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Agenda
MPO CTAC

Wednesday, March 17th, 2021 @ 7:00 p.m.
 Virtual Meeting via Zoom

<https://us02web.zoom.us/j/81623462451?pwd=TnYzL2ZUTWRERjNwUDM2eEo1UDYzZz09>

Password: 100374

Item	Time	Description
0	7:00-7:05	Attendance and Emergency Statement
1	7:05-7:07	Matters from the Public: limit of 3 minutes per speaker <i>Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda – limit three minutes per speaker</i>
2	7:07-7:10	Approval of draft meeting minutes* <ul style="list-style-type: none"> See January 2021 CTAC Minutes DRAFT
3	7:10-7:15	CA-MPO Leadership Transition (Christine Jacobs, Interim Executive Director)
4	7:15-7:45	Public Participation Plan – Lucinda Shannon (CAMPO) <ul style="list-style-type: none"> See CA-MPO Engagement Plan Update Memo See CA-MPO Engagement Plan Draft
5	7:45-8:00	Unified Planning Work Program (UPWP) FY22*– Sandy Shackelford (CAMPO) <ul style="list-style-type: none"> See UPWP FY22 Memo See UPWP FY22-DRAFT
6	8:00-8:20	Smart Scale – Sandy Shackelford (CAMPO) <ul style="list-style-type: none"> See Smart Scale Round 5 Memo
7	8:15-8:27	Staff Updates – Jessica Hersh-Ballering (CAMPO) <ul style="list-style-type: none"> Results of monthly meeting frequency/duration poll
8	8:27-8:30	Additional Matters form the Public: Limit of 3 minutes per speaker <i>Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda – limit three minutes per speaker</i>

* A recommendation to the Policy Board and/or vote is expected for this item

Upcoming Meetings:

MPO Tech Committee (3rd Tuesday): May 18th at 10am
 MPO Policy Board (4th Wednesday): March 24th at 4pm
 MPO CTAC (3rd Wednesday): May 19th at 7pm

Citizens Transportation Advisory Committee
7:00 PM Wednesday, March 17th, 2021

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 CA-MPO Technical Committee to assemble in a single location. This meeting and the required public hearings will be held utilizing electronic virtual communication with the Zoom software application. In accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB 29), as effective April 24, 2020. The meeting will be recorded and made available to the public at www.tjpd.org.

Citizen Transportation Advisory Committee

Draft Meeting Minutes: January 20, 2021

Committee – Voting Members (Present)

Chair – Tristan Fessel (Albemarle County)

Vice Chair – Stuart Gardner (MPO)

Donna Chen (MPO)

Travis Pietila (MPO)

Lucas Beane (City of Charlottesville)

Joseph French (City of Charlottesville)

Patrick Healy (City of Charlottesville)

Ray Heron (City of Charlottesville)

Marty Meth (Albemarle County)

Nicholas Garber (Albemarle County)

Lee Kondor (Albemarle County)

Voting Members (Absent)

Gary Heaton (City of Charlottesville – Planning Commission)

Daniel Bailey (Albemarle County – Planning Commission)

Staff (Present)

Chuck Proctor – VDOT

Chip Boyles – TJPDC/CAMPO

Jessica Hersh-Ballering – TJPDC/CAMPO

Lucinda Shannon – TJPDC/CAMPO

Sandy Shackelford – TJPDC/CAMPO

Christine Jacobs – TJPDC/CAMPO

Call to Order

The virtual meeting (held on the Zoom platform) was called to order by Tristan Fessel at 7:05pm.

Matters from the Public

There were no matters from the public.

Approval of September 16th and November 17th 2020 Meeting Minutes

Lee Kondor moved to approve the September and November meeting minutes. Travis Pietila seconded the motion. Patrick Healy and Marty Meth abstained because they were not in attendance at those meetings. The motion passed.

Brief statement from outgoing Director Chip Boyles – Chip Boyles (TJPDC/CAMPO)

Chip Boyles confirmed that he is leaving his position as director of the TJPDC and noted that he felt he was going out on a high note with the recently announced (tentative) Smart Scale decisions.

TIP Amendment – Lucinda Shannon (CAMPO)

Lucinda Shannon presented a TIP Amendment memo that showed a projected ~\$5 million increase in project costs for Belmont Bridge reconstruction. Lucinda recommended that CTAC recommend the MPO Policy Board approve the amendment.

