



# Unified Planning Work Program (UPWP)

Fiscal Year 2017  
July 1, 2016 – June 30, 2017

Approved by the MPO Policy Board May 25, 2016



## Preface

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

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

## Table of Contents

<b>PREFACE .....</b>	<b>2</b>
<b>TABLE OF CONTENTS.....</b>	<b>3</b>
<b>INTRODUCTION .....</b>	<b>4</b>
PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM .....	4
PURPOSE OF THE METROPOLITAN PLANNING ORGANIZATION.....	4
RELATIONSHIP OF UPWP TO LONG RANGE TRANSPORTATION PLANNING.....	5
<b>HIGHLIGHTS OF FY15 UPWP.....</b>	<b>9</b>
<b>FY16 UPWP ACTIVITIES BY TASK .....</b>	<b>11</b>
TASK 1: ADMINISTRATION .....	11
TASK 2: LONG RANGE TRANSPORTATION PLANNING.....	14
TASK 3: SHORT RANGE PLANNING .....	18
TASK 4.0: CONSULTANT STUDIES .....	21
<b>CA-MPO IN FY17 .....</b>	<b>22</b>
<b>PUBLIC PARTICIPATION PROCESS.....</b>	<b>23</b>
REVIEW AND APPROVAL OF TASKS.....	23
ONLINE POSTING .....	23
STATE REVIEW .....	23
REVIEW OF FINAL FY16 UPWP .....	23
<b>GLOSSARY OF ACRONYMS .....</b>	<b>24</b>
<b>APPENDIX .....</b>	<b>25</b>
ATTACHMENT A: TASKS PERFORMED BY VDOT.....	25
ATTACHMENT B: MEMORANDUM OF UNDERSTANDING (JANUARY 28, 2009) .....	25
ATTACHMENT C: FTA SECTION 5303 FUNDING BREAKDOWN.....	25

## 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 2017. The UPWP provides a mechanism for coordination of transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

---

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

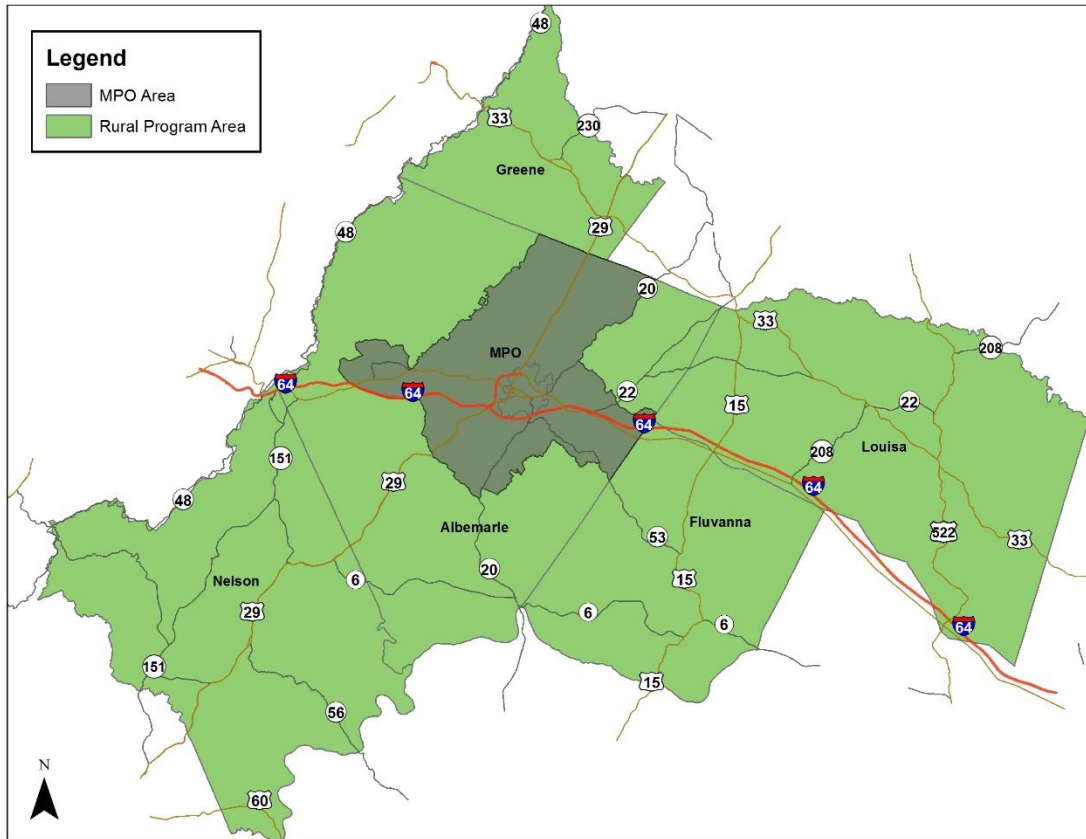
---

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), JAUNT, VDOT and the two localities. The same parties adopted a new agreement on January 28, 2009 (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 20-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long range plan.

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

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



### Relationship of UPWP to Long Range Transportation Planning

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

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

---

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

---

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

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

---

### **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. The Public Participation Plan was reviewed at the end of FY16. The Title VI/Environmental Justice Plan was updated in May of 2016. 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.

---

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

---

**Funding**

---

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

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

The following tables provide information about the FY17 Work Program Budget. These tables outline the FY16 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.

