

**CA-Metropolitan Planning Organization Policy Board
 AGENDA**

Wednesday, September 28, 2022 at 4 pm

****In-Person Meeting at:** Water Street Center, 407 E. Water Street, Charlottesville, VA 22902

Zoom Meeting Link

<https://us02web.zoom.us/j/83377725928?pwd=QWNnYXJSR3NWSTRvSGpxb1lzU2tDdz09> (for Remote Participation in Compliance with Adopted Remote Meeting Policy, Guest Speakers, and Members of Public)

Meeting ID: 833 7772 5928 Passcode: 024743 Dial in: 1-646-558-8656

Item	Time†	Description
1	4:00 – 4:05	Call to Order: Read the notice of electronic meeting
2	4:05-4:15	Matters from the Public: 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	4:15-4:20	General Administration * - Sandy Shackelford, CA-MPO <ul style="list-style-type: none"> • Review and Acceptance of the Agenda* • Approval of July 27, 2022 Meeting Minutes* • Approval of August 26, 2022 Special Meeting Minutes*
4	4:20-4:30	Remote Participation and Virtual Meeting Policy* - Sandy Shackelford, CA-MPO <ul style="list-style-type: none"> • Remote Participation and Virtual Meeting Policy Memo • Remote Participation and Virtual Meeting Policy
5	4:20-4:35	FY23 Unified Planning Work Program Amendments* – Sandy Shackelford, CA-MPO <ul style="list-style-type: none"> • FY23 UPWP Summary of Changes • Amended UPWP • Resolution of Approval to the FY23 Unified Planning Work Program Amendments
6	4:35-5:25	Long Range Transportation Plan 2050* – Sandy Shackelford, CA-MPO <ul style="list-style-type: none"> • Long Range Transportation Plan Scope of Work Gantt Chart* • OIPI Project Prioritization Process • Draft Public Engagement Plan
6	5: 25-5:40	Staff updates <ul style="list-style-type: none"> • Safe Streets and Roads for All Grant Application – Sandy Shackelford, CA-MPO • Transit Grants & RTP – Lucinda Shannon, CA-MPO • RideShare – Sara Pennington, RideShare
7	5:40-5:50	Roundtable Updates
8	5:50-5:55	Items Added to the Agenda
9	5:55-6:00	Matters from the Public
10	6:00 pm	Adjourn

† Times are approximate * Requires a vote of the Board

Upcoming Meeting Date: **December , 2022**

VOTING MEMBERS
Ann Mallek, Albemarle
Ned Gallaway, Albemarle
Brian Pinkston, Charlottesville
Lloyd Snook, Charlottesville
Sean Nelson, VDOT
Stacy Londrey, VDOT (alternate)
NON-VOTING MEMBERS
Ted Rieck, Jaunt
Julia Monteith, UVA
Garland Williams, CAT
Wood Hudson, DRPT
<i>Vacant</i> , FHWA
Ryan Long, FTA
Lee Kondor, CTAC
Sandy Shackelford, TJPDC

MPO Policy Board Meeting

Minutes, July 27, 2022

DRAFT

Video of the meeting can be found here:

<https://www.youtube.com/watch?v=16dGrR1-nxA>

VOTING MEMBERS & ALTERNATES		STAFF	
Ann Mallek, Albemarle	x	Lucinda Shannon, TJPDC	x
Ned Gallaway, Albemarle		Gretchen Thomas, TJPDC *	x
Brian Pinkston, Charlottesville	x	Christine Jacobs, TJPDC	x
Lloyd Snook, Charlottesville	x	Sara Pennington, Rideshare *	x
Sean Nelson, VDOT		Ryan Mickles, TJPDC	x
Stacy Londrey, VDOT (alternate) *	x	Ruth Emerick, TJPDC	x
NON-VOTING MEMBERS		GUESTS/PUBLIC	
Ted Rieck, Jaunt	x	Jeanette Janiczek, City of Charlottesville *	x
Sandy Shackelford, TJPDC		Jessica Hersh-Ballering, Albemarle County *	x
Julia Monteith, UVA	x	Sean Tubbs *	x
Garland Williams, CAT	x	Peter Krebs, Piedmont Environmental Council *	x
Wood Hudson, DRPT	x	Bill Keyrouze, AMPO *	x
Richard Duran, FHWA		Levon Boyagian, AMPO *	x
Ryan Long, FTA		Kevin McDermott, Albemarle County	x
Lee Kondor, CTAC *	x		
Bill Palmer, UVA (alternate)			
Chuck Proctor, VDOT *	x		

* *Remote attendance*

1. CALL TO ORDER (MINUTE 0:00)

The MPO Policy Board Vice Chair, Mr. Lloyd Snook, presided and called the meeting to order at 4:01 p.m. Ms. Ann Mallek made a motion to allow Stacey Londrey to participate remotely. Brian Pinkston seconded the motion and the motion passed unanimously. Christine Jacobs took attendance to validate that a quorum was present.

2. MATTERS FROM THE PUBLIC (MINUTE 2:15)

- a. **Comments by the Public:** None.
- b. **Comments provided via email, online, web site, etc.:** None.

3. GENERAL ADMINISTRATION* (MINUTE 3:15)

Review and Acceptance of the Agenda*



Motion/Action: Mr. Pinkston made a motion to accept the agenda. Ms. Ann Mallek seconded the motion and it passed unanimously.

Approval of the May 25, 2022 Meeting Minutes*

Motion/Action: Ms. Mallek made a motion to approve the minutes. Mr. Pinkston seconded the motion and the motion passed unanimously.

4. FEDERAL TRANSPORTATION GRANT OPPORTUNITIES: INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA) (MINUTE 4:15):

Levon Boyagian and Bill Keyrouze, Association of Metropolitan Planning Organizations (AMPO), presented the committee with the background and priorities of the IIJA bill that recently passed. They covered the required and permissive provisions, and the programs.

