

UNIFIED PLANNING WORK PROGRAM (UPWP)

- Funding for CA-MPO comes from:
 - Federal sources (80%) – FHWA and FTA
 - State sources (10%) – VDOT and DRPT
 - Local sources (10%) – Local match contribution
- Federally required to identify activities to be undertaken by CA-MPO using this funding in an annual work program
- Draft FY 2024 Budget for CA-MPO activities is \$516,854
 - Includes \$130,170 in rollover funding from FY22 and FY23
 - VDOT has an additional budget for their staff to support the MPO
- Two types of rollover:
 - Passive:
 - Only applies to FHWA funding source
 - Does not require any action
 - Becomes available second fiscal year following original allocation if unused
 - Active: Has to be de-obligated and programmed into a following FY in order to be used

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FY23 - De-obligation Impacts					
	PL (Approved)	PL (Revised)	De-obligation	FTA (No change)	De-Obligation Total
Task 1: Administration	\$37,500	\$37,500	\$0	\$21,500	\$0
Reporting and Compliance with Regulations	\$14,000	\$14,000	\$0	\$8,000	\$0
Staffing Committees	\$14,000	\$14,000	\$0	\$8,000	\$0
Information Sharing	\$9,500	\$9,500	\$0	\$5,500	\$0
Task 2: Long Range Transportation Planning	\$261,338	\$156,338	\$105,000	\$81,596	\$105,000
2050 LRTP	\$161,335	\$88,692	\$72,643	\$33,000	\$72,643
OneMap	\$20,000	\$20,000	\$0	\$8,108	\$0
MPO Boundary Analysis	\$14,684	\$14,684	\$0	\$7,000	\$0
Transit Governance Study	\$0	\$0	\$0	\$30,488	\$0
On-call Services	\$65,319	\$32,962	\$32,357	\$3,000	\$32,357
Task 3: Short Range Transportation Planning	\$49,000	\$49,000	\$0	\$49,926	\$0
TIP	\$18,000	\$18,000	\$0	\$7,000	\$0
SMART SCALE	\$15,000	\$15,000	\$0	\$12,000	\$0
RTP, TDM, and Bike/Ped Support	\$4,000	\$4,000	\$0	\$8,500	\$0
Performance Targets	\$2,000	\$2,000	\$0	\$1,000	\$0
Regional Transit & Rail Planning	\$0	\$0	\$0	\$5,000	\$0
CTAC/Public Outreach/Title VI	\$10,000	\$10,000	\$0	\$16,426	\$0
TOTAL	\$347,838	\$242,838	\$105,000	\$153,022	\$105,000

- Policy Board will need to vote on whether to approve the proposed amendments to the FY23 Unified Planning Work Program in order to de-obligate funds to rollover into FY24.

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FY24 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-24 PL Funding	\$206,116	\$25,764	\$25,764	\$257,644
FY-22 PL Passive Rollover	\$20,136	\$2,517	\$2,517	\$25,170
FY-23 PL Active Rollover	\$84,000	\$10,500	\$10,500	\$105,000
FY-24 PL Total	\$310,252	\$38,781	\$38,781	\$387,814
FY-24 FTA Funding	\$103,232	\$12,904	\$12,904	\$129,040
FY-24 FTA Total	\$103,232	\$12,904	\$12,904	\$129,040
PL+FTA Total	\$413,484	\$51,685	\$51,685	\$516,854
VDOT SPR*	\$136,000	\$34,000	\$0	\$170,000
Total FY24 Work Program	\$549,484	\$85,685	\$51,685	\$686,854

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FY24 – Draft Unified Planning Work Program