FY17 Unified Planning Work Program

**FY17 Work Program: Funding by Source**

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-17 PL Funding	\$170,294	\$21,287	\$21,287	\$212,867
FY-17 FTA Funding	\$83,938	\$10,492	\$10,492	\$104,922
<b>PL+FTA Total</b>	<b>\$254,231</b>	<b>\$31,779</b>	<b>\$31,779</b>	<b>\$317,789</b>
VDOT SPR	\$168,000	\$21,000	\$21,000	\$210,000
<b>Total FY17 Work Program</b>	<b>\$422,231</b>	<b>\$52,779</b>	<b>\$52,779</b>	<b>\$527,789</b>

**FY17 Work Program: Funding by Task**

Funding Source	Task 1	Task 2	Task 3	Total
	25%	40%	35%	100%
FY-17 PL Funding	\$53,695	\$83,422	\$75,750	\$212,867
FY-17 FTA Funding	\$26,139	\$41,851	\$36,932	\$104,922
<b>PL+FTA Total</b>	<b>\$79,834</b>	<b>\$125,273</b>	<b>\$112,682</b>	<b>\$317,789</b>
VDOT SPR	\$60,000	\$75,000	\$75,000	\$210,000
<b>Total FY17 Work Program</b>	<b>\$132,334</b>	<b>\$209,273</b>	<b>\$186,182</b>	<b>\$527,789</b>

*VDOT SPR: Non-Urbanized/Rural Transportation Planning Program - \$170,000*



## Highlights of FY16 UPWP

The CA-MPO conducted several plans, projects and initiatives in FY16. Below are highlights from the previous year, helping to give context for the FY17 activities.

### Coordination of Route 29 Solutions Projects

In FY15 and FY16, 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 Route 29 Advisory Panel and helped to coordinate this complicated effort.



### House Bill 2 Prioritization

The House Bill 2 (HB2) legislation establishes a State process for scoring and ranking transportation projects, based on an objective and fair 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 FY16, CA-MPO staff submitted an application for interchange improvements at exit 118 along I-64. The MPO also helped evaluate and coordinate other applications.



### Bike and Pedestrian Count

In FY15 and FY16, the CA-MPO coordinated a Bike and Pedestrian counting effort between the City of Charlottesville, Albemarle County and the University of Virginia. A large volunteer effort resulted in detailed count records for 10 locations across the area.

### Jefferson Area Bike and Pedestrian Plan

The TJPDC started work on updating the Jefferson Area Bike and Pedestrian Plan, last approved in 2004. The document will provide a prioritized project listing, with detailed costs and strategies for implementation. In FY17 and FY18, this effort will integrate into the LRTP update.

### Regional Transit Study

Starting in FY16, the CA-MPO began to evaluate opportunities for greater coordination between the region's transit agencies. This study is slated to be completed in the fall of FY17.

### Long Range Transportation Plan

In FY16, the CA-MPO began preliminary steps towards the upcoming update of the LRTP, with a completion date scheduled in FY19. Staff prioritized the LRTP project list, according to performance measures that mimic the State's new prioritization system. Additionally, the MPO began to update the Travel Demand Model, which is integral to the planning effort.



### Transportation Demand Management (TDM) Six-Year Plan

RideShare completed work on their TDM Plan, which emphasizes TDM measures and their impacts on reducing and managing traffic congestion, improving air quality and supporting economic development programs. The plan will provide a solid foundation for funding requests and feed directly into the programming process.

### Transportation Planning Academy

The CA-MPO developed a training program for local officials and staff, as well as citizens. This effort focuses on the fundamentals of transportation planning and best practices. The long-term vision is to maintain knowledge of these processes; train future MPO officials; provide greater transparency to the MPO; and, train existing community leaders. In FY16, this academy training reached over 450 people, over the course of four events. New online features will help to expand that reach.



### CA-MPO Strategic Plan

In FY 2016, CA-MPO adopted its first Strategic Plan, setting a vision for the ensuing three years (FY17 through FY19). This plan serves as a subsection of the Thomas Jefferson Planning District Commission’s (TJPDC’s) Strategic Plan, adopted in 2015, since the Planning District houses the MPO.

### Title VI and Public Participation Plan

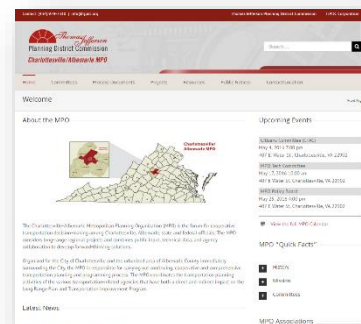
To ensure federal compliance with Title VI requirements, VDOT and DRPT conducted a formal review of the CA-MPO processes and identified opportunities for improvement. In response, MPO staff reviewed and updated both the Title VI and Public Participation Plans, addressing and exceeding those federal standards.

### Better Block Demonstration Project

In partnership with the City of Charlottesville and University of Virginia Planning Department, the CA-MPO launched a demonstration project in the downtown area, at the intersection of Garrett and Second Street. UVA students installed temporary bulb-outs, landscaping and crosswalk markings, while the City chalked bike lanes along 2<sup>nd</sup> Street. The demonstration project lasted one day, on April 16<sup>th</sup>, but served as the first in an annual effort to test best practices for street design.

### Website Redesign

In FY15, staff determined that the TJPDC and CA-MPO websites were outdated and no longer met the growing expectations for information sharing. Consequently, staff engaged in an extensive effort to completely redesign the agency website, with a focus on greater usability and new interactive features that inform the public.



## FY17 UPWP Activities by Task

---

### **Task 1: Administration**

---

*Total Funding:* \$79,834

*PL Funding:* \$53,695

*FTA Funding:* \$26,139

*VDOT SPR:* \$60,000

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

*PL Funding:* \$5,000

*FTA Funding:* \$3,000

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

- The Transportation Improvement Program (TIP),
- FY18 Work Program,
- Monthly progress reports and invoices, and
- Other funding agreements.

TJPDC staff will also provide for use of legal counsel 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);
- 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:* \$14,695

*FTA Funding:* \$8,139

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, as well as increasing its own proactive approaches to engage these groups. In FY17, TJPDC staff will also continue to be involved with committees related to the Route 29 Solutions Projects.