Travis Pietila asked if there was a reason for the project cost increase. Lucinda noted that cost of construction materials has increased because of supply chain issues due to COVID-19 impacts. Travis asked if other projects in the TIP would also be subject to project increases. Lucinda said we would have to wait and see.

Stuart Gardner moved to recommend that the MPO Policy Board accepts the proposed amendment. Marty Meth seconded the motion. Joseph French voted against the motion, noting that the project felt rushed and that there wasn't enough information included to explain the cost increase. The motion passed.

Performance Measures and Targets – Lucinda Shannon (CAMPO)

Lucinda Shannon shared a memo on this topic. Lucinda recommended that the MPO adopt the state targets for all measures because the MPO did not have any mechanisms available to change the outcomes of the measures like the state does. Lucinda noted that in the MPO Technical Committee meeting the previous day, committee members noticed that there were some measures in which the local projections/targets are “better” than the state projections/targets. Chuck Proctor from VDOT explained that the local projections were based on five-year averages, which did not accurately portray recent trends that are expected to continue and are captured in the state projections. Lucinda noted that CTAC could recommend the MPO adopt the state targets (as recommended by CAMPO staff), the local targets, or any other targets; choosing anything other than the state targets would require the MPO to explain the decision.

Nicholas Garber asked why the involvement of trucks and other heavy vehicles was not included in the performance measures. Lucinda agreed to share info with him by email after the meeting.

Lucinda noted that MPO Tech voted to recommend the adoption of the state targets.

Lucinda and Chuck Proctor reminded the committee that there are not financial ramifications for the MPO-area not meeting the targets it sets, but there are ramifications for the state when the MPO-areas do not meet their targets repeatedly.

Marty Meth asked why we would not use the local projections (particularly for safety targets) when our local projections are currently more ambitious than the state projections/targets. Lucinda referred Marty and the committee to her explanatory document included in the meeting materials and reiterated that the safety trends are not adequately reflected in the five-year averages. Travis Pietila noted that the minutes of reliable travel time measure had a higher projection versus the state average and asked if that was also a case of the trends not accurately reflecting five-year averages. Lucinda noted multiple factors that might impact those projections.

Jessica Hersh-Ballering noted that these targets should be thought of as projections based on data, not as goals for the MPO-area and to keep that in mind as the committee votes to make their recommendation to the MPO Policy Board. Marty Meth asked when goals would be set then. Jessica noted that goal-setting is a completely separate process – the update of the Long Range Transportation Plan (LRTP) and how that document prioritizes projects for the region.

Donna Chen noted that it seemed strange and arbitrary to rely on state averages for projections/targets when different regions of the state have such different land uses and characteristics (like higher numbers of bicyclists and pedestrians in towns with universities). Donna asked for clarification on how this process of target setting is actually helpful if we aren't using the data for local projections. Chuck Proctor responded that the process allows MPO's and localities to see how they are doing on the measures and think about how they might want to goal-set in the appropriate policies and goal-setting processes.

Donna Chen asked if it could possibly hurt the MPO to use the local projections/targets and then not meet them. Chuck Proctor said it wouldn't hurt the MPO, but the MPO would need to justify that decision with data *other than* the data that made the projection (in the workbook); the MPO would need to document ongoing projects that are intended to help meet those projections/targets.

Donna Chen expressed the concern that if the MPO-area were to adopt the less ambitious state safety targets rather than the context-specific local targets, it might appear that the MPO was doing good “on paper” while perhaps doing significantly worse than what was projected using the local data. She asked if there are any implications for that possible mis-perception. Chuck Proctor said he didn't think so. Lucinda noted that the safety targets could be revised annually and the asset targets could be revised every four years.

Travis Pietila asked what process is in place to set goals, if that is not the purpose of this target-setting process. Lucinda responded that the Long Range Transportation Plan planning process (which includes public outreach) would be the appropriate process for goal-setting. Lucinda also noted that the selection of Smart Scale project applications would also be an opportunity to choose projects that align with the community's goals.

Joseph French suggested that if this document is used internally, local projections/targets should be used. Chuck Proctor clarified that at this time, these targets are not really used internally.

