Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

401 E. Water St, Charlottesville, VA 22902 www.tjpdc.org
• (434) 979-7310 • info@tjpdc.org email

Agenda
MPO CTAC
Wednesday May 15th, 2019 @ 7:00 p.m.
Water Street Center, 407 E. Water Street, Charlottesville, VA 22902

Item	Time	Description
1	7:00-7:05	**Matters from the Public: limit of 3 minutes per speaker** • *Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda.*
2	7:05-7:10	**Approval of April 17th draft Meeting minutes*;** *Click here for a copy*
3	7:10-7:40	**Long Range Transportation Plan*** *Click here for Memo* **-** Jakob zumFelde • Review draft LRTP document *Click here for a copy* • Discussion and suggestions for improvements for the next LRTP
4	7:40-8:00	**FY20 Unified Planning Work Program (UPWP)*** **-** Jakob zumFelde • Review draft FY20 UPWP *Click here for a copy* The UPWP provides a mechanism for coordinating transportation planning activities in the Charlottesville/Albemarle Metropolitan Planning Area. The FY20 UPWP describes the work that will be done by MPO and VDOT staff between July 1, 2019 and June 30, 2020.
5	8:00-8:20	**Ongoing role of CTAC** • Summary of a recent meeting with CTAC and MPO Policy Board Officers
6	8:20-8:25	**Staff Updates:** • Staff changes
7	8:25-8:30	**Additional Matters from the Public: limit of 3 minutes per speaker** • *Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda.*

*Indicates that MPO Staff will be seeking a recommendation or formal action.

Upcoming Meetings:
MPO Policy Board: May 22nd
MPO CTAC, July 17th

Charlottesville-Albemarle Metropolitan Planning Organization
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Citizen Transportation Advisory Committee

Draft Meeting Minutes: April 17, 2019

Committee – Voting Members	**Staff**
Chair Travis Pietila (Charlottesville) - Present	Jakob zumFelde (MPO)
Vice-Chair Mike Smith (Charlottesville) – Present	Chip Boyles (MPO)
Ray Heron (Charlottesville) – Present	
Mike Dunn (Albemarle) - Present	
Donna Chen (MPO) – Present	
Adam Moore (Charlottesville) - Present	
Marty Meth (Albemarle) - Present	
Gary Heaton (Charlottesville PC) – Absent	
Fran Hooper (Albemarle) - Absent	
David Hurst (MPO) – Absent	
Tim Keller (Albemarle PC) – Absent	
David Shreve (Albemarle) – Absent	
Mac Lafferty (MPO) – Absent	

Call to Order:
Mr. Pietila called the meeting to order at 7:02 PM.

Matters from the Public:
There were no matters from the public.

Approval of Meeting Minutes:
The March meeting minutes were reviewed. Mr. Moore made a motion to approve the minutes, Mr. Heron seconded the motion, and it passed unanimously.

All members briefly introduced themselves, as it was the first meeting for two new members.

Long Range Transportation Plan (LRTP) Update
Mr. zumFelde provided a very brief overview of the process and timeline for the final steps of the LRTP. Mr. zumFelde presented the LRTP document chapters for feedback from the committee. Mr. Meth asked about the public outreach that was completed throughout the LRTP, and Mr. zumFelde indicated that four open houses had been held between September of 2017 and January of 2019.

Ms. Chen noted that land use and density were not addressed as strategies that reduce greenhouse gas emissions in Chapter 3. Mr. zumFelde read a brief sentence that had been added, and indicated that it could be developed more fully.

Mr. Dunn indicated confusion about the safety targets included in Chapter 4, and in particular the increases that are indicated. Mr. zumFelde clarified that those increases indicate that VDOT is unfortunately expecting an increase in fatalities, but hopes to limit the increase to less than the number indicated. He noted that he would clarify the language in the document. Ms. Chen indicated that it would be helpful to have longer-term safety trends shown in the document, along with the short-term safety targets.

Mr. Smith noted that congestion is presented first in the transportation deficiencies chapter, and he indicated concern about whether that gives the impression that congestion is the most important aspect of transportation planning in the region. There was some discussion about the importance of congestion, and Mr. zumFelde indicated that this update to the LRTP had reduced the emphasis on congestion compared to the previous LRTP.