The CA-MPO staffs the following groups:

- MPO Policy Board,
- MPO Technical Committee,
- Citizens Transportation Advisory Committee (CTAC), and
- Additional committees as directed by the MPO Policy Board

#### *End Products:*

- Staff committees;
- Maintain memberships on committees;

## FY17 Unified Planning Work Program

- Issue public notices and mailings;
- Establish improved orientation packets for Policy Board and committees;
- Restructure Policy Board and Committee bylaws, based on the Strategic Plan; and,
- Maintain the TJPDC/MPO Website.

### **C) Information Sharing**

*PL Funding:* \$8,000

*FTA Funding:* \$3,000

The MPO functions as a conduit for sharing information between local governments, transportation agencies, and the public. MPO staff will provide data and maps to: State and Federal agencies, localities and the public, as needed. Staff will also contribute articles to TJPDC's News Brief, a bimonthly email newsletter to stakeholders. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs.

#### *End Products:*

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Formalize the Transportation Planning Academy;
- Continue to develop an information center on a new MPO website;
- Maintain the TJPDC's social media; and,
- Maintain the MPO Website.

### **D) Cross-Jurisdictional Communication**

*PL Funding:* \$8,000

*FTA Funding:* \$3,000

In FY17, the CA-MPO will take added steps to coordinate 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.

#### *End Products:*

- Attend local planning commission meetings;
- Attend City Council and Board of Supervisors meetings;
- Establish greater communication between Planning District Commission and MPO Policy Board;
- Continue coordination of Route 29 Solutions Process;
- Coordinate MPO's LRTP with update of the Rural Long Range Plan (RLRP);
- 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.

### **E) Ladders of Opportunity**

*PL Funding:* \$5,000

*FTA Funding:* \$3,000

The CA-MPO has an updated 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 and local staff will participate in and help develop community events and educational forums, such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations.

#### *End Products:*

- Enforce the Title VI/Environmental Justice Plan;
- Increase participation from underserved communities;
- Provide proper and adequate notice of public participation activities;
- Provide reasonable access to information about transportation issues and processes in paper and electronic media;
- Demonstrate responsiveness to public input received during transportation planning processes; and,
- Maintain and update the MPO website to meet ADA accessibility standards.

### **F) Public Participation**

*PL Funding:* \$5,000

*FTA Funding:* \$3,000

The CA-MPO emphasizes public participation in its processes and plans, as is outlined in the Public Participation Plan, recently updated in FY16. With new features on the MPO website, there will be new opportunities for the public to get involved. The MPO will also formalize the Transportation Planning Academy to help train the community in transportation processes and involve underserved communities in the process.

#### *End Products:*

- Implement the standards in the Public Participation Plan;
- Add new features to the MPO website that are focused on public participation; and,
- Formalize the Transportation Planning Academy Program, to train officials and stakeholders.

### **G) Online Resources**

*PL Funding:* \$8,000

*FTA Funding:* \$3,000

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

#### *End Products:*

- Develop additional features for the CA-MPO website; and,
- Formalize the Transportation Planning Academy program.

---

**Task 2: Long Range Transportation Planning**

---

*Total Funding:* \$115,779

*PL Funding:* \$83,422

*FTA Funding:* \$41,851

*VDOT SPR:* \$75,000

**A) 2045 Long Range Transportation Plan (LRTP)**

*PL Funding:* \$20,000

*FTA Funding:* \$5,000

The CA-MPO approved the 2040 LRTP in May of 2014, with amendments approved in September. In FY17, the CA-MPO will continue to maintain the plan and will conduct an annual review. Additionally, staff will apply amendments to the HB 2 standards to the CLRP and Visioning List, to test tweaks to the prioritization process. At the end of the exercise, staff will provide feedback to the Secretary of Transportation. Finally, staff will begin the update process for the LRTP, which will be a significant demand on staff resources. These early stages will build towards FY18 and FY19, with an adoption deadline for May of 2019. The final plan will be a relaunch of the CA-MPO's Jefferson Area Mobility Plan (UnJAM), by combining the MPO and Rural Transportation Program's long range plans.

*End Products:*

- Begin process for updating the LRTP;
- Amend the LRTP, as needed;
- Maintain detailed standards for amending the LRTP;
- Conduct an exercise that will assess how the HB 2 prioritization process will affect the LRTP; and,
- Prepare data for an update of the Travel Demand Model, to occur in FY17.

**B) MPO Travel Demand Model**

*PL Funding:* \$16,422

*FTA Funding:* \$5,000

The CA-MPO will review and update the Traffic Analysis Zones (TAZs) and demographics for the MPO's Travel Demand Model. These updates are in preparation for Albemarle County's Hillsdale Drive/Rio Road study and the LRTP effort. The new TAZs will be better aligned with census boundaries, resulting in more accurate demographic data and analysis. The updates will also serve as a base layer for assessing transit services and the transit functions of the model. Staff will assess linkages of the TAZs with the transportation network. The CA-MPO will explore possibilities for expanding the modeling area to Greene County and other areas anticipated to be included in the MPO boundary after the next census.

*End Products:*

- Amend the TAZ boundaries to be consistent with census blocks;
- Update the TAZ/network linkages to capture actual conditions; and,
- Update the demographic data in coordination with Albemarle County and VDOT.

### **C) Jefferson Area Bike and Pedestrian Plan**

*PL Funding:* \$15,000

*FTA Funding:* \$9,000

In FY16, CA-MPO staff began work on updating the Jefferson Area Bike and Pedestrian Plan, last approved in 2004. The updated plan will include a comprehensive list of all bike and pedestrian projects for the region. Performance measures, a prioritization process and detailed project costs will offer a road map to implementing the region's bike/ped vision. This format will also result in greater consistency and integration with State funding processes. The plan will encompass the Rural Transportation and MPO areas, rolling into a joint Rural/MPO Long Range Plan. Development of the Jefferson Area Bike and Pedestrian Plan will run in parallel with the LRTP update, allowing recommendations to be integrated between documents. The plan is slated to be completed in FY18.

