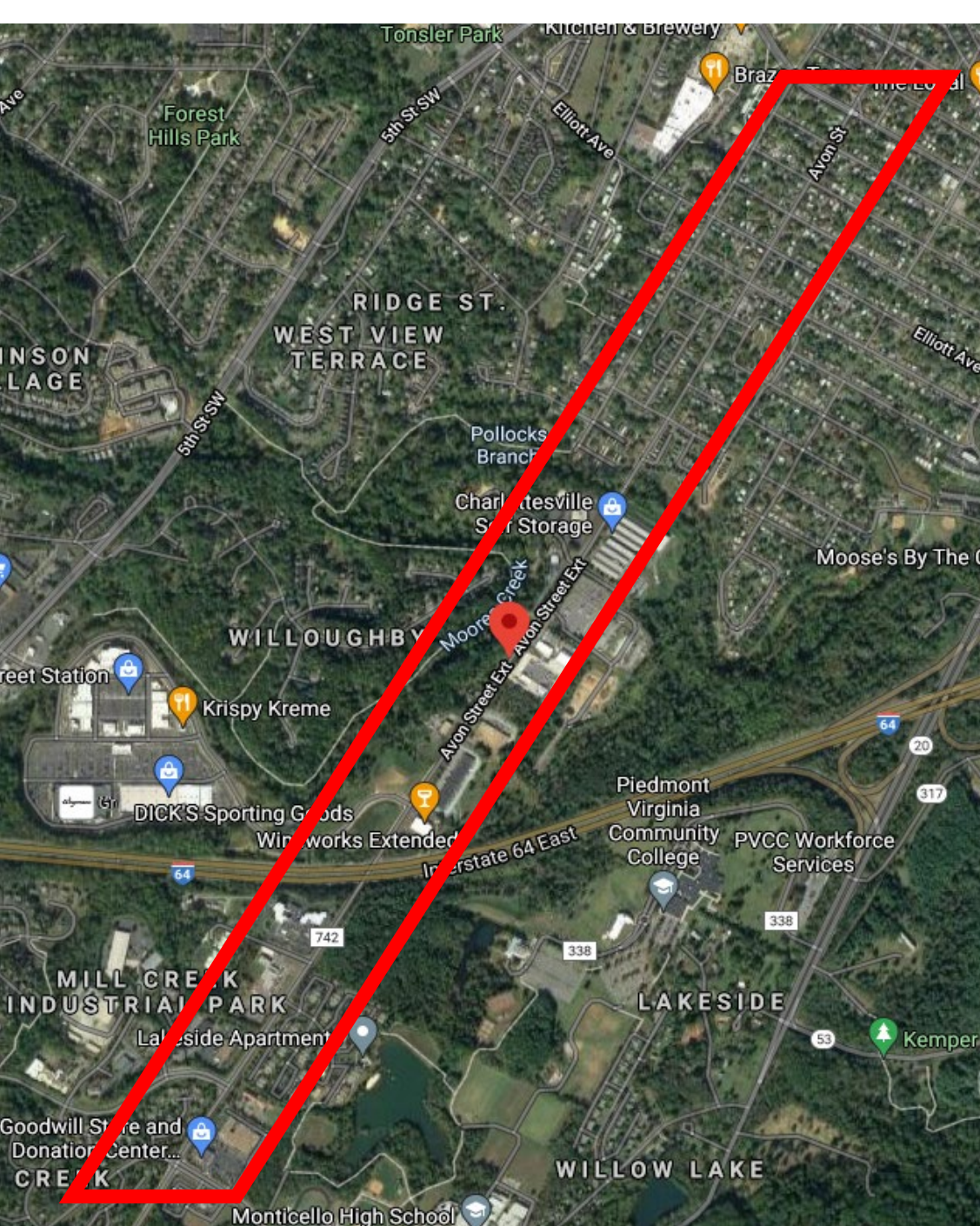


# Rivanna River Bike and Pedestrian Crossing



- Identified in the in the CA-MPO's Long Range Transportation Plan & Jefferson Area Bike & Pedestrian Plan
- Feasibility study completed by VHB in 2020
- Two potential design options were developed for consideration





