



# DRAFT Unified Planning Work Program (UPWP)

Fiscal Year 2021  
July 1, 2020 – June 30, 2021



## 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).

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## INTRODUCTION

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

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The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2021. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

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

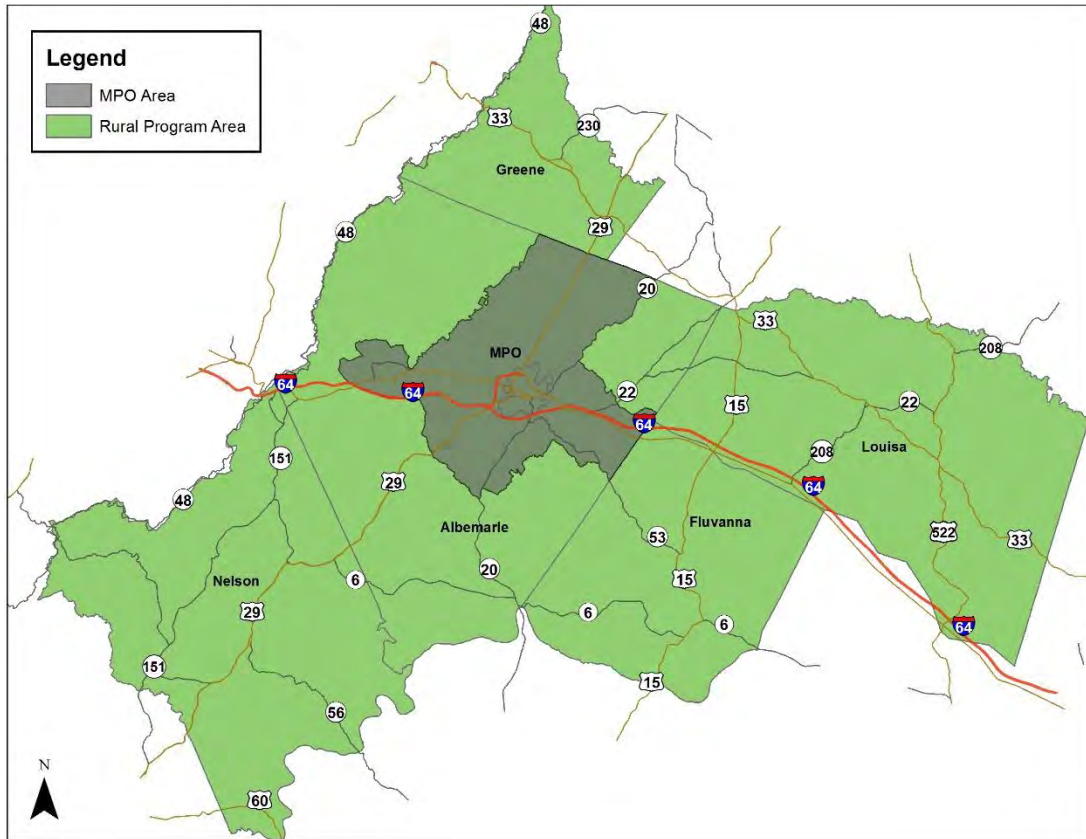
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CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. In 1982, Charlottesville and Albemarle officials established the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

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, JAUNT, UVA, FHWA, the Federal Aviation Administration (FAA), FTA, and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



### **Relationship of UPWP to Long Range Transportation Planning**

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

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

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

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

The following issues call for a need to:

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

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

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

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

**Funding**

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

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials “SPR.” The total budget for SPR items reflects 80% federal funds and 20% state funds. *Attachment A* shows the tasks to be performed by VDOT’s District Staff, utilizing SPR funds. VDOT’s Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participates actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY21 Work Program Budget. These tables outline the FY21 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

**FY21 Work Program: Funding by Source**

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-21 PL Funding	\$166,778	\$20,847	\$20,847	\$208,473
FY-21 FTA Funding	\$91,221	\$11,403	\$11,403	\$114,027
<b>PL+FTA Total</b>	<b>\$258,143</b>	<b>\$32,250</b>	<b>\$32,250</b>	<b>\$322,500</b>
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
<b>Total FY21 Work Program</b>	<b>\$393,999</b>	<b>\$49,250</b>	<b>\$49,250</b>	<b>\$492,500</b>