	PL	FTA	Total
Task 1: Administration	\$52,500	\$21,500	\$74,000
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000
Staffing Committees	\$14,000	\$8,000	\$22,000
Information Sharing	\$24,500	\$5,500	\$30,000
Task 2: Long Range Transportation Planning	\$267,314	\$70,640	\$337,954
2050 LRTP	\$142,643	\$36,000	\$178,643
Comprehensive Safety Action Plan	\$30,000		\$30,000
MPO Boundary Analysis	\$8,000	\$4,000	\$12,000
Transit Governance		\$27,640	\$27,640
Commuter Assistance Program Strategic Plan	\$11,000		
Travel Demand Model Update	\$20,000		
On-call Services/Contingency	\$55,671	\$3,000	\$58,671
Task 3: Short Range Transportation Planning	\$68,000	\$36,900	\$104,900
TIP Maintenance	\$5,000	\$2,000	\$7,000
SMART SCALE & Grant Support	\$35,500	\$10,400	\$45,900
RTP, TDM, and Bike/Ped Support	\$8,500	\$8,500	\$17,000
Performance Targets	\$2,000	\$1,000	\$3,000
Regional Transit & Rail Planning	\$0	\$5,000	\$5,000
CTAC/Public Outreach/Title VI	\$17,000	\$10,000	\$27,000
TOTAL	\$387,814	\$129,040	\$516,854

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Unified Planning Work Program (UPWP)

Fiscal Year 2024
July 1, 2023 – June 30, 2024
Approved May 24, 2023

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



 **VDOT**
Virginia Department of Transportation

 **DRPT**
Virginia Department of Rail and Public Transportation

 U.S. Department of Transportation
Federal Highway Administration



Preface

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

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

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INTRODUCTION

Purpose of the Unified Planning Work Program

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

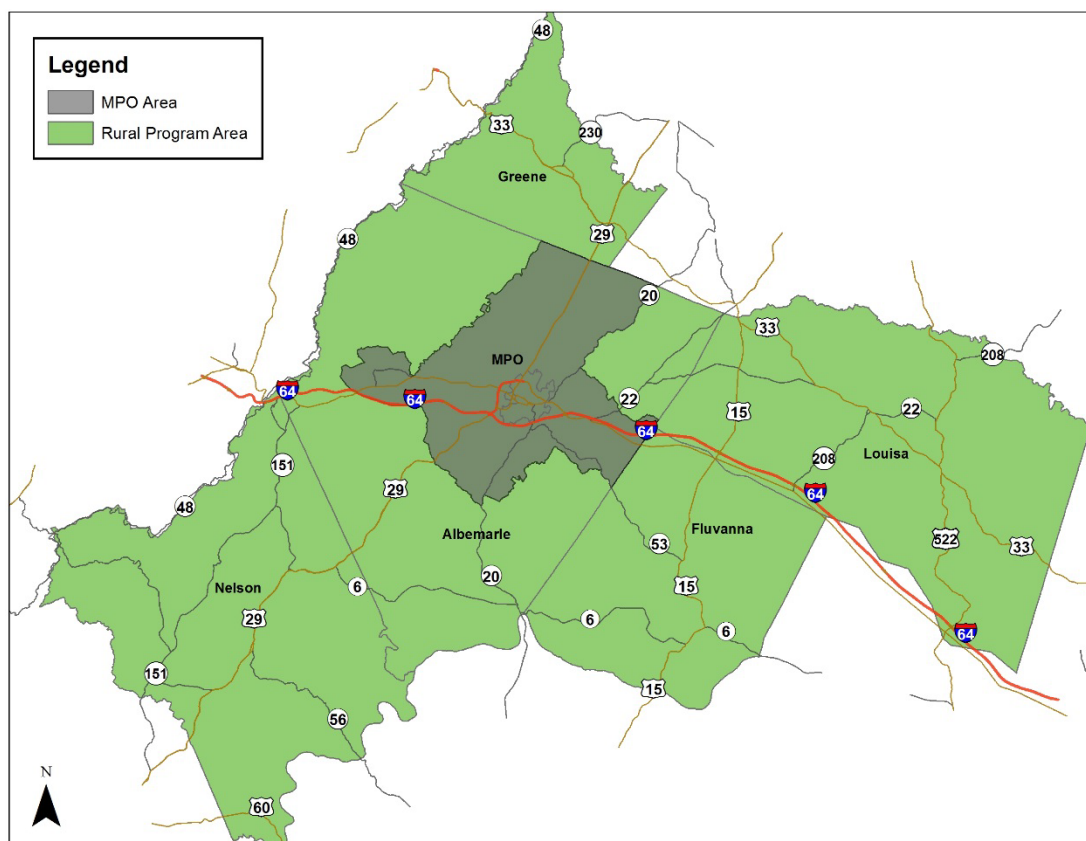
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City 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), the Thomas Jefferson Planning District Commission, 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 and
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation.