Mr. Meth asked about the discussion of transit deficiencies, and said that it was not particularly clear in identifying the deficiencies. There was additional discussion about the need for more transit data and for additional evaluation of the transit system. Mr. Pietila noted that some maps shown at one of the public open houses had provided information about frequency of service, and that this could be helpful to add to the LRTP document. Ms. Chen asked about the maps showing existing bicycle and pedestrian, and indicated that it would be helpful to have more detailed information provided. Mr. zumFelde explained that efforts are ongoing to ensure that this detailed information is available in the future. Mr. zumFelde indicated that he would add text about the overall need for additional data collection and analysis related to bicycle, pedestrian and transit in the region.

Chapters 6 through 8 were then reviewed, with additional discussion about the need for data regarding number of people who travel by bicycle, walking, or modes such as e-scooters. Mr. zumFelde described how to interpret and use the results of the scenario evaluation, as well as the constrained and vision lists. Primarily, the projects that are included in Scenario F are considered the regional priorities, although all projects included in the lists in chapter 8 are projects that have been identified as desirable for implementation and are eligible for SMART SCALE applications or other funding opportunities. There was then discussion about the Hydraulic Area projects.

Mr. zumFelde indicated that at the May meeting CTAC would be able to review the document a final time and suggest small edits. Staff will also ask CTAC to pass a resolution endorsing the LRTP and encouraging the MPO to adopt the LRTP.

Staff Reports
Mr. zumFelde gave a brief overview of the Unified Planning Work Program (UPWP). He noted that it is required for showing how federal funds will be used. Mr. zumFelde and Mr. Boyles described some of the efforts included in the proposed FY20 UPWP, such as a transportation revenue study, regional transit planning, and short range project planning including work related to SMART SCALE applications which will be submitted in 2020.

Additional Matters from the Public:
There were no matters from the public.

The meeting was closed at 8:50 PM.

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Memorandum

To: MPO CTAC
From: Jakob zumFelde, Transportation Planner
Date: May 8, 2019
Reference: Long Range Transportation Plan (LRTP)

Purpose: To update the MPO CTAC on the status of the LRTP process.

Background: The MPO's Long Range Transportation Plan must be updated every five years. The Updated Plan (LRTP 2045) must be approved in May of 2019.

Summary:
A significant amount of information has been provided to the MPO committees over the past year of work on the LRTP. As reviewed in April, all of this information has now been compiled in a draft LRTP document, available at http://campo.tjpdc.org/process-documents/lrtp/. Multiple updates were made to the document in response to feedback from CTAC and the MPO Policy Board in April. Staff will provide a brief overview of these final updates at the May meeting.

Action Items:
At the May CTAC meeting, staff will ask committee members for any final comments or small corrections to the draft plan document. Staff will then ask CTAC to pass a motion supporting the LRTP and encouraging adoption by the MPO Policy Board.
Staff will also ask for any comments or suggestions that CTAC members would like to have written down for consideration when the next LRTP update is completed.

If there are any questions or comments, please contact Jakob zumFelde at jzumfelde@tjpdc.org or 434-422-4080.







DRAFT Unified Planning Work Program (UPWP)

Fiscal Year 2020
July 1, 2019 – June 30, 2020

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

FTA Federal Transit 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 2020. 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

