

**AGENDA**

Join Zoom Meeting

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Meeting ID: 847 0109 1920

Passcode: 975419

Dial in: 1 646 558 8656

Item	Time†	Description
1	4:00 – 4:05	<b>Call to Order</b>
2	4:05-4:15	<b>Matters from the Public:</b> limit of 3 minutes per speaker Public are welcome to provide comment on any transportation-related topic, including the items listed on this agenda, and/or comment <u>during items</u> marked with an *
3	4:15-4:25	<b>Public Hearing for Title VI and UPWP Updates*</b> <ul style="list-style-type: none"> <li>• Title VI Memo</li> <li>• Title VI Document</li> <li>• UPWP Memo</li> <li>• UPWP FY21 Document</li> <li>• Public Hearing</li> </ul>
4	4:25-4:30	<b>General Administration *</b> <ul style="list-style-type: none"> <li>• Review and Acceptance of the Agenda *</li> <li>• Approval of September 23, 2020 Meeting Minutes *</li> </ul>
5	4:30-4:35	<b>New Smart Scale Selection Procedures*</b> <ul style="list-style-type: none"> <li>• Smart Scale Process Changes Memo, Chip Boyles, TJPDC</li> </ul>
6	4:35-4:45	<b>Presentation</b> <ul style="list-style-type: none"> <li>• Prioritization of the VTrans Mid-Term Needs, Chris Wichman, Office of Intermodal Planning and Investment</li> <li>• Draft Policy Guide</li> </ul>
7	4:45-4:55	<b>Presentation</b> <ul style="list-style-type: none"> <li>• Safety Targets, Stephen Read, Office of Intermodal Planning and Investment</li> </ul>
8	4:55-5:10	<b>Presentation</b> <ul style="list-style-type: none"> <li>• Performance Measures, Andrew Pike, Program Analyst, Office of Intermodal Planning and Investment</li> </ul>
9	5:10-5:40	<b>Discussion: Setting Performance Targets for the MPO</b> <ul style="list-style-type: none"> <li>• Setting Performance Targets Memo</li> <li>• Asset Condition and System Performance Targets Workbook Excel Document</li> <li>• Highway Safety Performance Targets Workbook Excel Document</li> </ul>
10	5:40-5:45	<b>Staff updates</b> <ul style="list-style-type: none"> <li>• Title VI Review underway</li> </ul>
11	5:45-5:50	<b>Items Added to the Agenda</b>
12	5:50-6:00	<b>Additional Matters from the Public</b> Members of the Public are welcome to provide comment (limit of 3 minutes per speaker)
13	6:00pm	Adjourn

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

Upcoming Meeting Dates: **January 27, 2021 4:00 p.m.**

NOTICE OF ELECTRONIC MEETING

DUE TO COVID-19 STATE OF EMERGENCY

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

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

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

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

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

## Memorandum

**To:** MPO Committee Members  
**From:** Lucinda Shannon, Transportation Planning Manager  
**Date:** December 1, 2020  
**Reference:** Title VI Plan Update

### Purpose:

During **September**, the Policy Board and **MPO committees** reviewed updates to the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Title VI Plan. The updated Title VI Plan will be brought to the Policy Board for approval during this December 1<sup>st</sup> meeting.

### Background:

The current Title VI Plan was last updated in 2016 and needs another update. The draft of the Title VI Plan included in your packets reflects recommended changes (highlighted in blue). These changes include updating the LEP data from the US Census and the *Communication and Public Participation* section of the plan to match the proposed updates to the CA-MPO's Public Participation Plan.

The CTAC Committee voted to recommend that the Policy Board adopt the update to the Title VI Plan and add an item in an upcoming workplan to make more substantial updates to the Title VI Plan. The Tech committee did not vote on a recommendation for the plan. The following comments were received:

#### MPO Tech Committee:

Alex Ikefuna asked what is being done to meet the needs of the population who has English as their second language.

Ms. Shannon said if there is a request to have a meeting or documents translated into another language for the public, the MPO would do everything within their power to get that done. To date, there has not been such a request. Most of the interaction with the public is with CAT and JAUNT and they have their own Title VI programs.

There is more information on our outreach efforts in the Public Participation Plan which will be covered next in this meeting.

**MPO CTAC Committee:**

Jo French asked what more robust changes might be included in a future update. Lucinda described a few innovative ideas she had seen in other organization's plans. Chip Boyles noted that one of the things the MPO has struggled with is diverse representation on committees like CTAC.

Jo French recommended the use of financial compensation to individuals who want to be involved but need to use all of their time to earn money for life essentials.

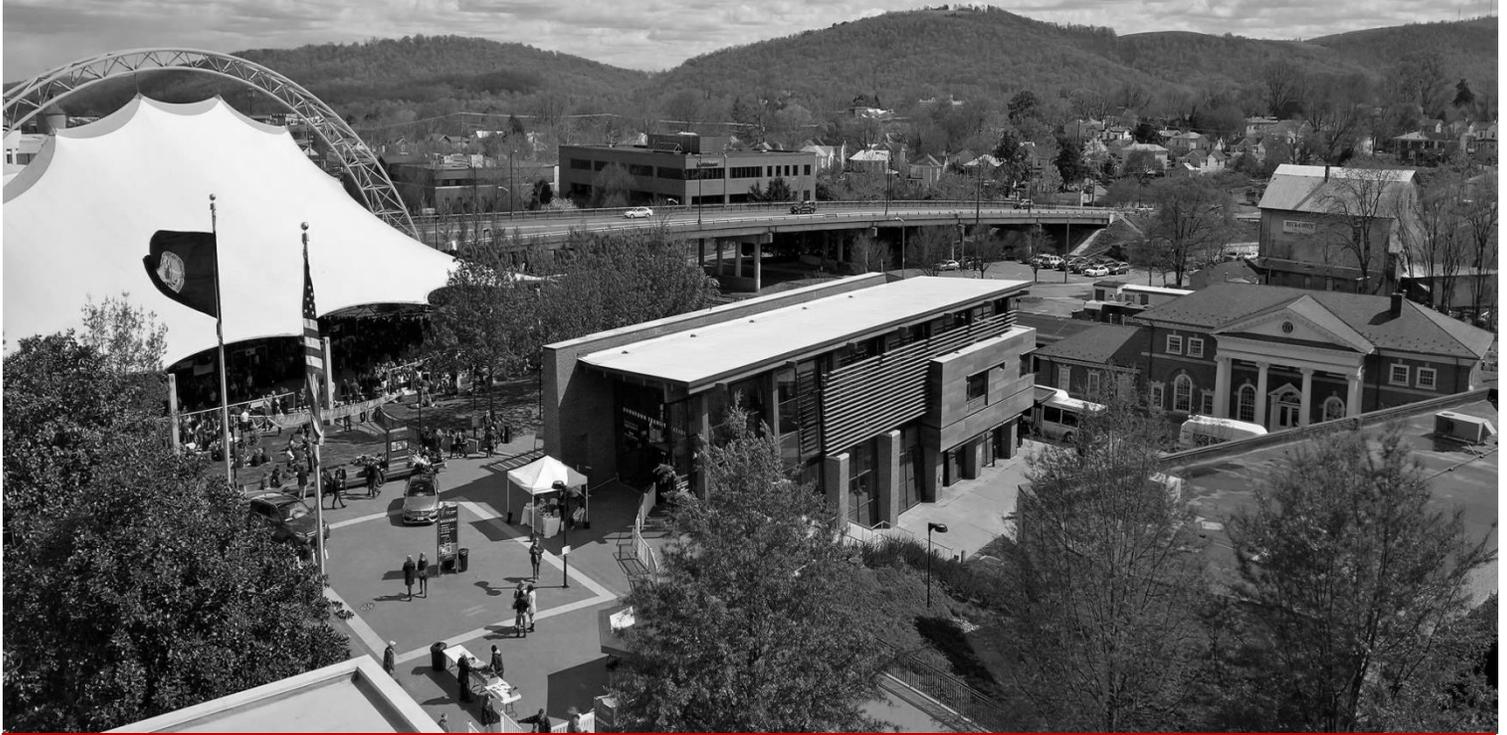
Travis Pietila noted that there are broader, less technical questions that should be asked in committees/at public meetings that might be more approachable for more members of the public.

Lee Kondor moved that CTAC recommend that the MPO Policy Board accept the changes to the Title VI Plan with the caveat that more substantive changes are made in the near future. Donna Chen seconded the motion. The committee voted unanimously in favor of the motion. The motion passed.

**Recommendation:**

The Policy Board vote to approve the updated Title VI Plan.

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



# Title VI Plan

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Approved: DRAFT

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## I. Purpose

This Title VI/Environmental Justice Plan will discuss how the Charlottesville-Albemarle Metropolitan Planning Organization (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 numerous planning documents. This plan will also include a procedure that allows members of these populations to submit grievances regarding perceived discriminatory actions.

## II. Title VI

In 1964, the United States Congress passed the Civil Rights Act, an Act that enforced constitutional and civil rights for minority populations. This landmark piece of legislation was made up of 11 titles, all of which are listed below. Title VI of this Act is the driving force behind this document.

- I. Voting Rights
- II. Public Accommodation
- III. Desegregation of Public Facilities
- IV. Desegregation of Public Education
- V. Commission of Civil Rights
- VI. Nondiscrimination in Federally-Assisted Programs and Activities
- VII. Equal Employment Opportunity
- VIII. Registration and Voting Statistics
- IX. Intervention and Procedure after Removal in Civil Rights Cases
- X. Establishment of Community Relations Service
- XI. Miscellaneous

Title VI of the 1964 Civil Rights Act is made up of five sections. The first section states the following...



**SEC. 601:** No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The remaining four sections discuss how Section 601 will affect federal agencies.

**SEC. 602:** No federal agencies can enact or fund projects that do not adhere to the criteria outlined in Section 601.

**SEC. 603:** Any agency that does not adhere to the parameters outlined in SEC. 601 and 602 are subject to judicial review. Funding for any federal agency can be withdrawn if SEC. 601 and 602 are not met.

**SEC. 604:** Title VI will not affect employment unless said employment is federally-funded.

**SEC. 605:** Title VI will not affect any federal agencies' authority regarding contract of insurance guaranty.

Title VI applies to the Charlottesville-Albemarle MPO in that the MPO is a federally mandated agency, funded primarily through federal tax dollars. Currently the MPO handles Title VI through its public participation plan, last updated in 2016. Title VI has been expanded by numerous other Acts and Executive Orders. Below is a list of nondiscrimination laws that have expanded upon the original scope of Title VI.

#### **Non-Discrimination Acts:**

- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.
- **The Federal Aid Highway Act of 1973** states that no person shall, on the grounds of sex, be excluded from participation in, be denied the benefits of, or be



subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

- **Section 504 of the Rehabilitation Act of 1973** states that no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. This Act protects qualified individuals from discrimination based on their disability.
- **The Age Discrimination Act of 1975** states that no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This act prohibits age discrimination in federally-assisted programs.
- **The Civil Rights Restoration Act of 1987, P.L.100-209** amends Title VI of the 1964 Civil Rights Act to make it clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.
- **The American Disabilities Act (ADA) of 1990** prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
- **23 CFR Part 200** – Federal Highway Administration regulations: Title VI Program and Related Statutes – Implementation and Review Procedures.
- **49 CFR Part 21** – Nondiscrimination in Federally-Assisted Programs.
- **23 CFR Part 450** – Federal Highway Administration planning regulations.
- **23 CFR Part 771** – Federal Highway Administration regulations, Environmental Impact Procedures.

#### Non Discrimination Executive Orders:

- **Executive Order 12898** – Environmental Justice (February 11, 1994), a presidential mandate to address equity and fairness toward low-income and minority persons/population. Executive Order 12898 organized and explained the federal government's commitment to promote Environmental Justice. Each



federal agency was directed to review its procedures and make environmental justice part of its mission. U.S. DOT Order 5610.2 (April 15, 1997) expanded upon Executive Order 12898 requirements and describes process for incorporating Environmental Justice principles into DOT programs, policies, and activities. FHWA Order 6640.23 (December 2, 1998) – FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

- **DOT Order 5610.2** on Environmental Justice summarized and expanded upon the requirements of Executive Order 12898 to include all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or other U.S. DOT components.
- **Executive Order 13166** – Limited English Proficiency (August 11, 2000), a presidential directive to federal agencies to ensure people who have limited English proficiency have meaningful access to services. Executive Order 13166 ensures federal agencies and their recipients to improve access for persons with Limited English Proficiency to federally-conducted and federally assisted programs and activities.
- **The National Environmental Policy Act (NEPA) of 1969** addresses both social and economic impacts of environmental justice. NEPA stresses the importance of providing for “all Americans, safe, healthful, productive and aesthetically pleasing surroundings,” and provides a requirement for taking a “systematic interdisciplinary approach” to aid in considering environmental and community factors in decision-making
- **HWA/FTA Memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning** - This memorandum provides clarification for field officers on how to ensure that environmental justice is considered during current and future planning certification reviews. The intent of this memorandum was for planning officials to understand that environmental justice is equally as important during the planning stages as it is during the project development stages.



### III. Environmental Justice

In 1994, President Bill Clinton signed Executive Order 12898 that directed federal agencies to develop strategies to mitigate against adversely impacting the health or environmental quality of minority and low-income populations. This order also pushed forward efforts to keep these populations more informed about their communities and their rights.

Adverse effects are defined as...

- Bodily or physical harm
- Pollution (noise, water, air, soil, or other)
- Destruction of elements and features that can bind a community, such as available resources, aesthetics, and economic sufficiency
- Displacement of people, employment, or resources
- Isolation from a broader community
- Delay in receiving available resources

Environmental Justice is meant to address the undue burden of these adverse effects on these specialized populations. This Executive Order was structured to not only require federal agencies and those benefitting from federal funding to mitigate potential adverse effects on these specialized populations, but also empower these populations to know their rights and participate in the betterment of their community.

### IV. Limited English Proficiency

Like the Environmental Justice Executive Order, the Limited English Proficiency Executive Order is structured to avoid adversely affecting these populations and to develop strategies to better engage these populations in their community. This order was signed by President Clinton in 2000. Limited English-speaking populations are



often isolated from engaging in their larger communities. By making materials and opportunities accessible to these populations it becomes easier to communicate and perhaps determine methods of providing necessary resources.

In considering how to access these populations four factors need to be addressed. These factors include...

- Demographics: Knowing where the populations are located.
- Frequency: Determining how often the populations are contacted or engaged by the agency.
- Importance: Determining if the issues under consideration are important to these communities.
- Resources: Keeping an inventory of the resources available to engage these populations.

This analysis, known as the four-factor analysis, is used to determine which language assistance services are appropriate to address the identified needs of the Limited English Proficiency (LEP) population. Below is the four-step process taken by the Charlottesville-Albemarle MPO.

### Factor 1

*Demographics: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population.*

The Charlottesville-Albemarle MPO has reviewed census data on the number of individuals in its service area that have LEP, as well as the languages that they speak. This data comes from the American Community Survey (2014-2018). This data indicates the extent to which translations into other language are needed to meet the needs of LEP persons within the community. Because the MPO's boundaries encompass both the City of Charlottesville and portions of Albemarle County, it should be noted that the figures below represent all the population of the City of Charlottesville and all of the population of Albemarle County, thus these numbers are not specific to



the MPO. It should also be noted that these figures are estimates that consider the major language spoken at home. These figures do not assess if these populations are fluent in English.

• Spanish	6,830	4.7%
• Indo-European	5,855	4.0%
• Asian and Pacific Island Languages	4,818	3.3%
• Other Languages	1,712	1.2%

The most pervasive, non-English language in the region is Spanish, which makes up more than 4.7% of the total population. The Indo-European and the Asian and Pacific Island groups represent 4.0% and 3.3% of total population respectively. It is important to note that these broad census categories encompass numerous languages. Please see Appendix B for the full list of languages.

## Factor 2

*Frequency: Determining how often the populations are contacted or engaged by the agency.*

The Charlottesville-Albemarle MPO is rarely approached for information by any populations who do not have a reasonable competent grasp of the English language. This agency has made efforts for certain projects to create materials in both English and Spanish should the project affect these populations, but this need is on a project-by-project basis.

The goal of the Charlottesville-Albemarle MPO is to make sure that for any potential project that could affect this community the MPO staff makes every effort to include all stakeholders that could be affected by the project, including limited-English-speaking populations. The MPO performs outreach when needed and provides assistance when requested.



### Factor 3

*Importance: Determining if the issues under consideration are important to these communities.*

As stated above, the Charlottesville-Albemarle MPO provides materials for limited-English-speaking populations if they are needed for a particular project. For example, the MPO recently did a customer satisfaction survey to determine how riders felt about Charlottesville Area Transit (CAT). The survey was both in English and in Spanish due to the extreme importance of transit to the Hispanic population in our region. This allowed Spanish-speaking citizens the opportunity to contribute input on a service that was important to them. According to the survey responses, the Spanish-speaking population generally had the same opinion about CAT service as the English-speaking population.