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.

Funding

Two federal agencies fund the MPO's planning activity. This includes FHWA's funds, labeled as

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.

“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 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 FY24 Work Program Budget. These tables outline the FY24 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.

FY24 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	<i>80%</i>	<i>10%</i>	<i>10%</i>	<i>100%</i>
FY-24 PL Funding	\$206,116	\$25,764	\$25,764	\$257,644
FY-22 PL Passive Rollover	\$20,136	\$2,517	\$2,517	\$25,170
FY-23 PL Active Rollover	\$84,000	\$10,500	\$10,500	\$105,000
FY-24 PL Total	\$310,252	\$38,781	\$38,781	\$387,814
FY-24 FTA Funding	\$103,232	\$12,904	\$12,904	\$129,040
FY-24 FTA Total	\$103,232	\$12,904	\$12,904	\$129,040
PL+FTA Total	\$413,484	\$51,685	\$51,685	\$516,854
VDOT SPR*	\$136,000	\$34,000	\$0	\$170,000
Total FY24 Work Program	\$549,484	\$85,685	\$51,685	\$686,854
*VDOT SPR Funding Source is 80% Federal and 20% State.				

FY24 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	14.32%	65.39%	20.30%	100%
PL+FTA Total	\$74,000	\$337,954	\$104,900	\$516,854
FY-24 PL Funding	\$52,500	\$137,144	\$68,000	\$257,644
FY-23 PL Active Rollover	\$0	\$105,000	\$0	\$105,000
FY-22 PL Passive Rollover	\$0	\$25,170	\$0	\$25,170
PL Total	\$52,500	\$267,314	\$68,000	\$387,814
FY-24 FTA Funding	\$21,500	\$70,640	\$36,900	\$129,040
FTA Total	\$21,500	\$70,640	\$36,900	\$129,040
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
Total FY24 Work Program	\$124,000	\$397,954	\$164,900	\$686,854

Highlights of FY23 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 FY23, CA-MPO staff supported the development and application of eight SMART SCALE projects, two of which were recommended to receive funding. CA-MPO staff also began the process of identifying projects for consideration in upcoming SMART SCALE grant applications

2050 Long Range Transportation Plan

MPO staff began the five-year update of the Long Range Transportation Plan (LRTP). MPO staff continued to meet with consultants procured through an Office of Intermodal Planning and Investment Growth and Accessibility Planning Technical Assistance grant to develop a project prioritization tool to evaluate regional transportation system needs. Staff began the process of developing goals and objectives to establish the framework for prioritizing system needs and projects. The work on the LRTP will continue into FY 2024.

Bicycle and Pedestrian Planning

MPO staff has continued coordinating monthly meetings to discuss issues of interest for bicycle and pedestrian planning. Staff also worked to coordinate with UVA, Albemarle County, and the City of Charlottesville to complete the OneMap project, developing a single map of bicycle and pedestrian infrastructure throughout the region to inform multi-modal planning efforts.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY23, staff worked with consultants to complete the Regional Transit Vision Plan and began work on a Transit Governance Study through a DRPT Technical Assistance Grant. The Regional Transit Governance Study will provide guidance on the appropriate governing and funding structure for a transit authority. The completion of the Transit Governance Study will occur in FY24.

Transportation Improvement Program (TIP)

MPO staff developed the FY24-FY27 TIP in collaboration with VDOT, DRPT, Jaunt, and CAT.

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 FY23, the MPO Policy Board voted to adopt safety targets based on regionally-specific trends, and adopted the statewide targets for transit asset management, system performance, and infrastructure conditions.