**FY21 Work Program: Funding by Task**

Funding Source	Task 1	Task 2	Task 3	Total
	21.7%	54.7%	23.6%	100%
<b>PL+FTA Total</b>	<b>\$70,000</b>	<b>\$176,500</b>	<b>\$76,000</b>	<b>\$322,500</b>
FY-21 PL Funding	\$45,500	\$115,073	\$47,900	\$208,473
FY-21 FTA Funding	\$24,500	\$61,427	\$28,100	\$114,027
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
<b>Total FY21 Work Program</b>	<b>\$120,000</b>	<b>\$236,500</b>	<b>\$136,000</b>	<b>\$492,500</b>

## Highlights of FY20 UPWP

The CA-MPO conducted several projects and initiatives in FY20. Below are highlights from that year, helping to give context for the FY21 activities.

### **Coordination of Route 29 Solutions Projects**

From FY15 to FY20, CA-MPO staff was significantly involved in coordinating efforts for the Route 29 Solutions Projects, a series of improvements along Route 29, north of Charlottesville. MPO officials served on the 29 Solutions Project Development Advisory Panel and the 29 Solutions Hydraulic Planning Advisory. FY19 included completion of the Hydraulic Small Area Plan for long range land use and transportation improvements and unanimous acceptance of the plan by the City of Charlottesville and County of Albemarle. Results of the plan included submission of three SMART SCALE applications for projects recommended in the Plan, although none of the projects scored high enough to be recommended for funding. In FY20, MPO staff worked with the Route 29 Solutions stakeholders to revisit the projects recommended and determine how aspects of the larger project could be broken out into smaller projects that would be more competitive to receive funding. MPO staff has been preparing to submit two to three revised Route 29 Solutions SMART SCALE applications in Round Four. Work in the areas of funding & project alternatives and/or project implementation will continue into FY21 and years beyond.

### **SMART SCALE Prioritization**

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 FY20, CA-MPO staff has been working with County, City, and VDOT staff to prepare to submit project applications for Round Four of SMART SCALE funding.

### **Bicycle and Pedestrian Corridor Evaluation**

In FY19, MPO and PDC staff completed an update to the Jefferson Area Bicycle and Pedestrian Plan. Building off the successful completion of this plan, in FY20 staff has been engaged with VDOT and the Bicycle and Pedestrian Coordination Committee to complete scoping studies to apply for funding to fill in gaps in the bicycle and pedestrian networks. Two studies were completed and the applications are in process of being submitted for funding in SMART SCALE round four. MPO Staff has also worked closely with City, County, and University transportation planning and GIS staff to move forward in the development of One Map, which will result in a regional map of bicycle and pedestrian facilities using standardized terminology agreed upon by all participating entities.

### **Regional Transit Planning**

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY20, the MOU was amended to add University of Virginia to the partnership as a voting member. Staff also prepared and submitted two grant applications to DRPT. 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.



MPO staff has continued project coordination and participation for the DRPT feasibility study of the Charlottesville Amtrak Station, partnering with DRPT, the City of Charlottesville, and consulting firm Michael Baker International. Staff also partnered with the Staunton Augusta Waynesboro MPO to complete a DRPT funded Feasibility Study for a Shenandoah Valley to Charlottesville regional transit service, and provided local support to their planning district commission in applying for funding of a FY21 DRPT Pilot Service connecting Staunton to Charlottesville along the I-64 corridor. Staff also assisted with site location for bus stops for inter-city transit of DRPT's Virginia Breeze and private provider Mega Bus.

Finally, MPO staff has been working with Greene County to coordinate a transfer of transit service from Greene County Transit to JAUNT. Applications for funding this transfer and Jaunt service was submitted in February, 2020.