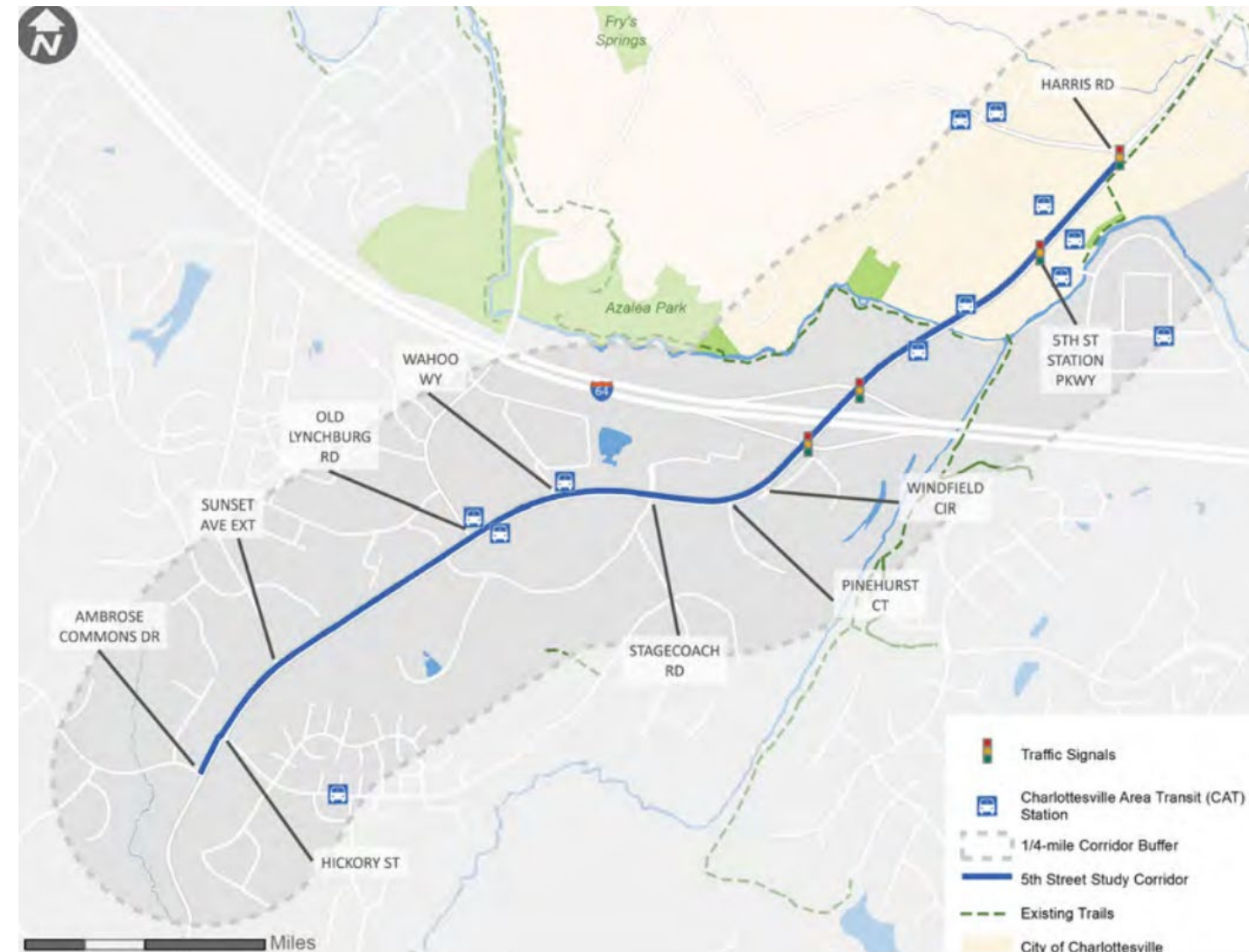
# Avon Street Multi-Modal Improvements

- Avon Street RE(Vision) study completed for Albemarle County in 2020
- Bike and pedestrian facility needs identified in the Charlottesville Bicycle and Pedestrian Master Plan
- Develop a package of multi-modal transportation improvements along Avon Street
- Consider portion of corridor between Mill Creek Drive (Albemarle) and Monticello Avenue (Charlottesville)