#### *End Products:*

- Establish bike and pedestrian goals for the region;
- Complete a detailed inventory of existing conditions;
- Complete a detailed inventory of bike and pedestrian recommendations for existing plans;
- Initiate a public process for crafting goals and vetting priorities; and,
- Beginning work on performance measures and a prioritization process.

### **D) Bike and Pedestrian Count Program**

*PL Funding:* \$10,000

*FTA Funding:* \$5,851

In FY16, the CA-MPO conducted bike and pedestrian counts for the MPO area, in partnership with the City of Charlottesville, Albemarle County and the University of Virginia. After completing the fall counts, stakeholders continued to meet, to explore the opportunities for a formalized count program. In FY17, the partners will establish a program for future counting efforts and fine-tune procedures for coordinating efforts.

#### *End Products:*

- Formalize coordination between the CA-MPO/TJPDC, City of Charlottesville, Albemarle County and UVA;
- Initiate counting efforts for FY17;
- Establish an improved system for storing and analyzing data; and,
- Establish a universal counting methodology for the region.

### **E) Amtrak Station Redevelopment**

*PL Funding:* \$2,000

*FTA Funding:* \$10,000

Downtown Charlottesville is home to the only train station in the CA-MPO boundaries. Currently, the station is over capacity and unable to meet planned Amtrak service in the corridor. In response, the CA-MPO began discussions with member localities and other stakeholders, to begin a planning effort for the site and regional rail corridor. The MPO is currently setting up meetings with DRPT to discuss possible steps for ensuring that the station can remain attractive to users as service in the area is expected to increase. In FY17, the CA-MPO intends to begin work on the rail corridor plan, in partnership with DRPT, to determine demand for facilities

improvements and options for meeting those needs.

*End Products:*

- Secure funds to begin a rail plan for the corridor that is within the CA-MPO boundaries;
- Work with DRPT to engage stakeholders and build consensus around the rail plan effort; and,
- Work with DRPT to initiate work on the rail plan, with possible completion in FY17.

**F) Data Management**

*PL Funding:* \$10,000

*FTA Funding:* \$4,000

TJPD staff will focus efforts on collecting and processing data for various efforts, including VDOT's maintenance of the model. Staff will prepare data for the update of the Travel Demand Model's TAZs. CA-MPO staff will build on the recent website redesign that occurred in FY16, by starting an online data center with interactive maps and tables. The MPO will also create new data, with the bike and pedestrian counts and other collection efforts. Most significantly, staff will draft a data management plan, in preparation for the LRTP update.

*End Products:*

- Develop a data management plan;
- Provide VDOT with data to maintain and update the Travel Demand Model;
- Develop an online data center, improving access to information;
- Collect and analyze bike, pedestrian and transit data to assist with future planning efforts;
- Collect and consolidate other data;
- Continue to share information to ensure a cooperative and collaborative process; and,
- Respond to mapping and data requests from local officials, state agencies and the general public.

**G) Performance Measurements**

*PL Funding:* \$10,000

*FTA Funding:* \$3,000

Staff will begin to evaluate LRTP projects and performance measures with any changes to the State's House Bill 2 prioritization process. In preparation for the LRTP update, the CA-MPO will begin to evaluate new performance measures for the 2045 plan. Staff will also develop specialized measures for bike and pedestrian projects, as part of the Jefferson Area Bike and Pedestrian plan. Staff will also begin to develop performance measures for transit projects, as the State's process gives less focus to transit maintenance and capital expenses. These standards will help the region prioritize transit investments, as well as a cost benefit of those services.

*End Products:*

- Maintain the LRTP performance measures to evaluate proposed changes to the plan;
- Evaluate LRTP projects under any proposed tweaks to the State's House Bill 2 prioritization process;
- Develop specialized performance measures for bike and pedestrian projects, for the Jefferson Area Bike and Pedestrian Plan; and,
- Develop specialized performance measures for transit projects, in preparation for the LRTP update.



**H) Other Studies**

Grant Funds

CA-MPO staff will continue to pursue grant opportunities and other planning studies that will focus on:

- Improving regional connections between the City and County;
- Assisting member jurisdictions with local projects; and,
- Assessing connections with other regions and MPOs.

*End Products:*

- Work with local officials and staff to identify additional planning efforts;
- Coordinate with neighboring regions to identify the potential for coordinated planning efforts; and,
- Continue to monitor grants and funding sources, to support additional efforts.

---

**Task 3: Short Range Planning**

---

*Total Funding:* \$105,279

*PL Funding:* \$75,750

*FTA Funding:* \$36,932

*VDOT SPR:* \$75,000

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

*PL Funding:* \$4,000

*FTA Funding:* \$2,000

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. Any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions including 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.

MPO, TJPDC, VDOT, DRPT, and local City and County staff will continue to collaborate and monitor maintenance of the TIP. The final TIP document shall be posted on the TJPDC website.

*End Products:*

- Update the TIP format to improve accessibility and transparency;
- Process the Annual Obligation Report;
- Process TIP amendments and adjustments;
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations; and,
- Maintain the TJPDC Website and update to meet ADA accessibility standards.

**B) Six-Year Improvement Program (SYIP)**

*PL Funding:* \$15,750

*FTA Funding:* \$3,000

The CA-MPO will work with State and local agencies to prioritize and submit a list of recommended projects to the District Planner, for consideration in the State's prioritization and selection process. Staff will document how it developed and prioritized the list of projects. Staff will also test how anticipated tweaks to the House Bill 2 process will influence candidate projects for the SYIP. This exercise will prepare the CA-MPO and localities for the State's methodology.

*End Products:*

- Attend VDOT's Fall Transportation Meeting;
- Attend VDOT's Spring Transportation Meeting;
- Test the HB 2 standards with candidate projects for the SYIP;
- Hold a regional meeting to coordinate project submittals from the member localities and MPO; and,
- Submit a list of prioritized projects for consideration in the SYIP.