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

MPO staff updated the FY18-FY21 TIP as necessary in FY20. This included three FHWA amendments, one amendment from CAT to remove funds from security equipment purchases to acquire automatic passenger counters, and multiple adjustments. Staff also prepared the FY21-FY24 TIP in collaboration with VDOT, DRPT, and the various MPO committees. The FY21-FY24TIP was adopted by the Policy Board on **XXXXXXXXXX**.

### **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 FY20, the MPO Policy Board voted to support the statewide safety performance targets, which are reviewed every two years.

### **Regional Transportation Revenue Study**

The purpose of the Regional Transportation Revenue Study is to evaluate the current shortfall in transportation funding available compared to the needed/desired improvements to the local transportation system and to determine if there are opportunities to increase transportation funding. While under review, a number of factors have changed that will impact funding sources. During the 2020 legislative session, the General Assembly passed a bill to increase gas taxes which would potentially lead to more funding for transportation projects. However, the COVID-19 pandemic has also resulted in a major disruption to the economy, and it is unclear to what extent this disruption will have on revenue generation and potentially even transportation system user behavior. Therefore, additional analysis work is on hold until the economy begins stabilizing.

## FY21 UPWP Activities by Task

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### **Task 1: Administration**

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*Total Funding:* \$70,000

*PL Funding:* \$45,500

*FTA Funding:* \$24,500

#### **A) Reporting and Compliance with Regulations**

*PL Funding:* \$6,500

*FTA Funding:* \$3,500

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

- The Transportation Improvement Program (TIP);
- FY21 Unified Planning Work Program Implementation;
- FY22 Unified Planning Work Program Development;
- Transportation system performance measures;
- 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:*

- Maintain the Transportation Improvement Program (TIP), as necessary;
- Complete annual Unified Planning Work Program (UPWP) process;
- Update regional performance measure targets, as necessary;
- 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:* \$19,500

*FTA Funding:* \$10,500

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;
- Citizens Transportation Advisory Committee (CTAC);
- Regional Transit Partnership (RTP)
- 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:* \$3,250

*FTA Funding:* \$1,750

The MPO functions as a conduit for sharing information between local governments, transportation agencies, 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 News Brief, a bimonthly email newsletter to stakeholders. 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.

*End Products:*

- Continue to review and update facts and figures;
- Transportation data for housing report;
- Provide technical data, maps and reports to planning partners;
- Maintain the TJPDC's social media; and,
- Maintain the MPO Website.

**D) Cross-Jurisdictional Communication**

*PL Funding:* \$3,250

*FTA Funding:* \$1,750

In FY21, the CA-MPO will continue to coordinate closely with its member governments, the Rural Transportation Program (RTP) and other MPOs from across the State. Staff will 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:*

- Attend local planning commission meetings;
- Attend City Council and Board of Supervisors meetings;
- 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

## FY21 Unified Planning Work Program

- 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.

### **E) Public Participation**

*PL Funding:* \$7,800

*FTA Funding:* \$4,200

The CA-MPO updated its Title VI and Environmental Justice Plan (approved May 2016) to assist in meeting federal requirements for engaging minority, low-income, and limited English-speaking populations. TJPDC last updated the Public Participation Plan in September of 2016, and conducted a review and made minor revisions in FY2020. TJPDC and local 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.

#### *End Products:*

- Revised/updated Title VI/Environmental Justice Plan;
- Revised/updated Public Participation Plan;
- Increase participation from underserved communities;
- Provide proper and adequate notice of public participation activities;
- Provide reasonable access to information about transportation issues and processes in paper and electronic media;
- Demonstrate responsiveness to public input received during transportation planning processes; and,
- Pursue design and funding for a mobile community engagement bus.

### **F) Online Resources**

*PL Funding:* \$5,200

*FTA Funding:* \$2,800

The CA-MPO website offers the public added opportunities to participate in the MPO process and includes information items that explain transportation issues in an easily-understood format. Additional features will focus on training local officials and stakeholders on the MPO process and transportation concepts.

#### *End Products:*

- Continued content updates to website;
- Develop additional features for the CA-MPO website; and,
- Develop an online dashboard to make technical planning documents such as the LRTP, TIP, etc. more accessible to the public.