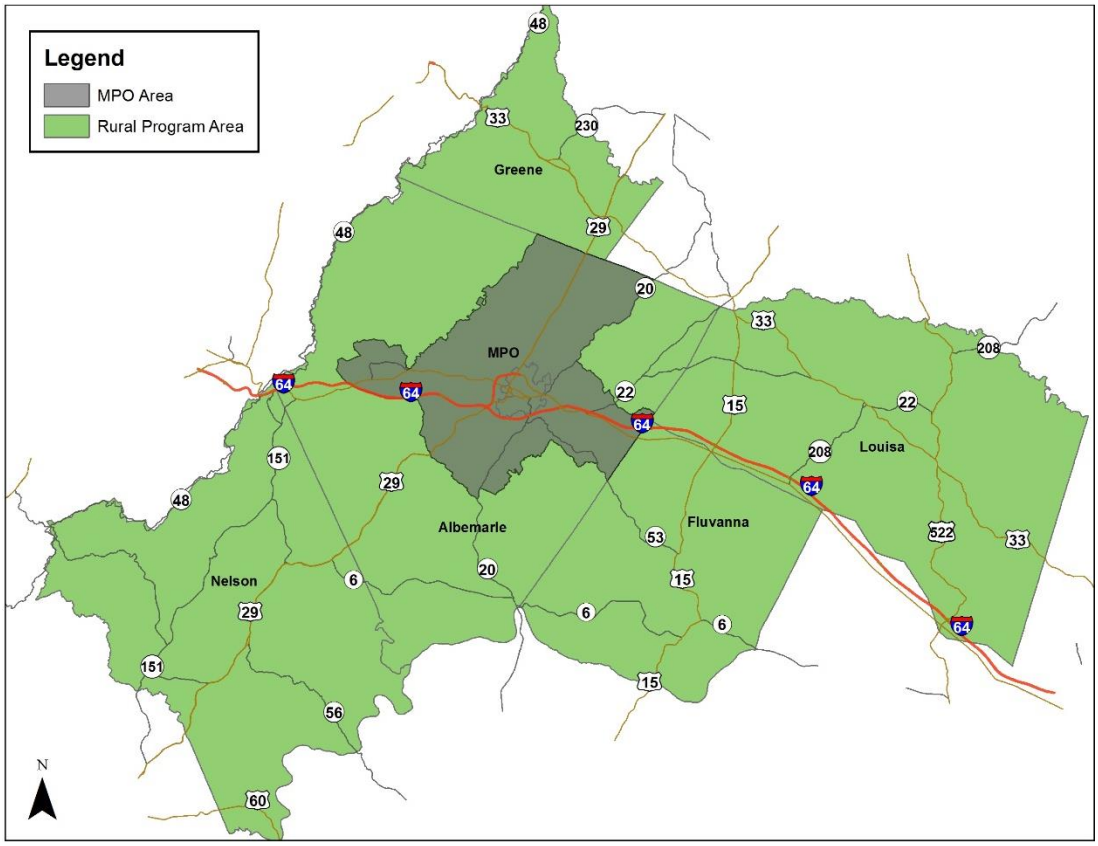
CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum 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 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 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:

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Relationship of UPWP to Long Range Transportation Planning

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

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

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MPO Transportation Infrastructure Issues and Priorities

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

The following issues call for a need to:

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

Public Participation/Title VI and Environmental Justice

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

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

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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 FY20 Work Program Budget. These tables outline the FY20 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.

FY20 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	*10%*	*10%*	*100%*
FY-20 PL Funding	$163,928	$20,491	$20,491	$204,910
FY-20 FTA Funding	$86,644	$10,831	$10,831	$108,306
PL+FTA Total	***$250,572***	***$31,322***	***$31,322***	***$313,216***
VDOT SPR	$136,000	$17,000	$17,000	$170,000
Total FY20 Work Program	***$386,572***	***$48,322***	***$48,322***	***$483,216***

FY20 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	27.8%	*35.4%*	*36.8%*	*100%*
PL+FTA Total	***$87,000***	***$111,000***	***$115,216***	***$313,216***
FY-20 PL Funding	$60,000	$68,000	$76,910	$204,910
FY-20 FTA Funding	$27,000	$43,000	$38,306	$108,306
VDOT SPR	$50,000	$60,000	$60,000	$170,000
Total FY20 Work Program	***$137,000***	***$171,000***	***$175,216***	***$483,216***

VDOT SPR: Non-Urbanized/Rural Transportation Planning Program - $

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Highlights of FY19 UPWP

The CA-MPO conducted several plans, projects and initiatives in FY19. Below are highlights from that year, helping to give context for the FY20 activities.

Coordination of Route 29 Solutions Projects
From FY15 to FY19, CA-MPO staff was significantly involved in coordinating efforts for the Route 29 Solutions Projects, a series of improvements along Route 29, north of Charlottesville. MPO officials served on the 29 Solutions Project Development Advisory Panel and the 29 Solutions Hydraulic Planning Advisory. FY19 included completion of the Hydraulic Small Area Plan for long range land use and transportation improvements and unanimous acceptance of the plan by the City of Charlottesville and County of Albemarle. Results of the plan included submission of three SMART SCALE applications for projects recommended in the Plan, although none of the projects scored high enough to be recommended for funding.

SMART SCALE Prioritization
The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY19, CA-MPO staff monitored changes to the SMART SCALE process and coordinated and completed applications for SMART SCALE Round three.