### Factor 4

*Resources: Keeping an inventory of the resources available to engage these populations.*

The following language assistance measures are currently being provided by the Charlottesville-Albemarle MPO. The MPO provides translators for MPO meetings for Spanish-speaking citizens if given at least two days' notice. The MPO will do its utmost to provide translators for other languages if requested. The MPO will also make major plans available in a variety of languages if requested to do so. This agency aims to complete a document translation within a reasonable timeframe. Also, for various projects the MPO makes every effort to include all stakeholders in the planning and implementation process. When a project affects a limited-English-speaking population, the Charlottesville-Albemarle MPO takes action to make the information about the



project as accessible as possible. At this time this agency has not had to do any of the actions mentioned above. Because of this, it is very difficult to assess the costs that would be incurred. The MPO is prepared for these costs should the need arise.

### LEP Implementation Plan

Through the four-factor analysis, the Charlottesville-Albemarle MPO has determined that the following types of language assistance are most needed and feasible.

Limited-English-speaking populations make up approximately 11.7% of the total 100,664 residents age 5 years and older in Albemarle County and 16.6% of the total 44,468 residents 5 years and older in the City of Charlottesville. The largest group within this cohort is Spanish-speaking individuals. The MPO will do outreach to the Spanish-speaking population as a part of our general community outreach or our project-specific efforts. Again, the MPO will do its utmost to engage all stakeholder groups and meet all limited-English-speaking requests. Further demographic information may be found in Appendix B.

## V. Title VI Coordinator

The Title VI coordinator is expected to maintain the Title VI plan, develop strategies to maintain Title VI compliance, and oversee the Discrimination Complaint Process. Below is a list of the Title VI Coordinator's specific responsibilities.

- Monitor and review agency programs, policies, and activities for Title VI compliance in primary and special emphasis areas;
- Collect and review statistical data (race, color, sex, age, disability or national origin) of participants and beneficiaries of state highway programs, to prevent or eliminate potential disparate impact or disparate treatment discrimination;
- Work with staff involved in procurement or consulting contracts to insure that Title VI compliance is met; and mitigate any issue if not met;



## Charlottesville-Albemarle Metropolitan Planning Organization

- Train new staff members on Title VI compliance procedures;
- Maintain a list of interpretation service providers;
- Periodically review and update the agencies Title VI Plan;
- Attend trainings to keep aware of nondiscrimination opportunities and procedures; and,
- Resolve Title VI complaints in a timely and thorough fashion

The Title VI coordinator will be responsible for incorporating Title VI efforts into various plans produced by the Charlottesville-Albemarle MPO. The Title VI coordinator will also make every effort to insure that all information regarding the Charlottesville-Albemarle MPO is reasonably accessible to all populations. Informational materials will be readily available both on the MPO's website and in the TJPDC offices.

The CA-MPO has designated the Executive Director of the Thomas Jefferson Planning District Commission, Chip Boyles, as the Title VI Coordinator. He may be contacted at 434.422.4821 or by email at [cboyles@tjpd.org](mailto:cboyles@tjpd.org).

Other MPO employees that could be a part of the Title VI process include the TJPDC's Executive Director, who will be kept informed of all Title VI complaints and has taken numerous Title VI training courses over the course of his/her career. Also, the TJPDC's Administrative Assistant will likely be the first point of contact if a Title VI or Environmental Justice complaint or request is made. The Administrative Assistant will do the initial processing for these situations and will forward the request on to the Title VI coordinator.



## **VI. Charlottesville-Albemarle MPO Community Characteristics**

Figure 1 on the following page is provided to help orient the reader with the Charlottesville-Albemarle area. The large map displays the Charlottesville-Albemarle MPO broken down by block group. Similarly, the informational maps in the following sections (Figure 2 and Figure 3) use Charlottesville-Albemarle data sets on a block group scale. The column of maps on the right of Figure 1, from top to bottom, show the Thomas Jefferson Planning District Commission's jurisdiction, the middle map shows the Charlottesville-Albemarle MPO within the state of Virginia, and the bottom map shows the distinction between the campus and the City of Charlottesville within the city limits.

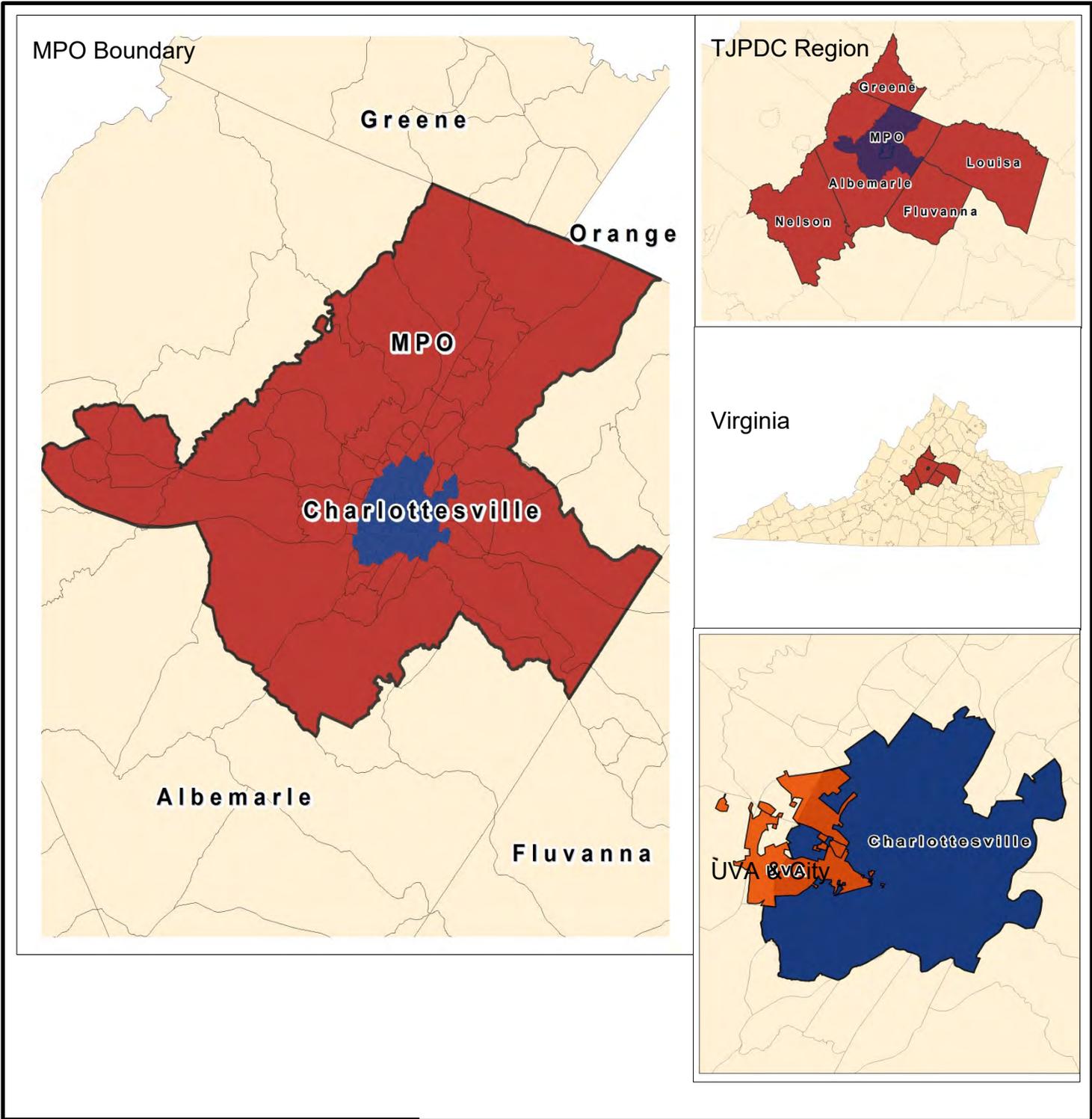


Figure 1: MPO & TJPDC



## Race

The percentage of the minority population for each census tract is shown in figure 2. The data was extracted from the 2014 to 2018 American Community Survey 5-Year Estimates. The percentage of the minority population was calculated by dividing the “White Alone” category by the total population figures for each census tract. Shades of dark blue represent higher concentrations of minority populations. Highly diverse census tracts can be found within the boundaries of the City of Charlottesville, with less diverse census tracts to the west of the City.

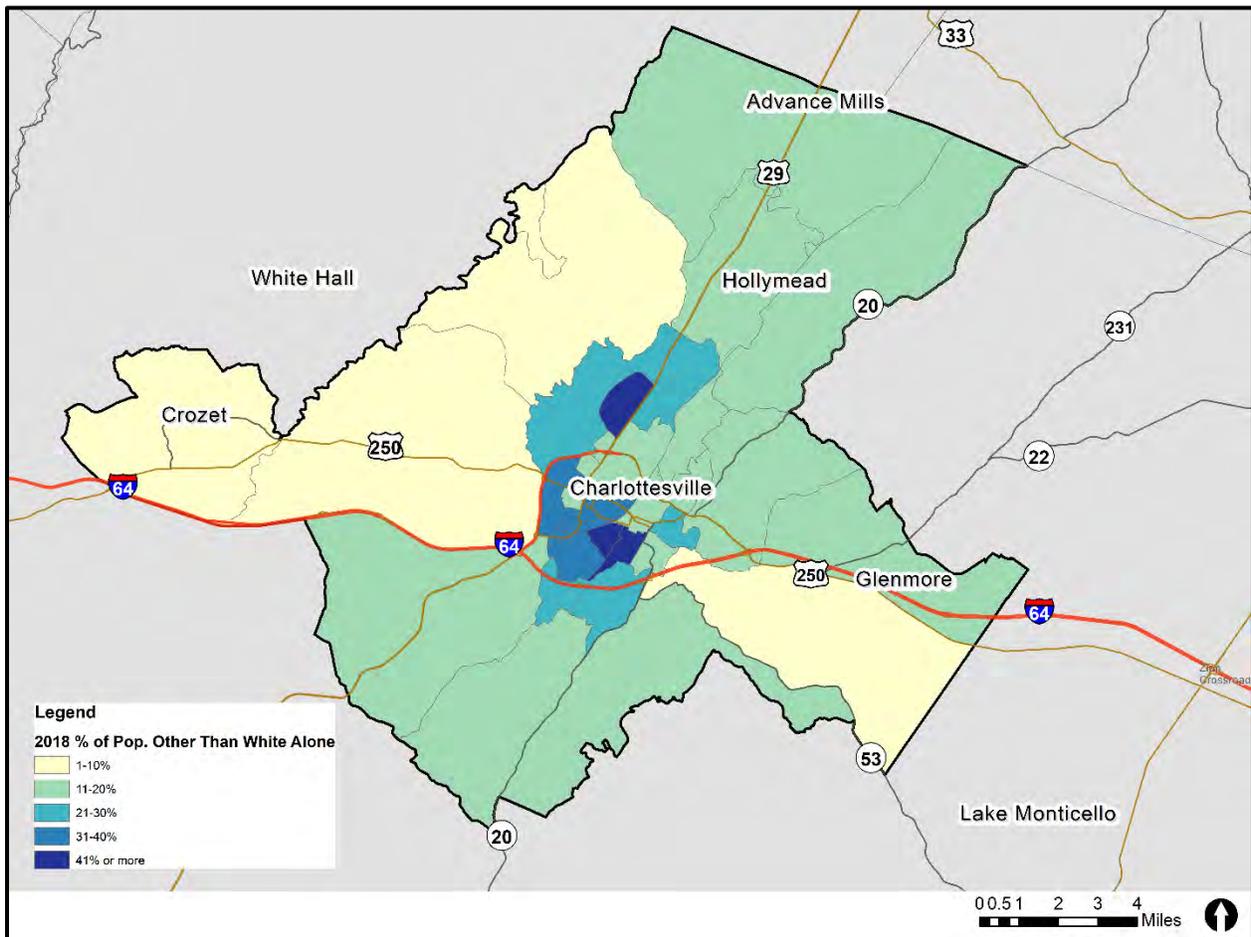


Figure 2: Percent Minority



### Low-Income

The map in figure 3 displays the percentage of the population at the block group level living below the poverty line based on 2018 American Community Survey data estimates. The darker shades of blue denote block groups with higher percentages of individuals living below the poverty line. It is important to note that the data can be misleading, as a large proportion of students occupy block groups within close proximity to the University. Students typically report lower incomes, thus placing them below the poverty threshold and causing the data to skew towards an inflated population in that category.

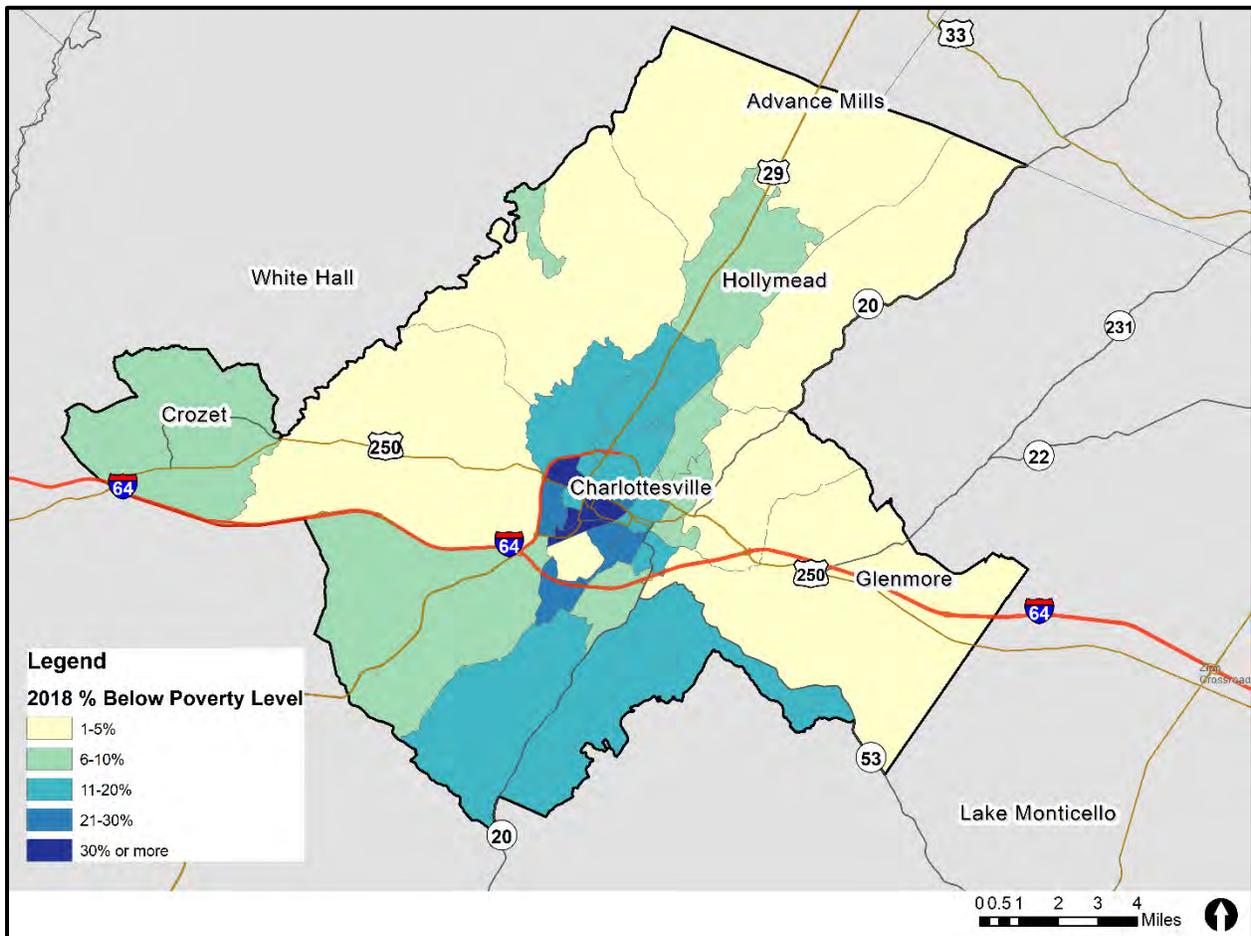


Figure 3: Percent Below Poverty Line



## Age

Figure 4 represents the percentage of individuals in the 65 and older age category by the census tract level, using data extracted from the 2018 American Community Survey. Darker shades of blue denotes higher percentages of individuals in the 65 and older age bracket. As expected, census tracts within close proximity to the UVa grounds have low concentrations of older individuals, while census tracts outside of the City of Charlottesville boundaries have proportionately higher concentrations of older individuals.