They also reviewed the MPO requirements (representation, coordination, planning factor and participation by interested parties), funding requirements, and how MPOs may opt out with approval from the Secretary.

Mr. Boyagian noted that housing coordination will be an important factor when considering transportation planning. He said climate, equity, electric vehicle infrastructure, and bridges also have a big focus in this act.

He reported that there are 17 MPO-eligible grant programs with \$100 billion in discretionary programs. There are combined applications available that will be multimodal projects discretionary grants, and there will be coordination at all levels with an emphasis on joint applications with coordination with local partners.

He covered the factors impacting implementation, including staffing issues (a lot of work and not enough people), inflation, labor shortage, trucking shortage, gas tax holiday in some states, supply chain disruptions, and the “Buy America” changes escalating costs.

Mr. Boyagian reported on an additional regulation being considered to establish national performance management measures requiring state DOTs and MPOs to establish declining CO2 targets and establish a method for the measurement and reporting of GHG emissions from transportation. Comments on this regulation must be received at USDOT on or before October 13, 2022.

He reported on the Thriving Communities Initiative that will provide complimentary technical assistance as part of the program to improve the coordination of housing and transportation planning.

Mr. Boyagian gave a federal update for FY23 appropriations.

There was a discussion about what November’s election outcomes might mean for IIJA.

Mr. Keyrouze said he would pass the presentation on to the committee members after the meeting.

5. LONG RANGE TRANSPORTATION PLAN 2050 (MINUTE 1:02:15):

Draft of RFP for Consultant Support

Ms. Jacobs said there is rollover funding to pay for a consultant to help the staff with the LRTP. She noted that the scope was included in the agenda packet and that the MPO Technical Committee suggested minor edits.

Ms. Mallek noted that it is important to not just do online surveys and to be sure to include in-person engagement.

Motion/Action: Brian Pinkston made a motion to approve the RFP with the additions mentioned by Ms. Jacobs. Ann Mallek seconded the motion and the motion passed unanimously.

Appointment of Technical Working Group

Ms. Jacobs presented the recommendations from CTAC and the Technical committee regarding an LRTP Working Group.

Mr. Snook, Mr. Pinkston, and Ms. Mallek expressed concern about the size of the supplemental group. Ms. Jacobs said the mission of the supplemental group will be more about sharing information with those additional people/organizations and get their critical feedback while having MPO Tech make the decisions. Staff feels favorable towards the recommendations from CTAC and Tech and that the group will be manageable.

Motion/Action: Brian Pinkston made a motion to approve the Technical Working Group as suggested by Christine Jacobs. Ann Mallek seconded the motion and it passed unanimously.

6. AMENDMENT TO FY21-24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (MINUTE 1:18:07)

Ryan Mickles reported on several TIP amendments and adjustments. The TIP is on the MPO website: <https://campo.tjpd.org/process-documents/tip/>

Motion/Action: Brian Pinkston made a motion to approve the TIP amendments as presented. Stacy Londrey seconded the motion and the motion passed unanimously.

7. STAFF UPDATES (MINUTE 1:25:20)

TIP Adjustments

Mr. Mickles presented the committee with administrative adjustments.

Transit Grants & RTP

Ms. Shannon presented on the update of the Regional Transit Vision plan. Staff is looking to do more public engagement events in the future and reaching out to the numerous stakeholders. She also gave some information on the feedback she has received so far.

She also noted that the governance study is beginning in August. She also reported that the Regional Transit Partnership will not be meeting tomorrow, but will meet again in August.

Ms. Mallek recommended that Staff talk with Boars Head and Martha Jefferson on Pantops and other businesses that may need transit services. Ms. Jacobs asked the committee if there were any events they know of that Ms. Shannon might go to get access to the public.

Wood Hudson recommended for the future efforts in getting information about transit and transportation that staff look at the Roanoke area. It is getting statistically significant household transportation survey modeled after the Metropolitan Council of Governments methodology, which supplements the National Transportation Household Survey.

Rideshare

Ms. Pennington said they are working on closing out FY22 with DRPT. Rideshare will be participating in Discover Transit in September and Rideshare week in October. Afton Express' ridership has remained steady through the summer. There have been additional funds for a fourth route, including a new bus, that will accommodate those who work 12-hour shifts at the hospital. The first anniversary is on September 1, so look for promotions on that.

Smart Scale Round 5

Mr. Mickles thanked the staff who have worked on the applications, which are due August 1. There are a couple of items missing from two applications and he will coordinate with staff to get that information.

Mr. Pinkston discussed two Charlottesville projects with Michael Barnes, VDOT.

8. ROUNDTABLE UPDATES (MINUTE)

TJPDC: Ms. Christine Jacobs reported that Ms. Sandy Shackelford will be returning soon from maternity leave.

DRPT: Mr. Hudson noted that there is a grant award webinar tomorrow. If you are grant recipient, please be sure to attend.

CAT: Garland Williams reported that their Transportation Strategic Plan (TSP) study is underway.

9. ITEMS ADDED TO THE AGENDA (MINUTE)

None.

10. ADDITIONAL MATTERS FROM THE PUBLIC (MINUTE)

None.

ADJOURNMENT: Mr. Snook adjourned the meeting at 5:50 p.m.