Stuart Gardner noted that “projections” typically mean that that is the expected outcome if nothing is done, so he questioned the logic of MPO staff recommending the state targets because the MPO did not have the ability to institute programs/projects to impact the outcomes. He felt that if the MPO could not do anything to impact outcomes, the MPO should use the local projections/targets.

Nicholas Garber asked what data is available for the MPO to use to justify targets other than the state targets, and what funding is available to extract that data. Sandy Shackelford noted that we had access to all of the state data, but we don't have transportation modelers on staff to do much more with the data. Lucinda showed the workbooks with the state data again.

Lee Kondor moved to accept the state targets “because there really isn’t any alternative, we might as well just do it.” Tristan Fessel seconded the motion. Travis Pietila, Donna Chen Lucas Beane, and Joseph French abstained. The motion passed.

Unified Planning Work Program (UPWP) planning for FY2022 (begins July 1, 2021) - Sandy Shackelford

Sandy Shackelford shared a memo that she stated Jessica Hersh-Ballering would share with the committee members following this meeting. Sandy explained that each fiscal year, the MPO is required to submit a unified planning work program that outlines how the MPO is going to spend the federal planning money given to the MPO to support transportation planning throughout the region.

Sandy noted that given reporting changes at the state level, a relatively new staff, and other factors, the MPO feels it could best serve the localities by having a more streamlined work plan with a narrower focus. Sandy outlined the “must-do” items for the work plan, and spoke about staff’s desire to complete a strategic plan for the MPO organization to better understand how to prioritize work and set itself up for likely re-districting following Census 2020 results. Additionally, additional time and resources must be spent on the new Smart Scale process. After accounting for these items, there are still additional resources that could be applied to one more project. This agenda item is to begin a discussion about what that one project might be. Sandy described some of the projects that MPO staff had brainstormed.

Marty Meth advocated for a focus on public transportation, specifically as it relates to affordable housing in Albemarle County and aging in place. Chip Boyles noted that later in the meeting, the committee would be updated regarding two significant transit grants the TJPDC had received and the work that would be done as part of those grants.

Tristan Fessel suggested a project regarding the ride-hailing economy (“curb management” best practices). Stuart Gardner suggested “opening the aperture a little bit” around bike and ped projects, specifically best practices for making cities more “livable” with high rates of biking and walking. Stuart also requested that any work regarding climate action plans include work on electric vehicles/busses.

Donna Chen asked about a feasibility study for a regional Vision Zero plan, including a timeline.

Joseph French noted that all of the topics brought up so far had an equity component.

Staff Updates – Jessica Hersh-Ballering (TJPDC/CAMPO)

Bike and pedestrian fall count results – Jessica Hersh-Ballering noted that the PDC has historically done bicycle and pedestrian counts, but they had been discontinued a few years ago. Previous data was not particularly useful for comparative purposes. With the help of the bicycle and pedestrian committee (City of Charlottesville, Albemarle County, and UVA staff), the bike and ped count was re-focused from a broad, regional count to a focus on specific locations which were about to receive (or had recently received) investment in bicycle and pedestrian

infrastructure. This is intended to give the localities before and after data to better understand the ROI of those projects. This required a brand-new count process. TJPDC staff designed a new count sheet and included the collection of demographic data. 10 locations were chosen for this first re-focused count. Those same locations will be re-counted in the spring. Volunteers completed the counts during the last two weeks of October 2020 during “peak travel times.” The data from these counts is now available as an Excel file on the TJPDC bike and pedestrian transportation planning page.

Joseph French asked about including a mid-day count period. Jessica agreed that that would be a good idea, specifically given expected COVID impacts to travel patterns.

Transit grants – Jessica reviewed the transit grant information included in the meeting packet. Jessica noted that the vision plan grant was modeled after the vision work recently completed by Richmond transit.

Marty Meth asked to define transit; Jessica answered that transit was referring to “public transportation.”

Joseph French asked about the wording of the Albemarle County Transit Expansion project to include on-demand transit options; Jessica clarified that the wording is intended to force the consultants to investigate both fixed route and on-demand options but give preference to neither.