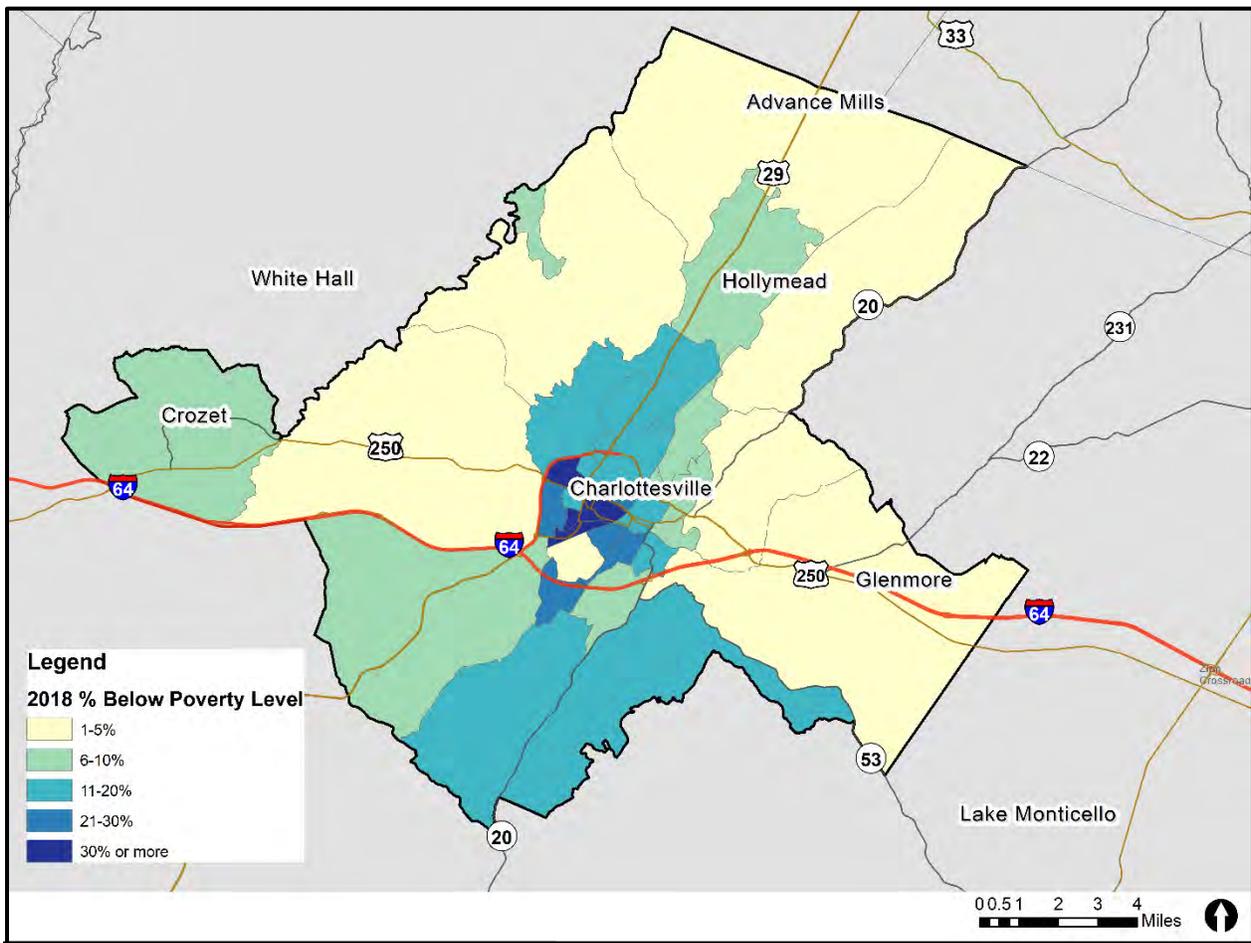


Figure 4: Percent 65 and Older



## Disabled

The 2014 to 2018 American Community Survey five-year estimate data on county/city level estimates regarding disability characteristics shows that, because of the higher density in Charlottesville, the amount of people with disabilities is similar between the county and city. Table 1 below provides estimates of these characteristics for Albemarle County and the City of Charlottesville. This data was pulled from the 2014 to 2018, 5-year ACS estimates. It is important to note that the ACS data is based on sampling data. ACS requires a data confidence level of 90%, meaning that each figure could be off by as much as 10% either high or lower. The figures below should be treated as estimates. Margin of error information is available via American Factfinder.

This data shows that for both Albemarle County and the City of Charlottesville the population with a disability is about 9% of the total population. The estimates increase with age, and estimates begin to skew toward the category “With an ambulatory difficulty”. The amount of minority people with a disability is proportionally lower than the white population with disabilities.



Table 1: Disability Characteristics

<b>Disability Characteristics</b>		
	Albemarle County With a Disability	City of Charlottesville With a Disability
Total civilian noninstitutionalized population	9461	9002
<b>SEX</b>		
Male	4741	3884
Female	4720	5118
<b>RACE AND HISPANIC OR LATINO ORIGIN</b>		
White alone	7811	6359
Black or African American alone	1139	1978
American Indian and Alaska Native alone	22	45
Asian alone	192	314
Native Hawaiian and Other Pacific Islander alone	23	23
Some other race alone	58	41
Two or more races	216	242
White alone, not Hispanic or Latino	7662	6229
Hispanic or Latino (of any race)	209	207
<b>AGE</b>		
Under 5 years	0	0
5 to 17 years	541	337
18 to 34 years	998	1449
35 to 64 years	3055	3239
65 to 74 years	1608	1421
75 years and over	3259	2556
<b>DISABILITY TYPE BY DETAILED AGE</b>		
With a hearing difficulty	2979	2252
With a vision difficulty	1723	1714
With a cognitive difficulty	3018	3174
With an ambulatory difficulty	4731	4862
With a self-care difficulty	1878	1773
With an independent living difficulty	3243	3337

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates



## VII. Charlottesville-Albemarle MPO Responsibilities and Strategies

As a federally mandated and funded agency the Charlottesville-Albemarle MPO is required to develop strategies to engage populations that are low-income, minority, limited-English-speaking, disabled, and elderly. The MPO makes efforts to ensure that its planning efforts are holistic and will include all populations that are part of the regional community.

In the Unified Planning and Work Program (UPWP), the MPO is responsible for a variety of tasks, including administration tasks, long-range planning, short-range planning and special projects (as needed). All of these tasks fall under several general responsibilities. With all of these tasks the MPO is responsible for communicating its efforts with numerous stakeholders, including the public. Therefore, Communication and Public Participation are a central part to the MPO's activities. MPO staff is also responsible for the development and maintenance of two transportation planning documents, the Long-Range Transportation Plan and the Transportation Improvement Program. All transportation projects that are anticipated to receive federal funds must be included in these documents. Therefore, the MPO and its stakeholders must work together to ensure that the projects listed in these two documents, do not cause adverse effects to these specific population groups.

### Communication and Public Participation

To reach out to the community the MPO makes every effort to be as broad sweeping as possible. As part of our existing Public Participation Plan the MPO has numerous on-going activities to keep the public informed. These activities are listed below and in the Public Participation Plan.

#### Ongoing Activities

- The Thomas Jefferson Planning District publishes a regular report that informs the public about the PDC and MPO's activities. The mailing list for this report includes a broad cross-section of civic organizations, business leaders, press



members, leaders in education, public transit officials, elected officials, and members of the community who request to receive the newsletter.

- TJPDC publishes *News Briefs* on its website of the efforts and accomplishments for the TJPDC and the Charlottesville MPO.
- The TJPDC and CA-MPO staff is available on a full-time basis to respond to direct questions and inquiries from citizens concerning transportation plans, programs, and the transportation planning process for the region. Staff will make presentations at the request of local civic organizations and routinely provides information to the local print and electronic media. Staff will be accessible to the public through a variety of means (i.e. e-mail, phone, and in-person).
- The TJPDC maintains an extensive library of transportation, environmental, demographic, community planning, and GIS materials that are available for use by the public during the regular workday (8:30 a.m. to 5:00 p.m.).
- The TJPDC and the MPO maintain relationships with local academic institutions, making presentations to college and graduate level classes and often hosting an undergraduate or graduate intern on staff. The CA-MPO regularly utilizes the assistance of the CTAC in its transportation planning activities. CTAC is composed of City, County and MPO-appointed community members with interest and expertise in planning-related topics.
- In an effort 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 to the public.
- According to the provisions of SAFETEA-LU, the TJPDC and the CA-MPO maintain a list of “interested parties” and “stakeholder organizations.” TJPDC staff will include to the extent practicable, but not limited to: private citizens, public agencies, providers of freight services, private providers of transportation,



representatives of public transportation, employee representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled. All citizens/groups requesting inclusion on the MPO mailing and e-mail list will be added.

MPO Policy Board and Committee Meetings:

- All MPO Policy Board and Committee meeting agendas will include meeting guidelines establishing time limits and procedures for public interaction with the Policy Board and Committees.
- As far as technically possible, access to MPO Policy Board and Committee members via email will be facilitated.
- All meetings of the Policy Board, Technical Committee and other MPO committees will be open to the public and will be held in locations accessible to persons with handicaps and on public transit lines. In circumstances where electronic meetings are authorized and held, the meeting information will be posted on the MPO website at the time that the agenda is posted with details on how the public can access the meeting. Meeting information will also be distributed electronically.
- 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 two days before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.
- Every effort will be made for public hearings, workshops, and forums to be scheduled at times that are accessible and convenient.



## Transportation Planning Documents

Regarding specific transportation plans, the MPO makes efforts to include stakeholders in both the development and approval of these regionally significant documents. For the development process, the efforts can vary depending on the type of plan. In the development of new plans MPO staff makes every effort to not only make sure that these plans consider minority and low-income populations, but also attempt to include these populations in the development of these plans. How we work to include these populations differs with each plan. For example, for the previous Long Range Transportation Plan (LRTP) MPO staff presented the draft plan at community meetings for the public housing developments within the MPO; a method that allowed MPO staff to connect with both minority and low-income populations. MPO staff also hosted an open house for local citizens that focused on information for the 2045 LRTP. The workshop was heavily advertised through various outlets, in order to capture participation from a diverse cross-section of this community. MPO staff also reached out to agencies that deal with low-income and minority populations in an effort to piggyback on their outreach efforts. During FY16, staff held a transportation academy in an effort to further engage with citizens of the community on a variety of transportation-related topics, including future growth patterns of the community and transit. Each effort is unique and tailored to the planning document that is being developed. Below is a list of methods MPO staff can implement during plan development.

- Encourage and accept public input in a variety of ways (i.e. by mail, in person, website, phone and via e-mail)
- Include a broad segment of the population in development of programs, plans, and studies by conducting regional workshops to obtain public input on transportation and land use issues.
- Conduct focus group meetings in traditionally underserved communities to ensure the interests of these groups are incorporated into long range planning efforts.
- Meet with and identify needs of other groups with special interests in the



community.

- Continually experiment with a wide variety of marketing tools and visualization techniques (within limited budgets) to describe transportation plans (including LRTP and TIP) and to incorporate public participation into planning workshops.
- In developing the LRTP and TIP, the MPO will consult with agencies and officials responsible for other planning activities within the MPO that are affected by transportation or coordinate its planning process with such planning activities.
- The MPO will consider other related planning activities within the metropolitan area when developing the LRTP, TIP, and other relevant plans or studies.
- The MPO will provide an additional opportunity for public comment if the final LRTP, TIP or other transportation plans differ significantly from the version that were made available for comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

During the approval process the MPO follows strict guidelines that are meant to allow members of the public and other stakeholders, ample opportunity to review plans and provide feedback. Below is a list of the MPO's plan approval process.

1. The Policy Board will advertise using the standard MPO public notice procedures for input no fewer than two times prior to adoption for:
  - a. The Unified Planning and Work Program
  - b. Transportation Improvement Program (TIP)
  - c. The Long Range Plan (LRP)
2. The Policy Board will hold no fewer than two public hearings prior to adoption of the aforementioned documents, and will provide for a 30-day public comment period between the first advertisement of the public hearing and adoption of the document.



3. Legal notice of public hearings:
  - a. Will be published two weeks prior in The Daily Progress, Charlottesville (a local daily newspaper)
  - b. Will be published two weeks prior in The Free Press, Richmond (a statewide publication serving African American communities)
  - c. Will advertise on the Charlottesville Radio Station, WPVC 94.7 (serving Latin American communities during the El Club Del Sabor program)
  - d. Will advertise on-line with Naciones Radio
  - e. Will be sent to those on the MPO contact list and the media two weeks prior
  - f. Will be posted on the TJPDC website two weeks prior and in the TJPDC offices
  
4. Draft copies of the aforementioned documents will be made available two weeks prior for public review:
  - a. On the MPO website
  - b. Through MPO-area public libraries
  - c. Local planning offices
  - d. VDOT and MPO offices
  
5. Advertisements of MPO public hearings for the aforementioned documents, as well as for critical or adjacent projects that will influence regional transportation; will be posted in central places of low-income and minority neighborhoods.
  
6. At least one public hearing will be held by the Policy Board regarding amendments to the UPWP, TIP, and LRP.



7. Public forums will be held during the update or amendment of the LRP and TIP.
8. Summaries of all comments received and responses to these comments will be included in the TIP, LRTP, and other relevant documents (e.g. meeting minutes).
9. Public information sessions and/or interactive workshops will be held regarding other major studies affecting the region's transportation network as deemed necessary by the Policy Board or by request of the public.

During FY16, MPO staff conducted a strategic planning survey in an effort to help guide the future direction of the MPO. The survey was distributed to local elected officials, MPO Committee members, and state and local planning staff. Respondents to the survey were in agreement that current MPO Committees lack diversity and greater efforts should be made to further engage these populations. Going forward, the MPO and its staff will actively advocate for more diversity and foster a sense of inclusion.

One example of this is the FY2021 Equity in Transportation project where staff will identify under-represented/underserved communities and identify key stakeholders in those communities. We plan to connect with those key stakeholders to improve outreach and engagement with underserved populations.

#### Communications with the Public and Community Organizations<sup>1</sup>

- The MPO will coordinate with the statewide transportation planning public involvement and consultation process, as appropriate.
- The MPO will identify and communicate with populations traditionally underserved by the transportation network, such as those with disabilities and

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<sup>1</sup> The MPO Policy Board may act on an agenda item in the absence of proper notice with approval of a waiver of requirement by 75 percent vote.



low-income persons through organizations and media outlets known to serve these populations.

- The MPO has identified locations of low income and minority communities using Geographic Information Systems (GIS) and has included this mapping data in the Title VI Plan. The MPO will also seek input from these communities throughout the planning phase, and specifically for the TIP and the Long Range Transportation Plan updates. Methods for communicating to this audience may include:
  - Presenting at or sponsoring a community meeting in the targeted area and/or
  - Seeking representatives from the community to participate in an MPO meeting focusing their concerns and/or
  - Seeking representatives from the community and/or from service agencies familiar with the needs of these communities
- Information regarding achievement of goals and deliverables identified in the UPWP will be provided for public review. A final report on the work programmed in the UPWP will be prepared and available for public review annually.
- Meeting materials will be made available electronically and/or distributed to those on the MPO contact list and to the media approximately one week prior to the meeting.
- Notice will be sent to those on the MPO contact list approximately one week prior to each meeting to announce when meeting materials are electronically available.
- Arrangements will be made to accommodate individuals that require special assistance to review meeting materials and other documents and reports.



## VIII. Discrimination Complaint Procedures

Title VI, Environmental Justice, and other subsequent laws prohibit discrimination based on race, color, national origin, handicap, sex, age, income-status and limited-English-speaking proficiency. As a federally-funded agency, the Charlottesville-Albemarle MPO has developed a method for receiving and handling such complaints should they be made. The complaint procedures are outlined as follows:

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, programs or activities, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes, may file a written complaint. This complaint must be submitted using the appropriate Title VI form, which is included as an appendix to this document. All written complaints received by the MPO shall be referred immediately by the MPO's Title VI Coordinator, to the VDOT's Central Office: Civil Rights Division and FHWA District Office.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after the date of the alleged act of discrimination. In this case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.
3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in putting the complaint



in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.

4. Within 10 days of the MPO receiving the allegation in writing, the Title VI Coordinator will inform the complainant of action taken or proposed action to process the allegation, advise the respondent of their rights under Title VI and related statutes, and advise the complainant of other avenues of redress available, such as the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA).
5. Within 10 days, a letter will be sent to the VDOT Central Office, Civil Rights Division, and a copy to the FHWA Virginia Division Office. This letter will list the names of the parties involved, the basis of the complaint, and the assigned investigator.
6. In the case of a complaint against the Charlottesville-Albemarle MPO, a VDOT investigator will prepare a final investigative report and send it to the complainant, respondent (MPO person listed), the MPO Title VI Coordinator, and FHWA Virginia Division.
7. Generally, the following information will be included in every notification to the VDOT Office of Civil Rights:
  - Name, address, and phone number of the complainant.
  - Name(s) and address (es) of alleged discriminating official(s).
  - Basis of complaint (i.e., race, color, national origin, sex, age, handicap/disability, income status, limited English proficiency).
  - Date of alleged discriminatory act(s).
  - Date of complaint received by the recipient.