**C) Route 29 Solutions Outreach**

*PL Funding:* \$13,000

*FTA Funding:* \$2,000

In FY15, staff was significantly involved in coordinating efforts for the Route 29 Solutions Projects, a role that continued into FY16. Staff continues to serve on the Route 29 Advisory Panel, intended to help mitigate the effects of construction on the corridor and the surrounding businesses. In FY17, staff will remain active with the Panel and assist with coordinating VDOT's efforts to complete the corridor improvements.

*End Products:*

- Continue to serve on the Route 29 Advisory Panel; and,
- Continue to assist VDOT with efforts to complete the corridor improvements.

**D) Travel Demand Management (TDM)/Rideshare Program**

*PL Funding:* \$1,000

*FTA Funding:* \$5,000

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

*End Products:*

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

**E) Regional Transit Study**

*PL Funding:* \$2,000

*FTA Funding:* \$10,000

In FY16, CA-MPO staff started work on a study to determine how CAT and JAUNT could better align services and administration. There are also considerations of how to better coordinate with University Transit System (UTS). In FY17, staff will continue with this study, in partnership with the transit providers, the University, local officials and other stakeholders.

*End Products:*

- Continue meetings and partnership with stakeholders;
- Complete the Regional Transit Study;
- Present findings to the Charlottesville/Albemarle/University PACC; and,
- Assist with implementing recommendations, if applicable.

**F) Short Range Bike and Pedestrian Planning**

*PL Funding:* \$20,000

*FTA Funding:* \$8,000

Aside from work on the Jefferson Area Bike and Pedestrian Plan, the CA-MPO will also commence with several short range efforts for improving the bike and pedestrian environment. These efforts include data collection, reports, implementation of projects and programming.

*End Products:*

- Identify opportunities for new bicycle and pedestrian facilities, as requested;
- Hold the annual Better Block project, to demonstrate best practices in street design;
- Continue to build and maintain the Regional Cycling Program;
- Conduct year-long bike and pedestrian counts;
- Establish an annual bike and pedestrian report;
- Implement recommendations from the Bike Route 76 Corridor Study; and,
- Pursue other funding opportunities to support bicycle and pedestrian facilities and planning.

**G) Transportation Planning Academy**

*PL Funding:* \$10,000

*FTA Funding:* \$3,000

In FY16, the CA-MPO began work with a Transportation Planning Academy, providing training on transportation planning and concepts. The effort included two MPO-organized events, as well as presentations at community meetings, conferences and an Albemarle County training session. In FY 17, staff will focus on formalizing the program, by: developing online resources; setting regular training events throughout the year; and, establishing partnerships with other educational organizations, such as UVA and professional associations.

*End Products:*

- Hold at least three training events during FY17;
- Create an enhanced project tracking matrix that maps all MPO projects online;
- Establish online tools that help to explain the transportation planning process; and
- Establish a formal structure to the Transportation Planning Academy.

**H) Enhance Readiness for High-Priority Projects**

*PL Funding:* \$10,000

*FTA Funding:* \$3,932

MPO staff will work with the City and County on outreach efforts to implement MPO plans and recommendations. This will include exploration of additional funding opportunities and identification of priority projects. Specific efforts include seeking funding sources to implement project concepts from the 2040 LRTP, Bike and Pedestrian plans, the Pantops Master Plan, the Northtown Trail project and other previously adopted planning documents.

*End Products:*

- Facilitate outreach efforts in the pursuit of funding sources for high priority projects within the MPO; and
- Write implementation white papers on select MPO-related projects, for road, bike, ped and transit improvements.

**I) On-Call Services**

*PL Funding:* \$0

*FTA Funding:* \$0

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

improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All safety studies will ensure a working partnership with the surrounding area's businesses and neighborhoods.

*End Products:*

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

---

**Task 4.0: Consultant Studies**

---

*PL Funding:* \$0

*FTA Funding:* \$0

These projects would be funded, or proposed to be funded, by sources other than MPO planning funds, and are included for information. As of the adoption of this document, there are no consultant studies in process, but TJPDC staff will amend this document to incorporate any future consultant studies.

## CA-MPO in FY18

The CA-MPO Strategic Plan identifies several efforts for FY18. Staff anticipates work on the following efforts, some of which will carry-over from FY17.

### **L RTP 2045 Update**

- Integrate findings from the Jefferson Area Bike and Pedestrian Plan;
- Coordinate procedures and efforts with neighboring MPOs, by establishing an MOU for joint review of LRTPs and models for regional projects; and,
- Continue development of the LRTP.

### **Jefferson Area Bike and Pedestrian Plan**

- Develop a complete list of recommendations;
- Coordinate with local planning efforts; and,
- Complete a final prioritized list of projects and efforts.

### **Project Financing**

- Evaluate possibilities for public-private partnerships;
- Restructure and redefine transportation projects to ensure higher scores in the State's funding processes;
- Integrate the State's process into MPO and local projects, to strengthen funding applications; and,
- Work with VAMPO to promote State Code changes that provide greater weight to MPO processes.

### **Other Studies**

- Improve regional connections between the City and County;
- Assist member jurisdictions with local projects; and,
- Assess connections with other regions and MPOs.

### **Committees and Policy Board**

- Establish a non-voting member of the MPO Policy Board that represents Piedmont Virginia Community College (PVCC); and,
- Establish non-voting positions for rural communities that are likely to be integrated into the MPO after the next decennial census.

### **Outreach and Marketing**

- Rename the CA-MPO, to be more consistent with the TJPDC brand and in preparation for the expansion of the MPO's boundaries.

### **Data Sharing**

- Creating a public, online data center that provides an inventory of all available transportation information for the region; and,
- Establish a well-defined project pipeline, with defined funding strategies.