# 5<sup>th</sup> Street Multi-Modal Improvements

- Corridor study completed by VDOT in January 2021
- Develop a package of multi-modal transportation and intersection improvements along 5<sup>th</sup> Street
- Consider portion of corridor between Ambrose Commons Drive (Albemarle) and Harris Road (Charlottesville)



## Memorandum

**To:** CA-MPO-Committees  
**From:** Lucinda Shannon, Senior Regional Planner  
**Date:** April 12, 2021  
**Subject:** CAT Adjustments to the Transportation Improvement Program (TIP) FY21-24

**Purpose:** To inform CA-MPO Committees about adjustments made to the TIP.

**Summary:** Charlottesville Area Transit made two minor adjustments.

First, The Virginia Department of Rail and Public Transportation moved all Flexible STP funding to FTA 5339. The CA-MPO adjusted the TIP to reflect this in all the CAT blocks that had Flexible STP funding. The effected projects are listed below.

- CAT0002, FY21 (\$1,226,138), FY22 (\$1,484,454), FY23 (\$1,774,281), FY24 (\$2,284,386) moved to 5339
- CAT0003, FY21 (\$1,712,107), FY22 (\$2,655,640), FY23 (\$3,024,437), FY24 (\$0) moved to 5339
- CAT0009, FY21 (\$48,440), FY22 (\$0), FY23 (\$0), FY24 (\$0) moved to 5339
- CAT0011, FY21 (\$390,125), FY22 (\$0), FY23 (\$0), FY24 (\$0) moved to 5339
- CAT0017, FY21 (\$476,000), FY22 (\$109,038), FY23 (\$0), FY24 (\$0) moved to 5339
- CAT0020, FY21 (\$174,201), FY22 (\$0), FY23 (\$0), FY24 (\$0) moved to 5339

Second, CAT moved their FY22 funding to FY21 in block CAT0011, Purchase Shop Equipment. The original and updated blocks are below.

### NEW TIP BLOCK

TIP ID:		Title: Purchase Shop Equipment				Recipient: Charlottesville Transit Service	
	CAT0011	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024	
	Previous Funding						
FTA 5339		\$390,125	\$0	\$0	\$0	FTA 5339	<b>\$390,125</b>
Flexible STP		\$0	\$0	\$0	\$0	Flexible STP	<b>\$0</b>
State		\$78,025	\$0	\$0	\$0	State	<b>\$78,025</b>
Local		\$19,505	\$0	\$0	\$0	Local	<b>\$19,505</b>
<b>Year Total:</b>	<b>\$0</b>	<b>\$487,655</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>Total Funds:</b>	<b>\$487,655</b>

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.

Description:	Adjustment 3, move all FY22 funding to FY21
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**OLD TIP BLOCK**

TIP ID: <b>CAT0011</b>		Title: Purchase Shop Equipment			Recipient: <b>Charlottesville Transit Service</b>		
	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024	
Flexible STP		\$73,150	\$316,975			Flexible STP	<b>\$390,125</b>
State		\$14,630	\$63,395			State	<b>\$78,025</b>
Local		\$3,657	\$15,848			Local	<b>\$19,505</b>
<b>Year Total:</b>	<b>\$0</b>	<b>\$91,437</b>	<b>\$396,218</b>	-	-	<b>Total Funds:</b>	<b>\$487,655</b>
Description:							

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.

## Memorandum

**To:** CA-MPO-Committees  
**From:** Lucinda Shannon, Senior Regional Planner  
**Date:** April 12, 2021  
**Subject:** Jaunt Adjustments to the Transportation Improvement Program (TIP) FY21-24

**Purpose:** To inform CA-MPO Committees about adjustments made to the TIP.

**Summary:** TIP project amount must at least equal the funding that is requested from the FTA. Several of the Jaunt project funding amounts had to be increased slightly to reflect what may be applied for. The following four adjustments were made to the TIP in April.