- A statement of the complaint.
  - Other agencies (state, local or federal) where the complaint has been filed.
  - An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
8. Within 60 days, the MPO Title VI Administrator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of the recipient of federal assistance. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
9. Within 90 days of receipt of the complaint, the MPO Title VI Administrator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the Virginia Department of Transportation or the Federal Highway Administration, if they are dissatisfied with the final decision rendered by the MPO. The MPO will also provide the VDOT Civil Rights Central Office with a copy of the determination and report findings.
10. In the case a nondiscrimination complaint that was originated at the MPO is turned over to and investigated by VDOT, FHWA or another agency, the MPO will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations and VDOT policies and procedures.
11. In accordance with federal law, the MPO will require that applicants of federal assistance notify the MPO of any law suits filed against the applicant or sub-



recipients of federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.

12. The MPO will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and VDOT's established procedures and guidelines.

13. Pursuant to the Virginia Public Records Act (VPRA) § 42.1-76 et seq., the MPO will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by the MPO.

14. Records of complaints and related data will be made available by request in accordance with the Virginia Freedom of Information Act



**Appendix A: Discrimination Complaint Form**

Please provide the following information in order to process your complaint. Assistance is available upon request. Complete this form and mail or deliver:

Thomas Jefferson Planning District Commission, Title VI Coordinator, 401 E Water Street, Charlottesville, VA 22902

You can reach our office Monday-Friday from 8:00am to 5:00pm at (434) 979-7310, by email at [info@tjpd.org](mailto:info@tjpd.org).



Complainant's Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone

No. (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Email

Address \_\_\_\_\_

Person discriminated against (if other than complainant)

Name:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_







## Appendix B: Language Use

**Survey/Program:** American Community Survey

**Universe:** Population 5 years and over

**Year:** 2018

**Estimates:** 5-Year

**Table ID:** C16001

<b>Language Spoken at Home</b>		
	Albemarle County, Virginia	Charlottesville City, Virginia
<b>Label</b>	<b>Estimate</b>	<b>Estimate</b>
Total:	100664	44468
Speak only English	88836	37081
Spanish:	4605	2225
Speak English "very well"	2720	1401
Speak English less than	1885	824



"very well"		
French, Haitian, or Cajun:	473	337
Speak English "very well"	428	326
Speak English less than "very well"	45	11
German or other West Germanic languages:	397	245
Speak English "very well"	371	178
Speak English less than "very well"	26	67
Russian, Polish, or other Slavic languages:	600	213
Speak English "very well"	405	162
Speak English less than "very well"	195	51
Other Indo-European languages:	2208	1382
Speak English "very well"	1325	910



Speak English less than "very well"	883	472
Korean:	529	159
Speak English "very well"	326	132
Speak English less than "very well"	203	27
Chinese (incl. Mandarin, Cantonese):	1376	968
Speak English "very well"	718	638
Speak English less than "very well"	658	330
Vietnamese:	229	171
Speak English "very well"	182	114
Speak English less than "very well"	47	57
Tagalog (incl. Filipino):	171	18
Speak English "very well"	161	6
Speak English less than	10	12



Charlottesville-Albemarle Metropolitan Planning Organization

"very well"		
Other Asian and Pacific Island languages:	659	538
Speak English "very well"	450	355
Speak English less than "very well"	209	183
Arabic:	300	421
Speak English "very well"	204	248
Speak English less than "very well"	96	173
Other and unspecified languages:	281	710
Speak English "very well"	244	279
Speak English less than "very well"	37	431

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

<https://data.census.gov/cedsci/table?q=Charlottesville%20city,%20Virginia&text=Language%20spoken%20at%20home&t=Language%20Spoken%20at%20Home&q=0500000US51003,51540&tid=ACSDT5Y2018.C16001&hidePreview=true>

## Memorandum

**To:** MPO Committee Members  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** October 21, 2020  
**Reference:** Revisions to the FY21 UPWP

### 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 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).

### Background:

The MPO Policy Board approved the current UPWP at their meeting in May of 2020. Since that time, however, staff has determined that there needs to be a reallocation of resources due to a variety of reasons. The TJPDC hosted a summer intern that was able to develop the MPO Primers with very little involvement from PDC staff, which significantly reduced the incurred cost to the MPO for that project. As staff has developed better familiarity with the performance measures, less resources are needed to prepare and communicate the implications for those to the MPO committees.

Based on the comments we received during the update to the Public Participation Plan, it was clear that both the public and the MPO Committees would prefer that there be a more complete review and update to that plan, which requires additional resources to be committed to that effort.

VDOT has recently changed its invoicing requirements, which requires that the resource allocation for individual projects and tasks be as accurate as possible. For those reasons, staff has prepared recommended revisions for the FY21 UPWP to address all of these considerations.

To amend the UPWP, the Public Participation Plan requires a public hearing be held. Staff has scheduled that public hearing for the MPO Policy Board meeting on December 1, 2020.

**Recommendation:**

Staff recommends that the MPO Policy Board conduct the public hearing as scheduled on December 1, 2020, and approve the revisions to the UPWP (as presented or with revisions).

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



# Unified Planning Work Program (UPWP)

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



## Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPD) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), JAUNT, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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## INTRODUCTION

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

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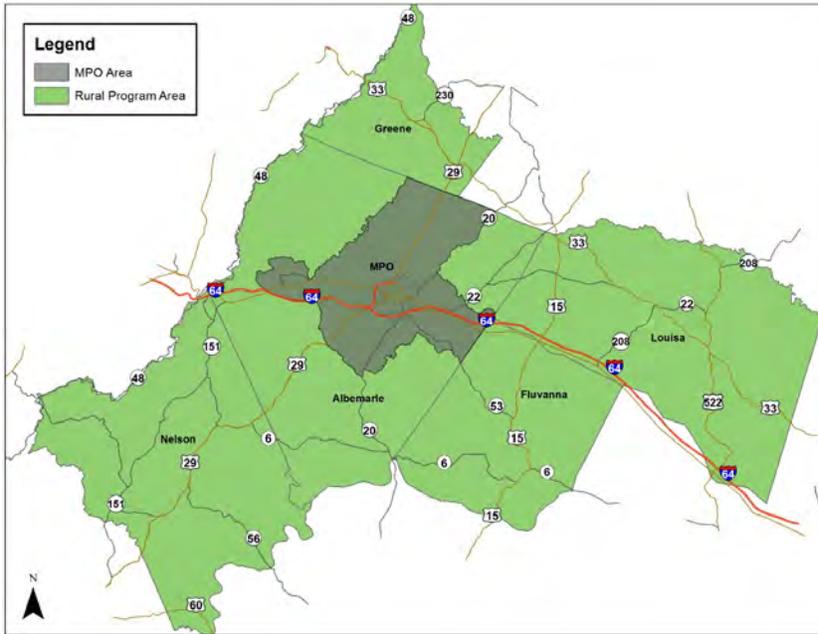
### **Purpose of the Metropolitan Planning Organization**

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.



## 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.

## FY21 Unified Planning Work Program

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 May 27, 2020.

### **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 Unified Planning Work Program

## FY21 UPWP Activities by Task

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### Task 1: Administration

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Total Funding: \$~~70,000~~79,500

PL Funding: \$545,500

FTA Funding: \$24,0500

#### A) Reporting and Compliance with Regulations

PL Funding: \$614,500

FTA Funding: \$3,5007,000

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: \$19,50021,000

FTA Funding: \$10,5007,000

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;
- ~~Citizens Transportation Advisory Committee (CTAC);~~
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

## FY21 Unified Planning Work Program

### 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: \$3,2597,000

FTA Funding: \$1,7503,000

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 News Brief, a bimonthly email newsletter to stakeholders, 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;
- 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 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.

FY21 Unified Planning Work Program

**D) Cross-Jurisdictional Communication**

PL Funding: \$3,2500

FTA Funding: \$1,7500

~~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.~~

**Commented [WH1]:** While these activities will remain, the time spent on them will be accounted for in the other program line items they most closely align with: information sharing, Smart Scale, Compliance with Regulations, specific project interests, etc.

*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 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.~~

**This section has been combined with sub-task D – Information Sharing.**

**E) Public Participation**

PL Funding: \$7,80013,000

FTA Funding: \$4,2007,000

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 and in the first quarter of FY2021. Based on feedback received during the open comment period, there was interest a more robust overhaul of the Public Participation Plan. 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.

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*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; and
- Provide reasonable access to information about transportation issues and processes in

FY21 Unified Planning Work Program

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.~~

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**F) Online Resources**

~~PL Funding: \$5,2000~~

~~FTA Funding: \$2,8000~~

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.

Commented [WH2]: These tasks will continue, but will be accounted for based on the other items they are supporting.

*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: \$176,680131,368~~

~~PL Funding: \$115,07375,573~~

~~FTA Funding: \$61,60755,795~~

**A) MPO 101 Primers**

~~PL Funding: \$15,0005,000~~

~~FTA Funding: \$5,0001,750~~

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.

Commented [WH3]: An intern worked on this project over the summer, so the cost to the MPO was largely reduced.

*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: \$35,0005,757~~

~~FTA Funding: \$02,500~~

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

Commented [WH4]: The workload for this work is greatly reduced as staff develops greater familiarity with the performance measures and its implications. This work will largely involve developing materials that will more clearly communicate the purpose and implications.

## FY21 Unified Planning Work Program

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~~2,555

*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~~27,261

*FTA Funding:* ~~\$13,544~~15,420

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.

**Commented [WH5]:** The overall funding for this has been reduced slightly to allow for more staff time and resources to be spent on a more robust update to the Public Participation Plan and for more staff resources to be directed to actual public engagement.

## FY21 Unified Planning Work Program

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

*PL Funding:* \$0

*FTA Funding:* ~~\$3015,000~~

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; and
- 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:* ~~\$2,0003,500~~

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:* ~~\$14,55520,000~~

*FTA Funding:* ~~\$2,8869,625~~

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.

**H) Transportation Revenue Study**

*PL Funding: \$5,000*

*FTA Funding: \$0*

There continues to be interest in exploring opportunities to identify additional resources that could be used to better leverage funding for transportation system improvements.

**Task 3: Short Range Planning**

*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 SMART SCALE Application**

*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. Final Smart Scale applications were submitted in August of FY21. MPO staff will continue to strengthen its project selection process 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.

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## FY21 Unified Planning Work Program

- 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; 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), Regional Transit Partnership (RTP), and Bike/Ped Support**

*PL Funding:* \$5,000

*FTA Funding:* ~~\$5,000~~ 8,257

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. RideShare and These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM ~~efforts have~~ has 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
- 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.
- 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 responsible for ushering the development of an RTA, if the region determines to consolidate~~

## FY21 Unified Planning Work Program

~~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.~~

Combined with sub-task C - Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

### 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: \$7,500,000

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.

## **F) CTAC – Community Outreach**

PL Funding: \$15,000

FTA Funding: \$7,875

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. 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;
- Demonstrate responsiveness to public input received during transportation planning processes; and,
- Pursue design and funding for a mobile community engagement bus and research other opportunities for creative community engagement.

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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 CA-MPO 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 12<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

*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
LRTP	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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**MPO Policy Board**  
Minutes: September 23, 2020  
DRAFT

**Committee – Voting Members**

Ann Mallek, *Albemarle County (absent)*  
John Lynch, *VDOT – Culpeper District*  
Michael Payne, *City of Charlottesville (Chair)*  
Lloyd Snook, *City of Charlottesville (absent)*  
Ned Gallaway, *Albemarle County*

**Staff**

Sandy Shackelford, *TJPDC*  
Gretchen Thomas, *TJPDC*  
Jessica Hersh-Ballering, *TJPDC*  
Chip Boyles, *TJPDC*  
Lucinda Shannon, *TJPDC*  
Sara Pennington, *Rideshare/TJPDC*

**Non-Voting & Alternates**

Brad Sheffield, *JAUNT (absent)*  
Karen Davis, *JAUNT (absent)*  
Chuck Proctor, *VDOT-Culpeper District*  
Stacy Londrey, *VDOT – Culpeper District*  
Hal Jones, *VDOT – Culpeper District (absent)*  
Julia Monteith, *UVA Office of the Architect*  
Garland Williams, *CAT (absent)*  
Juwhan Lee, *CAT (absent)*

Dan Butch, *Albemarle County (absent)*  
Wood Hudson, *DRPT*  
Tony Cho, *FTA (absent)*  
Travis Pietila, *CTAC (absent)*  
Richard Duran, *FHWA*

**Call to Order:**

Mr. Payne called the virtual meeting to order at 4:01 p.m.

Mr. Payne read a legal preamble to the meeting allowing the MPO Policy Board to meet electronically.

Ms. Shannon reminded the attendees that the meeting is being recorded.

**Matters from the Public:**

Mr. Wolf Josey said re: the Fontaine Avenue project, part of the Smart Scale application, he said he has been a resident of the Fry Springs area for years and knows the area very well. He knows it is a great gateway into grounds and the University. He said he was surprised by the widening of the asphalt near the existing median strip, pulling up healthy trees. He is also surprised by the turn-around lane's design and how a significant of an impact it would make as far as an entry point is concerned. He said it would make the entryway much less desirable.

**Response to Matters from the Public:**

None.

**Public Participation Plan**

Ms. Shackelford reported that staff is updating the Public Participation Plan. She said there was a 45-day public comment period and reviewed the comments that included both simple and substantive revisions.

She said the board could adopt the plan as it was originally presented, adopt the plan with the revisions recommended by the Technical Committee with or without Smart Scale, or table the discussion to do a more robust update at a later date.

She mentioned that the staff would like to adopt the plan with the revisions to ensure compliance with regulations, and then revisit the plan at a later date to add more robust updates to the plan.

Mr. Gallaway said it might be important to find individuals in the community who could be of help in getting information out to the public, instead of waiting for the public to find the information themselves. He said this could be included in the “more robust” updates in the future.

### **Public Participation Plan Public Hearing**

Mr. Payne opened the meeting to the public.

There were no comments from the public.

Mr. Payne closed the public hearing.

Mr. Gallaway made a motion to approve the Public Participation Plan as amended. Ms. Londrey seconded the motion and it passed unanimously.

### **General Administration:**

#### **Review and Acceptance of the Agenda**

Mr. Gallaway made a motion to approve the meeting agenda. Mr. Payne seconded the motion and the motion passed unanimously.

#### **Reschedule November, 2020 Meeting**

Ms. Shannon said the board agreed that Tuesday, December 1 or Thursday, December 3 worked to reschedule the November meeting. It was decided that Tuesday, December 1 from 4 – 6 p.m. would be the next Policy Board meeting.

#### **Approval of July 22, 2020 Minutes**

Mr. Gallaway made a motion to approve the July 22, 2020 minutes. Mr. Payne seconded the motion and the motion passed unanimously.

### **Formal Resolution of Support for MPO Smart Scale Application:**

Mr. Proctor explained the updated concept sketch and changes to the County’s Fontaine Avenue’s Smart Scale application to the Policy Board and meeting participants.

Mr. Boyles said there was a question that came up at the CTB meeting last week. He said it is important to be clear in identifying the objective with a project like this. This one addresses congestion, safety, and west-bound turn movement onto I-64. He asked what the one overall benefit of the project was.

Mr. Proctor said the safety aspect is highest benefit.

Mr. Kondor from the Citizen's Technical Advisory Committee (CTAC), showed his design on the screen and said that his proposed alternative design would cost \$17 million, which is \$3 million less than the current proposed design for the Fontaine Avenue project. He noted that CTAC abstained from voting on the project.

Ms. Monteith said UVA had a team of people who took a look at the project approximately a month and a half ago and then gave it to the public for their comments. She read the comments from the public. She finished the comments by saying that the group felt the project needed a lot more scrutiny before moving forward.

Mr. Gallaway moved for the approval of the Smart Scale application for the Fontaine Avenue project as presented. Mr. Payne seconded the motion. The motion passed unanimously.

Mr. Gallaway noted that the Albemarle County Board of Supervisors preferred the previous design.

### **Discussion**

#### **Electric Vehicle Charging Station Needs Assessment**

Ms. Shannon said there is an ongoing needs assessment for electric vehicle charging stations in Region 10, which includes areas outside of the MPO. She asked for comments and recommendations on the assessment. She said CTAC and the Technical committee members have sent her information and she wanted to get input from the Policy Board as well.

Mr. Lynch said the Town of Culpeper was looking at something similar, so he recommended she add that to her list of those to contact.

### **Discussion**

#### **Process and Use of Committees in Development of Smart Scale Projects**

Mr. Boyles has proposed a policy to initiate SmartScale considerations in January to consider at least two MPO projects that either 1) have been submitted in the past that didn't score well, 2) projects that haven't been submitted in the past, but have gained in priority, and 3) projects that are in VTRANS and in the CA-MPO Long-Range Transportation Plan, and move them forward in the application selection process. This will allow for more community input and public engagement 16-18 months before the applications are due.

He went on to say that the downside to this is that these projects often require some technical assistance. Often VDOT can help with that, but not always. If the MPO can go to the local governments early enough, they would be petitioned for money to help with a consulting engineer. The timing this year is not amenable to this, so hopefully VDOT will be able to help.