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

MPO Policy Board Meeting

Minutes, August 26, 2022

DRAFT

Video of the meeting can be found here:

<https://www.youtube.com/watch?v=qoVM-TpjHQ0>

VOTING MEMBERS & ALTERNATES		STAFF	
Ann Mallek, Albemarle	x	Lucinda Shannon, TJPDC	x
Ned Gallaway, Albemarle	x	Gretchen Thomas, TJPDC	x
Brian Pinkston, Charlottesville	x	Christine Jacobs, TJPDC	x
Lloyd Snook, Charlottesville	x	Sara Pennington, Rideshare	x
Sean Nelson, VDOT	x	Ryan Mickles, TJPDC	
Stacy Londrey, VDOT (alternate)	x	Ruth Emerick, TJPDC	
NON-VOTING MEMBERS		GUESTS/PUBLIC	
Ted Rieck, Jaunt		Sean Tubbs	x
Sandy Shackelford, TJPDC	x	Hal Jones, VDOT	x
Julia Monteith, UVA	x	Alex Ikefuna, City of Charlottesville	x
Garland Williams, CAT	x	Peter Krebs, Piedmont Environmental Council	x
Wood Hudson, DRPT	x	Bryan Stevenson, City of Charlottesville	x
Richard Duran, FHWA		Greg (name present on screen)	x
Ryan Long, FTA		Jack Dawson, City of Charlottesville	x
Lee Kondor, CTAC	x	Michael Barnes, VDOT	x
Bill Palmer, UVA (alternate)		Jessica Hersh-Ballering, Albemarle County	x
Chuck Proctor, VDOT	x	Jeanette Janiczek, City of Charlottesville	X
		Chris Gensic, City of Charlottesville	X

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective September 23, 2020. A recording of the meeting was made available to the public on Mayrch 264, 2022 at

1. CALL TO ORDER (MINUTE 0:00)

The MPO Policy Board Chair, Ned Gallaway presided and called the meeting to order at 2:31 p.m. Sandy Shackelford read the electronic meeting notice and called the roll.

2. MATTERS FROM THE PUBLIC (MINUTE)

- a. **Comments by the Public:** None.
- b. **Comments provided via email, online, web site, etc.:** None.



3. ADJUSTMENTS TO SMART SCALE ROUND 4 HYDRAULIC/29 PROJECT PACKAGE (MINUTE 4:15):

Hal Jones explained the status of the project and the need for the special meeting, including that the project exceeds the budget, and the elements of the changes to the projects.

Sean Nelson asked if there is a desire to remove one of the elements, the “green T,” in order to get into the parameters of the budget. This will not preclude it from being a project in the future, but it would be removed from this round of Smart Scale.

Brian Pinkston said it is a reasonable compromise.

Ann Mallek said her goal is to keep moving forward in this project and she supports the recommendation.

Lloyd Snook and Ned Gallaway concurred. Mr. Gallaway noted that the green T can be a stand-alone project in the future.

Action/Motion: Lloyd Snook made a motion to recommend removing Option B, the green T, and move forward with the other four parts of the plan. Brian Pinkston seconded the motion and the motion passed unanimously.

Ms. Jacobs said this recommendation will be officially send to VDOT in writing.

Ms. Mallek made suggestions for improvements in signaling

4. ADDITIONAL MATTERS FROM THE PUBLIC (MINUTE)

Chris Gensic, City Parks and Greenway, pleased to see shared-use paths between Brandywine and Michie Drive added to the overall project scope to get a path there as well to complete the loop. (listen)

Ms. Mallek said that at the last MPO meeting this was discussed and believes it can be a stand-alone project. Mr. Pinkston said he walked the route that Mr. Gensic mentioned. He noted that there is enough room to put in the trail he is talking about.

Mr. Nelson said they met with the City about how to move forward in the future to coordinate on this project.

ADJOURNMENT: Mr. Gallaway adjourned the meeting at 3:03 p.m.

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

MEMO

To: MPO Policy Board
From: David Blount, Deputy Director
Date: September 21, 2022
Re: All-Virtual Meeting and Remote Electronic Participation Policy

Purpose:

To consider adoption of an MPO policy allowing members to participate in meetings by electronic communication means and for the MPO to hold all-virtual meetings.

Background:

The MPO previously adopted a Remote Meeting Policy, consistent with *Code of Virginia* provisions, to govern its meetings that were being held under the statewide COVID state of emergency. Subsequently, the MPO continued to meet by electronic communication means due to the ongoing state of emergency declared by the City of Charlottesville. The MPO also previously adopted a Remote Electronic Participation Policy, which is required to be in place in order for individual members to participate in MPO meetings from a remote location when a quorum is physically assembled.

The 2022 General Assembly approved, and the governor signed, HB 444, which makes various changes to the existing Freedom of Information Act (FOIA) law, effective September 1. The *Code of Virginia* at § 2.2-3708.3 (D) requires that public bodies adopt a participation policy before using the provisions for remote participation or all-virtual public meetings. No policy is required for meetings conducted under § 2.2-3708.2, which permits public bodies to meet virtually without a quorum physically assembled when the Governor has declared a state of emergency or the locality in which the public body is located has declared a local state of emergency.

Purpose:

A public body must adopt the aforementioned policy by recorded vote at a public meeting and the policy must "be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting."

The policy must describe the circumstances under which remote participation and an all-virtual public meeting will be allowed, as well as the process the public body will use for addressing requests to use remote participation, approving or denying such requests, and creating a record of such requests. It also must fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year.

Recommendation: Staff recommends that the MPO Policy Board adopt the attached policy, titled Remote Electronic Participation and All-Virtual Meeting Policy, as authorized by § 2.2-3708.3 of the *Code of Virginia*, for the MPO Policy Board and for any committee created by or under the authority of the Commission. With adoption, this policy would replace the aforementioned policies.

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY

This policy has two purposes. The first is to provide for the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) to permit a member to participate in a CA-MPO meeting through electronic communication means from a remote location, and the second is to allow the CA-MPO to conduct all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA) and as set out in this policy.

POLICY:

It is the policy of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) that individual members of the CA-MPO may participate in CA-MPO meetings by electronic communication as permitted by subsection B of § 2.2-3708.3 of the *Code of Virginia*. This policy shall apply to the entire membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

In order for an individual member to participate from a remote location, a quorum of the CA-MPO must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

Further, it is the policy of the CA-MPO that the CA-MPO may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

This policy shall apply to the CA-MPO and to all committees created by or under the authority of the CA-MPO.