- JNT0002, increase FY22 funding \$164K (increase FTA 5311 \$132K, State \$26K, local \$6K), replacement buses < 30'.
- JNT0009, add FY22 funding \$57K (add FTA 5311 \$46K, State \$9K, local \$2K), to renew a contract for fleet operations software.
- JNT0015, increase FY22 funding \$5K (increase FTA 5311 FY22 \$4K, State \$1K), support vehicle replacement.
- JNT0019, move FY22 funding \$71K from FTA 5310 to FTA 5311, funding source change, mobility management project. No change to total funding.

The original and new blocks are below.

### NEW TIP BLOCK

	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024	
TIP ID:	<b>JNT0002</b>	Title: Replacement Rolling Stock		Recipient:	<b>JAUNT, Inc.</b>		
FTA 5311	\$0	\$2,890,400	\$1,806,000	\$2,758,400	\$3,600,000	FTA 5311	<b>\$11,054,800</b>
FTA 5339	\$697,000					FTA 5339	<b>\$0</b>
Flexible STP						Flexible STP	<b>\$0</b>
State	\$139,000	\$578,080	\$361,000	\$551,680	\$720,000	State	<b>\$2,210,760</b>
Local	\$35,000	\$144,520	\$90,000	\$137,920	\$180,000	Local	<b>\$552,440</b>
<b>Year Total:</b>	<b>\$871,000</b>	<b>\$3,613,000</b>	<b>\$2,257,000</b>	<b>\$3,448,000</b>	<b>\$4,500,000</b>	<b>Total Funds:</b>	<b>\$13,818,000</b>
Description:	Adjustment 4, Increase FY22 funding \$164K (increase FTA 5311 \$132K, State \$26K, local \$6K), replacement buses < 30'.						

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.

	<p>Jaunt operates 89 buses and seeks funding every year to replace existing buses that have reached the end of their "Useful Life." Useful Life is a term defined by the Federal Transit Administration (FTA), which dictates consistent criteria used to determine when to allow a vehicle to be replaced. Typically, it is based on criteria provided by a manufacture in regards to the expectations on how long a vehicle can continue to safely operate under normal operating conditions.</p> <p>Most of Jaunt's fleet are Body-On-Chassis (BOC) type vehicles. The Useful Life is 5 years or 150,000 miles. Based on 89 vehicles and a Useful Life of 5 years, Jaunt expects to replace between 15 and 20 buses each year. The average price of a BOC is expected to be \$95,750 in FY21. Jaunt estimates the cost of buses would increase 3% each following year. Note: This projection includes the purchase of electric transit buses as replacements for vehicles that reach the end of their Useful Life.</p> <p>FY21 - Jaunt is seeking to replace 15 of its 89 buses (this includes 6 electric buses)  FY22 - Jaunt is seeking to replace 12 of its projected 91 buses (this includes 6 electric buses)  FY23 - Jaunt is seeking to replace 15 of its projected 99 buses (this includes 10 electric buses)  FY24 - Jaunt is seeking to replace 20 of its projected 104 buses (this includes 15 electric buses)</p>
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**OLD TIP BLOCK**