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**Task 2: Long Range Transportation Planning**

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*Total Funding:* \$176,680

*PL Funding:* \$115,073

*FTA Funding:* \$61,607

**A) MPO 101 Primers**

*PL Funding:* \$15,000

*FTA Funding:* \$5,000

In order to improve community engagement and empower the members of the MPO committees tasked with making important transportation-related decisions, the MPO staff will develop a series of MPO primers related to the various programs and projects under its purview. The primers are intended to provide a thorough, but simplified explanation of programs such as the TIP, Transportation Performance Measures, highway funding mechanisms, and the Long Range Transportation Plan, as well as the purpose and structure of the MPO itself.

*End Products:*

- Series of primers available in the MPO office and online used for better informing the public, committee members, elected officials and others of various projects and programs that may be of interest.

**B) Safety Performance Measures Analysis**

*PL Funding:* \$35,000

*FTA Funding:* \$0

MPOs are required to establish Performance Measures for the transportation systems within their boundaries. In FY20, the MPO was asked to submit updated Safety Performance Measures, and in the process of agreeing to adopt the state goals, it was clear that there was a greater need for clarification of the process among the committee members, as well as a robust understanding of the potential impacts of the MPO adopting safety performance targets that are more aggressive than the statewide goals. In FY21, MPO staff will analyze the process and implications of developing more rigorous safety performance targets.

*End Products:*

- Report to the MPO committees with a thorough explanation of the background, process, and impacts of developing safety performance measures; and
- Recommendation on developing safety performance measures separately from the statewide targets.

**C) Bike & Pedestrian Counts**

*PL Funding:* \$10,000

*FTA Funding:* \$8,000

Counts of bicycle and pedestrian traffic that result in reliable annual average daily nonmotorized traffic (AADNT) numbers are essential for effective planning for all road users. Count data – especially when used with geospatial data inventories of existing infrastructure – can help determine where investments in pedestrian and bicycling infrastructure are needed most. When done regularly, count data make it possible to assess changes in network use over time, measure the impact of new facilities and policies, and improve the design of new facilities. Counts are also useful for planning for bicyclist and pedestrian safety, as the count data can be used to put

crash statistics in context to better understand bicyclist and pedestrian risk exposure.

*End products:*

- Identification of priority count locations to maximize return on investment of time and resources;
- Build an email list of potential volunteers for manual counts (which will also increase awareness of the TJPDC and its programs);
- Document an implementation plan for an annual bike count at priority locations; and
- Map FY2021 bicycle and pedestrian count data in GIS.

**D) Equity in Transportation – Community Identification**

*PL Funding:* \$30,518

*FTA Funding:* \$13,541

CAMPO is dedicated to improving consideration of equity in their planning processes. In FY21, MPO staff will work to establish criteria for identifying communities that have traditionally been under-represented in planning efforts. Once the criteria is established, MPO staff will create maps of under-represented/underserved communities to better inform future planning efforts.

*End Products:*

- Establish criteria for factors contributing to under-representation in planning;
- Develop maps of communities with one or more risk factor; and
- Identify key stakeholders with which to partner to improve outreach and engagement among members of identified communities.

**E) Regional Transit & Rail Planning**

*PL Funding:* \$0

*FTA Funding:* \$30,000

In support of the Regional Transit Partnership, MPO staff will complete necessary evaluations of existing and proposed transit services in the region. MPO staff may also help prepare for completion of a regional transit strategic plan. With the Charlottesville Amtrak Station one of the fastest growing Virginia-sponsored Amtrak stations; MPO staff will continue to coordinate the opportunities for public-private partnerships for long term rail use at the site.