Grant Applications

MPO staff prepared an application and was awarded a federal grant to develop a Comprehensive Safety Action Plan through the Safe Streets and Roads for All program. The work the MPO is completing through the grant is further bolstered through VDOT's Highway Safety Improvement Program (HSIP). A safety analysis will begin in late FY23 and work through the grant will begin in FY24.

MPO staff also prepared applications for federal funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to complete the preliminary engineering phase of a bicycle and pedestrian bridge across the Rivanna River and through the 5310 Mobility Management Program to develop a regional one-call-one-click center to provide support for seniors and individuals with disabilities to access transportation services.

Title VI/Public Participation

In FY23, MPO Staff continued improving implementation of the Title VI plan in conformance with feedback received from VDOT.

FY24 UPWP Activities by Task

Task 1: Administration

Total Funding: \$74,000

PL Funding: \$52,500

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:

- FY24 Unified Planning Work Program Implementation;
- FY25 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPD 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

TJPD 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 TJPD/MPO Website.

C) Information Sharing

PL Funding: \$24,500

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. 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.

Additional funding is provided in this task to complete a comprehensive overhaul of the CA-MPO website, consistent with the recent updates to the TJPDC website. This update will allow staff to manage the website content more directly, as well as provide continuity among the TJPDC's program areas.

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;
- 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 and update the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$337,954

PL Funding: \$267,314

FTA Funding: \$70,640

A) 2050 Long Range Transportation Plan

PL Funding: \$142,643

FTA Funding: \$36,000

The CA-MPO will continue its development of the 2050 Long Range Transportation Plan

(LRTP) in FY24. In FY23, CA-MPO procured a consultant team to support the development of the plan and completed the process of developing a project prioritization process through a technical assistance grant awarded by the Office of Intermodal Planning and Investment. In FY23, CA-MPO developed the goals and objectives for the plan, completed the regional demographic analysis, and began public engagement initiatives. The development of the LRTP will be completed by May of 2024.

End Products:

- Continue public engagement of the plan goals and objectives to determine system needs and project priorities and receive feedback on project priorities;
- Develop a list of candidate projects for evaluation;
- Develop constrained budget and needs identification framework;
- Identify priority projects for implementation and future study;
- Prepare final plan for review, comment, and adoption.

B) Comprehensive Safety Action Plan

PL Funding: \$30,000

FTA Funding: \$0

In FY23, the TJPDC applied for and was awarded a Safe Streets and Roads for All discretionary grant to develop a Comprehensive Safety Action Plan for all jurisdictions within the TJPDC region. To best leverage the funding for the grant, the TJPDC staff will provide additional support for the development of this safety action plan through both the Unified Planning Work Program and the Rural Work Program. The Comprehensive Safety Action Plan will develop a better understanding of crash risk factors throughout the regional transportation system, and identify strategies specific to improving safety outcomes taking a multi-faceted approach that includes infrastructure improvements, enforcement practices, information sharing, education.

The Comprehensive Safety Action Plan will consider the safety needs for all modes of transportation and will include significant public outreach as part of the scope, allowing strong emphasis on equity considerations in developing recommended priorities. This activity demonstrates compliance with the required Complete Streets planning activities found in IIA/BIL § 11206. The completion of the Comprehensive Safety Action Plan is estimated to be completed FY25.

End Products:

- Analysis of regional crash data detailing the high injury networks and multi-modal system deficiencies to provide better understanding of factors that contribute to crashes developed in support with VDOT's Highway Safety Improvement Program;
- The establishment of a stakeholder group to provide feedback on planning process and considerations;
- Development of a public engagement strategy to conduct robust and comprehensive outreach throughout the region;
- Development of final project scope and procurement of consultants to support the analysis of data and feedback and develop recommended strategies;
- Prioritized strategies for each locality, as well as regional priorities; and
- Template for ongoing monitoring and reporting of regional safety data.