TIP ID:	JNT0002	Title: Replacement Rolling Stock		Recipient: JAUNT, Inc.			
FTA 5311	\$0	\$2,890,400	\$1,673,600	\$2,758,400	\$3,600,000	FTA 5311	<b>\$10,922,400</b>
FTA 5339	\$697,000					FTA 5339	<b>\$0</b>
Flexible STP						Flexible STP	<b>\$0</b>
State	\$139,000	\$578,080	\$334,720	\$551,680	\$720,000	State	<b>\$2,184,480</b>
Local	\$35,000	\$144,520	\$83,680	\$137,920	\$180,000	Local	<b>\$546,120</b>
<b>Year Total:</b>	<b>\$0</b>	<b>\$3,613,000</b>	<b>\$2,092,000</b>	<b>\$3,448,000</b>	<b>\$4,500,000</b>	<b>Total Funds:</b>	<b>\$13,653,000</b>
Description:	<p>Jaunt operates 89 buses and seeks funding every year to replace existing buses that have reached the end of their "Useful Life." Useful Life is a term defined by the Federal Transit Administration (FTA), which dictates consistent criteria used to determine when to allow a vehicle to be replaced. Typically, it is based on criteria provided by a manufacture in regards to the expectations on how long a vehicle can continue to safely operate under normal operating conditions.</p> <p>Most of Jaunt's fleet are Body-On-Chassis (BOC) type vehicles. The Useful Life is 5 years or 150,000 miles. Based on 89 vehicles and a Useful Life of 5 years, Jaunt expects to replace between 15 and 20 buses each year. The average price of a BOC is expected to be \$95,750 in FY21. Jaunt estimates the cost of buses would increase 3% each following year. Note: This projection includes the purchase of electric transit buses as replacements for vehicles that reach the end of their Useful Life.</p> <p>FY21 - Jaunt is seeking to replace 15 of its 89 buses (this includes 6 electric buses)  FY22 - Jaunt is seeking to replace 12 of its projected 91 buses (this includes 6 electric buses)  FY23 - Jaunt is seeking to replace 15 of its projected 99 buses (this includes 10 electric buses)  FY24 - Jaunt is seeking to replace 20 of its projected 104 buses (this includes 15 electric buses)</p>						

**NEW TIP BLOCK**

TIP ID:	JNT0009	Title: ADP Software		Recipient: JAUNT, Inc.			
FTA 5311	\$0	\$0	\$46,000	\$0	\$0	FTA 5311	<b>\$46,000</b>
Flexible STP	\$0	\$0		\$0	\$0	Flexible STP	<b>\$0</b>
State	\$0	\$0	\$9,000	\$0	\$0	State	<b>\$9,000</b>
Local	\$0	\$0	\$2,000	\$0	\$0	Local	<b>\$2,000</b>
<b>Year Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,000</b>	<b>\$0</b>	<b>\$0</b>	<b>Total Funds:</b>	<b>\$57,000</b>
Description:	Adjustment 7, add FY22 funding \$57K (add FTA 5311 \$46K, State \$9K, local \$2K) to renew a contract for fleet operations software.						

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpc.org or (434) 979-7310 Ext.113.

**OLD TIP BLOCK**

TIP ID:	<b>JNT0009</b>	Title: ADP Software		Recipient:	<b>JAUNT, Inc.</b>		
FTA 5311						FTA 5311	-
Flexible STP						Flexible STP	-
State						State	-
Local						Local	-
<b>Year Total:</b>	<b>\$0</b>					<b>Total Funds:</b>	-
Description:							

**NEW TIP BLOCK**

TIP ID:	<b>JNT0015</b>	Title: Support Vehicles		Recipient:	<b>JAUNT, Inc.</b>		
FTA 5311	\$24,000	\$116,000	\$28,000	\$24,000	\$116,000	FTA 5311	<b>\$284,000</b>
Flexible STP	\$0	\$0	\$0	\$0	\$0	Flexible STP	<b>\$0</b>
State	\$5,000	\$23,200	\$5,800	\$4,800	\$23,200	State	<b>\$57,200</b>
Local	\$1,000	\$5,800	\$1,000	\$1,200	\$5,800	Local	<b>\$13,800</b>
<b>Year Total:</b>	<b>\$30,000</b>	<b>\$145,000</b>	<b>\$35,000</b>	<b>\$30,000</b>	<b>\$145,000</b>	<b>Total Funds:</b>	<b>\$355,000</b>
Description:	Adjustment 5, Increase FY22 funding \$5K (Increase FTA 5311 FY22 \$4K, State \$1K), Support vehicle replacement.  Jaunt's operations include the use of numerous automobiles as support vehicles. Jaunt is seeking funding to replace the support vehicles that have reached their Useful Life.						