## Public Participation Process

---

### Review and Approval of Tasks

---

MPO Policy Board: March 23<sup>rd</sup>

---

### Online Posting

---

Posted on TJPDC.org: May 5<sup>th</sup>

---

### State Review

---

Draft submittal for VDOT review/comment: May 3<sup>rd</sup>

Draft submittal for DRPT review/comment: May 3<sup>rd</sup>

---

### Review of Final FY16 UPWP

---

Citizen Transportation Advisory Committee (CTAC): May 4<sup>th</sup>

MPO Technical Committee: May 17<sup>th</sup>

MPO Policy Board: May 25<sup>th</sup>

\*\*PUBLIC HEARING: May 25<sup>th</sup>, 2015\*\*

*Note: Copy of public hearing 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
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
TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)



## FY17 Unified Planning 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 (January 28, 2009)**

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

**Attachment D: Public Notice and Resolution**

---

## ATTACHMENT – A

### Charlottesville/Albemarle Urbanized Area FY-2017 Unified Planning Work Program VDOT Input

State Planning and Research (SPR) Funds Available \$ 380,000

#### Tasks

- 1.0 Administration of the Continuing Urban Transportation Planning Process (3-C)  
Budgeted \$60,000
- Preparation for and attendance at MPO (Policy Board), Technical Committee and various other local and jurisdictional committee meetings as necessary
  - Preparation of PL funding agreements and addenda
  - Review and process billing invoices and progress reports
  - Process amendments to the FY-2015 - 18 TIP
  - Review road plans for conformance with current transportation plan
  - Conduct Federal-Aid/Functional Classification System reviews
  - Coordinate multi-modal activities and maintain/update transportation inventory datasets
  - Assist with the update of the Public Participation Plan, Title VI/Environmental Justice Plan, and other regional plans
  - Monitor regional travel
  - Review proposed enhancement projects as necessary
  - Review local and regional transportation planning activities and attend public hearings
- 2.0 Long-Range Transportation Planning  
Budgeted \$75,000
- Respond to inquiries concerning the Year 2040 Long-Range Transportation Plan
  - Assist the MPO with the updates of the Year 2040 Long-Range Transportation Plan
  - Assist the MPO with model runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies
  - Evaluate and review comments and respond to concerns relative to transportation planning process
  - Participate in Citizen Transportation Advisory Committee (CTAC) for MPO
  - Review the Transportation Plan Model for coordination and future model update efforts
  - Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies
  - Evaluate planning study efforts as they relate to the NEPA process.

3.0 Short-Range Transportation Planning  
Budgeted \$75,000

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

4.0 Non-Urbanized/Rural Transportation Planning Program  
Budgeted \$170,000

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

VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. FY-17 Funding Statewide - \$500,000



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

This agreement is made and entered into as of January 28, 2009 by and between the Commonwealth of Virginia, hereinafter referred to as the State, the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO, the City of Charlottesville hereinafter referred to as the City, the Charlottesville Transit Service hereinafter referred to as CTS, the County of Albemarle hereinafter referred to as the County, JAUNT, Inc (rural transit and paratransit operator) hereinafter referred to as JAUNT, (with JAUNT and CTS together hereinafter referred to as the Public Transit Operators), and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

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

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

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff and Public Transit Operators, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Charlottesville-Albemarle Area. It is also agreed that the following articles will guide the 3-C process.

**Article 1  
Planning and Modeling Boundaries**

The MPO is responsible as the lead for coordinating transportation planning and programming in the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the City of Charlottesville and the urbanized portions of the County of Albemarle. It is recognized that the scope of the regional study area used with the transportation demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor.

**Article 2  
Metropolitan Transportation Planning and Programming Process**

The State, the MPO, the CITY, the COUNTY, the Staff, and Public Transit Operators shall establish continuing, cooperative, and comprehensive transportation planning and programming process as provided for by SAFETEA-LU and in accordance with the constitution and statutes of the Commonwealth of Virginia. This process shall be followed and result in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The MPO, designated in accordance with 23 CFR Part 450, shall be responsible for carrying out the metropolitan transportation planning process. The State, the CITY, the COUNTY, the Staff, and Public Transit Operators as signatories of this agreement shall coordinate their responsibilities for transportation planning, programming and implementation with those of the MPO.

The State shall coordinate its responsibilities for statewide transportation plans and programs with the metropolitan transportation plans and programs. The State, the MPO, the CITY, the COUNTY, the Staff, and Public Transit Operators shall cooperate in the reconciliation of such plans and programs as necessary to ensure connectivity with transportation systems.

Details regarding specific functions, duties and responsibilities of the State, the MPO, the CITY, the COUNTY, the Staff, and Public Transit Operators in the metropolitan transportation planning and programming process shall be as described in the Unified Planning Work Program (UPWP). Such functions, duties and responsibilities shall be carried out in accordance with all applicable provisions of SAFETEA-LU (or as amended by future Federal legislation reauthorizing transportation funding and the 3-C process), and its implementing federal regulations of 23 CFR 450 and 23 CFR 420.

### **Article 3 Metropolitan Planning Organization**

The MPO policy board shall be composed of the following voting representatives designated by and representing their locality or agency:

1. City of Charlottesville 2 representative(s)
2. County of Albemarle 2 representative(s)
3. State 1 representative participating on behalf of the State, appointed by the Commonwealth of Virginia Secretary of Transportation)

The policy board will consider, analyze as appropriate, and reflect in the planning and programming process the metropolitan planning factors and requirements for MPO and State certifications as required by sections 23 CFR 450.306, and 450.334, respectively. There shall also be a nonvoting representative designated by and representing each of the following:

1. Federal Highway Administration
2. Federal Transit Administration
3. Federal Aviation Administration
4. Department of Rail and Public Transportation
5. JAUNT
6. Charlottesville Transit Service
7. Thomas Jefferson Planning District Commission
8. University of Virginia
9. Charlottesville Albemarle Regional Transportation (CHART) Citizens' Advisory Committee

The membership, voting and nonvoting, shall be expanded to include additional localities or agencies as may be necessary. State elected officials may also serve on the MPO at the discretion of the MPO policy board. The MPO shall elect a chairman and other officers as deemed appropriate, and shall establish rules of order. The MPO constituted hereinafter shall remain in effect until such time the local jurisdictions and the Governor of the Commonwealth of Virginia re-designate the MPO in accordance with 23 CFR Part 450.