REMOTE ELECTRONIC PARTICIPATION BY COMMISSION MEMBERS:

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

A. Notification of Inability to Attend Because of Disability, Medical Condition, Location or Personal Matter

In advance of the meeting at which remote participation is requested, the member shall notify the Chair or staff committee lead that he or she is unable to attend the meeting

- 1) due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- 2) because a family member's medical condition requires the member to provide care for such family member;
- 3) because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- 4) due to a personal matter. The member must identify with specificity the nature of the personal matter and may not use remote participation due to personal matters more than two meetings per calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation

A quorum of the CA-MPO must be physically assembled at the primary or central meeting location. The members of the CA-MPO present must approve of the remote electronic participation in order for the member to participate remotely; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

C. Record of Action

The CA-MPO shall record in its minutes the remote location from which a member participated. The minutes also shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the CA-MPO's minutes with specificity.

ALL-VIRTUAL MEETINGS:

"All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of

the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

The CA-MPO may hold all-virtual public meetings, provided that it follows the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

- 1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
- 2) Public access to the all-virtual public meeting is provided via electronic communication means;
- 3) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
- 4) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
- 5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
- 6) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
- 7) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
- 8) If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
- 9) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10) Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

Memorandum

To: MPO Committee Members
From: Sandy Shackelford, Director of Planning & Transportation
Date: September 21, 2022
Reference: Amended FY23 Unified Planning Work Program

Purpose:

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

Background:

The CA-MPO Policy Board approved the FY23 UPWP at their meeting in May based on the cost allocations that had been provided at the time. Those cost allocations need to be adjusted based on additional funding and more accurate information on how federal funding has been allocated for FY23.

1. The total amount of PL (FHWA) funding included in our letter of agreement that was allocated to the CA-MPO increased by \$47,319 compared to the cost allocations we were provided earlier in this spring. This additional funding has been added to the UPWP Task 2 under the “on-call services” line item. Since programming was not identified for this additional funding, placing the funds in this category gives us the most flexibility to apply to a new opportunity that is identified either during this fiscal year or in future fiscal years.
2. The FTA rollover amount was reduced by \$1,174 compared to what we had estimated the rollover would be. Because the FTA FY22 rollover funding remains under a separate contract from the new FY23 contract, we were able to just continue to spend down the FY22 contract through the end of the fiscal year. We had projected that we would be rolling over \$26,662, and the actual rollover amount ended up being \$25,488. All of the FTA FY22 rollover funding was placed in Task 2 and applied to the Governance Study, so that line item has been reduced by \$1,174.
3. Originally, the FTA FY22 rollover funding was designated specifically as the MPO’s portion of the match for the Transit Governance Study. However, the funding program that DRPT used to fund the Transit Governance Study does not require that match to be separated from the other MPO programming funds as originally expected. Therefore, DRPT has requested that we first bill down the FY22 FTA contract before we begin billing the FY23 contract. As a result, we have redistributed the FY22 rollover funds among all of the Tasks included in the UPWP. This does not impact the amount

of funding in any of the tasks, other than the \$1,174 that has already been discussed, but shows the source of the funding allocations has been adjusted.

The overall amount of change in funding levels is \$46,145, all reflected in updated total amounts and under the previously mentioned line items in Task 2 of the amended UPWP.

Recommendation:

The MPO Technical Committee has reviewed the proposed amendments and supported the changes. Staff is requesting that the MPO Policy Board approves the proposed revisions to the FY23 UPWP and the attached resolution.

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



Unified Planning Work Program (UPWP)

Fiscal Year 2023
July 1, 2022 – June 30, 2023
Approved May 25, 2022
Revised September 28, 2022

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (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.

Table of Contents

PREFACE	2
TABLE OF CONTENTS.....	3
INTRODUCTION	4
PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM	4
PURPOSE OF THE METROPOLITAN PLANNING ORGANIZATION.....	4
RELATIONSHIP OF UPWP TO LONG RANGE TRANSPORTATION PLANNING.....	5
MPO TRANSPORTATION INFRASTRUCTURE ISSUES AND PRIORITIES	6
PUBLIC PARTICIPATION/TITLE VI AND ENVIRONMENTAL JUSTICE	6
FUNDING	7
HIGHLIGHTS OF FY22 UPWP.....	9
FY23 UPWP ACTIVITIES BY TASK	11
TASK 1: ADMINISTRATION	11
TASK 2: LONG RANGE TRANSPORTATION PLANNING.....	12
TASK 3: SHORT RANGE PLANNING	15
TASK 4: CONTRACTED PROJECTS AND STUDIES.....	17
CA-MPO IN FY23	19
PUBLIC PARTICIPATION PROCESS.....	20
REVIEW AND APPROVAL OF TASKS.....	20
ONLINE POSTING	20
STATE REVIEW	20
REVIEW OF FINAL FY23 UPWP	20
GLOSSARY OF ACRONYMS	21
APPENDIX	233
ATTACHMENT A: TASKS PERFORMED BY VDOT	
ATTACHMENT B: MEMORANDUM OF UNDERSTANDING	
ATTACHMENT C: FTA SECTION 5303/PL FUNDING BREAKDOWN	
ATTACHMENT D: RESOLUTION	