Patrick Healy asked for a definition of a “transit leader.” Jessica noted that these were the “CEOs” of transit operating agencies. Chip noted that includes UVA transit representatives and student transportation for both the City of Charlottesville and Albemarle County. Furthermore, JAUNT serves outside the MPO area and would provide some rural representation.

Marty Meth asked about including the community members in the conversations. Jessica noted that there would be public outreach events and a project website soliciting public feedback. Chip also noted that PDC staff and the consulting team would be going out to existing groups, such as neighborhood associations, etc.

Smart Scale – Jessica showed a list of the 20 district projects that have been (tentatively) funded of the 36 projects submitted by the district this round. Chuck explained that this is significantly more money and more projects funded than previous rounds. Chip explained that the Hydraulic project is bigger than the funding request suggests, as there was some previously awarded funding that is being applied to the project.

Tristan Fessel asked what option for the Hydraulic project was chosen for submission.

Chuck noted that funding would come online next year, but it is possible that some projects could be accelerated since there are so many of them.

Transition to monthly meetings – Jessica noted that one of the committee members suggested that meetings move from every other month to every month. Jessica noted that there is not any budget to facilitate monthly meetings this fiscal year, but it might be possible for next fiscal year.

Pros and cons for meeting frequency and meeting length were brought up by multiple members.

Jessica agreed to send out a poll in a follow-up email and revisit this topic as an agenda item in the next meeting.

Marty asked if Jessica could include in her email a list of potential meeting topics that are coming up in FY2022.

Additional Matters from the Public:

There were no matters from the public.

The meeting was adjourned at 9:05 PM.

Memorandum

To: MPO Committee Members
From: Lucinda Shannon, Senior Planner
Date: March 17, 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 to include the following changes:

- Updating references to Thomas Jefferson Planning District Commission (TJPDC) reports and News Briefs to reflect current practices.
- Including procedures for electronic meetings when authorized.
- Updating sections on accessibility for people with disabilities and non-English speakers.
- Updating plans for communicating with traditionally underserved communities.
- Generalizing the committee membership to remove references to specific individuals.

During the 2020 update 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 initial opportunity for the CTAC committee to review ***CA-MPO's Engagement Goals and Strategies*** section of 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. CA-MPO staff will begin a formal comment period following the committee's review of this document.

Recommendation:

At this time, CTAC is being asked to review the ***CA-MPO's Engagement Goals and Strategies*** section of the plan and provide feedback on this section to staff. Once staff has received feedback, recommendations for changes will be incorporated and the plan will be distributed for comments.

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org.

Charlottesville-Albemarle Metropolitan Planning Organization Engagement Plan

May 2021

First Adopted:

- August 12, 2002

Revised:

- February 14, 2005
- June 20, 2007
- April 22, 2009
- January 23, 2013
- September 28, 2016
- September 23, 2020
- May __, 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 of the city of Charlottesville and the urbanized portions of Albemarle County.

[ADD MPO MAP HERE]

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:

- 1) CA-MPO Committees
 - Utilize CTAC and MPO Tech committees to facilitate public and partner engagement
- 2) Public Meetings
 - 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 service 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 the transportation planning process, 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
 - 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 is a two-way-street that requires empowering the 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 listen 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.

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

corridor studies, and area plans			comments, email notices
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Long Range Transportation Plan

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.

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-MOP'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

Appendix A: Glossary of Terms

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

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

Appendix B: Comments and Responses Collected for this Engagement Plan

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.

Appendix D: Resolution of Adoption

Memorandum

To: MPO Committee Members
From: Sandy Shackelford, Director of Planning & Transportation
Date: March 5, 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:

MPO staff completed an initial outline of FY22 UPWP tasks and projects and facilitated a discussion amongst the MPO committees for initial feedback and to determine projects of interest to the MPO stakeholders. Based on the feedback that was received, staff has prepared the draft UPWP (attached) for initial review.

As discussed with the MPO committees in January, there is capacity for MPO staff to complete one to two additional projects within the FY22 UPWP. After holding discussions with all of the committees to determine areas of largest interest, staff has prepared two project options, as described below. The first option would be a single in-depth analysis of crashes involving bicycles and pedestrians. The second option would be two research studies focused on identifying best practices on issues that have been expressed as being either priorities of the MPO in the 2017-2019 Strategic Plan or have been identified as local priorities by both Charlottesville and Albemarle.