Mr. Boyles said there will be a formal policy for adoption at the next meeting re: considering Smart Scale projects much earlier than in previous years.

### **Staff Updates**

#### **MPO 2020 Annual Report**

Ms. Shannon gave the committee the Annual Report that the MPO submitted to VDOT for activities completed throughout the year.

#### **Update Title VI Plan Draft**

Ms. Shannon said the Title VI plan has been updated with the changes highlighted in blue. See packet for the draft. In future years, there will be a more robust plan.

The Title VI Plan will be approved at the next meeting.

TIP Administrative Adjustment Memo

Ms. Shannon said there were some administrative adjustments to the TIP. See packet for the memo and tables.

**Items Added to the Agenda**

None.

Ms. Shackelford said the information to be voted on at the next meeting will be forwarded to the Board at least a week prior to the meeting.

**Additional Matters from the Public**

None.

Mr. Payne adjourned the meeting at 5:01 p.m.

**From:** [Sandy Shackelford](#)  
**To:** [Jessica Ballering](#); [Nick Morrison](#); [Lucinda Shannon](#)  
**Cc:** [Chip Boyles](#)  
**Subject:** FW: Comments on Public Participation Plan  
**Date:** Monday, September 14, 2020 2:55:27 PM

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All,

This comment came in after I had already sent out in the memo with the other comments, but could you please make sure it gets sent to your various committees as well for consideration when discussing the Public Participation Plan.

Thanks!

Sandy Shackelford, AICP  
Director of Planning & Transportation  
Thomas Jefferson Planning District Commission  
434-422-4823

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**From:** Lee Kondor <leekondor@gmail.com>  
**Sent:** Thursday, September 10, 2020 3:21 PM  
**To:** Sandy Shackelford <Sshackelford@tjpd.org>  
**Subject:** Comments on Public Participation Plan

Sandy,

I first apologize for submitting this at the last minute, but as a new member of the CTAC, this is the first opportunity I had to review the PPP in detail.

Most of my comments are of an editorial nature and are as follows:

1. "PPP" is used as an acronym for Public Participation Plan, and as such, it should be included in the Glossary of Acronyms.
2. The acronym "GIS" appears in the fourth bullet on page 5. Some readers might not know this acronym stands for Geographic Information System, so it, too, should be added to the Glossary of Acronyms.
3. I believe that the list of plans and studies in Section 4 starting on page 7 should specifically include Smart Scale proposals. Smart Scale proposals are the means by which the LRTP is implemented, and such proposals are potentially of greater interest to the public, particularly in the vicinity of the affected area, than high-level documents such as the LRTP. Furthermore, public comment should be expanded to public input. I have personally, and at my expense, developed alternative designs to some recent Smart Scale proposals, but the opportunities for public input to these proposals come almost too late in the process for someone like myself to consider alternatives and have VDOT actually seriously consider them. It would be better to announce when a prospective transportation improvement project is first being considered and make the public aware of the issue to be addressed. That would give interested parties

as much time as VDOT to develop potential solutions to the issue so that the MPO Policy Board has more than one option to consider.

Thank you.

Lee Kondor  
1051 Glenwood Station Ln, Unit 204  
Charlottesville, VA 22901-5718  
[leekondor@gmail.com](mailto:leekondor@gmail.com)

## MEMO

**To:** CA-MPO Policy Board  
**From:** Chip Boyles, Executive Director  
**Date:** July 22, 2020 REVISED September 8, 2020 REVISED December 1, 2020  
**Re:** 2022 Smart Scale MPO Project Selection Process

**Purpose:** To identify and fully vet with equitable and engaged community participation, transportation projects to be submitted for 2022 and future Smart Scale funding application consideration.

**Background:** SmartScale is the Virginia Department of Transportation's application process to fund transportation projects within the Commonwealth. Applications are accepted every two years and are qualified and ranked based upon benefit of the project and available funding. According to local, regional or state benefit of the project, projects may apply for either VDOT District Funds or the more competitive Statewide funds. Normally, local governments, Planning District Commissions and MPO's may apply for up to four projects per round. VDOT presents the ranked projects to the Commonwealth Transportation Board who then reviews and approves projects to be funded in the Six Year Improvement Plan of Virginia. The MPO has since the beginning of Smart Scale received recommendations for Smart Scale application in two methods:

1. The MPO Technical Committee recommends projects to be reviewed and recommended to the MPO Citizen's Advisory Committee for review and to the MPO Policy Board and local government for final consideration; and
2. Receive recommendations directly from the City of Charlottesville and Albemarle County for the MPO to apply on their behalf.

During the 2020 application process, one project, the Route 20 Bike/Ped Path, experienced the need for additional community engagement and design review beyond the review provided for past project applications. To meet application submission deadlines, a number of citizens and interested stakeholder groups had not been fully engaged in the preliminary conceptual designs and project options. The result was a conceptual project that was not adequately vetted by the public. Following the Smart Scale and MPO Policy Board protocol, the project did not receive approval to be submitted for funding consideration through Smart Scale. Because of the timing of this, the MPO will be asked to submit only three projects in 2020 for their four available submissions.

**Issues:** The MPO Policy Board needs to determine a way to identify priority projects much earlier to be considered for future Smart Scale submissions. To be included in this selection process, determining which possible projects require any additional community engagement or design or local match and which may require only minor community engagement. The MPO would not have resources available to fully engage four or more projects for each Smart Scale round.

**Action Needed:** MPO staff recommends that the following Smart Scale selection procedures be approved that will help to prioritize transportation projects for Smart Scale consideration and apply ONLY to

projects to be submitted by the MPO; determine which priority projects require additional community engagement and/or design and/or local match; determine how to address direct project requests by the City of Charlottesville and Albemarle County. Local governments and the TJPDC will determine procedures for their own direct project application submissions to VDOT's SmartScale. MPO submitted project procedures should be in place by February, 2021.

Recommended procedures:

Once Smart Scale scoring is provided from the most recent submission round, usually in January following the most recent submissions, MPO staff will present current scores to the MPO Policy Board, CTAC and Technical Committee.

CTAC and the MPO Tech Committee will review to recommend projects to be considered by the MPO Policy Board for the next Smart Scale round.

Recommendations will be shared with the City of Charlottesville and Albemarle County. Charlottesville and Albemarle may support these recommendations and/or offer their own projects for consideration by the MPO Policy Board. Projects to be considered must be submitted to the MPO Policy Board by May of the same year.

CTAC and Tech Committee will review and consider the requested projects and will provide a list of up to five recommended projects to the MPO Policy Board.

In that recommendation, projects will be prioritized as major or minor projects. No more than two projects may be considered major. The MPO Policy Board may approve up to two projects as major.

Major projects will require an appointed advisory panel to advise on project development and community engagement to include specific online information (web site), similar but smaller than the Hydraulic and 29 Advisory Panel. It is likely outside consulting will be required to develop technical options. External design consulting may be provided by VDOT or through local government contract, as funding is available. Each advisory panel will be appointed by the MPO Policy Board and staffed by the TJPDC staff. Panel meetings should begin in October. This panel will meet regularly to review the objectives of the project and possible options, to include opportunities and threats of the transportation and land use changes of the potential project. Updates will be provided to the Technical Committee, CTAC and MPO Policy Board.

Minor projects will not require an advisory panel and will rely solely on VDOT, MPO Technical Committee and VDOT consultants for technical expertise. TJPDC staff will coordinate public engagement through grouped engagement meetings and CTAC meetings meeting SmartScale requirements.

The procedures of this policy may be waived at any time by the MPO Policy Board for Minor or Major Projects should local government projects or Major Project development dictate alternate project application submissions.

## SAMPLE SCHEDULE

January '21	CTB receives VDOT scored projects
March '21	Project Scores from VDOT presented to MPO Committees
May '21	New projects must be submitted to CTAC and Tech Committee by local governments, transit agencies, or other interested groups for consideration as MPO Smart Scale applications. All submissions must meet minimum SmartScale requirements for consideration.
June '21	Award of previous project funding by CTB
July '21	New projects are recommended by CTAC and Tech Committee to MPO Policy Board.
Sept '21	MPO Policy Board approves projects to be considered, differentiates between Major & Minor
Nov '21	MPO Policy Board appoints Advisory Panels. (May occur in September if needed)
Jan– June'22	Panels Meet (may begin in October if needed)
March '22	Local government and TJPDC project applications due to MPO Policy Board for consideration of support resolutions
April '22	Letters of Intent due to VDOT
May '22	MPO Policy Board considers resolutions for projects to submit for funding MPO Policy Board considers support of local government and TJPDC project applications
Aug '22	Smart Scale Applications due

#### Concerns:

1. Will require the MPO and local governments to identify priority projects much earlier than previously
2. Limits the ability of the MPO to apply on behalf of the local government
3. Does not have resources for engineering and design consulting. The MPO only has resources for limited planning and facilitation.
4. Will require more than one cycle to meet local government Capital Improvement Plan deadlines for funding toward identified projects.
5. This process will become a major funded program for the MPO's VDOT provided annual funding and Unified Planning Work Program (UPWP)

#### Benefits:

1. Improved community engagement beyond what is required to submit Smart Scale applications
2. Early consideration of match funding to improve project scores
3. Identification of design/engineering funding to assist in application development
4. Major role of CTAC becomes consideration and recommendation of proposed SmartScale projects



COMMONWEALTH of VIRGINIA  
*Office of the*  
SECRETARY of TRANSPORTATION

# DRAFT POLICY FOR THE PRIORITIZATION OF VTRANS MID-TERM NEEDS

CHARLOTTESVILLE-ALBEMARLE MPO  
TECHNICAL ADVISORY COMMITTEE

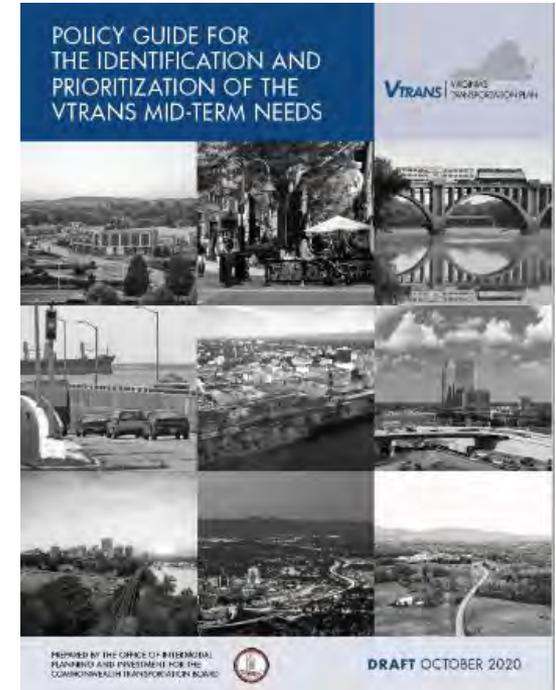
Chris Wichman  
Virginia Office of Intermodal Planning and Investment

November 17, 2020



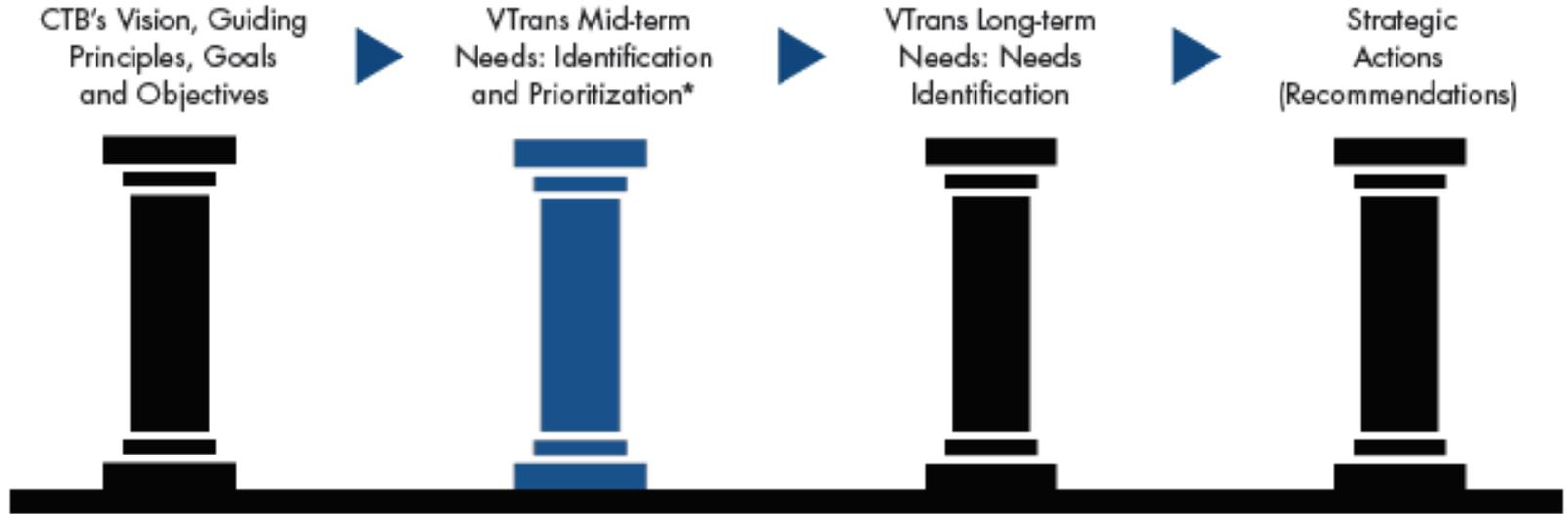
# DISCUSSION ITEMS

- **Context and Overview**
- **Significance of the Mid-term Needs Prioritization Policy**
- **Process and Steps**
- **Resources for Review and Reference**
- **Next Steps**



# CONTEXT AND OVERVIEW | ABOUT VTRANS

- VTrans is Virginia's Multimodal Transportation Plan



\*Focus of this Policy Guide

## Major Components of VTrans

## CONTEXT AND OVERVIEW | ABOUT VTRANS

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- VTrans seeks to address various state and federal requirements and business requirements
  - Federal requirement [23 U.S.C. 135](#) and others
  - State requirement [§ 33.2-353](#): OIPI to **assist the CTB** in the development and **update of a Statewide Transportation Plan**. Conduct a statewide needs assessment of CoSS, RN, UDA travel markets
  - State requirement [§ 2.2-229](#): OIPI to assist the Commonwealth Transportation Board in the **development of a comprehensive, multimodal transportation policy**, which may be developed as part of the Statewide Transportation Plan pursuant to § 33.2-353
  - State requirement [§ 33.2-214.1](#): A project/funding request submitted for SMART SCALE **screened by the CTB for consistency with capacity and safety needs identified in VTrans**
  - State requirement [§ 33.2-357](#): A projects/funding request submitted for VDOT Revenue Sharing Program receives a **priority consideration if the projects meets a need in VTrans** or accelerates a project in a locality's capital improvement plan

## CONTEXT AND OVERVIEW | ABOUT VTRANS

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- VTrans also benefits from and intends to inform local and regional transportation plan and planning process
  - State requirement [§ 33.2-353](#): “It is the intent of the General Assembly that this plan assess transportation needs and assign priorities to projects on a statewide basis, **avoiding** the production of **a plan that is an aggregation of local, district, regional, or modal plans.**”

## CONTEXT AND OVERVIEW | PLANNING HORIZONS

- **VTrans identifies Transportation Needs (policy and infrastructure) for two planning horizons**

	Mid-Term Needs	Long-Term Needs
Planning Horizon	<ul style="list-style-type: none"><li>• 0 - 10 years</li></ul>	<ul style="list-style-type: none"><li>• Next 20+ years</li></ul>
Purpose	<ul style="list-style-type: none"><li>• Screen SMART SCALE funding requests</li><li>• Act as a criteria for the evaluation of VDOT Revenue Sharing funding requests</li></ul>	<ul style="list-style-type: none"><li>• Inform policy to prepare for gradual and systematic change</li></ul>
Board Action	<ul style="list-style-type: none"><li>• January 2020: Policy for Identification of VTrans Mid-term Needs adopted</li><li>• January 2021: Policy for the Prioritization of VTrans Mid-term Needs, request for CTB action</li></ul>	<ul style="list-style-type: none"><li>• Scheduled for fall of 2021</li></ul>

## CONTEXT AND OVERVIEW | SIGNIFICANCE OF THE PRIORITIZATION POLICY

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- Based on the guidance from the CTB, the Policy for the Prioritization of VTrans Mid-term Needs may form the basis for:
  - Allocation of limited state dollars for studies, project development, or advanced activities
  - Other planning and programming purposes

# DRAFT PRIORITIZATION POLICY | PROCESS

## STEP 1

Establish Types of  
Priorities

- Establish criteria for aggregating VTrans Need Categories

## STEP 2

Prioritize within  
Needs Categories

Prioritized  
Needs

- Very high
- High
- Medium
- Low

## STEP 3

Weigh and  
Aggregate Needs  
across Needs  
Categories

- Apply weighting
- Identify initial Statewide and District Priority Locations

## STEP 4

Adjust Priorities  
for Influencing  
Factors

Prioritized locations:

- Statewide Priority Locations 1 - 4
- District Priority Locations 1 - 4

- Consider influencing factors
- Adjust the Statewide and District Priority Locations

# DRAFT PRIORITIZATION POLICY | STEP 1: ESTABLISH TYPES OF PRIORITIES

**Statewide Priorities:** Statewide Priorities are established using Needs in the following VTrans Travel Markets:

- Corridors of Statewide Significance (CoSS)
- Safety along CoSS

One set of Statewide Priorities  
Directly or indirectly benefit Virginians no matter where they live.