**OLD TIP BLOCK**

TIP ID:	<b>JNT0015</b>	Title: Support Vehicles		Recipient:	<b>JAUNT, Inc.</b>		
FTA 5311	\$24,000	\$116,000	\$24,000	\$24,000	\$116,000	FTA 5311	<b>\$280,000</b>
Flexible STP						Flexible STP	<b>\$0</b>
State	\$5,000	\$23,200	\$4,800	\$4,800	\$23,200	State	<b>\$56,000</b>
Local	\$1,000	\$5,800	\$1,200	\$1,200	\$5,800	Local	<b>\$14,000</b>
<b>Year Total:</b>	<b>\$30,000</b>	<b>\$145,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$145,000</b>	<b>Total Funds:</b>	<b>\$350,000</b>
Description:	Jaunt's operations include the use of numerous automobiles as support vehicles. Jaunt is seeking funding to replace the support vehicles that have reached their Useful Life.						

**NEW TIP BLOCK**

TIP ID:	<b>JNT0019</b>	Title: Mobility Management		Recipient:	<b>JAUNT, Inc.</b>		
FTA 5310	\$0	\$0	\$0	\$74,400	\$78,400	\$0	<b>\$152,800</b>
FTA 5311	\$0	\$67,200	\$71,232	\$0	\$0	FTA 5311	<b>\$138,432</b>
State	\$0	\$13,440	\$14,246	\$14,880	\$15,680	State	<b>\$58,246</b>
Local	\$0	\$3,360	\$3,561	\$3,720	\$3,920	Local	<b>\$14,561</b>
<b>Year Total:</b>	<b>\$0</b>	<b>\$84,000</b>	<b>\$89,039</b>	<b>\$93,000</b>	<b>\$98,000</b>	<b>Total Funds:</b>	<b>\$364,039</b>
Description:	Adjustment 0.1 - FY21 funding source changed from 3510 to 5311 from draft TIP to final TIP after STIP submitted to FTA. Approved by DRPT 10/1/2020						

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpc.org or (434) 979-7310 Ext.113.



	Adjustment 6, move FY22 funding \$71K from FTA 5310 to FTA 5311, Funding source change, mobility management project. No change to total funding.
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**OLD TIP BLOCK**

TIP ID:	JNT0019	Title: Mobility Management		Recipient: JAUNT, Inc.			
FTA 5310		\$67,200	\$71,232	\$74,400	\$78,400		<b>\$291,232</b>
FTA 5311						FTA 5311	<b>\$0</b>
State		\$13,440	\$14,246	\$14,880	\$15,680	State	<b>\$58,246</b>
Local		\$3,360	\$3,561	\$3,720	\$3,920	Local	<b>\$14,561</b>
<b>Year Total:</b>	<b>\$0</b>	<b>\$84,000</b>	<b>\$89,039</b>	<b>\$93,000</b>	<b>\$98,000</b>	<b>Total Funds:</b>	<b>\$364,039</b>
Description:							

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.

## Memorandum

**To:** CA-MPO-Committees  
**From:** Lucinda Shannon, Senior Regional Planner  
**Date:** April 29, 2021  
**Subject:** Adjustments to the Transportation Improvement Program (TIP) FY21-24

**Purpose:** To inform CA-MPO Committees about adjustments made to the TIP.

**Summary:** Additional funds allocated to CAT and Jaunt. The following two adjustments were made to the TIP in April.

- CAT0001, increase operating funds \$17,609,000
- JNT0001, increase operating funds \$540,000

The original and new blocks are below.

### NEW TIP BLOCK CAT

	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024	
<b>CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING ORGANIZATION</b>							
TIP ID:	<b>CAT0001</b>	Title: Operating Assistance		Recipient:		Charlottesville Transit Service	
FTA 5307	\$1,615,000	\$1,903,000	\$1,903,000	\$1,903,000	\$1,903,000	FTA 5307	<b>\$9,227,000</b>
Flexible STP	\$0	\$0	\$0	\$0	\$0	Flexible STP	<b>\$0</b>
State	\$1,787,000	\$2,052,000	\$2,095,000	\$2,095,000	\$2,095,000	State	<b>\$10,124,000</b>
Local	\$3,516,000	\$3,030,000	\$3,612,000	\$3,611,000	\$3,716,000	Local	<b>\$17,485,000</b>
Revenues	\$691,000	\$3,131,000	\$2,873,000	\$2,976,000	\$2,975,000	Revenues	<b>\$12,646,000</b>
<b>Year Total:</b>	<b>\$7,609,000</b>	<b>\$10,116,000</b>	<b>\$10,483,000</b>	<b>\$10,585,000</b>	<b>\$10,689,000</b>	<b>Total Funds:</b>	<b>\$49,482,000</b>
Description:	Adjustment 8, add \$3,080,000						