Jefferson Area Bicycle and Pedestrian Plan
In FY19, MPO and PDC staff completed an update to the Jefferson Area Bicycle and Pedestrian Plan, last approved in 2004. The Plan was approved by the MPO Policy Board in February and the PDC approved the Plan in March of 2019. MPO staff coordinated closely with Piedmont Environmental Council staff on public engagement related to the Plan, thanks to a Strengthening Systems Grant awarded by the Charlottesville Area Community Foundation. Recommendations from the Plan were included in the LRTP update.

Regional Transit Study
In FY16, local decision-makers of the Planning and Coordination Council (PACC) asked the TJPDC/CA-MPO to reexamine opportunities for improved communication, coordination and collaboration on transit matters. The effort explored operations of the region's three transit providers: Charlottesville Area Transit (CAT), JAUNT and University Transit Service (UTS). Rather than focus specifically on an RTA (regional transit authority), the Commission's (TJPDC) assignment was to "review organizational, decision-making and formal communication options for the transit service organizations in the region and to explore partnership opportunities between CAT, JAUNT and UTS to enhance transit service in the region." Staff completed the study in FY17 and begin hosting Regional Transit Partnership meetings in the last half of FY18. The RTP began meeting monthly in FY19 and sponsored three workshops of transit strategic planning facilitated by John Martin of SRI and by Jarrett Walker Associates. The major objective accomplished by the RTP was a formal funding Memorandum of Understanding between the City of Charlottesville's Transit and Albemarle County.

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Long Range Transportation Plan
The MPO completed the update of the LRTP in May of 2019. The efforts to update the Plan included:

- Hosting multiple public meetings
- Working with VDOT and a consultant to finalize the rebuilding of the regional travel demand model,
- Developing project and scenario evaluation measures
- Conducting evaluation of projects and scenarios using the travel demand model, GIS and other methods
- Collecting and analyzing traffic, safety, roadway condition, and freight data
- Coordinating with localities
- Presenting all information to the MPO Policy Board for approval, with an expected approval date of May 22, 2019 for the complete LRTP

Transportation Improvement Program (TIP)
MPO staff updated the FY18-FY21 TIP as necessary in FY19. This included one amendment and multiple adjustments, including the addition of information related to the region's targets for the national performance measures.

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 FY19, the MPO received guidance from VDOT and DRPT regarding statewide targets, and set targets for the MPO for all of the performance measures.

Coordination of Amtrak Station Lease Extension
A twenty year lease for Amtrak use of a privately owned rail station in the City of Charlottesville expired in December, 2019. MPO staff assisted DRPT, Amtrak, the City of Charlottesville and the private property owner with communications and opportunities for the lease extension for continued Amtrak use of the site. Assistance will continue into future years until a permanent solution is identified for Amtrak use to include a station, parking and amenities.

Harrisonburg to Charlottesville Transit Study
CAMPO staff assisted the Staunton-Augusta-Waynesboro MPO and Harrisonburg Rockingham MPO with coordination of a consultant study exploring the feasibility of a public transit service along the I-81 and I-64 corridors. The original study was completed in FY18 with a funding request in FY18. When funding did not materialize, staff continued to explore scaling of the project to a more sustainable model. Additional study funds were approved for FY19 with a review of the service expected to occur in FY19 and FY20.

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FY20 UPWP Activities by Task

Task 1: Administration

Total Funding: $87,000
PL Funding: $60,000
FTA Funding: $27,000

A) Reporting and Compliance with Regulations

PL Funding: $10,000
FTA Funding: $3,000

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

- The Transportation Improvement Program (TIP);
- FY21 Unified Planning Work Program;
- Transportation system performance measures;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the 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);
- Update regional performance measure targets, as necessary;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: $20,000
FTA Funding: $10,000

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

The CA-MPO staffs the following groups:

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

End Products:

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- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings;
- Restructure Policy Board and Committee bylaws, based on the Strategic Plan; and,
- Maintain committee information on the TJPDC/MPO Website.

C) Information Sharing

PL Funding: $7,500
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. One ongoing project is a regional housing analysis that will include use of transportation data around housing centers and travel time to key destinations.