C) CA-MPO Boundary Analysis

PL Funding: \$8,000

FTA Funding: \$4,000

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. Changes to the eligible urbanized areas were indicated in late FY23. A review of those adjustments and an assessment of impacts to the MPO boundaries will be completed in FY24.

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

PL Funding: \$0

FTA Funding: \$27,640

The Thomas Jefferson Planning District Commission was awarded a Technical Assistance grant from the Department of Rail and Public Transportation in FY23 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. This task will support the completion of the Regional Transit Governance Study as well as support any needed next steps towards the implementation of a recommended governance structure.

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;
- Alternative governance structures that could be developed to oversee the implementation of recommendations identified as part of the regional transit visioning process; and
- Coordination needed for the implementation of recommended next steps.

E) Commuter Assistance Program Strategic Plan

PL Funding: \$11,000

FTA Funding: \$0

The TJPDC's commuter assistance program, RideShare, is required to complete a Strategic Plan in FY24. The goal of the RideShare program is to promote the use of non-single occupancy vehicle forms of transportation. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through both the Rural Work Program and the Unified Planning Work Program.

End Products:

- Selection and management of a technical consultant;
- An analysis of existing RideShare program operations;
- Stakeholder outreach to include meetings with stakeholder groups and/or surveys;
- Commuter data and markets analysis; and
- Development of a final Strategic Plan meeting DRPT requirements.

F) Travel Demand Model Update

PL Funding: \$20,000

FTA Funding: \$0

VDOT maintains and update the regional travel demand model for the Charlottesville-Albemarle MPO area. Following the required schedule, CA-MPO's model will be updated beginning in FY24. MPO staff will coordinate with local government staff and VDOT to provide needed data and inform updates to the model.

- Coordinate meetings between local and state stakeholders related to model assumptions and data needs;
- Support the collection and gathering of regional data, as needed;
- Coordinate with local government staff to provide feedback on growth projections and land use decisions; and
- Review drafts of the travel demand model and provide feedback on any requested changes.

G) On-call Services/Contingencies

PL Funding: \$55,671

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 began exploring an on-call consultant program in FY23 to provide efficient access to technical consultants as needed, realizing that legal support would be needed to successfully implement an on-call program that could be extended to local governments.

This task will also be used to support the development of grant applications that may present themselves outside of the normal application cycles.

- Transportation study or planning effort, as requested, that can be used as a basis for

- implementing short-term and long-term transportation solutions;
- Development and submission of grant applications;
- 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: \$104,900

PL Funding: \$68,000

FTA Funding: \$36,900

A) Transportation Improvement Program (TIP)

PL Funding: \$5,000

FTA Funding: \$2,000

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

MPO staff prepared the FY24-FY27 TIP adopted by the Policy Board in FY23. This task will support the ongoing maintenance and update of the developed TIP.

End Products:

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

B) SMART SCALE & Other Grant Planning and Support

PL Funding: \$35,500

FTA Funding: \$10,400

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. MPO staff will coordinate with localities and VDOT to identify potential SMART SCALE projects and support engagement needed to prepare those projects for Round 6 applications.

End Products:

- Provide regular updates to the MPO committees regarding the process of developing SMART SCALE applications for Round 6;
- Support application development through coordination with VDOT pipeline projects and evaluation of previously identified high-priority projects that remain unfunded;
- Hold a regional meeting to coordinate SMART SCALE project submittals from the member localities and MPO;

- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

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

PL Funding: \$8,500

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 updated performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

There is high regional interest in improving transit and passenger rail for the Charlottesville-Albemarle urbanized areas. This task supports the engagement of the CA-MPO with the state and intra-regional stakeholders in transit and rail planning.

End Products:

- Participate in statewide initiatives to expand and improve transit and rail service to the Charlottesville region; 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: \$17,000

FTA Funding: \$10,000

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:

- Coordinate, manage, and implement the Regional Transit Governance Study for the CA-MPO and TJPDC region.
- Coordinate, manage, and implement the completion the U.S. Department of Transportation Safe Streets and Roads for All grant to develop a Comprehensive Safety Action Plan for each locality throughout the CA-MPO and TJPDC region.
- Coordinate, manage, and implement the U.S. Department of Transportation RAISE grant to complete the preliminary engineering phase of the Rivanna River Bicycle and Pedestrian Bridge if awarded.