**Construction District Priorities:** Construction District Priorities are established using Needs in the following VTrans Travel Markets:

- Regional Networks (RN)
- Safety
- Urban Development Area (UDA): Access to Industrial and Economic Development Areas (IEDA)

Nine sets of Construction District Priorities, one for Each Construction District  
Serve regional transportation needs in each Construction District.



Photo Credit: Virginia Department of Transportation

# DRAFT PRIORITIZATION POLICY | STEP 2: PRIORITIZE WITHIN EACH NEED CATEGORY

- Prioritize each Need Category (e.g. Congestion, Safety, etc.) using:
  - Severity
  - Magnitude

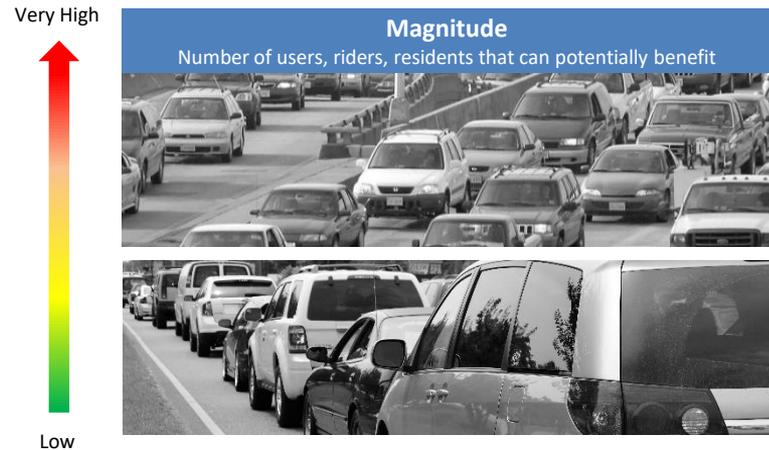
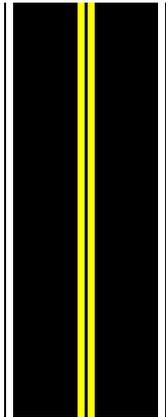


Photo Credit: Virginia Department of Transportation

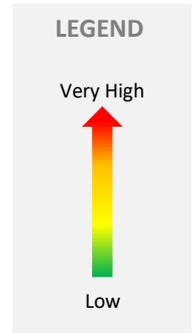
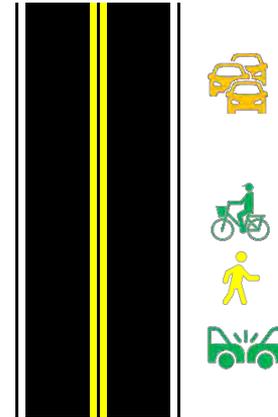
# DRAFT PRIORITIZATION POLICY | STEP 3: WEIGH AND AGGREGATE ACROSS NEED CATEGORIES

- Prioritized Needs (Very High, High, Medium, Low) are weighted by category and added for each segment

- Location with a Very High Transit Access Need
- No other Needs are present



- Location with several High, Medium, and Low Needs
- No Very High Need Present



# DRAFT PRIORITIZATION POLICY | STEP 3: WEIGH AND AGGREGATE ACROSS NEED CATEGORIES

Travel Market	Board-adopted VTrans Need Category	Weighting - Statewide Priority	Weighting - District Priority			
			Area Type A	Area Type B	Area Type C	Area Type D
CoSS	Congestion Mitigation	25.00%	These Need Categories are not utilized for establishing Construction District Priority Locations.			
CoSS	Improved Reliability	15.00%				
CoSS	Rail on Time Performance	10.00%				
CoSS	Capacity Preservation	10.00%				
CoSS	Transportation Demand Management	15.00%				
Safety	Roadway Safety (on CoSS)	25.00%				
RN	Congestion Mitigation	These Need Categories are not utilized for establishing Statewide Priority Locations.	25.00%	15.00%	10.00%	5.00%
RN	Improved Reliability		20.00%	10.00%	5.00%	5.00%
RN	Transit Access to Activity Centers		5.00%	6.25%	6.25%	3.75%
RN	Transit Access - Equity Emphasis Areas		5.00%	6.25%	6.25%	3.75%
RN	Bicycle Access to Activity Centers		5.00%	6.25%	6.25%	3.75%
RN	Pedestrian Access to Activity Centers		5.00%	6.25%	6.25%	3.75%
RN	Capacity Preservation		2.50%	10.00%	15.00%	20.00%
RN	Transportation Demand Management		10.00%	10.00%	10.00%	10.00%
Safety	Roadway Safety		15.00%	15.00%	20.00%	25.00%
Safety	Pedestrian Safety		5.00%	5.00%	5.00%	5.00%
UDA	Access to Industrial and Economic Development Areas		2.50%	10.00%	10.00%	15.00%
Total			100%	100.00%	100.00%	100.00%

# DRAFT PRIORITIZATION POLICY | STEP 4: ADJUST FOR INFLUENCING FACTORS

- Initial Priority Locations are adjusted for two types of influencing factors depending on co-located relevant Needs
  - Co-located bridge and pavement needs
  - Exposure to flooding

## Co-located Bridge and Pavement Needs



Carson Road (Rte 703) Bridge Replacement



I-81 Pavement Project

## Exposure to Flooding

Projected or Historic Sea-level Rise, Storm Surge, and Inland/Riverine Flooding



Tropical Storm IDA – Route 10



Hurricane Isabel – Midlothian Turnpike & Labrook Drive

Photo Credit: Virginia Department of Transportation

# DRAFT CONSTRUCTION DISTRICT PRIORITY LOCATIONS

- Mid-term Prioritization [webpage](#) includes a webmap to view the results

**Draft Construction District Priority Locations**

Find address or place

STEP 2:  
Priorities are established within the following Need Categories based on severity and magnitude of the Needs

- Congestion mitigation (RN)
- Reliability improvement (Roadway) (RN)
- Transit EEA Access (RN)
- Transit Access to AC (RN)
- Pedestrian access to AC (RN)
- Bicycle access to AC (RN)
- Access to IEDA (UDA - Statewide)
- Roadway safety (Statewide)
- Capacity preservation (RN)
- Transportation demand management (RN)
- Pedestrian safety

STEP 3:  
Needs are weighted and aggregated across the different categories by location

InteractVTrans

Germantown

Aspen Hill

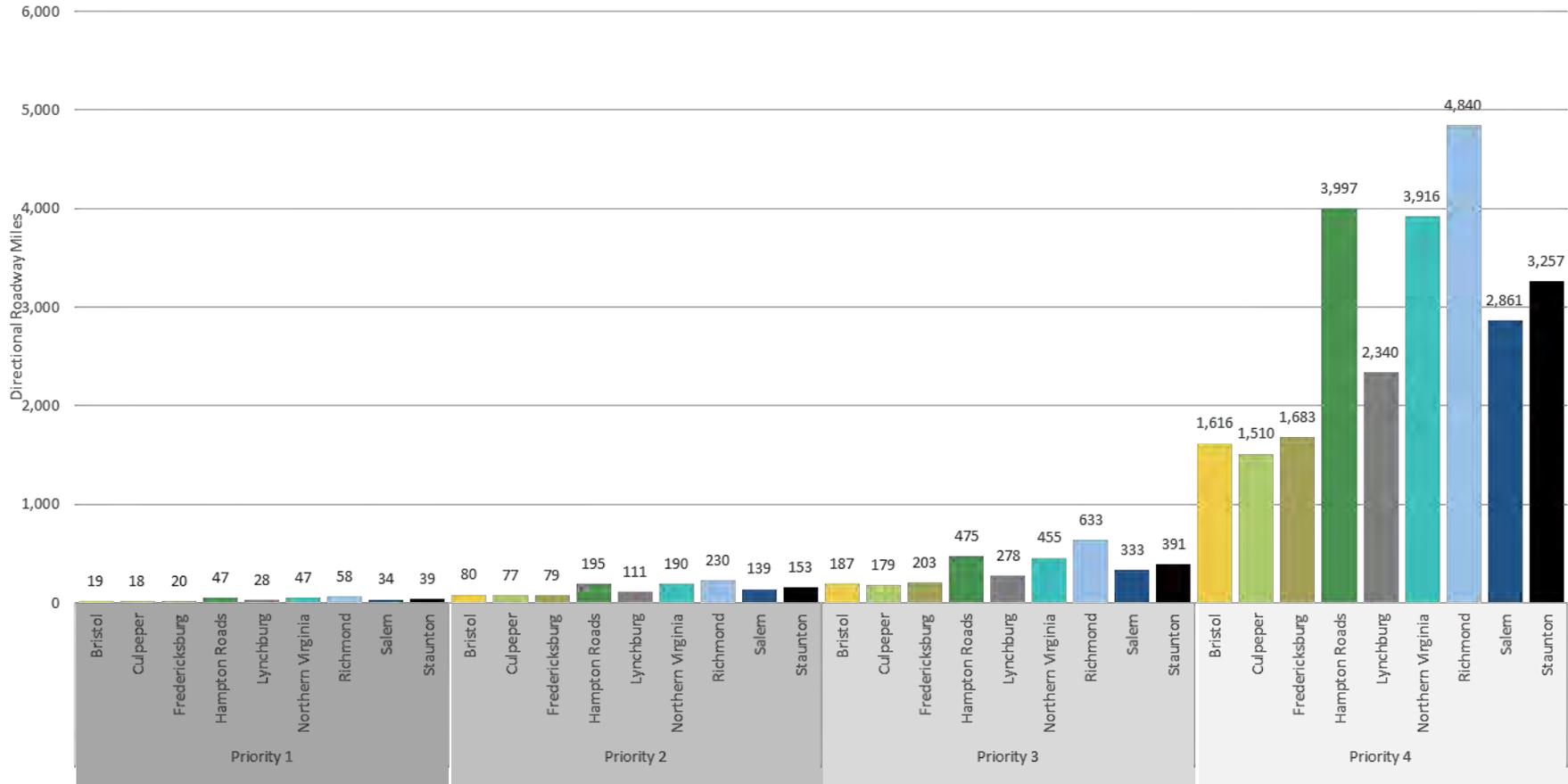
Washington

Alexandria

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# DRAFT CONSTRUCTION DISTRICT PRIORITY LOCATIONS | SUMMARY BY DISTRICT



# DRAFT STATEWIDE PRIORITY LOCATIONS

- Mid-term Prioritization [webpage](#) includes a webmap to view the results

**Draft Statewide Priority Locations**

Draft Construction District Priority Locations

Priorities are established within the following Need Categories based on severity and magnitude of the Needs

- Congestion mitigation (CoSS) ?
- Reliability improvement (Roadway) (CoSS) ?
- Reliability improvement (Intercity/commuter rail) (CoSS) ?
- Roadway safety (On CoSS) ?
- Capacity preservation (CoSS) ?
- Transportation demand management (CoSS) ?

STEP 3:  
Needs are weighted and aggregated across the different categories by location ?

STEP 4:  
Aggregated scores are adjusted for co-located Bridge and Pavement Needs and Exposure to Sea-level Rise, Storm Surge, and/or Inland Riverine Flooding

- Applicable vulnerability to flooding exposure (On CoSS) ?
- Applicable bridge needs (On CoSS) ?
- Applicable pavement needs (On CoSS) ?

Find address or place

Winchester

Germantown

Aspen Hill

Berling

Reston

Washington

Centerville

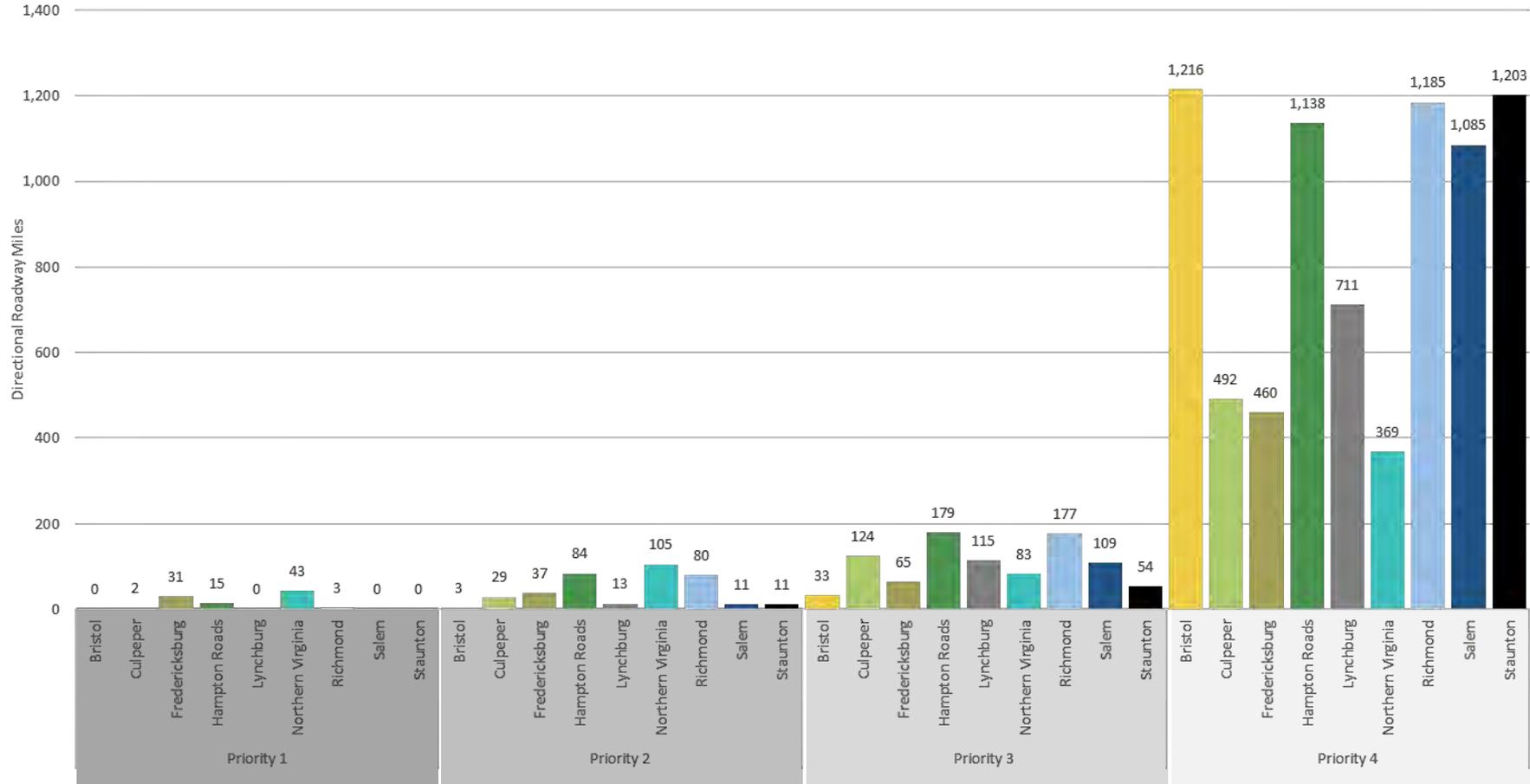
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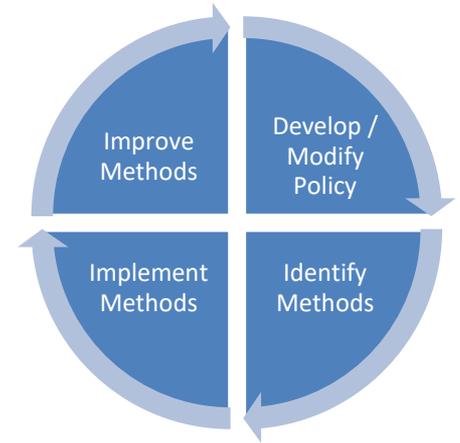
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# DRAFT STATEWIDE PRIORITY LOCATIONS | SUMMARY BY CONSTRUCTION DISTRICT



# DRAFT PRIORITIZATION POLICY | NOTEWORTHY ITEMS

1. A solution/improvement does not have to be co-located with a prioritized need.
2. Identified Mid-term Needs or priorities do not limit or prescribe nature, type (infrastructure, program, policy), or mode (highway, transit, bike-ped) of improvements.
3. Continuous Improvement
  - In case of inadvertent errors in the execution (maps), the Board-adopted Policy and the methods, processes, and techniques documented in the [Technical Guide](#) take precedence.
  - The execution of the Prioritization Policy (maps) will benefit from **Continuous Improvement**. For example, in the future programmed projects can be considered while establishing priority locations.