INTRODUCTION

Purpose of the Unified Planning Work Program

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

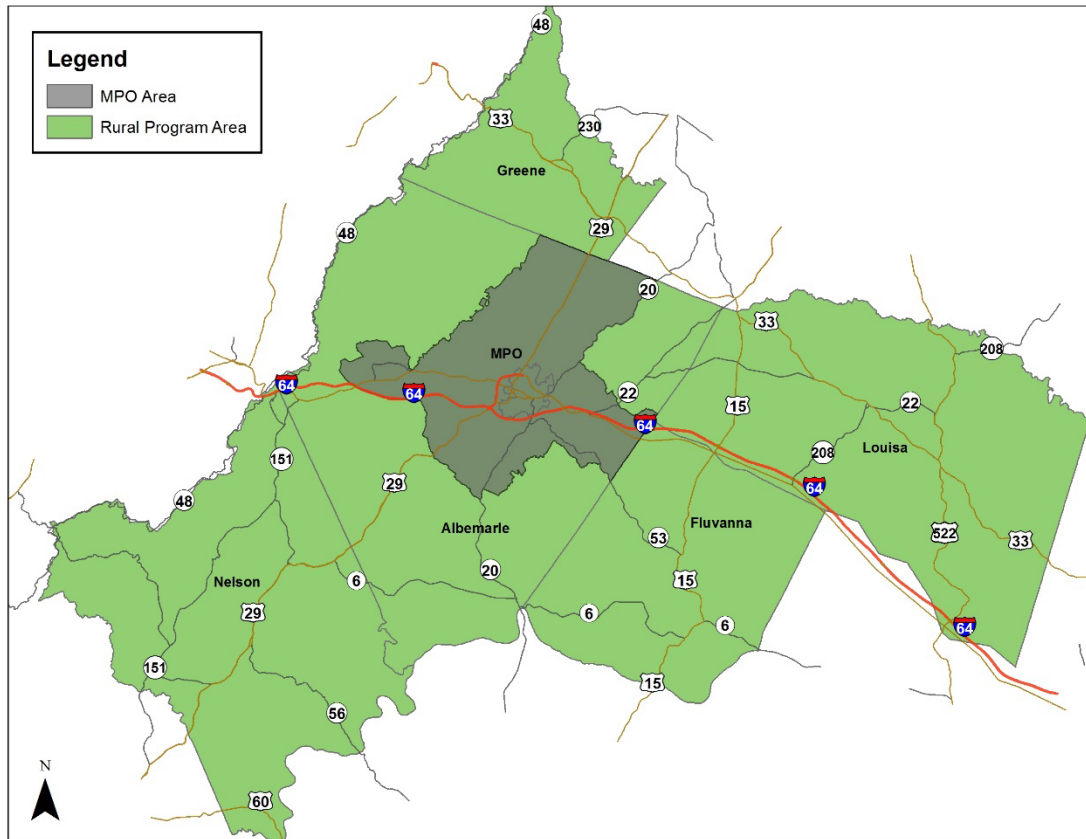
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (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, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

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



Relationship of UPWP to Long Range Transportation Planning

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

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

MPO Transportation Infrastructure Issues and Priorities

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

The following issues call for a need to:

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

Public Participation/Title VI and Environmental Justice

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

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

Funding

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

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

The following tables provide information about the FY22 Work Program Budget. These tables outline the FY22 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY23 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-23 PL Funding	\$193,901	\$24,238	\$24,238	\$242,376
FY-21 PL Passive Rollover	\$28,370	\$3,546	\$3,546	\$35,462
FY-22 PL Active Rollover	\$56,000	\$7,000	\$7,000	\$70,000
FY-23 PL Total	\$278,271	\$34,784	\$34,784	\$347,838
FY-23 FTA Funding	\$102,026	\$12,754	\$12,754	\$127,534
FY-22 FTA Active Rollover	\$20,390	\$2,549	\$2,549	\$25,488
FY-23 FTA Total	\$122,416	\$15,303	\$15,303	\$153,022
PL+FTA Total	\$400,687	\$50,087	\$50,087	\$500,860
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
Total FY23 Work Program	\$536,687	\$67,087	\$67,087	\$670,860

FY23 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	<i>11.78%</i>	<i>68.50%</i>	<i>19.72%</i>	<i>100%</i>
PL+FTA Total	\$59,000	\$342,934	\$98,926	\$500,860
FY-23 PL Funding	\$37,500	\$155,876	\$49,000	\$242,376
FY-22 PL Active Rollover	\$0	\$35,462	\$0	\$35,462
FY-21 PL Passive Rollover	\$0	\$70,000	\$0	\$70,000
PL Total	\$37,500	\$261,338	\$49,000	\$347,838
FY-23 FTA Funding	\$17,919	\$68,005	\$41,610	\$127,534
FY-22 FTA Active Rollover	\$3,581	\$13,770	\$8,137	\$25,488
FTA Total	\$21,500	\$81,596	\$49,926	\$153,022
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
Total FY23 Work Program	\$109,000	\$402,934	\$158,926	\$670,860

Highlights of FY22 UPWP

The CA-MPO conducted several projects and initiatives in FY22. Below are highlights from that year, helping to give context for the FY21 activities.

SMART SCALE

The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY22, CA-MPO staff implemented a new process to increase public engagement opportunities for SMART SCALE projects prior to preparing applications. CA-MPO staff worked with County, City, and VDOT staff to identify project applications early, and conducted an engagement process around one project that was identified as needing additional outreach. CA-MPO staff also coordinated with County, City, and VDOT staff to conduct an information session to share the planned project applications throughout the MPO area with the public and receive preliminary feedback. CA-MPO worked to prepare and submit pre-applications for projects that will be developed into full applications that will be completed in FY23.

North 29 Corridor Study

In FY22, MPO and PDC staff coordinated with VDOT to retain consultants to support an analysis of the northern portion of Route 29 in coordination with the Rural Transportation Work Program. Consultants examined the operation of key intersections throughout the corridor and recommended alternatives that could be implemented to improve operations based on their analysis.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY22, staff continued their support of two DRPT grants to study transit service and operations within the MPO region. The feasibility study and implementation plan to expand transit service in Albemarle County was completed, and was successfully leveraged into an application for a demonstration grant to pilot micro-transit services in two areas of Albemarle County. The second study is to develop a Charlottesville Area Regional Transit Vision Plan and is still under development. This projects kicked off in FY21 and will continue into early FY23.

Transportation Improvement Program (TIP)

MPO staff maintained the FY21-FY24 TIP in collaboration with VDOT, DRPT, and the various MPO committees, finalizing the updated plan that was completed by the CA-MPO in FY22.

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 FY22, the MPO Policy Board voted to support the statewide safety targets, which are reviewed every year.