B) Explore opportunities for contracted project and studies.

Topical areas may include:

- Coordination between affordable housing and connectivity needs.
- Improving coordination with locality staff and elected officials.
- Implementing recommendations from the regional transit planning studies.

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 21st, 2023
- Final Approval May 24th, 2023

Online Posting

Posted as part of MPO meeting agenda for March 21st, 2023

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

State Review

Draft submittal for VDOT review/comment: March 13th, 2023

Draft submittal for DRPT review/comment: March 13th, 2023

Review of Final FY24 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

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

ATTACHMENT – A
Charlottesville/Albemarle Urbanized Area
FY-2024 Unified Planning Work Program
VDOT Input

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

Task 1.0 Administration of the Continuing Urban Transportation Planning Process (3-C) with the
Charlottesville-Albemarle MPO

Budgeted \$XX,XXX

- Preparation for and attend:
 - MPO Policy Board Committee Meeting;
 - MPO Technical Committee as the VDOT Representative;
 - MPO Citizen Transportation Advisory Committee (CTAC), and
 - Various other local and jurisdictional committee meetings as necessary.
- Preparation of PL funding agreements and addenda.
- Review and process billing invoices and progress reports.
- Process adjustments and amendments to the FY-2021-24 TIP and FY 2034-2027 TIP.
- Review Performance Measure and assist with target setting.
- Review road plans for conformance with current transportation plan.
- Conduct Federal-Aid/Functional Classification System reviews.
- Coordinate multi-modal activities and maintain/update inventory datasets.
- Assist with the updates of the Public Participation Plan, Title VI/Environmental Justice Plan, and other regional plans as needed.
- Monitor regional travel.
- Assist with studies and project development/review.
- Review local and regional transportation planning activities and attend public hearings.

Task 2.0 Long-Range Transportation Planning with the
Charlottesville-Albemarle MPO

Budgeted \$XX,XXX

- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan.
- Assist the MPO with the updates of the Year 2050 Long-Range Transportation Plan.
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies.
- Evaluate and review comments and respond to concerns relative to transportation planning process.
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies.
- Evaluate planning study efforts as they relate to the NEPA process.

Task 3.0 Short-Range Transportation Planning with the

Charlottesville-Albemarle MPO

Budgeted \$XX,XXX

- 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.

Task 4.0 Coordination with the

Northern Virginia Transportation Authority and Washington Area Council of Government

Budgeted \$XX,XXX

- Attend various MPO Committee Meeting as necessary;
- Respond to inquiries concerning the Year 2045 Long-Range Transportation Plan
- Assist the MPO with the updates of the Year 2045 Long-Range Transportation Plan
- Assist the MPO with model scenario development, review and runs to forecast traffic demand and develop multi-modal transportation needs for long-range plans and corridor studies
- Assist with processing adjustments and amendments to the FY 2022-2027 Six Year Program
- Review Performance Measure and assist with target setting
- Review road plans for conformance with current transportation plan
- Conduct Federal-Aid/Functional Classification System reviews
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local transportation planning activities and attend public hearings
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridors, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies

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

Task 5.0 Non-Urbanized/Rural Transportation Planning Program

Budgeted \$XXX,XXX

- 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
- Assist with the updates to the STIP to FY 2024-2027.
- Assist with studies and project development/review.
- Review local and regional transportation planning activities and attend public hearings for compliance with Chapter 729
- Assist the PDCs with the update of the Rural Long-Range Plan and small area plans
- Evaluate and review comments and respond to concerns relative to transportation planning process
- Evaluate and review comments and respond to concerns relative to corridor, pedestrian, multi-modal, and access management studies
- Evaluate planning study efforts as they relate to the NEPA process.
- Evaluate existing transportation system and identify deficiencies
- Recommend improvements to alleviate unacceptable conditions
- Coordinate recommended improvements with other plans and studies
- Coordinate planning activities with the private sector to identify mobility and commuter access issues such as additional commuter parking lots, etc.
- Review and comment on traffic impact studies
- Review environmental impact reports for impacts to existing and future transportation facilities

Provide advice and support on freight issues and information compilation. VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions,

regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.