End Products:

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

D) Cross-Jurisdictional Communication

PL Funding: $8,000
FTA Funding: $5,000

In FY20, the CA-MPO will continue to coordinate closely with its member governments, the Rural Transportation Program (RTP) and other MPOs from across the State. Staff will conduct ongoing intergovernmental discussions; coordinate transportation projects; and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit and environmental topics.

End Products:

- Attend local planning commission meetings;
- Attend City Council and Board of Supervisors meetings;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Analyze available data to identify whether MPO boundaries may expand into additional counties after the 2020 census;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);

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- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.

E) Public Participation
PL Funding: $10,000
FTA Funding: $3,000
The CA-MPO updated its Title VI and Environmental Justice Plan (approved May 2016) to assist in meeting federal requirements for engaging minority, low-income, and limited English-speaking populations. TJPDC last updated the Public Participation Plan in September of 2016, and will complete another update of the plan in September 2019. 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;
- Complete an update of the Public Participation Plan;
- Increase participation from underserved communities;
- Provide proper and adequate notice of public participation activities;
- Provide reasonable access to information about transportation issues and processes in paper and electronic media;
- Demonstrate responsiveness to public input received during transportation planning processes; and,
- Pursue design and funding for a mobile community engagement bus currently under conceptual design by University Architecture students.

F) Online Resources
PL Funding: $4,500
FTA Funding: $3,000
The CA-MPO website offers the public added opportunities to participate in the MPO process and includes information items that explain transportation issues in an easily-understood format. Additional features will focus on training local officials and stakeholders on the MPO process and transportation concepts.

End Products:
- Continued content updates to website;
- Develop additional features for the CA-MPO website; and,
- Formalize online training resources associated with the LRTP update and other processes.

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Task 2: Long Range Transportation Planning

Total Funding: $111,000
PL Funding: $68,000
FTA Funding: $43,000

A) Regional Transportation Revenue Study

PL Funding: $25,000
FTA Funding: $10,000

Transportation projects are often quite expensive and require large-scale investments. Yet federal and state spending on transportation has been declining in recent years. Recent regional plans and studies, including the Hydraulic Area Plan and Jefferson Area Bicycle and Pedestrian Plan have indicated the need for significant investment in transportation projects in the region. In FY20, MPO staff will begin discussions and research to identify potential opportunities for local revenue generation that can be dedicated to transportation projects.

End Products:

- Review resources related to local and regional revenue options, including a recent Report by the Virginia Transportation Research Council;
- Create list of regional revenue strategies that have been used in other cities or regions;
- Identify partners who are interested in implementation of local or regional revenue generation for transportation projects; and
- Assess feasibility of implementing a regional revenue program in this region

B) Bicycle and Pedestrian Corridor Evaluation

PL Funding: $30,000
FTA Funding: $7,500

Following completion of the Jefferson Area Bicycle and Pedestrian Plan, many corridors have been identified that have not been evaluated adequately to apply for construction funding. MPO staff will assist with studies that examine corridors and projects identified in the Plan. These studies will identify opportunities and challenges, and may create cost estimates and conceptual designs that prepare the projects for construction funding.

End Products:

- Continue working with local staff to identify corridors and projects that need additional evaluation; and
- Work with VDOT and other stakeholders to complete evaluation of the corridors

C) Regional Transit Planning

PL Funding: $0
FTA Funding: $22,500

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

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End Products:

- Work with the Regional Transit Partnership and DRPT to identify necessary evaluations
- Collection and analysis of service data for long range service delivery planning
- Cooperative engagement with SAWMPO on I-64 corridor transit service
- Concept and feasibility report for long term rail use by Amtrak

D) Assist with VTRANS Update

PL Funding: $13,000
FTA Funding: $3,000

The statewide multimodal transportation plan, VTRANS, is in the process of being updated. MPO staff will provide input on the Plan update and ensure that regional stakeholders also have the opportunity to provide input. MPO staff will also provide data and other assistance to those completing the VTRANS update, as necessary.

End Products:

- Work with local stakeholders and the VTRANS team to ensure all appropriate regional needs are included in the VTRANS Update

Task 3: Short Range Planning

Total Funding: $115,216
PL Funding: $76,910
FTA Funding: $38,306

A) Transportation Improvement Program (TIP)

PL Funding: $20,000
FTA Funding: $10,000

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

The current TIP is for FY18-FY21, and the next TIP (for FY21-FY24) will need to be created in FY20. MPO staff will collaborate with VDOT, DRPT, and local City and County staff to create the next TIP. The final TIP document shall be posted on the TJPDC website.