Long Range Transportation Plan Scoping

MPO Staff began developing the scope for the next update to the Long Range Transportation Plan which will be undertaken beginning in FY23. As part of this scoping process, staff was able to successfully apply and be awarded a Growth and Accessibility Planning Technical Assistance grant through the Office of Intermodal Planning and Investment to develop a project prioritization process to incorporate into the process of developing the plan.

Title VI/Public Participation

In FY22, MPO Staff updated the Title VI plan in conformance with feedback received from VDOT. In FY23, staff will work to implement to new policies and processes that were identified as being required in that plan.

FY23 UPWP Activities by Task

Task 1: Administration

Total Funding: \$59,000

PL Funding: \$37,500

FTA Funding: \$21,500

A) Reporting and Compliance with Regulations

PL Funding: \$14,000

FTA Funding: \$8,000

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

- FY23 Unified Planning Work Program Implementation;
- FY24 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the use of legal counsel, accounting and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: \$14,000

FTA Funding: \$8,000

TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings; and,
- Maintain committee information on the TJPDC/MPO Website.

C) Information Sharing

PL Funding: \$9,500

FTA Funding: \$5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. MPO staff will provide data and maps to State and Federal agencies, localities and the public, as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs. One ongoing project is a regional housing analysis that will include use of transportation data around housing centers and travel time to key destinations. Staff will also conduct ongoing intergovernmental discussions; coordinate transportation projects; and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit and environmental topics.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Analyze available data to identify whether MPO boundaries may expand into additional counties after the 2020 census;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,
- Maintain the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$342,934

PL Funding: \$261,338

FTA Funding: \$81,596

A) 2050 Long Range Transportation Plan

PL Funding: \$161,335

FTA Funding: \$33,000

The CA-MPO will begin its development of the 2050 Long Range Transportation Plan (LRTP) in FY23. CA-MPO is planning to utilize rollover funding from FY21 and FY22 to procure a

consultant to support the development of the plan. In addition, CA-MPO staff was able to successfully apply for and receive a technical assistance grant through the Office of Intermodal Planning and Investment (OIPI) to support the development of a project prioritization process to be incorporated into the plan methodology. The development of the LRTP is anticipated to take two years.

End Products:

- Complete the existing conditions analysis to update area demographic data, understand transportation network operations and deficiencies, and compile existing studies and plans that have been completed within the MPO region since the previous LRTP;
- Collaborate with MPO stakeholders to review existing transportation system goals/objectives/measures and revise as needed;
- Develop a public engagement strategy and process to be implemented during the plan update;
- Develop a Scope of Work for consultant support, and procure consultants;
- And continue to work with the OIPI-procured technical consultants to develop a project prioritization process to be incorporated into the project prioritization process.

B) OneMap – Regional Bicycle and Pedestrian Infrastructure Map

PL Funding: \$20,000

FTA Funding: \$8,108

The OneMap project is an initiative that was identified during the development of the Jefferson Area Bicycle and Pedestrian Plan adopted in 2019. The purpose of OneMap is to develop a shared naming system for bicycle and pedestrian infrastructure, agreed upon definitions, and mapping format to develop a singular regional map showing all of the bicycle and pedestrian transportation infrastructure throughout the MPO region, including infrastructure in Albemarle County, the City of Charlottesville, and UVA. Developing OneMap has been taken up by both Charlottesville and Albemarle GIS and planning staff at different points since its original conception, but has lacked dedicated resources to complete.

End Products:

- An assessment of data to-date that has been compiled by localities and UVA;
- The compilation of all data into a uniformed format;
- Ongoing coordination meetings to determine purpose and goals for use of OneMap information;
- Processes to regularly update the information included in OneMap; and
- The development of a strategy for sharing the OneMap information either publicly or with stakeholders for ongoing use.

C) CA-MPO Boundary Analysis

PL Funding: \$14,684

FTA Funding: \$7,000

The 2020 Census data necessitates a need to review the MPO boundary and determine if any adjustments need to be made based on the most recent data and potential changes in rule-making for how MPO boundaries are determined. Staff will analyze the population data to determine if activity since the previous census merits adjustments to the MPO boundaries, meet with stakeholders to determine stakeholder preferences for adjustments if merited, and provide any

needed documentation to the Governor's office for consideration.

End Products:

- A map of the eligible boundary area based on 2020 Census data;
- A report summarizing a request to change the MPO boundaries, if merited by a review of data;
- Updates with the MPO Committees with findings;
- Coordination meetings with stakeholders if adjustments are merited;
- Formal request for action from the Governor's Office; and
- Any revisions to policies or by-laws needed based on outcomes from the boundary analysis.

D) Transit Governance Study

PL Funding: \$0

FTA Funding: \$30,488

The Thomas Jefferson Planning District Commission applied for a Technical Assistance grant from the Department of Rail and Public Transportation to conduct a governance study of the regional transit system. The governance study follows the completion of the Regional Transit Vision Plan and is intended to provide recommendations on the appropriate governance structure needed to implement the recommendations identified during the visioning process.

End Products:

- A review of the existing transit agencies and operations that participate in the regional transit system in the Thomas Jefferson Planning District;
- A review of the existing Regional Transit Authority legislation and an analysis of its strengths and weaknesses;
- A review of funding opportunities and recommended funding scenarios to support the implementation of recommendations identified in the Regional Transit Vision Plan; and
- Alternative governance structures that could be developed to oversee the implementation of recommendations identified as part of the regional transit visioning process.

E) On-call Services

PL Funding: \$65,319

FTA Funding: \$3,000

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements. MPO staff will also undertake the development of an on-call consultant program to provide efficient access to technical consultants as needed.

- Transportation study or planning effort, as requested, that can be used as a basis for implementing short-term and long-term transportation solutions; and
- Development of desired services that an on-call consultant program can provide; and
- A contract or contracts with consultant(s) procured to provide on-call services to the MPO, TJPDC, and/or partner localities.