Option 1:

Focus on Equity, Safety, Bike/Ped

This study would involve researching and assessing historic bicycle and pedestrian crash data over the past five to ten years to map locations and assess risk factors. This would involve documenting the road classification, whether or not there were bike and pedestrian facilities at the site, cyclist or pedestrian physical location compared to drivers, time of day the crash occurred, demographic information of pedestrians or cyclists that were involved if known,

proximity to major attraction centers, and other information that may be determined pertinent to understanding how safety is impacted.

This information would inform the MPO regional transportation priorities related to bicycle and pedestrian priority transportation system improvements, as well as provide guidance on any outreach efforts that may be beneficial to users to improve safety.

Budget: \$50,684

Staff time: \$42,684

Technical Consultant: \$8,000

Example: <https://www.martinmpo.com/wp-content/uploads/2016/05/TM-1-Bicycle-and-Pedestrian-Crash-Analysis-Final.pdf>

Option 2:

Focus on Environment, Transportation Funding

- A. The Charlottesville-Albemarle MPO region is not in a non-attainment area for air quality. However, Albemarle County and the City of Charlottesville have each prioritized addressing climate change as local priorities. This project would involve researching best practices for how transportation planning can be used to support local climate action plans.

Budget: \$30,000

Staffing: \$30,000

- B. The shortfall in funding for transportation infrastructure maintenance and construction is well-documented. This study would involve identifying between three and six different examples of successful projects where additional funding was leveraged to support transportation infrastructure, and conduct thorough case studies to determine what made them successful. Examples of projects that could be studied in further detail:
- a. A partnership with the City of Lynchburg, Liberty University and VDOT to construct a pedestrian bridge across Route 29 business to provide a safe crossing for Liberty University students and staff from the main campus to major shopping centers. The bridge itself was mostly, if not exclusively, funded by the University, which was then able to serve as a catalyst for the City of Lynchburg to invest in additional pedestrian improvements in the immediate area.
 - b. A Tax Increment Financing (TIF) District was established by the City of Chesapeake to fund street light installations, provide vehicle and pedestrian safety improvements, and

- acquire easements for additional construction of transportation infrastructure in a central district.
- c. The Richmond area established the Central Virginia Transportation Authority in 2020 to direct new funding sources towards high priority regional transportation projects. Funding for the CVTA is generated through new regional sales and use taxes, as well as the wholesale gas tax that was enacted statewide beginning July 2020.
 - d. Amtrak launched their Revenue Growth Initiative in 2013 to pursue public-private partnerships that could be invested into the redevelopment of major stations. In addition to private investment working to decrease operational costs for Amtrak, the goals of this initiative are to support the establishment of transit-oriented, mixed use neighborhoods in the nearby vicinity, create new amenities and transit connections, and use new revenue to reinvest in other infrastructure.

Budget: \$20,684

Staffing: \$20,684

Recommendation:

Staff will need to prepare a final draft of the UPWP to be reviewed by the MPO Committees at their meetings in May. Staff is requesting that the committees vote on the projects they would like to include in the UPWP so they can prepare the final draft and post for public review.

A public hearing on the UPWP will be scheduled for the May 26, 2021 Policy Board meeting.