*End Products:*

- Work with the Regional Transit Partnership and DRPT to identify necessary evaluations
- Assist Greene County, Albemarle County, and JAUNT in transition to JAUNT-provided services.
- Continued coordination of project funding, community engagement, partnership building, multi-modal development and development feasibility for the expansion of the Charlottesville Amtrak site.
- Assist DRPT with General Assembly requested east-west line study from New River Valley to Hampton Roads through Charlottesville

**F) Electric Vehicle Charging Station Needs Assessment**

*PL Funding:* \$10,000

*FTA Funding:* \$2,000

As Electric Vehicles take up greater shares of the automotive market, the importance of developing infrastructure to support the use of these vehicles becomes a larger concern. The

parking garages in downtown Charlottesville are being outfitted with EV charging stations, and the demand for these facilities will continue to grow as more consumers opt for electric vehicles. MPO staff will assess the predicted need for EV charging stations in the area, and begin identifying locations that could likely support this need.

*End Products:*

- Projection of EV use and charging station needs throughout the MPO area;
- Develop a network of key stakeholders to assess and build strategies for meeting charging station needs;
- Build partnerships with government, community, and business leaders to plan for infrastructure in key locations; and
- Investigate funding sources available for providing EV charging infrastructure at various types of facilities.

**G) Route 29 North Corridor Study with Rural Component**

*PL Funding:* \$14,555

*FTA Funding:* \$2,886

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 working with the TJPDC Rural Transportation will initiate a study for safety & congestion along the unimproved areas of US 29. This project is projected to run into FY 22.

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**Task 3: Short Range Planning**

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*Total Funding:* \$76,000

*PL Funding:* \$47,900

*FTA Funding:* \$28,100

**A) Transportation Improvement Program (TIP)**

*PL Funding:* \$10,400

*FTA Funding:* \$5,600

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. In fact, any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: implementing agency; location/service area; cost estimates; funding sources; funding amounts actual or scheduled for allocation; type of improvement, and; other information, including a required overall financial plan.

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

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

*End Products:*

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

**B) Short Range Project Planning**

*PL Funding:* \$25,000

*FTA Funding:* \$7,500

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. SMART SCALE pre-applications were submitted in April of 2020, with final applications due in August of 2020. MPO staff will continue to strengthen and prepare SMART SCALE applications for submission on behalf of the MPO, as well as provide support for projects submitted by the City of Charlottesville and urbanized portions of Albemarle County where needed.

*End Products:*

- Facilitate outreach efforts in the pursuit of funding sources for high priority projects within the MPO;
- 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)**

*PL Funding:* \$5,000

*FTA Funding:* \$5,000

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. RideShare and TDM efforts have been, and will continue to be, included in the long-range transportation planning process. RideShare staff works with the MPO by providing data and advice with regard to how RideShare and TDM can affect the MPO.

*End Products:*

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Conduct inventories of Park-and-Ride lots and assess how those lots are part of the larger transportation system; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

**D) Regional Transit Partnership (RTP)**

*PL Funding:* \$0

*FTA Funding:* \$10,000

In FY17, the City and County elected bodies approved development on a Regional Transit Partnership Advisory Board whose charge is to provide a venue for continued communication, coordination and collaboration between transit providers, localities and citizens. The RTP could be a precursor to a Regional Transit Authority (RTA) and could serve as an interim body



## FY21 Unified Planning Work Program

responsible for ushering the development of an RTA, if the region determines to consolidate transit systems into a single entity. IN FY20, MPO Staff submitted two DRPT applications for grants to support ongoing transit system improvements. In FY21, the RTP will continue a regular monthly meeting. The CA-MPO will staff this Advisory Board and manage the program.

### *End Products:*

- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers; and,
- Continue to assess the need for a Regional Transit Authority.

### **E) On-Call Services**

*PL Funding:* \$7,500

*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.

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## **Task 4: Contracted Projects and Studies**

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### **A) If awarded, MPO staff will coordinate and support the following projects:**

1. Coordinate the CAMPO portion of the Afton Express Service connecting Shenandoah Valley with Charlottesville.
2. Coordinate, manage, and implement the Regional Visioning Plan for the CAMPO and TJPDC region.
3. Coordinate, manage, and implement the FY21 Feasibility and Business Plan for expanded transit service in Albemarle County.

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

Topical areas may include:

- Environmental impacts of the local transportation system.
- Understanding transit driver recruitment and retention.
- Creating an employee outreach program for Rideshare and other TDM programs.

## CA-MPO in FY21

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY20.