## 4. UDA Needs: Growth and Accessibility Planning (GAP) Technical Assistance Program

- Planning Assistance for the CTB-identified Mid-term **UDA Needs**
- Planning Assistance for designating UDAs
- Planning Assistance for other CTB priorities per the [VTrans2040 Implementation Plan](#) – actions that the CTB directed OIPI, VDOT, and DRPT to address
- Upcoming webinars: *Overview of the GAP Technical Assistance Program and Q&A*
  - November 18<sup>th</sup> ([Link to Register](#))
  - December 9<sup>th</sup> ([Link to Register](#))



# NEXT STEPS | TIMELINE

May	<b>Briefings</b> Gather initial feedback on the policy for the prioritization of VTrans Mid-term Needs
July	<b>CTB Workshop</b> Present initial approach to the policy and gather feedback
July - Sept	<b>Evaluate</b> Develop initial policy options and develop results
Oct - Nov	<b>Briefings</b> Present policy outline
Oct - Nov	<b>Release Draft Policy</b> 30-day review and comment period, Conduct VTrans Virtual Workshops
Dec	<b>CTB Workshop</b> Present summary of comments received on the draft policy
Jan 2021	<b>CTB Meeting</b> Incorporate changes and request Board Action

# NEXT STEPS | 2020 VTRANS WORKSHOPS

- **Overview** of the Draft Policy for the Prioritization of VTrans Mid-term Needs
  - Workshop 1: Thursday, October 29<sup>th</sup>, 2020, 1:30pm - 3:00pm. [Workshop Page & Recording](#)
  - Workshop 2: Friday, October 30<sup>th</sup>, 2020, 10:00am - 11:30am. [Workshop Page & Recording](#)
- **Questions and Answers (Q&A)** related to the Draft Policy for Prioritization of VTrans Mid-term Needs
  - Workshop 3: Friday, November 13<sup>th</sup>, 10:00am - 11:30am. [Register](#), [Workshop Page](#)
  - Workshop 4: Tuesday November 17<sup>th</sup>, 1:30pm - 3:00pm. [Register](#), [Workshop Page](#)

Public Comment Period open through November 30<sup>th</sup>

Note: Attendance at workshops is **NOT** required to provide comments on the Draft Policy



Photographs from 2019 VTrans Workshops



## OIPI Staff Contact Information:

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Sign up for updates on the website ([www.VTrans.org](http://www.VTrans.org))



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**Thank you**

## Draft Policy Guide for the Prioritization of the VTrans Mid-term Needs

The Virginia Office of Intermodal Planning and Investment has released the [Draft Policy Guide for the Prioritization of the 2019 VTrans Mid-term Needs](#), which is now available through November 30th, 2020 for public review and comment.

### Resources for Review and Reference

- [Documents for review, results, and reference documents](#)
- [Frequently Asked Questions](#)

**Background:** Earlier this year, the Commonwealth Transportation Board adopted the Policy for the Identification of VTrans Mid-term Needs and accepted the [2019 VTrans Mid-term Needs](#), which were used as a screening criteria for SMART SCALE Round 4. In January, the Board also directed the Office of Intermodal Planning and Investment to [prioritize the identified 2019 VTrans Mid-term Needs](#).

**Significance of the Prioritized VTrans Mid-term Needs:** Based on the direction from the Board, the prioritized VTrans Mid-term Needs may form the basis for VDOT and DRPT's planning and project development efforts as well as policies related to funding programs and activities.

### How to provide comment or gather more information:

- **Attend an upcoming workshop: Gather more information and clarifications.** Participation at these workshops is not required to provide feedback. The presentation for the first set of two sessions were recorded and posted.
  - Overview of the Draft Policy for Prioritization of VTrans Mid-term Needs (both workshops had the same content)
    - Workshop 1: Held on Thursday, October 29th, 2020 ([More Info and Link to Recording](#))
    - Workshop 2: Held on Friday, October 30th, 2020 ([More info and Link to Recording](#))
  - Q&A related to the Draft Policy for Prioritization of VTrans Mid-term Needs
    - Workshop 3: 10:00am - 11:30am, Friday, November 13th ([Register](#), [More Info](#))
    - Workshop 4: 1:30pm - 3:00pm, Tuesday November 17th ([Register](#), [More info](#))
- **Email your comments:** Email your comments to [comment@vtrans.org](mailto:comment@vtrans.org)
- **Mail your comments:** Mail to the Office of Intermodal Planning and Investment, 1221 E. Broad Street, 2nd Floor, East Wing, Richmond, VA 23219.
- **Contact VTrans Team:** You can [contact the VTrans Team](#) to request more information.



COMMONWEALTH of VIRGINIA

Office of the

SECRETARY of TRANSPORTATION

# Transportation Performance Management 2021 Safety Measure Targets

Stephen Read, P.E.  
Safety Planning Manager  
November, 2020



# Safety Performance Management Background

- **MAP-21 federal law establishes performance targets for Safety (5 measures)**
- **Safety targets must be established annually**
- **VDOT and Governor's Highway Safety Office (DMV) must agree to targets for 3 of the 5 performance measures**
- **DMV must report targets to NHTSA by June 30**
- **VDOT must report targets to FHWA by August 31**
- **MPOs report to DOT within 180 days**

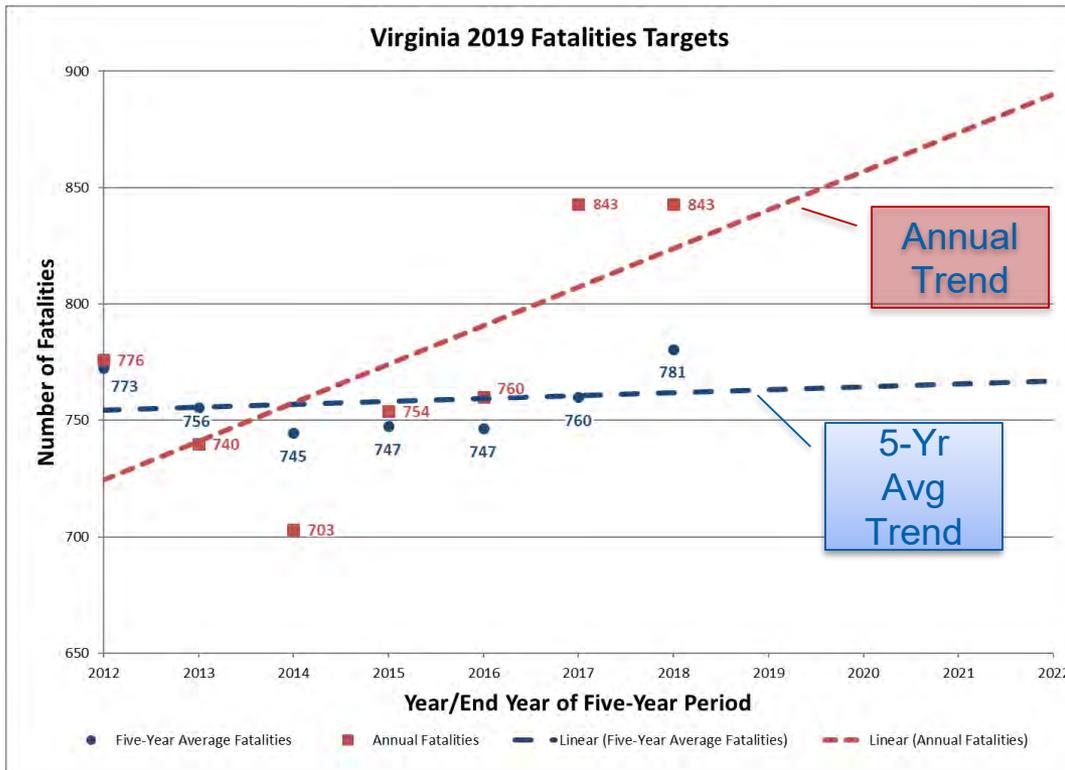
# Safety Performance Measures

- **Number of fatalities\***
- **Number of serious injuries\***
- **Rate of fatalities per 100M vehicle miles traveled\***
- **Rate of serious injuries per 100M vehicles miles traveled**
- **Number of non-motorized fatalities and serious injuries**

**Submitted as five-year average values**

\*Federal measures requiring coordination with the Governor's Highway Safety Office

# Setting 2019 Targets was Pivotal Year



Recent annual number trends did not match five-year average trends.

Commonwealth Transportation Board requested that a more data driven model and method be developed for safety targets.

# Refining Target Setting: Data-Driven Method

## Key steps to develop 2021 targets:

1. Evaluate anticipated benefits of recent (or soon to be completed) infrastructure projects
2. Analyze external factors to predict 2019 baseline crash safety measure counts for validation
  - assess new factors
  - update and refine model for 2021 predictions
3. Combine the baseline predictions with project benefits to establish data-driven targets

# Step 1: All Projects Expected Reductions and Cost per Annual Reduction

Description	F People	SI People	F + SI Ped/Bike People
Spot/Corridor Reduction	1.0 / Yr	11.2 / Yr	1.3 / Yr
Spot Cost / Annual Reduction	\$415.5 M	\$37.1 M	\$193.1 M
Hybrid Reduction	1.5 / Yr	7.8 / Yr	0.6 / Yr
Hybrid Cost / Annual Reduction	\$24.4 M	\$4.7 M	\$20.8 M
Systemic Reduction	1.1 / Yr	15 / Yr	7.5 / Yr
Systemic Cost / Annual Reduction	\$19.8 M	\$1.5 M	\$1.85 M
<b>Total Expected Annual Reductions</b>	<b>3.6 / Yr</b>	<b>33.9 / Yr</b>	<b>9.4 / Yr</b>

# Step 2: Analyze External Factors to Predict 2021 Baseline

Refining the predictive baseline models includes three steps:

1. Assess past and new external factors with annual factors to calibrate the models
2. Validate the model external and annual factors with 2019 data
3. Forecast external and annual factors for 2021 measure predictions

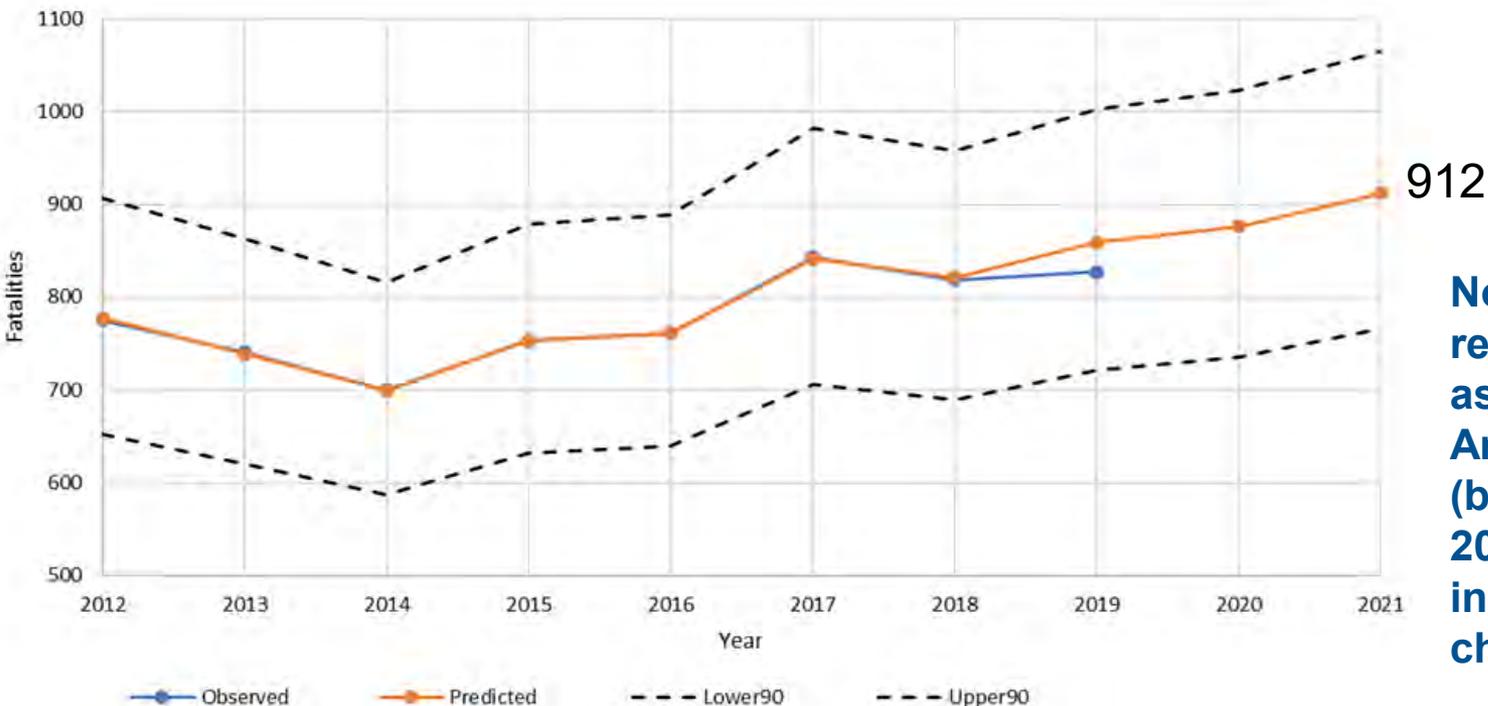
$$\begin{array}{ccccccc} \text{Safety Measure} & = & \text{Exposure} & \times & \text{External Factors} & \times & \text{Annual Factor} \\ \text{(by District \& Month)} & & \text{(Vehicle Miles)} & & \text{(by District \& Month)} & & \end{array}$$

# Step 2 - 2021 Baseline Prediction Models

External Factor	Effect on Fatal Crashes	Effect on Serious Injury crashes	Effect on Bike/Ped crashes
VMT growth	↑	↑	↑
Increasing local functional class % of VMT	↑	↑	↑
Increasing young population (15-24)	↑	↑	↑
Increasing aging population (75+)	↑	↑	
Gallons Liquor Sold		↑	
Liquor licenses			↑
Increased highway resurfacing spending	↓		
Increased emergency/incident management spending	↓		
Increased total behavioral programs spending	↓	↓	
Increased roadway maintenance spending		↓	
Increased average snowfall per month		↓	↓
Increased rural functional class % of VMT			↓
Increased non-motorized behavioral program spending			↓
Increased gas prices			↓

 = Additional factor in 2021 model

# Predicted and Observed Fatalities: Previous trends continue in 2020-2021



**Note: Based on recent years, assumed flattening Annual Factor trend (but still increasing). 2019 was key indicator of changes.**

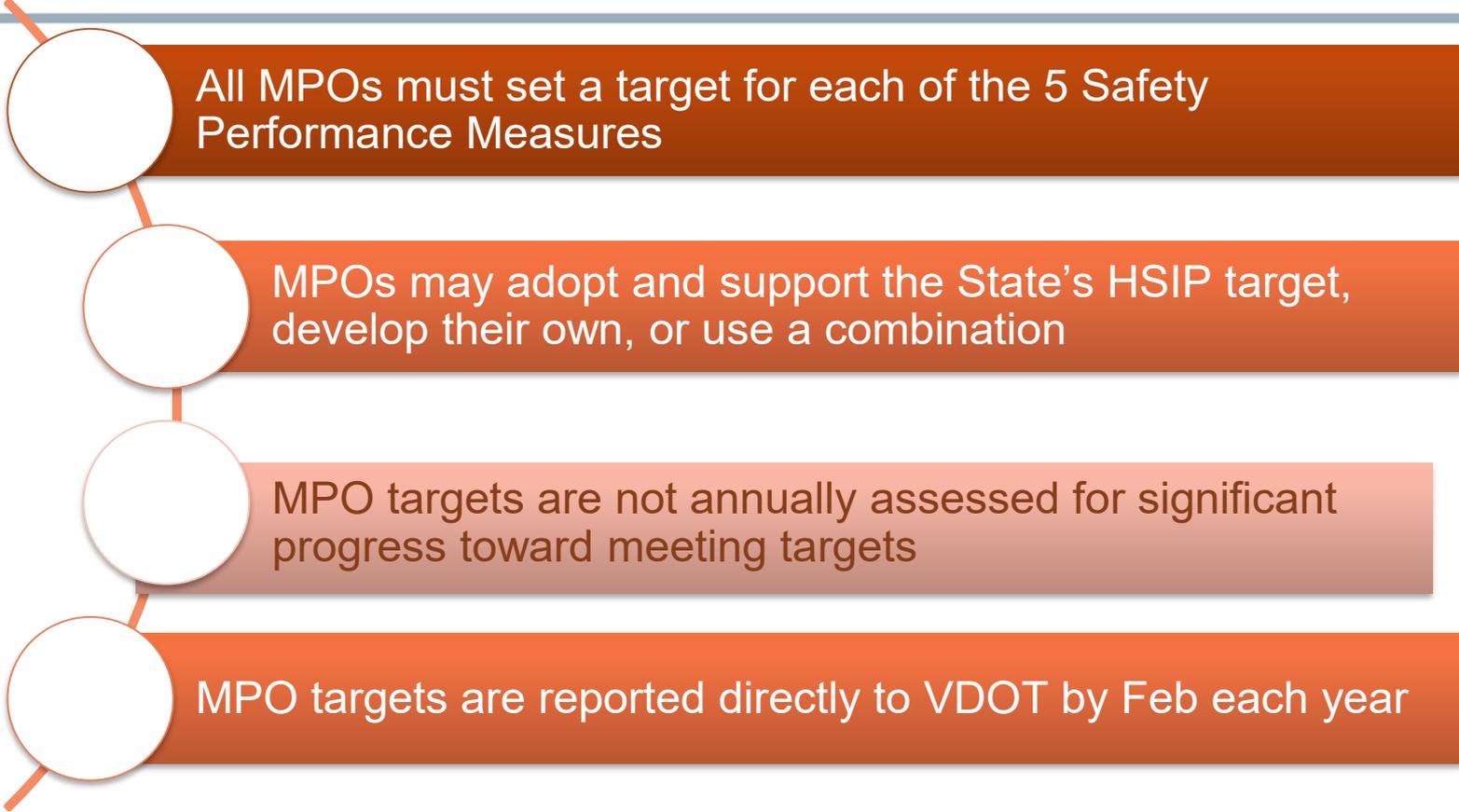
# Step 3: 2021 Safety Measures Targets

## With Previous Trends in Baseline Predictions

Description	F People	F Rate	SI People	SI Rate	F & SI Ped/Bike People
STEP 2: 2021 Target Baseline (Model)	912		7,533		760
STEP 1: Expected Project Annual Reductions	4	---	34	---	10
<b>New: Expected Reductions Handheld Ban</b>	<b>10</b>		<b>114</b>		<b>**</b>
<b>STEP 3: 2021 Targets (Model)</b>	<b>898</b>	<b>1.012</b>	<b>7,385</b>	<b>8.325</b>	<b>750</b>
CTB 2020 Adopted Targets (Model)	950	1.08	7,473	8.52	711

\*\* Some of the Fatal and Severe Injuries reduced by the handheld ban will impact the Bike/Ped outcomes, but there is not a method to estimate the proportion.