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



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

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

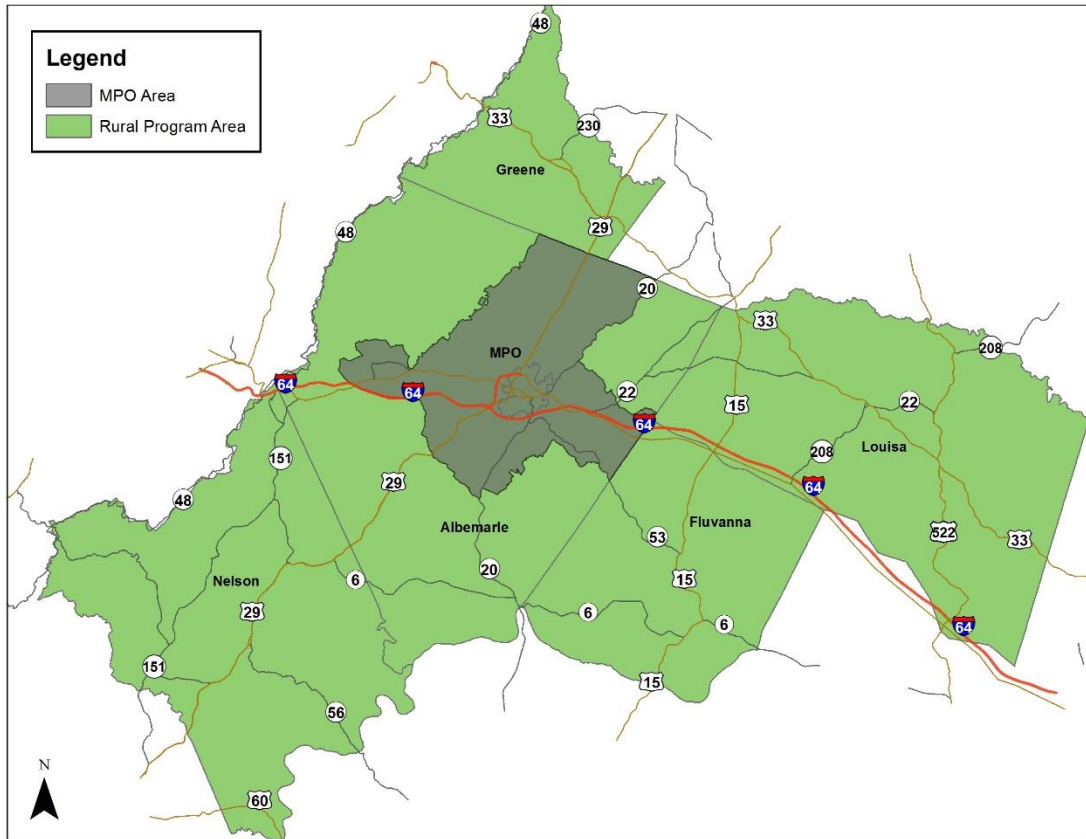
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, 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:



Relationship of UPWP to Long Range Transportation Planning

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

- *Economic Vitality:* Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety:* Increase the safety of the transportation system for motorized and non-motorized users;
- *Security:* Increase the security of the transportation system for motorized and non-motorized users;
- *Accessibility/Mobility:* Increase the accessibility and mobility of people and freight;
- *Environmental Quality:* Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- *Connectivity:* Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- *Efficiency:* Promote efficient system management and operation; and,
- *Maintenance:* Emphasize the preservation of the existing transportation system.

MPO Transportation Infrastructure Issues and Priorities

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

The following issues call for a need to:

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

Public Participation/Title VI and Environmental Justice

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

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

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
PL+FTA Total	\$256,633	\$32,079	\$32,079	\$320,792
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
Total FY22 Work Program	\$393,999	\$49,250	\$49,250	\$492,500

FY22 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	18.39%	45.29%	36.32%	100%
PL+FTA Total	\$59,000	\$145,284	\$116,508	\$320,792
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
Total FY22 Work Program	\$120,000	\$236,500	\$136,000	\$492,500

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

Task 1: Administration

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.

Task 2: Long Range Transportation Planning

Total Funding: \$145,284

PL Funding: \$102,684

FTA Funding: \$42,600

A) Route 29 North 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) Project To Be Determined

PL Funding: \$40,684

FTA Funding: \$10,000

E) On-call Services

PL Funding: \$5,000

FTA Funding: \$0

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:

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

Task 3: Short Range Planning

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

FY22 Unified Planning Work Program

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;
- 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;

FY22 Unified Planning Work Program

- 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 Amtrak 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.

Task 4: Contracted Projects and Studies

A) 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

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 24th, 2021
 - Final Approval May 26th, 2021
-

Online Posting

Posted as part of MPO meeting agenda for March 24th, 2021

Posted on TJPDC.org: May 12th, 2020

State Review

Draft submittal for VDOT review/comment: April 7th, 2020

Draft submittal for DRPT review/comment: April 7th, 2020

Review of Final FY22 UPWP

MPO Technical Committee: May 18th, 2021

Citizen Transportation Advisory Committee (CTAC): May 19th, 2021

MPO Policy Board: May 26th, 2021

**PUBLIC HEARING: May 26th, 2021

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 st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission

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

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

Memorandum

To: MPO Committee Members
From: Sandy Shackelford, Director of Planning & Transportation
Date: March 5, 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:

Smart Scale is Virginia's process to select transportation projects for funding. Eligible entities are able to submit applications every two years. For a project to be eligible for Smart Scale funding, it must meet a need identified in VTrans, Virginia's statewide mid- and long-range transportation plan. MPOs are eligible to submit projects that meet an identified need along the Corridors of Statewide Significance (US 29, I-64) or for the Regional Network, as established in VTrans. CA-MPO will have the opportunity to submit a total of four Smart Scale applications in the upcoming round.