### **Regional Transportation Revenue Study**

- Assess the impacts of the COVID-19 pandemic on the transportation network and revenue generation
- Determine next steps following the analysis from the Regional Transportation Revenue Study
- Work with regional and state partners to implement recommendations of the study

### **SMART SCALE**

- Explore ways to improve the success of funding for projects
- Strengthen applications submitted in Round 4 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

### **L RTP 2045**

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

### **Other Studies**

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

## Public Participation Process

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### Review and Approval of Tasks

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MPO Policy Board:

- Initial Draft provided March 25<sup>th</sup>, 2020
  - Final Approval May 27<sup>th</sup>, 2020
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### Online Posting

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Posted as part of MPO meeting agenda for March 25<sup>th</sup>, 2020

Posted on TJPDC.org: May 11<sup>th</sup>, 2020

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### State Review

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

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

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### Review of Final FY21 UPWP

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MPO Technical Committee: May 19<sup>th</sup>, 2020

Citizen Transportation Advisory Committee (CTAC): May 20<sup>th</sup>, 2020

MPO Policy Board: May 27<sup>th</sup>, 2020

\*\*PUBLIC HEARING: May 27<sup>th</sup>, 2020

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

## Glossary of Acronyms

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

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission

FY21 Unified Planning Work Program

TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

## Appendix

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**Attachment A: Tasks Performed by VDOT**

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

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

**Attachment D: Public Notice and Resolution**

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ATTACHMENT – A

Charlottesville/Albemarle Urbanized Area  
FY-2021 Unified Planning Work Program  
VDOT Input

State Planning and Research (SPR) Funds Available

\$ 425,000

Tasks

1.0 Administration of the Continuing Urban Transportation Planning Process (3-C) with the Charlottesville-Albemarle MPO  
Budgeted \$50,000

- Preparation for and attend:
  - MPO Policy Board Committee Meeting;
  - MPO Technical Committee as the VDOT Representative;
  - MPO Citizen Transportation Advisory Committee (CTAC),
  - and various other local and jurisdictional committee meetings as necessary
- Preparation of PL funding agreements and addenda
- Review and process billing invoices and progress reports
- Process adjustments and amendments to the FY-2018-21 TIP and the FY 2021-24 TIP once approved
- Review Performance Measure and assist with target setting
- Review road plans for conformance with current transportation plan
- Conduct Federal-Aid/Functional Classification System reviews
- Coordinate multi-modal activities and maintain/update inventory datasets
- Assist with the updates of the Public Participation Plan, Title VI/Environmental Justice Plan, and other regional plans as needed
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local and regional transportation planning activities and attend public hearings

2.0 Long-Range Transportation Planning with the Charlottesville-Albemarle MPO  
Budgeted \$60,000

- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan
- Assist the MPO with the updates of the Year 2045 Long-Range Transportation Plan
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.

3.0 Short-Range Transportation Planning with the Charlottesville-Albemarle MPO  
Budgeted \$60,000

- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies, **Rezoning's and Comprehensive Plan** updates and changes
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.

4.0 Coordination with the Northern Virginia Transportation Authority and Washington Area Council of Government  
Budgeted \$50,000

- Attend various MPO Committee Meeting;
- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan
- Assist the MPO with the updates of the Year 2045 Long-Range Transportation Plan
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies
- Assist with processing adjustments and amendments to the FY 2021-2026 TIP
- Review Performance Measure and assist with target setting
- Review road plans for conformance with current transportation plan
- Conduct Federal-Aid/Functional Classification System reviews
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local transportation planning activities and attend public hearings
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- **Review and comment on traffic impact studies, Rezoning's and Comprehensive Plan** updates and changes
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.



5.0 Non-Urbanized/Rural Transportation Planning Program  
Budgeted \$205,000

- Assist in the administration of the Rural Transportation Programs for the Thomas Jefferson Planning District Commission and the Rappahannock-Rapidan Regional Commission.
- Preparation for and attendance at Rural Technical Committee and various other local and jurisdictional committee meetings as necessary
- Review and process billing invoices and progress reports
- Coordinate multi-modal activities and maintain necessary transportation inventory datasets
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local and regional transportation planning activities and attend public hearings for compliance with Chapter 729
- Assist the PDCs with the update of the Rural Long-Range Plan and small area plans
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridor, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies
- Review environmental impact reports for impacts to existing and future transportation facilities
- Provide advice and support on freight issues and information compilation.