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

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

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

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

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

Article 1

Planning and Modeling Boundaries

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

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

Article 2

MPO Structure & Committees

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

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

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

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

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

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

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

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

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

Article 3

Unified Planning Work Program (UPWP)

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

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

Article 4

Participation Plan

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

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

Article 5

Inclusion and Selection of Project Recommendations

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

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

Development of the Transportation Improvement Program (TIP)

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

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

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

Article 6

Financial Planning and Programming, and Obligations

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

Fiscal Constraint and Financial Forecasts

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

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

Annual Obligation Report

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

Article 7

Performance-Based Metropolitan Planning Process Responsibilities

The MPO

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

Attachment B: Memorandum of Understanding

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

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

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

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

The State

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

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

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

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

The Public Transportation Provider(s)

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

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



Chair
Charlottesville-Albemarle
Metropolitan Planning Organization

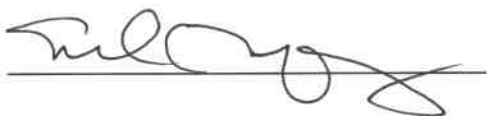
WITNESS BY 

DATE 7/25/18

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____

DATE _____



City Manager
City of Charlottesville for
Charlottesville Area Transit

WITNESS BY 

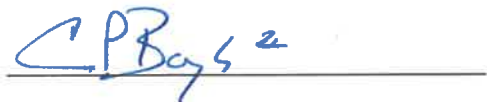
DATE 1/2/2019



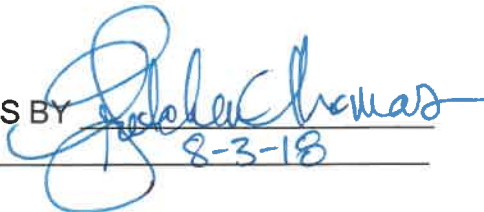
Executive Director
Jaunt, Inc.

WITNESS BY 

DATE 12/10/2018



Executive Director
Thomas Jefferson
Planning District Commission

WITNESS BY 

DATE 8-3-18



County Executive
Albemarle County

WITNESS BY Cheryl Dixon
DATE 12/17/2018

Attachment C: PL and FTA Budget

FY24			
	PL	FTA	Total
Task 1: Administration	\$52,500	\$21,500	\$74,000
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000
Staffing Committees	\$14,000	\$8,000	\$22,000
Information Sharing	\$24,500	\$5,500	\$30,000
Task 2: Long Range Transportation Planning	\$267,314	\$70,640	\$337,954
2050 LRTP	\$142,643	\$36,000	\$178,643
Comprehensive Safety Action Plan	\$30,000	\$0	\$30,000
MPO Boundary Analysis	\$8,000	\$4,000	\$12,000
Transit Governance	\$0	\$27,640	\$27,640
Commuter Assistance Program Strategic Plan	\$11,000	\$0	\$11,000
Travel Demand Model Update	\$20,000	\$0	\$20,000
On-call Services/Contingency	\$55,671	\$3,000	\$58,671
Task 3: Short Range Transportation Planning	\$68,000	\$36,900	\$104,900
TIP Maintenance	\$5,000	\$2,000	\$7,000
SMART SCALE & Grant Support	\$35,500	\$10,400	\$45,900
RTP, TDM, and Bike/Ped Support	\$8,500	\$8,500	\$17,000
Performance Targets	\$2,000	\$1,000	\$3,000
Regional Transit & Rail Planning	\$0	\$5,000	\$5,000
CTAC/Public Outreach/Title VI	\$17,000	\$10,000	\$27,000
TOTAL	\$387,814	\$129,040	\$516,854