Pre-applications for Round 5 of Smart Scale will need to be submitted in May of 2022. To be able to complete the public engagement prior to the pre-application submittal deadline, CA-MPO staff is proposing the following schedule to identify prioritized projects:

March 2021	Initial discussions about potential projects with MPO Committees.
April 2021 – May 2021	Receive requests for projects to be considered as Smart Scale applications from localities, CTAC, MPO Tech, and Regional Transit Partnership.
May 2021	Finalized list of projects requested for consideration from MPO committees and local governments will be presented to the MPO committees for initial review.
July 2021	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.
September 2021	The Policy Board will appoint an advisory committee for each project that is selected as needing additional public engagement.

October 2021 – April 2022	MPO staff will facilitate public engagement process for selected projects.
February/March 2022	MPO staff will facilitate public workshops for all potential Smart Scale projects within the MPO region, coordinating with Charlottesville and Albemarle County.
April 2022	MPO staff will finalize project details with advisory committees based on additional public feedback received through the public workshops.
May 2022	Pre-application deadline.
June – July 2022	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.
August 2022	Full application deadline.

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 (see attached table). 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.

MPO staff is coordinating with Charlottesville and Albemarle staff to present the potential project options to the governing bodies to either determine priorities within the presented list or to add other projects for consideration by the MPO committees and Policy Board. A full list of requested eligible projects will be prepared prior to the MPO meetings in May where staff will facilitate a more detailed discussion of project options.

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.

Potential Project	Completed Study	Plans	Notes:
Hillsdale Extension/250 Ramp Relocation	Yes	LRTP (Constrained)	Was #21 out of the 20 projects that got funded in Round 4 of Smart Scale. Engineering work completed, application already on file. On the constrained Roadway Project List in the LRTP. This project is too costly for the District Grant Program and the benefit score may not be sufficient to compete for High Priority funding. Localities may want to be considered participating in this project to reduce the cost.
Rivanna River Bike and Pedestrian Crossing	Yes	LRTP, Jefferson Area Bike and Pedestrian Plan	VDOT Feasibility Study completed. Significant public engagement has already occurred.
District Avenue Roundabout	Yes	LRTP (Constrained)	Construct a roundabout at the intersection of Hydraulic Road and District Avenue. On the constrained Roadway Project List in the LRTP. Was part of the Hydraulic 29 application package in Smart Scale Round 3. This Intersection is not an identified "Potential for Safety Intersection" (PSI), however it is part of a corridor that is a PSI segment and is ranked # 8 in the District. In addition, it will complement the improvements at the Rte. 29 - Hydraulic Rd intersection.
Avon Street Multi-Modal Improvements	Yes	LRTP (Vision), Jefferson Area Bike and Pedestrian Plan, Charlottesville Bike and Pedestrian Master Plan	Study completed by Line + Grade for Albemarle County in March of 2020. Has been identified in VTrans as a low priority Transportation Demand Management need and a medium transit access need.
5th Street Multi-Modal Improvements	Yes	LRTP (Vision), Charlottesville Bicycle and Pedestrian Master Plan, Jefferson Area Bike and Pedestrian Plan	VDOT completed the 5th Street Corridor Study in January of 2021, recommending a number of multi-modal improvements. The section from Harris Rd. down to I-64 is identified as a safety need (Ranked #16 and 171) and a VTRANS Tier 2 need.
Sunset/Fontaine Connector	Yes, but outdated	LRTP (Vision)	While this is an important regional connection that has been discussed for many years, there is not a proposal that could easily become a project and there is not likely to be planning and research funding available through VDOT to provide the technical analysis needed to develop this project into a full Smart Scale application.