**VDOT's Transportation and Mobility Planning Division (TMPD), located in the 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.

**MEMORANDUM OF UNDERSTANDING  
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES  
FOR THE CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING  
AREA**

This agreement is made and entered into as of \_\_\_\_\_, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State, the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO; and the City of Charlottesville, the Charlottesville Area Transit Service, Albemarle County and JAUNT, Inc. hereinafter referred to as the Public Transportation Providers; and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#), and

WHEREAS, the regulations at [23 CFR 450.314](#) direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Charlottesville-Albemarle metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

**Article 1**

**Planning and Modeling Boundaries**

The MPO is responsible as the lead for coordinating transportation planning and programming in the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the City of Charlottesville and a portion of Albemarle County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after

each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

## **Article 2**

### **MPO Structure & Committees**

The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the MPO Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and MPO Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance-based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Public Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by [23 CFR 450.336](#), The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act requirements which affect public bodies under the Code of Virginia at [2.2-3700 et sequel](#).

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and
- Locally elected officials representing each County, independent City, Town or other appropriate representation within the metropolitan transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The MPO Technical Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the MPO Technical Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and MPO Technical Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meetings and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

### **Article 3**

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

Transportation planning activities anticipated within the Charlottesville-Albemarle Metropolitan Planning Area during the next one or two year period shall be documented and prepared annually by the Staff and the MPO Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in

transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

#### **Article 4**

##### **Participation Plan**

The Policy Board shall adopt and maintain a formal, written Public Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

#### **Article 5**

##### **Inclusion and Selection of Project Recommendations**

##### **Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)**

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR 450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

##### **Development of the Transportation Improvement Program (TIP)**

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and Public Transportation Provider(s) in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

## **Article 6**

### **Financial Planning and Programming, and Obligations**

The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

### **Fiscal Constraint and Financial Forecasts**

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR 450.324 and 450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues

for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

### **Annual Obligation Report**

Within 90 days after the close of the federal fiscal year the State and the Public Transportation Provider(s) shall provide the MPO with information for an Annual Obligation Report (AOR). This report shall contain a listing of projects for which federal highway and/or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the AOR in accordance with the MPO's public participation plan criteria for the TIP.

## **Article 7**

### **Performance-Based Metropolitan Planning Process Responsibilities**

#### **The MPO**

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region's metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO's performance based planning activities in the MPO UPWP.

## Attachment B: Memorandum of Understanding

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the state(s) and Public Transit Provider(s) of whether the MPO: 1) has selected “to contribute toward the accomplishment” of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the Public Transportation Provider(s) or the MPO for use in the MPO’s planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects “to contribute toward the accomplishment” of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO’s metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area’s performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO’s



transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

### **The State**

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB's public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target

adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.


**The Public Transportation Provider(s)**

For the metropolitan areas, Public Transportation Providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Provider(s) to ensure consistency with the performance targets that Public Transportation Providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. The Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate, as appropriate, to adequately inform and enable the MPO(s) to establish and/or update metropolitan planning area transit target(s) no later than 180 days thereafter, as required by performance-based planning process.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.



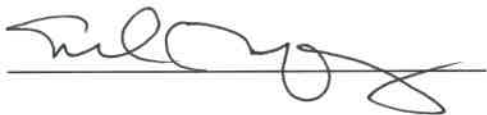
Chair  
Charlottesville-Albemarle  
Metropolitan Planning Organization

WITNESS BY   
DATE 7/25/18


\_\_\_\_\_

Secretary of Transportation  
Commonwealth of Virginia

WITNESS BY \_\_\_\_\_  
DATE \_\_\_\_\_




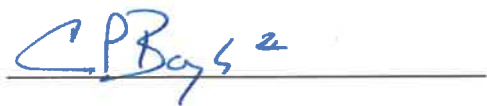
City Manager  
City of Charlottesville for  
Charlottesville Area Transit