### OLD TIP BLOCK CAT

Old block before Adjustment 8							
TIP ID:	<b>CAT0001</b>	Title: Operating Assistance		Recipient:		Charlottesville Transit Service	
FTA 5307	\$1,615,000	\$1,501,000	\$1,554,000	\$2,011,000	\$1,615,000	FTA 5307	<b>\$6,681,000</b>
State	\$1,787,000	\$1,708,000	\$1,946,000	\$1,934,000	\$1,787,000	State	<b>\$7,375,000</b>
Local	\$3,516,000	\$1,636,000	\$3,612,000	\$3,311,000	\$3,516,000	Local	<b>\$12,075,000</b>
Revenues	\$691,000	\$3,103,000	\$996,000	\$952,000	\$691,000	Revenues	<b>\$5,742,000</b>
<b>Year Total:</b>	<b>\$7,609,000</b>	<b>\$7,948,000</b>	<b>\$8,108,000</b>	<b>\$8,208,000</b>	<b>\$7,609,000</b>	<b>Total Funds:</b>	<b>\$31,873,000</b>
Description:							

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.

**NEW TIP BLOCK Jaunt**

	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024	
TIP ID:	<b>JNT0001</b>	Title: Operating Assistance		Recipient: <b>JAUNT, Inc.</b>			
FTA 5307	\$614,000	\$634,000	\$634,000	\$647,000	\$660,000	FTA 5307	<b>\$2,575,000</b>
FTA 5311	\$1,985,000	\$2,794,000	\$3,045,460	\$3,319,551	\$3,618,311	FTA 5311	<b>\$12,777,000</b>
State	\$1,162,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	State	<b>\$4,000,000</b>
Local	\$4,605,000	\$6,706,000	\$7,364,160	\$8,200,174	\$9,112,130	Local	<b>\$31,384,000</b>
Revenues	\$397,000	\$489,000	\$500,000	\$510,000	\$520,200	Revenues	<b>\$2,019,200</b>
<b>Year Total:</b>	<b>\$8,763,000</b>	<b>\$11,625,000</b>	<b>\$12,543,000</b>	<b>\$13,677,000</b>	<b>\$14,910,000</b>	<b>Total Funds:</b>	<b>\$52,755,000</b>
Description:	Adjustment 9, add \$540,000						

**OLD TIP BLOCK Jaunt**

Old Block before Adjustment 9							
TIP ID:	<b>JNT0001</b>	Title: Operating Assistance		Recipient: <b>JAUNT, Inc.</b>			
FTA 5307	\$614,000	\$429,000	\$536,000	\$536,000	\$536,000	FTA 5307	<b>\$2,037,000</b>
FTA 5311	\$1,985,000	\$2,794,000	\$3,045,460	\$3,319,551	\$3,618,311	FTA 5311	<b>\$12,777,322</b>
State	\$1,162,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	State	<b>\$4,000,000</b>
Local	\$4,605,000	\$6,706,000	\$7,364,160	\$8,200,174	\$9,112,130	Local	<b>\$31,382,464</b>
Revenues	\$397,000	\$489,000	\$500,000	\$510,000	\$520,200	Revenues	<b>\$2,019,200</b>
<b>Year Total:</b>	<b>\$8,763,000</b>	<b>\$11,418,000</b>	<b>\$12,445,620</b>	<b>\$13,565,725</b>	<b>\$14,786,641</b>	<b>Total Funds:</b>	<b>\$52,215,986</b>
Description:							

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.