End Products:

- Create the FY21-FY24 TIP;
- Process the Annual Obligation Report;
- Process TIP amendments and adjustments; and

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- Monitor the TIP as necessary, ensuring compliance with federal planning regulations;

B) Short Range Project Planning
PL Funding: $46,910
FTA Funding: $15,000
MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. SMART SCALE applications will be due in August of 2020, with pre-applications due earlier in 2020.

End Products:
- Facilitate outreach efforts in the pursuit of funding sources for high priority projects within the MPO;
- Hold a regional meeting to coordinate SMART SCALE project submittals from the member localities and MPO;
- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs;

C) Travel Demand Management (TDM)
PL Funding: $5,000
FTA Funding: $5,000
The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. RideShare and TDM efforts have been, and will continue to be, included in the long-range transportation planning process. RideShare staff works with the MPO by providing data and advice with regard to how RideShare and TDM can affect the MPO.

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

D) Regional Transit Partnership (RTP)
PL Funding: $0
FTA Funding: $8,306
In FY17, the City and County elected bodies approved development on a Regional Transit Partnership Advisory Board whose charge is to provide a venue for continued communication, coordination and collaboration between transit providers, localities and citizens. The RTP could be a precursor to a Regional Transit Authority (RTA) and could serve as an interim body responsible for ushering the development of an RTA, if the region determines to consolidate transit systems into a single entity.
In FY20, the RTP will continue a regular monthly meeting. The CA-MPO will staff this Advisory Board and manage the program.

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End Products:

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

E) On-Call Services

PL Funding: $5,000
FTA Funding: $0

MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All safety studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:

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

Task 4: Contracted Projects and Studies

A) Explore opportunities for contracted project and studies.

Topical areas include:

- Corridor planning
- Rail passenger station improvements
- Complete streets and travel demand management

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CA-MPO in FY21

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

Regional Transportation Revenue Study

- Complete the Regional Revenue Study
- Work with regional and state partners to implement recommendations of the study

SMART SCALE

- Explore ways to improve the success of funding for projects
- Monitor any changes and updates to the SMART SCALE Process
- Integrate any changes in State process into MPO and local projects to strengthen funding applications

LRTP 2045

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

Other Studies

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

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Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Draft Review April 24th, 2019
- Final Approval May 22nd, 2019

Online Posting

Posted on TJPDC.org: May 7th, 2019

State Review

Draft submittal for VDOT review/comment: May 3rd, 2019
Draft submittal for DRPT review/comment: May 3rd, 2019

Review of Final FY20 UPWP

MPO Technical Committee: May 21st, 2019
Citizen Transportation Advisory Committee (CTAC): May 15th, 2019
MPO Policy Board: May 22nd, 2019
PUBLIC HEARING: May 22nd, 2019

Note: Copy of public hearing notice in appendix D

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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 21st 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)

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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)

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Appendix

Attachment A: Tasks Performed by VDOT
Attachment B: Memorandum of Understanding (2019)
Attachment C: FTA Section 5303/PL Funding Breakdown
Attachment D: Public Notice and Resolution

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ATTACHMENT – A

Charlottesville/Albemarle Urbanized Area
FY-2020 Unified Planning Work Program
VDOT Input

State Planning and Research (SPR) Funds Available $ 425,000

Tasks

1.0 Administration of the Continuing Urban Transportation Planning Process (3-C)
Budgeted $50,000

- Preparation for and attend:
  - MPO Policy Board Committee Meeting;
  - MPO Technical Committee as the VDOT Representative;
  - MPO Citizen Transportation Advisory Committee (CTAC),
  - and various other local and jurisdictional committee meetings as necessary
- Preparation of PL funding agreements and addenda
- Review and process billing invoices and progress reports
- Process adjustments and amendments to the FY-2018 - 21 TIP
- Assist the MPO in the development of the 2021-2024 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 transportation inventory datasets
- Assist with the updates of the Public Participation Plan, Title VI/Environmental Justice Plan, and other regional plans as needed
- Monitor regional travel
- Review proposed enhancement projects as necessary
- Review local and regional transportation planning activities and attend public hearings