WITNESS BY   
DATE 1/2/2019

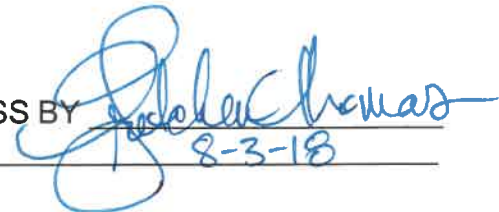


Executive Director  
Jaunt, Inc.

WITNESS BY   
DATE 12/10/2018



Executive Director  
Thomas Jefferson  
Planning District Commission

WITNESS BY   
DATE 8-3-18



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County Executive  
Albemarle County

WITNESS BY Cheryl Skoer  
DATE 12/17/2018

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

<b>FY21</b>			
	PL	FTA	Total
<b>Task 1: Administration</b>	<b>\$45,500</b>	<b>\$24,500</b>	<b>\$70,000</b>
Reporting and Compliance with Regulations	\$6,500	\$3,500	\$10,000
Staffing Committees	\$19,500	\$10,500	\$30,000
Information Sharing	\$3,250	\$1,750	\$5,000
Cross-Jurisdictional Communication	\$3,250	\$1,750	\$5,000
Public Participation	\$7,800	\$4,200	\$12,000
Online Resources	\$5,200	\$2,800	\$8,000
<b>Task 2: Long Range Transportation Planning</b>	<b>\$115,073</b>	<b>\$61,427</b>	<b>\$176,500</b>
MPO 101 Primers	\$15,000	\$5,000	\$20,000
Safety Performance Measure Analysis	\$35,000	\$0	\$35,000
Bike & Pedestrian Counts	\$10,000	\$8,000	\$18,000
Equity in Transportation - Community ID	\$30,518	\$13,541	\$44,059
Regional Transit & Rail Planning	\$0	\$30,000	\$30,000
EV Charging Station Needs Assessment	\$10,000	\$2,000	\$12,000
Rt. 29 North Corridor Study	\$14,555	\$2,886	\$17,441
<b>Task 3: Short Range Transportation Planning</b>	<b>\$47,900</b>	<b>\$28,100</b>	<b>\$76,000</b>
TIP	\$10,400	\$5,600	\$16,000
SMART SCALE	\$25,000	\$7,500	\$32,500
Travel Demand Management	\$5,000	\$5,000	\$10,000
Regional Transit Partnership	0	\$10,000	\$10,000
On-call Services	\$7,500	0	\$7,500
<b>TOTAL</b>	<b>\$208,473</b>	<b>\$114,027</b>	<b>\$322,500</b>

**CONTACT:** Lucinda Shannon  
434-979-0654  
lshannon@tjpd.org

# Public Notice

## Hearings will be held at the:

- **MPO Policy Board Meeting on Wednesday, May 27, 2020 at 4:00 p.m.**

## **The Charlottesville-Albemarle MPO will host a public hearing on:**

**Adopting the FY 2021 Unified Planning Work Program (UPWP)**

**Adopting the FY 2021-2024 Transportation Improvement Program (TIP)**

These planning documents outline future Charlottesville-Albemarle MPO activities. More information can be found at (<http://campo.tjpd.org>).

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**The hearings will be held online and phone, visit <http://campo.tjpd.org> for connection instructions.**

The public is welcome and encouraged to attend. Comments may also be submitted via telephone, email or letter to the MPO: POB 1505, Charlottesville, VA 22902; phone (434) 979-7310; email: [info@tjpd.org](mailto:info@tjpd.org).

*Charlottesville Area Transit (CAT) uses the Transportation Improvement Program (TIP) development process of the TJPDC Metropolitan Planning Organization (MPO) to satisfy the public hearing requirements of 49 U.S.C. Section 5307(c). The TIP public notice of public involvement activities and time established for public review and comment on the TIP satisfies the program-of-projects requirements of the Urbanized Area Formula Program.*