Task 3: Short Range Planning

Total Funding: \$98,926

PL Funding: \$49,000

FTA Funding: \$49,926

A) Transportation Improvement Program (TIP)

PL Funding: \$18,000

FTA Funding: \$7,000

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

The TIP is updated every three years, and this fiscal year, MPO staff will need to prepare the FY24-FY27 TIP to be adopted by the Policy Board in FY23.

End Products:

- Process the Annual Obligation Report;
- Process TIP amendments and adjustments;
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations; and
- Prepare the FY24-FY27 TIP for adoption by the Policy Board.

B) SMART SCALE Planning and Support

PL Funding: \$15,000

FTA Funding: \$12,000

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. In FY22, MPO staff conducted robust stakeholder and public engagement on one SMART SCALE project that was identified by the MPO Policy Board and prepared pre-applications for projects to be submitted in SMART SCALE Round 5. In FY23, staff will develop final applications for the MPO and TJPDC projects within the MPO region.

End Products:

- Gather information needed for SMART SCALE final applications;
- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications;
- Submit final funding applications;
- Review performance of applications submitted in Round 5 and review projects for consideration in Round 6; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

PL Funding: \$4,000

FTA Funding: \$8,500

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. The RTP has been established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville, Albemarle County, UVA and with the rural localities;
- Continue to assess the need for a Regional Transit Authority; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: \$2,000

FTA Funding: \$1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:

- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;
- Complete all documentation notifying the state of the adopted safety and performance targets; and
- Update the TIP when the FY23 safety and performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners, including projects focusing on transportation

system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:

- Provide technical support and staffing to ensure the successful completion of two grants awarded by DRPT: the completion of the Regional Transit Visioning Plan and the Regional Transit Governance Study, if awarded; and
- Prepare and submit planning and implementation grant applications for transit and rail projects as opportunities are identified.

F) CTAC, Public Participation, and Title VI

PL Funding: \$10,000

FTA Funding: \$16,426

TJPD 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, including maintenance and implementation of the agency Title VI Plan. The TJPD will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:

- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan as needed;
- Review Public Participation Plan as needed;
- Implement processes in compliance with Title VI Plan, Environmental Justice Plan, and Public Participation Plan;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved communities;
- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

Task 4: Contracted Projects and Studies

A) Coordinate and support the following projects:

- If awarded, coordinate, manage, and implement the Regional Transit Governance Study for the CAMPO and TJPDC region.
- Coordinate, manage, and implement the completion of the Regional Transit Visioning Plan for the CAMPO and TJPDC region, which will be completed early in FY 23.

B) Explore opportunities for contracted project and studies.

Topical areas may include:

- Environmental impacts of the local transportation system and mitigation strategies.
- Improving coordination with locality staff and elected officials.
- Implementing recommendations from the Albemarle Service Expansion Feasibility Study.

CA-MPO in FY23

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY22.

SMART SCALE

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

LRTP 2045

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

MPO Boundary Adjustment

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

Other Studies

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

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 24th, 2022
 - Final Approval May 25th, 2022
-

Online Posting

Posted as part of MPO meeting agenda for March 24th, 2022

Posted on TJPDC.org: May 2nd, 2022 for 15 day public comment period

State Review

Draft submittal for VDOT review/comment: March 7th, 2022

Draft submittal for DRPT review/comment: March 7th, 2022

Review of Final FY23 UPWP

MPO Technical Committee: May 17th, 2022

Citizen Transportation Advisory Committee (CTAC): May 18th, 2022

MPO Policy Board: May 25^h, 2022

Glossary of Acronyms

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

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

FY23 Unified Planning Work Program - Draft

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

Appendix

Attachment A: Tasks Performed by VDOT

Attachment B: Memorandum of Understanding (2019)

Attachment C: FTA Section 5303/PL Funding Breakdown

Attachment D: Resolution



Charlottesville-Albemarle Metropolitan Planning Organization

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Resolution of Approval for an Amendment to the CA-MPO's Fiscal Year 2023 Unified Planning Work Program (UPWP)

WHEREAS, The Unified Planning Work Program (UPWP) provides a mechanism for coordinating transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

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

WHEREAS, the UPWP identifies all activities to be undertaken in the CA-MPO area for fiscal year 2023; and

WHEREAS, the MPO Policy Board approved the original Fiscal Year 2023 UPWP on May 25, 2022; and

WHEREAS, final PL funding allocations exceeded the estimated amount used to prepare the original Fiscal Year 2023 UPWP by an amount of \$47,319; and

WHEREAS, the additional PL funding has been added to the line item for on-call services in the amended Fiscal Year 2023 UPWP; and

WHEREAS, the actual amount of rollover funding from the FTA Fiscal Year 2022 was reduced from the estimated amount by \$1,174; and

WHEREAS, the MPO Technical Committee reviewed the amendments to the Fiscal Year 2023 UPWP at their regular meeting, on September 20th, 2022; and

WHEREAS, staff from the Virginia Department of Transportation (VDOT) and Department of Rail and Public Transportation (DRPT) reviewed the amendments to the Fiscal Year 2023 UPWP;

NOW, THEREFORE BE IT RESOLVED that the Charlottesville-Albemarle Metropolitan Planning Organization approves the amendments to the Fiscal Year 2023 Unified Planning Work Program and associated budget.

Adopted this 28th day of September, 2022 by the Policy Board of the Charlottesville-Albemarle Metropolitan Planning Organization.

ATTESTED:

Ned Gallaway, Chair
Charlottesville-Albemarle MPO Policy Board

Date

Stakeholder and Public Engagement Plan

Purpose

The purpose of the Stakeholder and Public Engagement Plan is to establish an expectation for the communication and involvement of essential participants in the development of the Long Range Transportation Plan, identifying the role that different committees and groups will play.

Standing MPO Committees

There are two standing advisory committees that will be engaged throughout the development of the 2050 LRTP.