The governing body of each member locality or agency, having appointed the appropriate number of representatives to the MPO policy board as indicated in this ARTICLE, whether voting or nonvoting, may appoint an alternate member(s). Voting privileges for alternates shall be the same as for the regular member in the absence of the regular member.

Additional information on the MPO policy board, related committees, structure(s), membership(s), and working methods shall be established in the Bylaws and in a formal, written Public Participation Plan, as required by SAFETEA-LU. The Public Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points.

#### **Article 4 Financing the Process**

The responsibilities of the MPO shall be supported by planning funds authorized by Section 104(f) of Title 23 of the United States Code, hereinafter referred to as PL Funds, and by Section 1607 (d) of Title 49 of the United States Code, hereinafter referred to as Section 8 Funds. PL Funds and Section 8 Funds shall be allocated to work activities in an annual Unified Planning Work Program at the direction of the MPO in cooperation with the State, the CITY, the COUNTY, the Staff, and Public Transit Operators. The use of PL Funds, Section 8 Funds and other funding sources shall continue as additional monies are appropriated. Should all such funds be discontinued, this AGREEMENT may be terminated.

#### **Article 5 Inclusion and Selection of Project Recommendations**

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

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transit Operator(s). Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

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

To the extent that funds are reasonably available, the projects to be included in the TIP shall be cooperatively determined by the MPO, the State and Public Transit Operators. Projects may be included and programmed in the TIP only if they are also consistent with the recommendations in the CLRP. The State shall provide the MPO a list of known project, program, or grouped obligations by year and phase, for all Virginia Department of Transportation funded projects to assist in the development of the TIP document. The format of the TIP portion of the State Transportation Improvement Plan (STIP) will be based on the executed agreement between FHWA, FTA, and the State. The MPO may include additional detail or supporting information as deemed appropriate to the TIP document. The MPO may add any additional federally funded projects (i.e. CMAQ and RSTP), locally funded projects, or locally/regionally administered projects. Once the TIP is compiled and adopted by the Policy Board, the MPO shall forward the TIP to the State. The State shall incorporate the TIP into the STIP. Once complete, the STIP will be forwarded to FHWA for review and approval.

Selected Transportation Enhancement (TE) projects shall be reported by the State to the appropriate MPO for inclusion in the MPO CLRP and TIP.

The selection of projects from the TIP by the MPO, State or Public Transit Operator(s) shall be done in full accordance with 23 CFR 450.330.

#### **Article 6 Financial Planning and Programming, and Obligations**

The State, the MPO and the Public Transit Operators are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with

principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.322(f)(10)) and program (23 CFR 450.324(h) & (i)), as well as the development of the annual listing of obligated projects (23 CFR 450.332).

***Fiscal Constraint and Financial Forecasts***

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR §450.322 and §450.324 respectively with project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area for the planning horizon of the CLRP. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

***Annual Obligation Report***

Within 90 days after the close of a federal fiscal year the Virginia Department of Transportation shall provide the MPO with an Annual Obligation Report. To the extent possible, this report will contain the projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal highway or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the Annual Obligation Report on the Web and in accordance with any other procedures outlined in the Public Participation Plan to ensure adequate access by the public and other interested stakeholders.

**ARTICLE 7-AMENDMENTS**

Amendments to this AGREEMENT, as mutually agreed to, may be made by written agreement between all parties of this AGREEMENT.

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

**Signatures:**



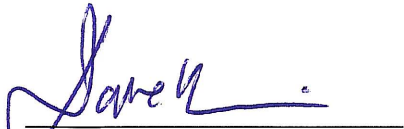
David Slutzky  
Chairman  
Charlottesville-Albemarle Metropolitan Planning Organization

WITNESS BY 

\_\_\_\_\_  
Pierce R. Homer  
Secretary of Transportation  
Commonwealth of Virginia

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

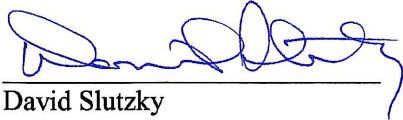


  
\_\_\_\_\_

Dave Norris  
Mayor

City of Charlottesville, and on behalf of the Charlottesville Transit Service

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

  
\_\_\_\_\_

David Slutzky  
Chairman

County of Albemarle Board of Supervisors

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

  
\_\_\_\_\_

Connie Brennan,  
Chairman

Thomas Jefferson Planning District Commission

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

  
\_\_\_\_\_

Ray East,  
President  
JAUNT, Inc.