2.0 Long-Range Transportation Planning
Budgeted $60,000

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

3.0 Short-Range Transportation Planning
Budgeted $60,000

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

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

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

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

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

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

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

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

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

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

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

Article 1
Planning and Modeling Boundaries

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

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

Article 2
MPO Structure & Committees

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

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

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

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

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

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

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

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

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

Article 3
Unified Planning Work Program (UPWP)

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

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

Article 4
Participation Plan

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

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

Article 5
Inclusion and Selection of Project Recommendations

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

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

Development of the Transportation Improvement Program (TIP)

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

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

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

Article 6
Financial Planning and Programming, and Obligations

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

Fiscal Constraint and Financial Forecasts

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

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

Annual Obligation Report

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

Article 7
Performance-Based Metropolitan Planning Process Responsibilities

The MPO

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

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

DRAFT

County Executive
Albemarle County

WITNESS BY Cheryl Skeen
DATE 12/17/2018

DRAFT

Attachment C: FTA Section 5303 and PL Funding Breakdown

Task and Project	PL funding	FTA funding	Total
Task 1: Administration	**$ 60,000**	**$ 27,000**	**$ 87,000**
A. Reporting and Compliance	$ 10,000	$ 3,000	$ 13,000
B. Staffing Committees	$ 20,000	$ 10,000	$ 30,000
C. Information Sharing	$ 7,500	$ 3,000	$ 10,500
D. Cross-Jurisdicational Communication	$ 8,000	$ 5,000	$ 13,000
E. Public Participation	$ 10,000	$ 3,000	$ 13,000
F. Online Resources	$ 4,500	$ 3,000	$ 7,500
Task 2: Long Range	**$ 68,000**	**$ 43,000**	**$ 111,000**
A. Regional Transportation Revenue Study	$ 25,000	$ 10,000	$ 35,000
B. Bicycle and Pedestrian Corridor Evaluation	$ 30,000	$ 7,500	$ 37,500
C. Regional Transit Planning	$ -	$ 22,500	$ 22,500
D. Assistance with VTRANS Update	$ 13,000	$ 3,000	$ 16,000
Task 3: Short Range	**$ 76,910**	**$ 38,306**	**$ 115,216**
A. TIP	$ 20,000	$ 10,000	$ 30,000
B. Short Range Project Planning	$ 46,910	$ 15,000	$ 61,910
C. Travel Demand Management	$ 5,000	$ 5,000	$ 10,000
D. Regional Transit Partnership	$ -	$ 8,306	$ 8,306
E. On-Call Services	$ 5,000	$ -	$ 5,000
Task 4: Consultant Studies	**$ -**	**$ -**	**$ -**
TOTAL	**$ 204,910**	**$ 108,306**	**$ 313,216**

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Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

CONTACT: Jakob zumFelde
434-422-4080 phone
jzumfelde@tjpdc.org

Public Notice

Charlottesville-Albemarle MPO Public Hearings: Draft LRTP 2045 and Draft FY20 UPWP

- **Wednesday, May 22nd at 4:00 p.m.**

The Charlottesville-Albemarle Metropolitan Planning Organization (MPO) will hold a second and final public hearing to review the LRTP 2045 document on May 22nd at 4:00 pm. At the same meeting, the MPO will hold a public hearing regarding the Unified Planning Work Program (UPWP) for fiscal year 2020. Both public hearings will be held at Water Street Center, 407 East Water Street, Charlottesville, Virginia, 22902.

The Draft Long Range Transportation Plan 2045 is currently under development by the Charlottesville-Albemarle Metropolitan Planning Organization. To view a complete draft of the document, please visit the LRTP 2045 website at http://campo.tjpdc.org/process-documents/lrtp/ or contact the MPO.

The Unified Planning Work Program (UPWP) provides a mechanism for coordinating transportation planning activities in the Charlottesville/Albemarle Metropolitan Planning Area for the upcoming fiscal year. The draft FY20 UPWP is available online at http://campo.tjpdc.org/. Hardcopies are available for review M-F 9am to 5pm at 401 East Water Street Charlottesville, VA. 22902.

The public is welcome and encouraged to attend the public hearings. Comments may also be submitted until 4:00 pm on May 22nd via telephone, email or letter to the MPO: PO Box 1505, Charlottesville, VA 22902; phone (434) 979-7310; email: info@tjpdc.org.