The **Citizens Transportation Advisory Committee (CTAC)** will provide guidance on public participation strategies and vet materials for understandability by the general public. They will also provide assistance in identifying opportunities to share information about the plan update process with the general public and stakeholder groups. In addition, CTAC will serve as a conduit for issues raised by citizens to be considered in the development of the LRTP, respond to recommendations, and advise the Policy Board.

The **MPO Technical Advisory Group (MPO Tech)** will provide technical review of plan process and content, work with other departments to ensure that considerations regarding equity, land use, housing, and the environment are considered, and provide formal recommendations on draft materials and processes to be presented to the MPO Policy Board.

The **MPO Policy Board** will serve as the steering committee for the 2050 Long Range Transportation Plan. They will approve the Scope of Work, receive regular updates on the progress of the development of the plan, and provide oversight on the development of the final plan and recommendations. The MPO Policy Board, as the sole decision-making body of the MPO, will approve the final LRTP.

MPO Tech Work Sessions

MPO Tech will hold regular work sessions in addition to the bi-monthly meetings throughout the duration of the plan development on the months that the MPO committees do not regularly meet. In addition to the members of MPO Tech, other locality, agency, or state staff will be invited to participate in the work sessions as appropriate to provide critical feedback on the plan development. The work sessions will be open to the public, but will not include opportunities for public participation.

Transportation systems are necessarily connected to other considerations important to the community. For this reason, CA-MPO staff believes that it is important to invite additional expertise into the process of developing the LRTP to consider impacts as comprehensively as possible. While these additional staff participants may not need to participate in every meeting of the technical working group, it is important that we have identified them as ongoing participants in the planning process.

Work session participants to include:

- Albemarle County - Transportation Planning (core)
- Albemarle County – Planning Commission (core)
- City of Charlottesville - Transportation Planning (core)

- City of Charlottesville - Public Works/Traffic Engineer (core)
- City of Charlottesville – Planning Commission (core)
- UVA – Office of the Architect Staff (core)
- University Transit Service (core)
- CAT/Charlottesville Pupil Transportation – (core)
- Jaunt – (core)
- DRPT – (core)
- VDOT – Culpeper District (core)
- VDOT – Albemarle Residency (core)
- Albemarle County – Land Use Planning
- Albemarle County – Climate Action
- Albemarle County – Housing
- Albemarle County – DEI
- Albemarle County – Pupil Transportation (core)
- City of Charlottesville – NDS (Land Use)
- City of Charlottesville – NDS (Housing)
- City of Charlottesville – Climate Action
- City of Charlottesville – DEI

Public Engagement

The public engagement strategies employed as part of this plan update will be informed by MPO process documents including the Title VI Plan and the Public Engagement Plan adopted by the Policy Board. It will also rely on best practices identified by CA-MPO Staff with consultant support.

An LRTP 2050 webpage/website will be established to provide an ongoing conduit for information sharing and plan updates. Public meeting schedules and summaries, maps, surveys, and draft materials will be updated on the website. CA-MPO staff will explore formats for webhosting and information sharing that are easy for the public to understand and provide feedback opportunities, such as interactive maps.

The LRTP is a largely data-driven process. Therefore, it is essential that engagement with the public is carefully considered to provide an opportunity for meaningful feedback that can be incorporated into the development of the plan. CA-MPO staff has identified four project phases where public engagement will be sought in order to inform the development of the plan.

Phase I: Goal-Setting

The first phase of the public engagement will be to assess the community’s goals for the transportation system. This phase will be the official public kick-off of the LRTP, so CA-MPO staff will provide an overview of the purpose of the LRTP and explain the planning process to the public during this initial phase.

CA-MPO staff will use a variety of formats in order to engage the public. These will include a survey, and at least one in-person open house and one online webinar. CA-MPO will also work to identify community events and meetings to attend in order to more broadly share information about the LRTP

and collect feedback from the public. CA-MPO will collect contact information at each of these events from those that wish to remain engaged in the planning process.

The outcomes of the goal-setting phase will be to establish priorities for the needs that should be considered as staff analyzes the existing and future operations of the transportation system.

Phase II: System Operations/Needs

Based on the prioritization of goals from the first phase, CA-MPO staff will develop a summary of prioritized needs for the transportation system. These needs will be shared on the project website and there will be a public comment period for the public to provide feedback and thoughts on the prioritized needs.

A summary of the data-generated needs and comments from the general public will be shared with the MPO committees for discussion. CA-MPO staff will work to build consensus on the prioritized needs with the MPO committees prior to moving into the next phase.

While the system could benefit from all the needs identified, prioritizing the needs will inform which projects will ultimately be included on the constrained list versus a future vision list of projects for consideration.

Phase III: Project Prioritization

Based on the prioritized needs, CA-MPO will work with VDOT and locality staff to determine which of the prioritized needs may need further study and which have solutions that are either straightforward or have already been developed through previous studies. Priority needs that also have identified improvements will then be ranked based on their overall ability to improve the transportation system based on the identified goals compared to the overall estimated costs of the project. This benefit-cost analysis approach will help prioritize projects based on the feasibility of them receiving funding through competitive grant programs.

Estimated system improvements will be modeled using the CA-MPO's travel demand model to illustrate possible outcomes. The prioritized projects and the estimated impacts will be shared with the public through at least one open house and one on-line webinar, as well as shared on the project website with a designated comment period. CA-MPO staff will also reach back out to any organizations that received presentation during Phase I to determine if they would like a follow-up presentation once the draft priorities have been developed.

Phase IV: Final Plan

Once the prioritization of projects and studies has been developed, the final plan will be drafted and shared on the website for final comments. A public hearing will be held at a CA-MPO Policy Board meeting prior to adoption of the plan consistent with the CA-MPO's Public Engagement Plan and federal requirements.

Ongoing

While the CA-MPO is required to update the plan at least once every five years, there may be a need or desire to amend the plan prior to the next update. If the approved plan is adopted, CA-MPO staff will

follow the MPO's Public Engagement Plan and hold public hearings at a minimum before changes are made.