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

**FY17 Work Program: Funding by Task**

<b>Funding Source</b>	<b>FY-17 PL Funding</b>	<b>FY-17 FTA Funding</b>	<b>Total</b>
<b>Task 1: Administration</b>	<b>\$53,695</b>	<b>\$26,139</b>	<b>\$79,834</b>
A. Reporting and Compliance with Regulations	\$5,000	\$3,000	\$8,000
B. Staffing Committees	\$14,695	\$8,139	\$22,834
C. Information Sharing	\$8,000	\$3,000	\$11,000
D. Cross-Jurisdictional Communication	\$8,000	\$3,000	\$11,000
E. Ladders of Opportunity	\$5,000	\$3,000	\$8,000
F. Public Participation	\$5,000	\$3,000	\$8,000
G. Online Resources	\$8,000	\$3,000	\$11,000
<b>Task 2: Long Range Transportation Planning</b>	<b>\$83,422</b>	<b>\$41,851</b>	<b>\$125,273</b>
A. 2045 Long Range Transportation Plan (LRTP)	\$20,000	\$5,000	\$25,000
B. MPO Travel Demand Model	\$16,422	\$5,000	\$21,422
C. Jefferson Area Bike and Pedestrian Plan	\$15,000	\$9,000	\$24,000
D. Bike and Pedestrian Count Program	\$10,000	\$5,851	\$15,851
E. Amtrak Station Redevelopment	\$2,000	\$10,000	\$12,000
F. Data Management	\$10,000	\$4,000	\$14,000
G. Performance Measurements	\$10,000	\$3,000	\$13,000
H. Other Studies	\$0	\$0	\$0
<b>Task 3: Short Range Planning</b>	<b>\$75,750</b>	<b>\$36,932</b>	<b>\$112,682</b>
A. Transportation Improvement Program (TIP)	\$4,000	\$2,000	\$6,000
B. Six-Year Improvement Program (SYIP)	\$15,750	\$3,000	\$18,750
C. Route 29 Solutions Outreach	\$13,000	\$2,000	\$15,000
D. Travel Demand Management (TDM)/Rideshare Program)	\$1,000	\$5,000	\$6,000
E. Regional Transit Study	\$2,000	\$10,000	\$12,000
F. Short Range Bike and Pedestrian Planning	\$20,000	\$8,000	\$28,000
G. Transportation Planning Academy	\$10,000	\$3,000	\$13,000
H. Enhance Readiness for High-Priority Projects	\$10,000	\$3,932	\$13,932
I. On-Call Services	\$0	\$0	\$0
<b>Task 4.0: Consultant Studies</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CONTACT:** Nick Morrison  
(434)422-4826 phone  
nmorrison@tjpd.org

# Public Notice

## Hearings will be held:

- **Wednesday, May 25, 2016 at 4:00 p.m.**

## The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) will host four public hearings, including:

### **FY17 Unified Planning Work Program (UPWP)**

There will be a public hearing on the adoption of the FY17 Unified Planning Work Program (UPWP), which will guide the activities of the MPO for the 2017 fiscal year. The DRAFT FY17 Work Program is available on the CA-MPO website, at <http://campo.tjpd.org/>. Copies of the draft documents are also available at TJPDC offices.

### **Title VI and Environmental Justice Plan**

There will be a public hearing on proposed changes to the Title VI and Environmental Justice Plan. This plan outlines how the MPO avoids adversely affecting or inadvertently excluding any minority, low-income, limited-English-speaking, disabled or elderly populations. This plan will work in tandem with the Public Participation Plan. This plan can be reviewed at <http://campo.tjpd.org/about/community-involvement/>. Hardcopies of this plan can be reviewed at the City of Charlottesville, Albemarle County, the Thomas Jefferson Planning District Commission and the Jefferson-Madison Regional Library.

### **Public Participation Plan**

There will be a public hearing on proposed changes to the Public Participation Plan. The proposed changes include new demographic data and maps that show the MPO's expanded boundary. For more details regarding the Public Participation Plan please go to <http://campo.tjpd.org/about/community-involvement/>.

### **Amendments to the FY15-FY18 Transportation Improvement Program (TIP)**

The Virginia Department of Transportation (VDOT) has several proposed amendments to the TIP, including:

#### Safety/ITS/Operational Improvements

##### *Grouping*

The amendment is an update based on current estimate and actual obligations:

- Add \$380,754 (HSIP) to FFY15;

- Move \$202,503 (ACC-HSIP) from FFY16 to (HSIP) FFY16;
- Add an additional \$290,200 add \$1,800 (STP) to the FFY16 PE phase;
- Move \$57,664 (STP) from FFY15 to FFY16;
- Release \$3,200 (STP) from FFY15 Right-of-Way phase;
- Release \$404,575 (HSIP) from FFY15,
- Move \$276,786 (STP) from FFY15 to FFY16 and add an additional \$5,909;
- Move \$507 (STP) from FFY15 to FFY16 and add an additional \$19,000;
- Add \$203,354 (HSIP) to FFY16;
- Add \$315,000 (STP) to FFY16;
- Add \$653,000 (AC-HSIP) to FFY16 with conversion in FFY17;
- Add \$13,200 (STP) to FFY17; and,
- Add \$173,017 (AC-Other) to FFY16 and \$15,555 (AC-Other) to FFY17 Construction Phase.

### Route 29 Widening and Corridor Improvements

*UPC Number: 77383*

The amendment is an update based on current estimate and actual obligations. These amendments are linked with the Rio Road Grade-Separated Interchange (UPC 106136) and Berkmar Drive Extended (UPC 106137) projects.

- Release \$1,231,572 (Equity Bonus) & \$2,251,200 (AC-Other), and add \$2,189,136 (Surface Transportation Program) in FFY16 PE;
- Move \$3,420,000 (AC-Other) from previous to (Surface Transportation Program) FFY16 RW;
- Add \$12,905,450 (Equity Bonus), \$1,259,029 (Surface Transportation Program), \$7,972,859 (NHPP), \$13,580,381 (AC-NHPP), \$10,297,296 (AC- Surface Transportation Program), \$6,963,854 (AC-Other) to FFY16;
- Add \$3,056,558 (ACC-NHPP) & \$675,000 (ACC- Surface Transportation Program) to FFY17;
- Add \$7,987,789 (ACC-NHPP) & \$965,227 (ACC- Surface Transportation Program) in FFY18 CN. (3/10/16)

The TIP document outlines the project schedule and funding breakdown for regional transportation projects that are currently underway. Information for the FY15-FY18 TIP and the Annual Obligation Report can be found at (<http://campo.tjpd.org/process-documents/tip/>). Draft copies of the TIP and Obligation Report are also available for review at the TJPDC offices.

---

**[The hearings will be held at the Water Street Center, 407 East Water Street Charlottesville, Va. 22902.](#)** The public is welcome and encouraged to attend. Comments may also be submitted via telephone, email or letter to the MPO: POB 1505, Charlottesville, VA 22902; phone (434) 422-4826; email: [info@tjpd.org](mailto:info@tjpd.org). Hearing impaired persons may call 711 for access.