# Key Points about MPO Safety Performance Targets



All MPOs must set a target for each of the 5 Safety Performance Measures

MPOs may adopt and support the State's HSIP target, develop their own, or use a combination

MPO targets are not annually assessed for significant progress toward meeting targets

MPO targets are reported directly to VDOT by Feb each year

Source of facts and additional information can be found -  
[https://safety.fhwa.dot.gov/hsip/spm/docs/mpo\\_factsheet.pdf](https://safety.fhwa.dot.gov/hsip/spm/docs/mpo_factsheet.pdf)

# State Target Percent Change – Based on 5 Year Average reported to FHWA

Description	F People	SI People	F & SI Ped/Bike People
2014-2019 – Actual	801	7,675	726
2016-2021 – Target	852	7,451	725
2 year difference	+ 51	- 224	- 1
<b>Target % Change / Yr</b>	<b>+ 3.2 %</b>	<b>- 1.46 %</b>	<b>- 0.08 %</b>

**VMT: Projected statewide increase = + 1.07% / year from 2019 to 2021**

Using most recent historic “actual” data available

- Reduction, + Increase

# Review MPO Crash Data and Trends

Provided in spreadsheet tabular and graphical format



Separate tab in workbook for ped/bike values

# Submit MPO Safety Target Letter

Sign and submit to VDOT - State Traffic Engineer by end of February each year

## Future Target Annual Percent Changes

The VDOT statewide annual goal percent changes and the projected change in VMT are provided in the following table. Indicate the MPO's plan to adopt the statewide annual goal percent changes to set safety targets or to establish a different methodology.

Target Description	*Statewide Annual Goal Percent Change	MPO Adoption of Statewide Goal (Yes/No)	If No, Enter MPO Annual Goal Percent Change
Fatalities	+3.20%	Yes/No	
Serious Injuries	-1.46%	Yes/No	
Non-Motorized Fatalities and Serious Injuries	-0.08%	Yes/No	
Vehicle Miles Traveled (VMT)	+1.07%	Yes/No	

\*A positive value represents an increase and a negative value represents a reduction in five-year averages each year from 2019 to 2021.

## Additional Information on Methodology

Enter data analysis and summary information here if the statewide annual percent changes are not adopted. Other options could include a non-trendline-based analysis or a trendline-based analysis using five-year rolling averages, three-year rolling averages, or annual values.

Adopt statewide goal percent change or establish MPO goal

Describe methodology if statewide percent changes are not adopted

Enter target values

### 2021 Safety Performance Targets

The following five-year average target values were calculated using the MPO annual percent changes or other methodology:

Target Description	Target Value
Fatalities	XX
Fatality Rate	X.XXX
Serious Injuries	YYY
Serious Injury Rate	Y.YYY
Non-Motorized Fatalities and Serious Injuries	ZZ

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Office of  
**INTERMODAL**  
Planning and Investment

# Transportation Performance Management and Performance-Based Planning and Programming

*Presentation to the Charlottesville-Albemarle Metropolitan  
Planning Organization's Technical Committee*

**Andrew Pike**  
**November 17, 2020**

# Agenda

- **What/who is OIPI?**
- **What is performance-based planning and programming (PBPP)?**
- **What is transportation performance management (TPM)?**
  - **Details of federal TPM**
    - **State/CAMPO performance targets and actual performance 2017-2019**
  - **Next steps for federal TPM**

# What is OIPI?



- **OIPI is Virginia's Office of Intermodal Planning and Investment.**
  - **Established in 2002; now with a staff of 12.**
  - **Responsible for the Commonwealth's long-range transportation plan, VTrans; project prioritization process, SMART SCALE; and performance management.**
  - **Work with VDOT and the Department of Rail and Public Transportation; MPOs and PDCs; FHWA; and the Department of Motor Vehicles, Dept. of Aviation, Port of Virginia, Space Port, and Motor Dealer Vehicle Board.**

# OIPI's role in performance management



- **Team of three is focused on the following priorities:**
  - **Implementing the federal framework for transportation performance management (TPM) and performance-based planning and programming (PBPP).**
  - **Developing new performance measures and data-driven target-setting methodologies that build on the federal framework.**
  - **Using performance trends and data analysis to inform investment and policy decisions.**
  - **Building a data-sharing platform and reporting and analytical tools.**

# Performance-Based Planning and Programming

How Do We Plan?  
Statewide, Regional,  
Corridor, Local  
Planning efforts

**VTRANS** | VIRGINIA'S  
TRANSPORTATION PLAN  
Establish a sustainable, long-term vision  
for a safe and reliable multimodal  
surface transportation network

How Do We Invest?  
SMART SCALE,  
HSIP, MERIT, etc

How Are We Doing?  
Performance  
Monitoring,  
Investment Evaluation



Monitor and evaluate  
performance of investments  
to ensure progress is being  
made and allow for  
course-corrections



**SMART SCALE** Funding the Right Transportation Projects in Virginia  
Prioritize capacity,  
operations, and TDM  
investments to improve and  
strengthen the network

# Performance-Based Planning and Programming



- **FHWA and FTA establish performance measures**
- **States/MPOs establish targets and track performance**
- **States/MPOs incorporate performance targets and results into long-range plans and transportation improvement programs**
- **States/MPOs utilize performance data to inform planning and investment decisions**
  - Federal TPM and PBPP set a foundation for utilizing data-driven approaches to planning and investing
  - States/MPOs not required to use federal performance measures to prioritize investments; however, States/MPOs must report out on these measures and results

# Transportation Performance Management (TPM) Background



- **MAP-21 Federal Law – Established performance measures for:**
  - Safety
  - Asset Condition
  - System Performance
  - Transit asset management
  - Public transit agency safety plans
- **HB2241/SB1331 – Commonwealth Transportation Board to establish performance targets for surface transportation**

# Transportation Performance Management - Where are we now



- **States/MPOs establish 4-year targets (CY 2021) for all measures and 2-year targets (CY 2019) for some measures**
  - Baseline Performance Period is CY 2017
  - First performance period runs 2018-2021
  - MPOs could adopt state targets or set own
  - State submitted a mid-term report in October
- **States/MPOs now have the opportunity to adjust 4-year targets**
  - Requires explanation for 2-year targets not achieved and what will be done to achieve the 4-year targets

# Pavement Condition Performance 2017-2019



Measure	State Target (percent)	CAMPO Target (percent)	Performance (percent)			Trend / Target Achievement
	4-yr	4-yr	2017	2018	2019	
Pavement in Good Condition (Interstate) - State	<b>45</b>		57.8	57.5	57.9	Improving/ Meeting Target
Pavement in Good Condition (Interstate) - CAMPO		<b>45</b>	58.9	72.8	69.7	Improving/ Meeting Target
Pavement in Poor Condition (Interstate) - State	<b>&lt; 3</b>		0.6	0.3	0.3	Improving/ Meeting target
Pavement in Poor Condition (Interstate) - CAMPO		<b>&lt; 3</b>	0.2	0.0	0.0	Improving/ Meeting Target

**CAMPO supports the state targets for the pavement performance measures.**

# Pavement Condition Performance 2017-2019



Measure	State Target (percent)	CAMPO Target (percent)	Performance (percent)			Trend / Target Achievement
			2017	2018	2019	
	4-yr	4-yr				
Pavement in Good Condition (Non-interstate NHS) - State	<b>25</b>		33.5	34.8	36.7	Improving/ Meeting target
Pavement in Good Condition (Non-interstate NHS) - CAMPO		<b>25</b>	14	28.9	26.3	Improving/ Meeting target
Pavement in Poor Condition (Non-interstate NHS) - State	<b>&lt; 5</b>		0.9	0.9	0.9	Meeting target
Pavement in Poor Condition (Non-interstate NHS) - CAMPO		<b>&lt; 5</b>	0.0	0.0	0.9	Meeting target

**CAMPO supports the state targets for the pavement performance measures.**

# Bridge Condition Performance 2017-2019



Measure	State Target (percent)	CAMPO Target (percent)	Performance (percent)			Trend / Target Achievement
	4-yr	4-yr	2017	2018	2019	
Deck Area of NHS Bridges in Good Condition - State	<b>30.5*</b>		34.3	32.6	32	Declining/ Not meeting target
Deck Area of NHS Bridges in Good Condition - CAMPO		<b>23</b>	10.8	10.8	10.9	Not meeting target
Deck Area of NHS Bridges in Poor Condition - State	<b>3</b>		3.4	3.7	3.1	Improving/ Not meeting target
Deck Area of NHS Bridges in Poor Condition - CAMPO		<b>2</b>	8.8	7.6	7.7	Improving/ Not meeting target

**CAMPO established its own targets for the bridge performance measures.**

**\*The State adjusted its 4-year target downward.**

# System Performance: Reliability Conditions 2017-2019



Measure	State Target (percent)	CAMPO Target (percent)	Performance (percent)			Trend / Target Achievement
			2017	2018	2019	
	4-yr	4-yr				
Person-Miles Traveled that are Reliable (Interstate) - State	<b>82</b>		82.2	82.4	83.5	Improving/ Meeting target
Person-Miles Traveled that are Reliable (Interstate) - CAMPO		<b>99</b>	100	100	100	Meeting target
Person-Miles Traveled that are Reliable (Non-interstate) - State	<b>82.5</b>		86.8	88	88.9	Improving/ Meeting target
Person-Miles Traveled that are Reliable (Non-interstate) - CAMPO		<b>80</b>	84.8	88	93	Improving/ Meeting target

**CAMPO established its own targets for these reliability performance measures.**

# System Performance: Freight Reliability Conditions 2017-2019



Measure	State Target (percent)	CAMPO Target (percent)	Performance (percent)			Trend / Target Achievement
			2017	2018	2019	
	4-yr	4-yr				
Truck Travel Time Reliability Index (Interstate) - State	<b>1.56</b>		1.48	1.58	1.53	Challenging/ Meeting target
Truck Travel Time Reliability Index (Interstate) - CAMPO		<b>1.2</b>	1.13	1.15	1.15	Improving/ Meeting target

**CAMPO established its own target for the freight reliability performance measure.**

# Current TPM Activities for MPOs



- **Adjusting federal performance targets for bridge, pavement, and reliability measures**
  - Resources available on Planning Connections team site
    - [MPO Memo/Next Steps](#)
    - [MPO Performance Summary](#)
    - Detailed data provided for pavement and bridge data
  - Any adjustments must be made by March 15, 2021 and documented to OIPI and VDOT
- **Establishing CY 2021 safety targets**

# Other TPM Requirements for MPOs



## Transportation improvement program (TIP)

- MPOs must describe in the TIP how the program of projects contributes to achieving the MPO's performance targets in the MTP, linking investment priorities to those targets.
- VDOT and DRPT have provided template language to MPOs

## Metropolitan transportation plan (MTP)

- MPOs must include a description of the individual performance measures and targets
- In addition to including performance measures and targets, MPOs must include a *system performance report* at the time of adoption. That report must include an evaluation of system performance with respect to the performance targets.

# Questions?



## Memorandum

**To:** MPO Committee Members  
**From:** Lucinda Shannon, Transportation Planning Manager  
**Date:** December 1, 2020  
**Topic:** Setting Performance Targets

### Purpose:

Review the Asset and System Condition and Safety Performance workbooks (see excel documents) and decide if the MPO wants to set our own regional targets or adopt the state targets. The Virginia Office of Intermodal Planning and Investment (OIPI) staff will present on the federally mandated Asset and System Condition and Safety Performance targets and the Transportation Performance Management program during our December meeting. The attached tables summarize the state and MPO targets that need to be set by the MPO in the January Policy Board meeting.

### Background:

MPOs are asked to participate in the federal Transportation Performance Management process by setting targets for their regions based on the state targets and trend data provided by the state. The targets are broken up into three categories.

- 1) Asset and System Condition Performance Targets
- 2) Safety Performance Targets
- 3) Public Transit Agency Safety Performance Targets

OIPI and VDOT prepare worksheets for each MPO showing the data collected to measure progress towards each performance measure that has an identified target. These worksheets compare the data over the years starting with the baseline year 2017 to identify trends and track percent changes to help measure progress and adjust the targets. The Public Transit Agency Safety Performance Targets will be reviewed in 2021.

### Recommendation:

The Policy Board review the Asset and System Condition and Safety Performance workbooks and discuss the pros and cons of adopting state targets verses generating local targets based on performance data for the MPO area with the OIPI staff during the December meeting.

If there are any questions or comments, please contact Lucinda Shannon at [lshannon@tjpd.org](mailto:lshannon@tjpd.org) or 413-219-1748.

Asset and System Condition Targets	State Target (4 years 2018 to 2021)	CA-MPO Current Target	CA-MPO 2019 actual	CA-MPO Targets for 2020 and 2021
Percentage of deck area of bridges in good condition (NBI on NHS)	<b>30.5%</b>	<b>23%</b>	<b>10.9%</b>	?
Percentage of deck area of bridges in poor condition (NBI on NHS)	<b>2%</b>	<b>3%</b>	<b>7.7%</b>	?
Percent of pavement in good condition (Interstate)	45%	45%	69.7%	45%
Percent of pavement in poor condition (Interstate)	3%	3%	0%	3%
Percent of pavement in good condition (NHS)	25%	25%	26.3%	25%
Percent of pavement in poor condition (NHS)	5%	5%	0.9%	5%
Percentage of person-miles traveled that are reliable (Interstate)	<b>82%</b>	<b>99%</b>	<b>100%</b>	?
Percentage of person-miles traveled that are reliable (Non-Interstate NHS)	<b>82.5%</b>	<b>80%</b>	<b>93.5%</b>	?
Truck travel time reliability index (Interstate)	<b>1.56</b>	<b>1.2</b>	<b>1.15</b>	?

- NBI, National Bridge Inventory covers all bridges used for vehicular traffic over 20 ft in length.

- The State adjusted the Percent of deck area of bridges in good condition from 33% to 30.5% during the midterm review.

- Targets in **bold** need to be confirmed or adjusted in the January Policy Board meeting.

Safety Performance Targets	State 2021 Target	CA-MPO Projected Trend 2021	CA-MPO Targets for 2021
Percent change fatalities	<b>3.20%</b>	<b>-4.30%</b>	?
Number of fatalities	<b>898</b>	<b>7</b>	
Percent Change serious injuries	<b>-1.46%</b>	<b>-16.10%</b>	?
Number of serious injuries	<b>7,385</b>	<b>50</b>	
Goal Percent Change non-motorized fatalities serious injuries	<b>-0.08%</b>	<b>-1.80%</b>	?
Number of non-motorized fatalities serious injuries	<b>750</b>	<b>13</b>	

- A positive value represents an increase and a negative value represents a reduction in five-year averages from 2019 to 2021